**Educational Planning and Oversight Committee (EPOC) Accreditation Steering Committee (ASC) ▪ October 4, 2018 ▪ 12:50pm – 1:50pm ▪ Hall of Fame ▪**

Members present: Gloria Aguilar, Tucker Amidon, Hayley Ashby, Stephen Ashby, FeRita Carter, Debbie Cazares, Carol Farrar, Monica Green, Monique Greene, Irving Hendrick, Akia Marshall, Regina Miller, Cynthia Morrill, Eddie Perez, Kathleen Sell, Mark Sellick, Patrick Scullin, Chip West

Guests: Zachary Mortimre, Jeannie Kim-Han, Sandy Baker, Kristi Woods, Taylor Abernathy

1. Approve Agenda – M/S/C - (A. Marshall/S. Ashby)
2. Approve Minutes from September Meeting MSC -(D. Cazares/R. Miller) 1 1abstention
3. Introductions and Welcome to Dr. Green

* K. Sell introduced Vice President Planning & Development, Monica Green the administrative co-chair of EPOC.

1. Questions about Chairs Report – K.Sell M. Green

* Prioritization materials will go out tomorrow, as well as information on VP plans and answers to parking lot questions.
* We will give a clear and accurate hiring history to inform the hiring decisions. RDAS/HR committee will have a rolling effort to have information available that is tracked and measured. There will be one more year of a little gap.
* It was stated that the HR committee has requested this information from human resources and have never received anything from them.
* Suggestion made to take to district strategic planning to get better support from HR.

1. Curriculum Review, Catalog, and Addendum Timelines

* The district workgroup will work to move district to a two term enrollment cycle, coordinated work with rolling catalog addenda will facilitate this.
* Rolling addendums for revisions.
* Big change will impact schedule development deadlines and will (1) benefit student planning (2) inform schedule development and (3) make the colleges competitive regionally for early enrollment.

1. New Business
2. Facilities Master Plan – C. West and T. Amidon

* C. West went over the FMP power point where we are in our timeline; 6 facilities planning principles:
* Clarity, Connectivity, Community, Efficiency, Stewardship, Identity
* Phase 1 – 4 – Projects and Moves

Move to district strategic planning, board of trustees in December, start phase 1 in January, July - March 2019/2020 engage architects, anticipation bond 2020.

Question: Concerned with losing parking spaces near ECE. C. West explained some of the parking spots will remain. It is not reflected on the map.

Question: Where will Film studies be located. Tentatively Film will be in the Arts zone, but not identified yet. These plans are not locked in stone.

* Motion to approve facilities master plan and move forward: M/S/C – (T. Amidon/C. Farrar)

1. Constitution and Bylaws Update

* This is year three of the strategic master plan, first read and clarification of constitution and bylaws today.
* Bring back in November for second read. Ultimately in senates purview
* Suggestion made; Article III section II soft language of “expected to” change to require to
* Change ACTPIS to teaching and learning as that aligns more clearly with guided pathways
* Ongoing discussion regarding staff attending meetings, managers giving approval. Managers are given information about the staff serving on committees/council.
* Statements on how the staff co-chair is selected is being said in two different places. CSEA appoints staff co-chair, as well as council votes among membership.
* CSEA appoints staff to serve on leadership councils and other committees
* T. Amidon reported the faculty voting needs to be clarified as well. Still needs to go to senate to ratify.
* K. Sell reported that Dr. Isaac was very clear he wanted the VP’s being administrative co-chairs on the leadership councils.
* Having new co-chairs on leadership councils at the same time is difficult. SASLC co-chairs were new to the process and should have been provided training.

Next EPOC is November 1st for final suggestions, take these concerns to council meetings and work on the charge. Forward to K. Sell to send out one week before next meeting. Get feedback to K. Sell /M. Green on constitution and bylaws by October 25th.

1. Questions about/Discussion of Reports
2. Accreditation - H. Ashby

* Everyone is working on accreditation reports. If there are gaps or challenges let Hayley, Kathleen or Monica know.
* Let Hayley know if you have questions or concerns at your council meetings and she will attend.

1. Guided Pathways - M. Greene

* Core group met, each council knows which pillars they are responsible for.
* Institute 4 leadership retreat in January will allow time to talk about how to get things done and do mapping.
* M. Greene will attend ACTPIS and SAS
* Retreat will be hands on /working meeting on guided pathways

There is a conflict with scheduling for the strategic planning retreat on Friday October 19th. CSEA members will be attending their union meeting that afternoon. This is a prime example of needing a master calendar. Because of this, we will do faculty prioritization on Friday and initiatives on Thursday.

1. Adjourn – 1:54pm

Minutes submitted by Melinda Miles