





## Educational Planning and Oversight Committee (EPOC)

September 7, 2017  12:50-1:50  Hall of Fame

Present: Stephen Ashby, Scott Blair, Debbie Cazares, Carol Farrar, Maritizza Jeronimo, Regina Miller, Susan Mills, Paul O'Connell, Eddie Perez, Kathleen Sell, Chip West.

Guests: Wolde-Ab Isaac, Arun Goyal, Mark Sellick, Angelica Cachuela, Clara Velarde

- I. Approve Agenda – M/S/C – O'Connell/Blair
- II. Called to order: 12:56pm
- III. Approve Minutes from May, June and August 23 Retreat M/S/C - Blair/Miller
- IV. Chairs' Report
  - a. Announcements

Upcoming dates:

College Readiness Summit: Friday 22<sup>nd</sup> 8-12pm

Department Chairs Retreat: Friday 29<sup>th</sup> 8-12 DLC retreat focused on planning.

Strategic Planning Retreat: Friday October 27<sup>th</sup> 8-12pm

- o The timeline for VP's to have all the plans ready is October 20. Completed plans will be sent out to EPOC and joint councils to have two weeks to read plans.
- o November 3<sup>rd</sup> – 9am -11am meeting to answer questions. Sell will work on questions for horizontal alignment so that councils can be prepared when looking at the plans.
- o We will have a second meeting on November 21<sup>st</sup> for the joint councils. This will be after the leadership councils have met on November 16<sup>th</sup>. We will not be prioritizing faculty hires.
- a. Calendar – Handout: Fall 2017 Strategic Planning Calendar
- b. President's Response to hiring
  - o The joint councils and EPOC put together the responses given to the President. The Program Review committee is working on making this a smoother process in the future.
  - o Program Review committee questioned why the #4 position was pulled out. They are looking at how to restructure the process and want feedback. Sell reminded everyone what was submitted is a recommendation only.
  - o Isaac explained that it is important that prioritization is based on solid ground and connected to the strategic plan, educational master plan, and pathways. There are some

- departments that have not started on the pathways and asking for more faculty. Some asking for more resources when not in compliance with the educational master plan.
- As you refine the planning process, and once approved then work on the budget. Get into a system where a plan drives the resource allocation. We want to use a plan that is transparent and guide resources.
  - It was asked if classified positions are being looked at. Mills is working with Business Services on staff positions. The November meeting to discuss plans will include staffing requests as well.

#### IV. Recommendations from Retreat

##### a. Council Chairs and EPOC membership

- i. Confirm at large faculty members—Program Review, Physical Resources, Faculty Accreditation lead if we want to also add enrollment management.
- Accreditation lead will be addressed at the next Academic Senate meeting. The recommendation is that this go forward with no changes.
- ii. Recommendation to ask a CSEA and a CTA rep to sit on EPOC as ex officio non-voting members to facilitate lines of communication. So, they are more informed and can communicate this as well.
- Discussed and decide this is a good strategic move. Sell and Mills will put the request out to CSEA and CTA. It was suggested to look governance. Sell and Sellick will pursue a slight change to the constitution and bylaws.

##### b. Committee Structure

- Still need a faculty co-chair for ACTPIS, need a colleague to step up and do the work. Goal is to capture the work being done, clarify relationships and streamline.
- Recommendation was made for I.E. to add a governance committee: members would include; Senate, CTA, CSEA, PLT, student senate.
- There needs to be an instrument to evaluate, and a structure to continually evaluate and assess. Should there be a stand-alone equity committee?
- The committee structure handout was discussed. Suggestion made to put integrated academic support and integrated student support committee together as there is overlap.
- This takes groups that are already working and put front and center. Our main focus is guided pathways.
- Distance education was adjusted to be under ACTPIS

- Recommend name change to IELC to Governance, Effectiveness, Membership and Quality (GEMQ)
- Recommend this structure/ alteration to Senate M/S/C - Cazares/O'Connell
- c. Homework: please solidify membership, especially leads, for each workgroup / committee under your council and identify any vacancies or gaps; map out the charges and activities for each on our Strategic Planning action plan grid and send to Susan and Kathleen by Sept. 29<sup>th</sup>
  - Review the wording regarding strategic responsibilities and operational responsibilities, solidify your membership, who is the leads, vacancies and gaps. Fill in any changes to the action plans. Discuss membership at your council meeting. Send updates to Sell and Mills by September 29<sup>th</sup>
  - Sellick asked if council co-chair would like report out at Senate on the 1<sup>st</sup> or 3<sup>rd</sup>. Faculty co-chairs felt the first of the month would be best. The first report out will be in October.
  - Voting members shall consist of the presiding faculty chair, the staff, student and administrative co-chairs, one Administrator, nine full-time Faculty, and five Staff. The ten faculty members should represent the six academic divisions. Non-voting faculty and staff members should be encouraged to join councils.

#### V. Parking Committee Communication – (Handout)

- The handout was discussed whether the parking issues should fall under RDAS and Physical Resources committees. The rationale and logic has not been articulated, needs to be discussed further and give input. Faculty, CSEA and students need to be involved. It was suggested to create a parking subcommittee or adhoc. Some feel it should be part of RDAS. Parking spaces has been discussed in physical resources since the strategic planning process.
- Recommended this be taken to the Senate to address policies.

#### VI. Council Reports – reports to be given October 5th

- a. IE –D. Cazares, W. McEwen, R. Miller
- b. ACTPIS –C. Farrar (needs a faculty chair)
- c. RDAS –P. O'Connell, C. West, S. Ashby
- d. SAS—E. Perez, F. Carter, T. Ortiz

VII. Adjourn - 1:47pm

Next EPOC meeting will be on October 5<sup>th</sup>