# Committee Meeting Report

## Participants

Chair Daniel Marlos, Kalynda Webber, Gary Colombo, Jeffrey Nishimura, Reri Pumphrey, Aida Dzhanunts, Arax Cohen, MaryAnne DesVignes, April Pavlik, Liz Gnerre, Corey Rodgers, Juliet Salazar, Carlos Guerrero, Dana Cohen, Mitch Polin  
**Guests:** Ed Pai (Resource)

## Status of Prior Meeting Action Items

<table>
<thead>
<tr>
<th>1. Guide to Distance Education</th>
<th>Sent back to Distance Education Committee for revisions</th>
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## Meeting Objectives (attach agenda as appropriate)

- Agenda on SharePoint

## Meeting Outcomes (to include assessment, evaluation, next steps/action items, anticipated and/or actual change/improvement)

Meeting called to order at 12:42 PM.  
**MSP to approve** October 16, 2013 minutes.  
**Public Comment--None**

### New Business

**SLO Recommendations** (Action item): Christine Tinberg
- Christine off campus today so matter deferred

**Request for 30-day extension to Viability Study on Learning Skills** (Action item): Daniel Marlos
- **MSP to approve** extension, not to include holidays, with 1 nay and two abstentions.

### Old Business

**Report on Viability Study on Learning Skills:** Daniel Marlos
- Has held 6 meetings. Additionally, 5 members had site visit of LS.
- 30-day extension requested because committee feels it needs more time to do a thorough job.
  - A delay in getting study done due in part to being unsure how to proceed, lack of a clear charge, and waiting for data, a result of lacking of a college researcher.
  - Meetings might have moved along more efficiently had administrative representation been consistently present.
  - Learning Skills is more complex than initially regarded and the issues involved are larger than just Learning Skills.
- LS not in favor of extension. 30-days puts delays it past Christmas.
  - Marlos says committee will get together during Winter intersession.
  - Study’s impact on Department’s operation has been heavy.
  - Challenges faced by LS include, record-keeping, class operation, facilities in current swing space of traditional classrooms which is not ideal leading to lack of line of sight between rooms.
  - Insufficient resources make it extremely difficult to operate instructional programs.
  - Chair DesVignes says sets of data differ, and that committee is looking into issues they weren’t asked to look at in the original letter calling for a viability study.
- The goal of the 30-day extension was to finish the report and bring to an open forum in February. Voting during intersession leaves only the choice of leaving things as is.
- Suggestion made to complete viability study and recommend that based on findings, COMPASS work on assessing basic skills and remediation on campus rather than just focusing on Learning Skills’ involvement in those areas.
- Original charge as outlined in VP Walden’s letter assumed all courses in LS serve the same purpose, but they do not. Some address college preparedness, others ready students for job preparedness.
- Concern expressed about focus on finishing quickly, as opposed to finishing well, providing a quality product.
- Chair DesVignes points out that most of the points mentioned in the letter have been addressed by the data. In a change of heart, she now encourages committee to take more time in an effort to be thorough.
- Urges committee **not** to call open forum right before Christmas, when few students will appear.

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Approved by Shared Governance Council, November 2, 2009
Committee Meeting Report

Subcommittee Reports

a) Budget Allocation Subcommittee
   Has not met. Will begin meeting in January when AUPs get submitted

b) Hiring Prioritization
   Presentation took place Oct 28th. Committee than met next day to prioritize. Meeting next week to finalize list. Will present at EPPIC on Nov 20th. Will present at Nov 21st Senate meeting.

c) Program Review and Effectiveness
   Has form designed to include all areas of Program Review including ASAP and SWOC analysis. OIE will try to populate form in next three weeks, although OIE Dean expressed concern about the task and indicated more direction will be needed. Will then be presented to Chairs for examination and review with their deans for feasibility and one measurable objective. Some confusion persists due to miscommunication between committee and VPs. Confusion expressed about stated timeline. Chair Arax Cohen states timeline cannot be adhered to. Senate Exec understood that provided timeline could be followed, and encourage Chair to report back about problems making this unworkable. Part of subcommittee meeting today with VPs to iron out these issues.

d) Student Learning Outcomes
   No report

e) Distance Education
   Working on changing some language in Guide. Waiting on language related to single course management system.

Meeting adjourned at 1:27 PM

Evidence Provided

- Draft minutes from October 16, 2013
- Draft process for Finishing 2013 Comprehensive Program Review memo from Senate Executive Committee to EPPIC, September 26, 2013
- Completion of Comprehensive Program Review validation memo from John Freitas to Arax Cohen, Maryanne Des Vignes, Dan Walden, Lawrence Bradford, Paul Carlson, Ed Pai, October 24, 2013

Other Information

Next meeting Wednesday, November 20, 2013

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