

## Educational Planning and Oversight Committee (EPOC)

October 5<sup>th</sup>, 2017 ◊ 12:50-1:50 ◊ Hall of Fame

Members present: Stephen Ashby, Scott Blair, Debbie Cazares, Carol Farrar, Regina Miller, Susan Mills, Paul O'Connell, Eddie Perez, Kathleen Sell, Chip West, Virginia White

Guests: Hayley Ashby, Wendy McEwen, Arun Goyal, Cecilia Alvarado

- I. Approve Agenda – Motioned by O'Connell, approved by consent  
Amendment to the agenda - RDAS adding action item
- II. Approve Minutes from September meeting –M/S/C - Blair/White

### III. Chairs' Report

- a. Basic Skills Summit, Chairs' Retreat—report out and next steps
  - o H. Ashby was voted in as a voting member on EPOC for Accreditation.
  - o There was a good turnout at the college readiness/basic skills summit. This will take the direction for redesign of basic skills.
  - o Chairs retreat focused on the integrated plans and enrollment management. Went through the college goals, strategies for pathways and clarified initiatives. Gave sample of English and Media Studies plan and the STEM division plan. Breakout groups met and felt we are back on track and better integrated.
  - o When writing program reviews, look over strategies, integrated academic support, give councils clarity, and consistency going from department to discipline.
- b. Guided Pathways Institute #1 (detailed report/ discussion below)  
Handout – short term action plan
  - o Part 1 a,b,c, information compiled over the summer, two coaches throughout the project. 4 different team meetings throughout two days. Subsequent parts are to write 750 words or less essay making the case for guided pathways. A statement on what we have been discussing for 3-4 years.
  - o Part 3 a.b. additional questions considered at the institute. If you have feedback or comments let Dr. Mills know.
  - o Page 16,17 are critical came up with 9 items making the case for students is ongoing. Developing the clusters taking a closer look at programs and how it makes sense for students.

C. Farrar lead on developing the pathways, develop and streamline maps.

F. Carter lead on student on- ramping strategies.

A. Chicoye and Dr. Mills lead on engagement centers.

W. Isaac lead on engagement and communication plan.

C. Farrar lead on Professional development.

S. Mills lead on Degree qualifications profile (DQP)

The work has been started for more developed pathways. Assessment committee will facilitate the work and post on the website. W. Isaac reported we need to make the case for the students, embark on the guided pathways and what do we offer unique at RCC. October 18<sup>th</sup> will be the first Guided Pathways steering group to produce the material and get started.

#### IV. Leadership Council Reports/ Updates

The task given to the councils at the September EPOC meeting was to solidify membership, especially leads, for each workgroup / committee under your council and identify any vacancies or gaps (*this may include vacancies or gaps on the councils themselves*); 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>

Be clear of the charge of your committee, will fold in the guided pathways to have an integrated plan.

a. IE –D. Cazares, S. Mills, R. Miller

- o Looked at council and committee structure, reviewed membership. Discussed new title (GEMQ), Reviewing the operational responsibilities.

K. Sell reported as the council's review things, flow through I.E. to be the repository for revisions to the constitution and bylaws.

b. RDAS –P. O'Connell, C. West, S. Ashby

Handout - RFP

- o Looking at how to move forward on the large task list.
  - o Submitted the RFQ, major initiative taking place over the coming year. Hope to get it out in the next few weeks, solicit a company to assist and engage the facilities master plan. Hope to launch in spring to frame and give structure.
  - o Page 2 – looking to launch on the 18<sup>th</sup>, give firms a month, interview process at the end of November or December. Goes to the Board of Trustees in December.
  - o Kick off in January, Athletics and Arts areas will need larger conversations.
  - o C. West asked for feedback, April will give a preliminary report, review again in September, process complete by October, then move through our strategic planning process.
- Motion move forward the RFQ – next district strategic planning committee – M/S/C Blair/White

W. Isaac reported need to be clear on size and type of building, faculty need to be very involved. Type of lecture room, conference room, labs spelled out clearly.

Discussion regarding the errors in the MTSC, Coil, Culinary buildings and the need to have minutes to refer back to.

c. ACTPIS –C. Farrar (needs a faculty chair), T. Rizzo

- o Reviewed the report from enrollment management.
- o Struggling with members, do not have access to the committees reporting up to it.
- o Consider the members on the subcommittees be on the large committee.
- o Looking at expanding the guided pathways committee, college promise committee with members of ACTPIS and SAS.

E. Perez and O. Thompson shared SASLC met but did not meet quorum. Having trouble with membership.

M. Sellick suggested Senate write in the bylaws to expect members to be part of committees, chairs and councils.

W. McEwen – college readiness meeting tomorrow need a faculty co-chair; they will need to be part of ACTPIS.

Council members can be non-voting members, reconsider tweaks to bylaws.

ACTPIS and SAS have work to be done but for the October meeting will look at integrated academic support plan. The councils will need to look at it and make sure there is a connection between ACTPIS and SAS.

d. SAS—E. Perez, F. Carter, T. Ortiz

- o It was reported over the years you see the same faces on councils doing the work, what are the consequences if a person is assigned to do something and they don't do it. It was suggested that it be brought up in IOI's and noted by a Dean,
- o Classified staff need to attend consecutively so they can learn and get up to speed.
- o It was asked how to get the information from all the different councils to the divisions. Review the strategic planning newsletter for a report out and also the published minutes.

EPOC chairs' recommendation: ACTPIS and SAS need to meet jointly in October to review the Integrated Academic Support Plan and the BSI/SSSP/SEP Plan.

W. Isaac reported councils should be able to see that they can make a difference, make the council more attractive to people, articulate more clearly the functions of these councils, the changes are proper alignment and items for implementation.

K. Sell - Report to councils that groups will meet and look at the integration academic support plan, student equity SSSP, BSI, we need some status as to where we are. We will continue to work with the Chairs to give clarity on the councils.

V. Brief Presentation on Pathways and detailed report out from conference/ Discussion of Guided Pathways Work

Will send out information to make sure every member of EPOC is familiar with our overview of what guided pathways is about, what are we emphasizing, think about the strategies, get feedback, what is not clear, need to make sure the college community has a clear understanding of guided pathways.

- Homework: review, give feedback, will continue to make changes as to what guided pathways is all about.

Email K. Sell with action plans of councils. Strategic Planning newsletter will go out tomorrow.

VII. Adjourn – 1:51pm

Next EPOC meeting will be on November 2<sup>nd</sup>

Minutes submitted by Melinda Miles