



**EDUCATIONAL PLANNING & COORDINATING COUNCIL  
MEETING  
THURSDAY, SEPTEMBER 28, 2017  
3:15PM – 5:00PM  
PLOVER 526**

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**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.

**Present:** Benjamin Goldstein, Freyja Pereira, Lisa Beach, Eric Thompson, Robin Fautley, Andrea Alvarado, Galen George, Jonathan Marhenke, Justin Cox, Evelyn Navarro, Jana Cox

**Absent:** Mary Kay Rudolph, Matt Markovich, Evelyn Navarro

**Note taker:** Whitney Schultz

**MINUTES**

**1. Welcome and Guest Introductions**

- Eric welcomed everyone and all members and guests introduced themselves.

**2. Approval of Minutes**

- Robin made a motion to approve the minutes of August 24<sup>th</sup>, 2017 as amended. A second was made by Justin Cox. Motion passed.

**3. Announcements**

- Eric gave an update on faculty response to the Chancellor's Office Vision. He and a colleague have drafted an 8 page response to this document. They will release this in the very near future.
- Eric encouraged all to read the full Chancellor's Office Vision. Then, a lively discussion ensued.
  - i. Lisa pointed out that the very first part of this document, outlines that there is a problem and the problem is: that the students aren't finding a way through, students are expressing that it is taking too long, and there are workforce problems. So, Lisa feels this document is targeted at solving these problems for this student population; not that this is a solution for all students.
- Freyja announced that they received feedback about using student G.P.A. as a separator for registration times. This could be a student equity issue, so G.P.A. will not be used. Registration times will now be separated based on units. The whole reason for this is so that students don't crash the system. The times are 7am, 7:30am and 8am. Spring 2018 will be the trial run for this and if there are any issues, they will tweak it for Summer 2018/ Fall 2018. They are also working with IT to update servers to make the process seamless.

4. **CSU Math Change Article:** [Cal State Drops Intermediate Algebra as Req. for Some College-Level Math Courses](#)

- A lively discussion ensued in regards to the new policy from the California State University system that will soon allow some students to take classes with pre-requisites other than intermediate algebra to satisfy the math requirements they need for graduation.
- A lively discussion ensued regarding [a 2014 policy statement](#) from the American Mathematical Association of Two-Year Colleges featured in this article.

5. **Electronics Fundamentals – MJ Papa, Vince Bertsch, Victor Tam**

- MJ Papa presented the Electronic Technology Fundamentals Certificate. This is not actually a new program, it is an amendment to the 24 unit certificate. However, the 24 unit certificate was inactivated and now this is coming forward as a new 8 unit certificate.
- Robin asked the questions of whether or not one of the courses in this program could be a capstone course. Ideally, MJ wants a capstone course and will look into this issue and get feedback.
- Eric asked how this certificate relates to the industry. Do they need the certificate or just the skills? MJ replied that the industry is not asking for the certificate so far, they are asking for the skills.
- Robin asked if this certificate would make a difference to the employability or pay of the student in the workforce. MJ replied with yes. This certificate acknowledges they have completed all these courses and have these skills. MJ has employers in the wine industry who are sending students to SRJC to get this certificate. She has been told by the VP of Operations at Clos du Bois that he wants to hire people with this certificate.
- An idea was presented that in order to make Elec 64B a Capstone, the course number could be changed to Elec 70, however this should only happen if this is a true capstone, with all the other courses being pre-requisites to Elec 70. This particular idea is not in regards to the 8 unit Electronic Fundamentals Certificate
- Robin moved to approve and Galen George seconded to approve the 8 Unit Electronics Fundamentals Certificate. Motion Passed.

6. **MS Excel Skills Cert. and MS Excel Skills Cert. – Donald Laird, Josh Adams**

- Donald Laird and Josh Adams presented these skills certificates to the committee.
- These are two certificates small skills certificates in Word and Excel. All courses are already in place. In order for many students to gain the knowledge and skills necessary to gain employment, continue employment, or improve their career options, they need to have a firm understanding of Excel and Word. This certificate provides the skills necessary to compete in the job market. In addition, it maps to the industry-standard Microsoft Office Specialist certification in Excel and Word, which are certifications recognized worldwide. Completing the courses in these certificates will prepare the student to take the certification exams.

- We should get a guaranteed 35 completers per certificate right now based on enrollment in the larger certificate.
- Robin made a motion and Andrea seconded to approve both the MS Word and Excel Skills Certificates. Motion passed.

#### 7. Next Agenda Development and Meeting Date Confirmation

- Check with Mary Kay, then tentatively plan on cancelling October 12<sup>th</sup> and plan on meeting October 26<sup>th</sup>.

**Meeting adjourned at 4:40pm**

#### **Pending Items**

1. Construction Management – MJ Papa and Victor Tam
2. Revisions to Policy 3.9.1, Syllabi – Eric Thompson
3. Pathway Driven Course Demand Forecasting and Scheduling – Josh Adams
4. Update on & Alternative Assessment
5. Online Course Exchange – Lisa Beach – Distant Future if/when we become eligible
6. 3.28/P – Lisa Beach, Phyllis Usina and Alicia
7. Public Health Science TMC – Ezbon Jen and Deb Chigazola
8. Hospitality Management – Al Yu and Josh Adams
9. 3.15/P – Lab finals - Introduction and need for revision – Robin and Mary Kay
10. Banking/Lending Certificate – Breck Withers
11. Totally Online College – Discussion – All

#### **Committee Membership for 2017-2018**

Administrators: Mary Kay Rudolph, Freyja Pereira, Benjamin Goldstein, Lisa Beach, Matt Markovich

Faculty: Eric Thompson, Robin Fautley, Andrea Alvarado, Galen George, Jonathan Marhenke (F17) Joe Fassler (S18)

Student Representatives: Evelyn Navarro and Justin Cox

Information: KC Greaney Ex-Officio: Jana Cox

#### **2017-18 EPCC Meetings**

2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month from 3:15 – 5:00pm in Plover 526.

<b>Fall 2017</b>	<b>Spring 2018</b>
Thursday, August 24 <sup>th</sup>	Thursday, January 25 <sup>th</sup>
Thursday, September 14 <sup>th</sup>	Thursday, February 8 <sup>th</sup>
Thursday, September 28 <sup>th</sup>	Thursday, February 22 <sup>nd</sup>
Thursday, October 12 <sup>th</sup>	Thursday, March 9 <sup>th</sup>
Thursday, October 26 <sup>th</sup>	Thursday, March 22 <sup>nd</sup>
Thursday, November 9 <sup>th</sup>	Thursday, April 12 <sup>th</sup>
Thursday, November 23 <sup>rd</sup> – CXL Thanksgiving	Thursday, April 26 <sup>th</sup>
Thursday, December 14 <sup>th</sup>	Thursday, May 10 <sup>th</sup>
	Thursday, May 24 <sup>th</sup>