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 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, Ron Myers, Andrea Alvarado, Freyja Pereira, Yolanda Garcia, Melissa Kort, Deb Chigazola,
Absent: Susan Wilson, Li Collier, Sara Stanley, Zak Gruey
Guests: Don Webb, Ken Lofgren, Lisa Beach

Call to Order
The meeting was called to order by Mary Kay Rudolph at 3:22 pm with an invitation to members to speak to Melissa Kort’s last meeting, in advance of her retiring from the college.

1. Approval of Minutes
   It was motioned, seconded and carried to approve the minutes for the April 23, 2015 meeting, as presented.

2. Announcements
   Update on Policy 3.9, Faculty Member’s Obligation to Students
   Robin Fautley reported that she had had no time to work on this. AFA has reviewed and marked it up, indicating they don’t want a statement of “best practice.” It seems there is a line in the sand. It was noted that the last time Policy 3.9 was reviewed and changed was in 2004. Mary Kay and Robin will meet with AFA to discuss next steps.

3. Midterm grades and posting to class rosters for online courses, short courses and late starts – Freyja Pereira, Don Webb
   Freyja reviewed the last time she spoke on this topic with regards to unit values, weeks/duration of classes. If a class is below 8 weeks it does not make sense to have a midterm exam. Mary Kay asked at what point does a midterm give value to students and how realistic is it for IT to implement?
   Ken Lofgren explained there are no restrictions – he just needs to be provided the parameters with which to work. Freyja stated there is a workload issue here with faculty. The shorter a course, the harder it will be to gauge a student’s progress, such as with 12 week courses and late-start core classes. Ken indicated that each section can have a midterm link – it would be section-specific, and asked is this being required of faculty?
   It was explained that Census and Finals are monitored; however, no funding is tied to mid-term/mid-semester reporting. Don Webb asked how the District verifies that faculty are fulfilling their job responsibilities. Without available data, data-driven decisions cannot be made. Freyja cited Policy 3.10 (Grading) formal notification of midterm progress and pointed out that the last revision was in March 2013.
Instructors’ CATE pages are where many faculty inform their students. Ken mentioned that section tracking can be done in SIS and suggested midterm tracking be implemented. If the college is making this a requirement, then CATE and Moodle need to be brought in under this. It was further suggested that the college get rid of the idea of only having a 2 week window to report (eliminate the end point).

Mary Kay recapped: we would like to give all students in credit classes of 8 weeks or more a midterm report. Matt Greaney suggested a minimum of 8 weeks AND a minimum of 2 units. Mary Kay felt the units shouldn’t be restricted. Ron Myers reminded members that a 1.5 unit Lab class is the same as a 3 unit Lecture class. Freyja expressed concerns about faculty who don’t do their jobs. All semester-length classes have mid-course function. Policy states you have to do it. The Contract states you have to do it.

Andrea asked if it has to be done in the portal. IT reps said “no.” Robin asked whether the mid-course form would have an optional Pass/No Pass or would grades be used? Freyja said that students see Satisfactory or Unsatisfactory spelled out (not abbreviated as “S” and “U”).

Summary: Proposal that midterm reports will be performed for all sessions 8 weeks or longer (6 weeks for summer), regardless of units, using only Satisfactory (S) and Unsatisfactory (U), the closing date for mid-course reports will be before the “W” (Withdrawal). Deans will be able to pull up reports. Andrea Alvarado informed the group that summer session presently does not have mid-terms. It was stated that additional Student Success funding is available. As long as we can show we’re working to support student success the college can receive that funding. Six week summer classes are full-term courses. Six week classes will follow the same percentage as 17.5 week courses. When asked if the college can implement these changes for Fall, IT reps said yes.

4. **Strategic Enrollment Plan** (see attached) – All

5. **OEI State Initiative** (see attached) – Lisa Beach

   Lisa Beach, Director of the Distance Education Program, spoke to the group in regards to the Online Education Initiative (OEI) - a grant-funded state initiative tasked with improving online learning and student success. Lisa informed the group that SRJC has not yet decided, but she would like the District to go to a single course management system such as Canvas. We currently self-host CATE and Moodle on our own servers. Lisa stated that all California Community Colleges will probably adopt Canvas but right now there are problems with Canvas conversion and connectivity issues.

   Canvas is really big on analytics and this will fix the problems at SRJC which were identified by the accrediting team. Student Readiness for online learning is being piloted right now and the bugs are being worked out. Online Tutoring (NetTutor) provides 24/7 tutors online, on demand. Reciprocal assessments are statewide. Canvas also would allow us to opt into the OEI course exchange.

   Academic integrity in online education has been an issue for faculty. In essence, if a student is unable to enroll in our online classes they could, instead, take the course from another California Community College. No apportionment would be received by the home college, but the advantage will be student success. Andrea questioned articulation and Lisa explained that CID will take care of that. We sign up as a Teaching College and each course has to go through review – it will be a course review, NOT a content review of courses. The caveat is that all these classes have to be offered in Canvas and have to be either totally full or not offered at the home college. Discussion followed and then turned to the growing problem of declining enrollments at the Petaluma Campus. In the past, as Santa Rosa Campus classes got full, students then registered for Petaluma classes. But how do we make Petaluma a destination college? Some suggestions: a compressed calendar optional model, Petaluma-specific Year-to-Career offerings and Associate Degrees for Transfer (ADT) that are specific to Petaluma.

6. **EPCC Year End Self Evaluation** – Mary Kay Rudolph, Robin Fautley
A brief conversation took place during which members agreed this committee had engaged in good discussions this year which resulted in a year’s worth of good work.

7. **Meeting review and confirmation of next agenda items** – All
   None at this meeting.

8. **Adjournment** – the meeting adjourned at 4:57 pm.

9. **Pending Items**
   a. Health Sciences Career Pipeline – Deb Chigazola
   b. General Education Student Learning Outcomes
   c. Revisions to Policy/Procedure 4.7.1/P, Faculty Absences – Mary Kay Rudolph, Robin F.
   d. Revisions to Policy 3.9.1, Syllabi – Robin Fautley

**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

**EPCC Meetings 2015-2016**
All meetings are 3:15pm-5:00pm in Plover 526

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