## Committee Meeting Report

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<th>Committee</th>
<th>Educational Policies and Program Integrity Committee (EPPIC)</th>
<th>Date</th>
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<td><strong>Meeting Date</strong></td>
<td>March 19, 2014, 12:30-2:00 PM</td>
<td>Student Union 3rd Floor Conf. Rm.</td>
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### Participants

Chair Daniel Marlos, Daniel Ruiz, Liz Gnerre, John Freitas, April Pavlik, Jeffrey Nishimura, Aida Dzhanunts, Reri Pumphrey, Mitch Polin, Carlos Guerrero, Todd Scott, Arax Cohen, Gary Colombo

**Guests:** Ed Pai (Resource), Dan Wanner (Resource)

### Status of Prior Meeting Action Items

1. Reported to Strategic Planning Committee on suggestions for goals, objectives and measures under the purview of EPPIC  
   - Told SPC we should handle goals 2 and 3, and that Partnerships were not under our purview

### 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 1:45 PM  
April moved, Arax seconded to adopt agenda, passed unanimously  
John moved, April seconded, passed unanimously to approve minutes of minutes of March 4, 2014

### Public Comment

The chair welcomed Daniel Ruiz, who replaced MaryAnne DesVignes

### New Business

Educational Master Plan based on Strategic Master Plan goals, objectives and measures assigned to EPPIC: D. Marlos  
- Will be named Educational and Strategic Plan after earlier discussion between John Freitas, Daniel Marlos and Dan Wanner. Discussion ensued about whether Educational Master Plan still needs to be a separate document. Ed recommends looking at old Ed Master Plan using elements from it, reviewing and reporting out on an annual basis. Gary asks to consider what we are missing, e.g. institution-wide initiatives and program development, regardless of the document’s name. PRE collects the information, EPPIC analyzes the information and makes recommendation, recommendations gets incorporated into Strategic Plan. Ed Master Plan just a piece of the Strategic Plan. The smaller the better, and the more operational the better, perhaps in the form of a two-page report. This will go on the Strategic Planning Committee agenda.

Change in future meeting location: D. Marlos  
- John Freitas had suggested as a more central location. We agreed to finish out the year in the 3rd Floor Student Union conference room

Review of Certificate Programs with low output: E. Pai  
- Ed presented data analysis of 5-yr certificates awarded that was shared with LACCD Board of Trustees. If students are offered a certificate but no one completes it, ACCJC considers it false advertising. Structural issues sometimes impede students (class isn’t offered), and sometimes demand affects certificate awarding. Daniel pointed out errors in the Photography: Digital certificate numbers. He investigated and found 12, although district data shows zero. Ed advises that the data is historical, and is a starting point. That we are finding discrepancies is a good thing, because students are now getting the certificates they have earned. Recording and reporting operations administratively has been a problem. Mitch says discussions have taken place in Admissions but doesn’t know if a decision has been made. Gary suggests having Chairs review the list Ed handed out, and send their numbers to Deans, then have a pow-wow with Academic Deans and Admissions, and with accurate numbers in hand, we can begin to pinpoint the problem in the process. The explanations vary and the issues have come to light. The process for awarding certificates exists, as established 1-2 years ago. We are the only college that handles certificates in this way. A task-force has been formed and now knows what direction to take. The issue is how we are going to address low-

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producing certificate programs if indeed they are verified to have awarded zero certificates. Ed would like to present data to EPPIC regarding percentage of classes completed by certificate-seeking students. Zero certificate programs can request for discontinuance of the program.

- John moved that we initiate discontinuance process for zero-producing certificates (Category 1) in the last five years by verifying numbers with Chairs, getting response, moving to discontinuance or viability study. April seconded. Passed unanimously.

Viability Study on the restoration of Athletics
- Must begin by next fall, won’t have time this spring to initiate

Old Business
- Report on Viability Study on Learning Skills including draft recommendations : D. Marlos
- Committee working to find a date for next meeting when VP Walden can attend

Campus Climate Survey: D. Wanner
- Present results of survey in a 6-page handout

Subcommittee Reports
- Program Review and Effectiveness: A. Cohen
  A proposal was made at last PRE meeting that departments that don’t complete their program review will be subject to an automatic viability study. Motion passed unanimously by EPPIC members.

Meeting adjourned at 2:12 PM

Evidence Provided

Draft minutes from March 4, 2014
Results of Campus Climate Survey – Part 1, March 2014
CPR 2012 Data Analysis: 7b Avg. Certificates Awarded per Year 2007-2012
Report to LACCD Board of Trustees Institutional Effectiveness Committee, March 7, 2014 (data generated 2/10/14)

Other Information

Next meeting Wednesday, April 2, 2014

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