COMMITTEE FUNCTION:
1. To assist the Academic Senate in the development of sound educational policies, procedures, and practices by encouraging thorough discussions of current issues among various constituent groups.
2. To coordinate and review educational planning activities throughout the District.
3. To inform and review the Academic Affairs Component Program and Resource Planning Process (PRPP) priorities
4. To review and recommend to the Vice President of Academic Affairs new degrees, certificates and majors and the revitalization or discontinuance of existing degrees, certificates and majors.
5. To serve as a multi-constituent clearinghouse for educational matters.

Attending: Mary Kay Rudolph, Robin Fautley, Matthew Greaney, Melissa Kort, Ron Myers, Susan Wilson, Deb Chigazola, Andrea Alvarado, Freyja Pereira, Yolanda Garcia

Call to Order
The meeting was called to order by Mary Kay Rudolph at 3:22 pm. A lively discussion was held on the Accreditation Visiting Team Exit Interview at 1:00 pm today. Those members in attendance reported that there were four commendations and seven recommendations. Three “need to fix” items were verbalized by the Accreditation Visiting Team: 1) Adjunct faculty must have SLOs in their evaluations; 2) student support issues at the Southwest Center; and 3) the College needs a policy on hiring a President.

1. Approval of Minutes
   It was moved, seconded and carried to approve the minutes of February 26, 2015 as presented.

2. Approval of Majors and Certificates Review Committee – Mary Kay Rudolph, Robin Fautley
   Members reviewed and approved language clarifying committee structure to read as follows:
   4 Faculty members, appointed by the Academic Senate, when possible, at least one from a Career/Technical field. It was moved, seconded and carried to forward this topic to College Council for review.

   Freyja spoke to issues regarding Pass/No Pass on Associate Degrees for Transfer (ADT). The CSU GE pattern or IGETC versus ADT needs to be resolved. Question was raised as to who makes the final decision on Majors. The answer is that the VPAA makes the final decision.

3. Revisions to Policy 3.9, Faculty Member’s Obligation to Students – Robin Fautley
   Discussion continued – it was suggested that language be included to read “Faculty are encouraged to provide meaningful assessment.” Because this is not a District policy another suggestion was made which would speak to best practice. For instance, “Best practice includes providing students with meaningful assessment.”

   It was moved, seconded and carried to forward to College Council the Revisions to Policy 3.9, Faculty Member’s Obligation to Students.

4. Midterm grades and posting to class rosters for online courses, short courses and late starts
   - Freyja Pereira

   Freyja Pereira informed the group that IT says it is possible for midterms to be made available for shorter courses; however, while this change can be implemented for Fall 2015, it cannot be implemented for the upcoming summer session. Discussion ensued with regard to how meaningful
Ss and Us are on midterm reports – some felt Satisfactory and Unsatisfactory are not sufficiently meaningful. Matt Greaney stated that not all 6 week courses are created equal. It was suggested that the measurement should be **Units** versus **Number of Weeks**. Ron Myers raised the issue of Lab Units versus Lecture Units.

Freyja explained that she will need a programmer to attend the next EPCC meeting and that the report will be re-run to include unit values for full length semester courses, 6 weeks or more and 2 or more units.

5. **Proposal to combine fall/summer registration for 2016** – Freyja Pereira, Vayta Smith

Freyja Pereira reported that there is good evidence demonstrating a 70% persistence rate for combined summer and fall registration. Discussion followed with queries and answers regarding Pre-Requisite Drop Lists, continuing students, new students and Counseling 270 offerings and the budget impact of implementing combined registration(s). Mary Kay will provide the PowerPoint file referenced in the AAC minutes which demonstrates the benefits of combined registration for persistence, retention and planning.

Robin Fautley questioned how combined registration will affect the users and asked what potential problems there may be. Andrea Alvarado shared that there were valuable impacts for high school graduates at Las Positas with combined summer and fall registration. It was suggested that the college wants to capture high school grads when summer starts and get them registered for Summer and Fall all at once. Melissa Kort stated her commitment to fight for the right of students to change their minds. Andrea explained that a student’s education plan serves as a guide, providing place-holders for students, while showing them options and offering flexibility.

Freyja concluded that IT needs to be on board with this proposal. As such, we need more automation. She meets with IT on a monthly basis and it’s well-known that IT and Infrastructure is needed NOW to fix the problems that exist.

6. **Meeting Review and confirmation of next agenda items**

7. **Pending Items**
   a. Revisions to Policy 3.9.1, Syllabi – Robin Fautley
   b. Review of Policy 3.6 actions from 2012-13 and 2013-14 – Mary Kay Rudolph, Susan Wilson, Robin Fautley
   c. Pre- and co-requisite changes – Robin Fautley
   d. Health Sciences Career Pipeline – Deb Chigazola
   e. General Education Student Learning Outcomes
   f. Finals

8. **Adjournment:** The meeting was adjourned at 4:57 p.m.

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**Committee Membership for 2014-2015**
Administrators: Mary Kay Rudolph, Freyja Pereira, Deborah Chigazola, Ron Myers, Yolanda Garcia
Faculty: Robin Fautley, Melissa Kort, Matthew Greaney, Andrea Alvarado, Susan Wilson
Student Representatives: Sara Stanley
Information: KC Greaney
Ex-Officio: Li Collier