Meeting Summary
October 4, 2011

Present: Sara McKinnon, Peggy Dodge, Jessica Park, Chris West, Alice Dieli, Cathy Lambert, Chialin Hsieh, Nanda Schorske, and Raemond Bergstrom-Wood

Absent: Blaze Woodlief, Frank Crosby, Joetta Scott, Ken Meier

Agenda Review
- Agenda approved.

Approve Meeting
- Meeting minutes approved

Meeting Days, Times, and Administrative Support
- Tuesdays, 10/18, 11/1, 11/15, 11/29, 12/6
- 2:00 to 3:30 p.m.
- AC 108
- Barbara David will be our Staff Recorder

Educational Planning Committee Revised Charge
Accepted with the following changes:
- Identify general educational/student services issues that need to be addressed and refer them to the appropriate committee and/or Senate.
- 2 students appointed by the Associated Students of College of Marin

Recommended that the following new additional responsibility belong to the PRAC’s charge instead of to the EPC’s charge:
- g. On an “as needed” basis, examine emergency response and planning issues.

Process and Areas of Focus
- Committees’ roles and the processes of reviewing the progress of the recommendations from the Educational Master Plan and Strategic Plan are defined. Therefore, members knew their roles and guests’ roles. (See the attached process and area of focus.)

Student Success
- SLO Progress: Yolanda was invited to update and summarize the progress on SLOs, including the SLO assessment plan, steps implemented, and next course of actions. The SLOAC will meet on Oct. 6th to discuss the college level SLO results.
  - Future suggestion: Tie the link between SLOs and student success.
- Update of Student Services SLO Plan: Chialin presented the attached PowerPoint for the Student Services SLO Plan which indicates 11 out of 13 programs in the student services’ areas have identified their program level SLOs and assessment methods. Many of the programs have already implemented their assessment methods in terms of collecting data. By the end of the semester, many programs will be able to analyze their SLO results.
Future suggestion: SLOs should have their own place in the Strategic Plan 2012-2015.

- The Data Dashboard System: The Data Dashboard System (see attached pdf for access) has been fully developed and deployed to all employees. Several training sessions have been implemented including Flex training, deans, directors, and department chairs.
  - Future suggestions for the new strategic plan:
    a) train employees to use the Data Dashboard; and
    b) develop strategies for improving student success using the Data Dashboard.

- Focus Groups/Survey Planning: As part of the preparation for the strategic plan, the internal scan using the focus groups method is in progress. Seven focus groups were scheduled—Management Council, Academic Senate, Classified Senate, Student Services, Operation, IVC, Student Association, and Department Chairs (see attached PowerPoint). The results of all seven focus groups will be used to create both the student survey and the faculty/staff/administration survey. The results of the surveys will support the development of the strategic plan. The results of the focus groups will be shared to the EPC when they become available.

Debriefing and Next Step(s)
- Update on ACCJC’s Data Requirements: Chialin reported that the College has to share and display longitudinal data and disaggregated data. Sharing this information is expected and required (see attached PowerPoint).
- Next Step: Angelina, Ali, Bob, and Susan will be invited to our next meeting to update student access progress.

Next Meeting
- Tuesday, October 18th, 2011 from 2 – 3:30 p.m. in AC 108.