Educational Policies and Program Integrity Committee
Operating Agreement
2013-2014

Purpose
This committee of the Academic Senate makes recommendations, as appropriate, to the Academic Senate and College Council on unit and program level analysis and input into the planning system. This committee is charged with ensuring the quality of student learning and promoting student success at the department, program, and unit levels. This committee oversees the entire program review process, reviews all of the results of program reviews from all areas of the campus (Academic Affairs, Student Services and Administrative Services), and ensures that all improvement plans and recommendations align with the college’s core purpose of providing quality student learning and promoting student success. The EPPIC provides unit-level analysis and input for the comprehensive strategic planning cycle. It also provides accountability to ensure that department, program, and unit level goals and objectives, in alignment with the Integrated Strategic Plan, are implemented.

Responsibilities
1. Organizing and overseeing all program review process
2. Implementing program viability reviews
3. Overseeing progress in implementing recommendations from CPR, program review updates and viability reviews
4. Prioritizing annual resource requests through the Hiring Prioritization Committee for faculty hiring, and through its Budget Allocation Subcommittee (BAS) for Academic Affairs annual unit plan request prioritization
5. Overseeing SLO assessment in all areas of the college, and ensuring that all units use the results of SLO assessment to improve student learning and success
6. Drafting and recommending policies that advance the educational mission of the college and promote student success. (EPPIC responsibilities extend to the distance education and non-credit programs.)

Membership (by position/representation)
Faculty (15)
1 Academic Senate President or designee
1 Academic Senate Vice President or designee
1 Chair of the Department Chairs Caucus
1 SLO Coordinator
1 Achieving the Dream Faculty Co-chair
1 Basic Skills Coordinator
1 Counseling Chair
1 Faculty from Student Services (appointed by the Academic Senate President)
6 Faculty at-large (appointed by the Academic Senate President)*
1 AFT 1521 representative (appointed by the AFT 1521 Chapter President)

Administration (5)
2 Dean of Academic Affairs (one of whom is the workforce/CTE dean)
2 Dean of Student Services
1 Associate Vice President of Administrative Services

Approved by Senate Executive Committee 7/16/13
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Staff (1)
1 Classified representative appointed by the AFT 1521A Chapter President

Students (1)
1 ASG President or designee

Resources
Dean of Institutional Effectiveness
College Researcher
Accreditation Faculty Co-Chair

*Every attempt will be made to appoint from the following discipline categories: Performing and Visual Arts, Social and Behavioral Sciences, Letters and Humanities, Natural Sciences and Mathematics, Allied Health Sciences, Learning Support Services

Operating Procedures
I. Meetings
   a. Meetings are held the first and third Wednesday of each month from 12:30-2:00 pm.
   b. Meetings are open to the campus community
   c. Minutes are made available both electronically and as hard copies.

II. Committee Chair: The chair is a faculty member who is appointed by the Academic Senate President in accordance with the Senate bylaws.

III. Membership: Faculty at-large members are appointed to terms of two years in accordance with the Senate bylaws. Members appointed by the Academic Senate who miss more than 25% of the regularly scheduled meetings will be replaced by the Academic Senate President. In instances where designees are allowed, they must serve for the entire year. Alternates are not allowed.

IV. Operating Agreement: The Executive Committee of the Academic Senate has final approval authority of all senate committee operating agreements. The EPPIC may suggest revisions to the Executive Committee for consideration.

V. Decision Making/Recommendations
   a. Whenever possible the committee makes its decisions by consensus. If consensus is not reached, then decisions are made by majority vote. Decisions are made during the academic year to allow for adequate review by college constituencies and the Academic Senate. Recommendations are forwarded to the Academic Senate for review and approval. Recommendations are also forwarded to the Executive Committee for review.
   b. The committee will review and validate the college program review processes and review and make recommendations to revise the college program review process as needed. Changes to program review processes approval by the Academic Senate and the College President.

VI. Communications
   a. The committee makes regular reports to the Strategic Planning Committee, the Academic Senate and the College Council.
   b. This committee is subject to the Brown Act. Members of the committee and the public are notified of meetings and provided the proposed agenda and meeting materials at least 72 hours in advance of the scheduled meeting date and time.
   c. The agenda is publicly posted on the Academic Senate bulletin board outside of the Business Office. The agenda and all meeting materials are posted online.
Subcommittees/Task Forces/Workgroups

I. Standing subcommittees may be created by majority vote of the Educational Policies and Program Integrity Committee. The EPPIC will define the purpose and responsibilities of its subcommittees. The standing subcommittees for 2013-2014 are:

a. Budget Allocation Subcommittee – responsible for prioritizing annual unit plan requests for Academic Affairs.

b. Hiring Prioritization – responsible for prioritization of probationary faculty requests per the process adopted by joint agreement with the College President on November 14, 2012.

c. Program Review and Effectiveness – responsible for completing unit-level analysis of program reviews for the academic, student services and administrative services areas. Also responsible for overseeing progress made on addressing recommendations from program review and from viability review.

d. Student Learning Outcomes – responsible for overseeing SLO assessment in all areas of the college, and ensuring that all units use the results of SLO assessment to improve student learning and success.

e. Distance Education – responsible for policies that ensure the quality and effectiveness of the distance education program. It is responsible for reviewing and revising the Distance Education Handbook as needed.

II. Task Forces and workgroups are ad hoc subcommittees and may be created by majority vote of the EPPIC. Such bodies are assigned specific tasks to be completed by an agreed-upon deadline and are dissolved once the assigned task is completed.

III. Members of standing subcommittees, task forces and workgroups need not be members of the EPPIC. While the EPPIC will determine the membership composition by constituency, members are appointed by the appropriate constituencies.

Plan Linkages

1. ACCJC Accreditation Standards (June 2012 Standards): IA.1, IA.4, IB, II.A, IIB, IIC, IIIA.1.c, IIID.1.d, IIID.4, IVA.

2. The Educational Policies and Program Integrity Committee is directly involved in the execution of the Integrated Strategic Plan through its oversight of the program review process, program viability review and student learning outcomes. Its actions are driven by the College Mission and in alignment with the District Strategic Plan.