

Riverside City College
Draft EPOC Minutes
April 5th, 2018

Present: Tucker Amidon, Hayley Ashby, Stephen Ashby, Scott Blair, Debbie Cazares, Carol Farrar, Juliana Leung, Regina Miller, Susan Mills, Paul O’Connell, Eduardo Perez, Tony Ortiz, Kathleen Sell, Virginia White

Not Present: FeRita Carter, Maritzza Jeronimo, Chip West

Guests: Irving Hendrick, Jeannie Kim-Han, Wendy McEwen

1. Approve Agenda m/s/c (Amidon / Cazares)
2. Approve Minutes (March 2017) m/s/c (Blair / Amidon) 1 abstention
3. Chairs Report
 - Prioritization Response
 - Distributed approval letter with excel worksheet to Council co-chairs
 - Once EPOC has reviewed, we can formally begin action on these initiatives which have been approved for funding
 - Typo - \$4 million not \$4 thousand must be fixed in spreadsheet before distribution
 - The approval letter was sent via email to the council co-chairs and needs to be distributed more widely to EPOC
 - Program Review
 - Completion is still uneven
 - Division-level meetings are being scheduled for integration and prioritization discussion
 - Efforts to integrate plans at the Departmental level is important and is on-going
 - Possibly review Departmental deadlines... How many departments are actually doing plans? Can we establish interim deadlines to help with discipline to department development? For Program Review Committee to discuss on Friday, April 6th, 2018.
 - How quickly are these discipline-level being reviewed? Is the deadline a “hard” or “soft” deadline? Is there going to be a follow up deadline? Are there penalties for late submission?
 - Deans are going to synthesize reports and should talk about what priorities and initiatives are not currently in the plans.
 - At the dean level, working with department chairs to schedule a meeting to create division-level plans.
 - Ultimate goal is that the deans have the information to write an integrated report and can prioritize the divisional needs
 - If the VP doesn’t get good plans from the Deans, integration is difficult

- Hard deadlines for planning exist at NC and MVC. This has been the discussion at the District Program Review Committee and the other colleges are surprised that RCC doesn't have hard deadlines. .
- Program Review Committee – when does it “freeze?”
- Where do programs that don't have a home go? VP's? Recommendation from the committee would be good.
- Pathways
 - Team attended an IEPI Advanced workshop (Susan, Hayley, Wendy, Eddie, Delia)
 - State money is arriving soon – how do we allocate it? Possibly fund a coordinator:
 - Create job description for Pathways coordinator funded from the state funding
 - Program Map inventory is needed – what we have and what needs work.
 - Include looking at Gen Ed to make sure there is some kind of allocation
 - What are milestones, DQP, etc. that should be included in the maps?
 - For FT vs PT students, the 2 year sequence for the mapping can work for both types of students – possibly even as simply as “list the courses #1 through #20... and encourage students to take the courses in that order.
 - Eventually, maybe want to look at 4 maps (Pasadena College): pre-college FT, pre-college PT, college-level FT, college-level PT
 - Not everyone is using the template. Some modification is ok, but having consistency and ensuring all of the different pieces are included are important
- Mapping
 - See above
 - April 20th – next mapping day
- Other
 - Any changes to Constitution and Bylaws need to be submitted. It has to go through IE-LC (GEMQ) and then Senate. Get your changes to Debbie Cazares ASAP.

4. Accreditation

- Presentation to BOT – colleges are aligned and communicating well.
- TSS Accreditation website is up and Hayley is working on it
 - Prior website is archived
- Accreditation leads list distributed
 - CSEA and Senate have approved
 - Final approval m/s/c (Amidon / Cazares)
 - Leads attending ACCJC meeting May 2nd
- Need Council progress reports
 - RDAS
 - In progress
 - GEMQ
 - Met and assigned sections
 - Standard 4 meeting is scheduled in May.
 - SAS
 - Distributed to the coordinators
 - Integrated meeting today and is off to a good start

- Should be a report next SAS meeting
- ACTPIS
 - Dean DiMemmo and Woods did a first pass
- Standard 3 still outstanding and needs to be addressed

5. Leadership Council Reports

- RDAS
 - Facilities consulting group findings coming back in April
 - Financial Resources group working on budget and is making progress
 - Human Resources Committee has finalized the Professional Development plan for faculty & staff. Will go to RDAS and then EPOC
 - Staffing plan needs to be modified in preparation for accreditation
- ACTPIS
 - Working on constitution and bylaws revision
 - Refining academic clusters – and EPOC has approved
 - Discussing where programs “land”
 - Reviewing enrollment management handbook and assessing the enrollment management plan
 - Probably next fall
- GEMQ
 - Assessment Summit March 23rd went well although it was poorly attended.
 - Standards I and IV are in progress for accreditation
- SAS
 - Equity – look at the accreditation standards with an equity lens
 - How can we do a better job at systematically addressing equity needs?
 - Dr. Moore is working on tutoring hiring process

6. Other

- Working on a toolkit for standard report out and help new council members transition into the work of the councils.

Minutes submitted by: Wendy McEwen