Present: Alice Dieli, Peggy Dodge (Co-Chair), Chialin Hsieh (Co-Chair), Sara McKinnon, Jessica Park, Nanda Schorske (Staff Resource), Cathy White-Lambert, and Barbara David (Staff Recorder)

Guest: Becky Reetz (Student Services), Sara McKinnon, and Chialin Hsieh

Absent: Jim Arnold (Staff Resource), Raemond Bergstrom-Wood, Scott Blood, Frank Crosby (on sabbatical), Joetta Scott, Chris West and Blaze Woodlief

Agenda
- Agreed to approve Agenda.

Minutes
- Agreed to approve 02-07-2012 Meeting Summary.

EPC Learning Outcome
- Co-Chair Chialin Hsieh shared the EPC Effectiveness Rubric, indicating it was created for EPC members to reflectively evaluate themselves and the committee. The plan is to report the results back to PRAC.
- The reason/motivation for use of the rubric:
  - The Accrediting Commission for Community and Junior Colleges (ACCJC) promotes assessment of our processes.
- It was requested that EPC members do the following:
  - Review the EPC Effectiveness Rubric handout in order to discuss it at next month’s EPC meeting for use in evaluating “ourselves”.
  - Consider whether another criterion for achievement/outcome should be added. If so, describe what would the rubric would look like.
- After the committee utilizes the rubric, it was suggested to consider whether the rest of the PGS committees also should use it.

Strategic Plan Action Steps Process (Chialin Hsieh)
- Co-Chair Chialin Hsieh presented two handouts:
  - Strategic Plan Update (shows summary of action step updates for 2009-10 and 2010-11)
  - 22 Action Steps Progress Summary (shows completion percentages by action steps as of 7/27/2010 and 7/17/201)
- Discussed the handouts and decision to move forward on progress and percentages.

Strategic Plan Action Steps Updates:
A. Action Step 2.3.2:
   Identification of strategies to promote student retention in Student Services program reviews (Becky Reetz)
   - See handouts:
     - Student Services SLO Assessment Cycle
B. Action Step 2.3.1:

Prepare a report on both instructional and student services discipline-specific strategies to improve student retention and success for inclusion in the College of Marin Institutional Effectiveness 2009-2010. (Sara McKinnon)
- Indicated specific strategies ("points to improve") were included in program review only this year.
- It was agreed B. David would locate the May 2009 Institutional Effectiveness Report written by E. Buckley and provide to S. McKinnon, C. Hsieh and P. Dodge for their review.
- Status: Undetermined until further research is conducted as cited above.

C. Action Step 2.1.2:

Validate the courses to be included in each pathway. (Chialin Hsieh)
- Indicated the courses were validated into the five pathways, adding this task only had to be done one year.
- Status: 100% completed.