

Educational Programs Committee 2011-2012

PURPOSE

The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee participates in development of the Educational Master Plan and engages in review and approval of all six-year program reviews, striving to synthesize data and information to maximize impact. The committee responds to accreditation recommendations, implementing changes as necessary. Policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance are reviewed. The committee reviews Career/Technical Education (CTE) program applications prior to regional approval, monitors the inventory of approved programs, and assures that certificates are in compliance with state requirements. The committee supports College Success, including implementation of the Basic Skills Initiative. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

we need to add a statement about planning - "assessment of planning effectiveness within Academic Affairs" – to the statement of purpose

RESPONSIBILITIES for 2010-2011

- Review, update, create Instructional Board Policies and Administrative Procedures.
- Review program discontinuance policies and consider recommendations for change.
- Develop the instructional component of the Educational Master Plan.
- Implement and monitor Educational Master Plan and related sections of Strategic Plan.
- Support implementation of annual program review and document connection to budget development in cooperation with the Academic Senate.
- Respond to recommendation items pertinent to educational programs from the 2009 accreditation visit.
- Review and evaluate program review documents.
- Confirm accuracy of inventory of approved programs.
- Facilitate open dialogue regarding budget challenges and impact on instructional programs.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETINGS: Mondays 2:30 p.m. to 4:00 p.m.

EPC COMMITTEE MEMBERSHIP:

Vice President of Academic Affairs (Chair)

All Instructional Deans (8)

Academic Senate President

Academic Senate Vice President

Curriculum Committee Chair

Institutional Researcher

Articulation Officer

SLOA Coordinator

Program Review Coordinator

Director of College Success

Dean of Admissions/Records

Classified representative(s) (2)

Supervisor/Confidential representative(s) (2)

ASCC representative(s) (2)

Distance Education Coordinator

Honors Program Coordinator

Director of Workforce Development

Sub-committees:

Distance Education: The purpose of the committee is to discuss issues important and relevant to Distance Education and to foster communication between management, technology staff, and faculty on topics related to Online delivery. In addition there are frequent discussion regarding best practices and faculty often make presentations involving new and emerging technologies. Minutes and Agendas are kept.

FREQUENCY OF MEETINGS: Once a month

DAY/TIME OF MEETINGS: 2:45, the third Monday of each month

MEMBERSHIP:

- Full and part time faculty teaching in Distance Education
- The Dean over Distance Education
- The Faculty Coordinator of Distance Education
- The Supervisor of Distance Education
- The head of TeCS or their representative

Honors: The purpose of the Honors Advisory Committee is to advise the Honors Program Director on scheduling and program development. It is also a forum for faculty to offer ideas on how to improve the program, as well as receive support in their honors courses. The committee convenes several times during an academic year. The committee membership includes faculty (10) a student representative and an Honors counselor.

College Success: The College Success Program promotes academic advancement by increasing student knowledge, enhancing learning skills, and providing educational support. The advisory committee meets 3 times each semester on 3rd Thursdays, at 2:40pm – 3:45pm.

Members include:

- Director of College Success
- Dean of Language Arts
- Dean of Mathematics
- Learning Center Supervisor
- College Success Counselor
- English Faculty member (2)
- Reading Faculty member
- Mathematics Faculty (2)
- ESL Faculty member
- DSPS Representative
- EOPS Representative
- Matriculation Committee Representative
- CTE Representative
- Noncredit Representative
- Student Services Representative
- Academic Senate Representative

Perkins Implementation Team: The Perkins Implementation Team fulfills federal Carl D. Perkins Career Technical Education Act (CTEA) requirements. The Team facilitates Career Technical Education (CTE) program improvement through selection and oversight of funded activities. Under the leadership of the Dean of Career, Technical, and Continuing Education, Team membership includes at least four CTE faculty members, two business representatives, one K-12 representative, and two supervisors (Budget and CTE).

Green Team: The Green Team is comprised of students, staff, faculty, and managers at Citrus College as well as some outside agency representatives interested in issues of sustainability. The two areas of focus are the campus carbon

footprint and the Green curriculum in our classrooms. The Green Team provides faculty advisors for the Ecology Club and hosts the Earth Day Celebration. Meetings have been monthly; agendas and minutes are kept.

SLO/Hotshots: Student Learning Outcomes and Assessment Team, the “HotShots” oversees the following processes as identified in the Strategic Plan Annual Implementation Plan for 2009-2010:

- Serve as the college resource center to provide help and guidance in SLO writing and assessment
- Create central repository for collection of sample SLOs and assessment tools for course-level and GE outcomes
- Conduct survey of faculty about development and assessment of SLOs and about their sense of the value of the process
- Finalize design of GE assessment and conduct first cycle of assessment
- Coordinate with the GE committee on assessment and reporting
- Design program level assessment for instructional/academic programs with linkage to course SLOs, GE SLOs, and resource allocation
- Design and link instructional support and student services SLOs to GE SLOs when appropriate

This committee reports to Institutional Research but makes regular reports at EPC meetings.

Enrollment Management: The purpose of Enrollment Management Committee is to monitor enrollment, budget, and student demographic data and in order to make recommendations on course schedule development and dissemination, FTES goals, catalog development, research needs, and marketing and outreach strategies. This shared governance subcommittee of the Educational Planning Committee is chaired by the dean of Language Arts, who currently convenes quarterly meetings and keeps agendas and minutes.

Educational Technology Leadership Team: The Educational Technology Leadership Team reviews trends, innovations, changes and needs for instructional technology and makes recommendations to the Educational Program Committee and the College Information Technology Committee for plans, policies and procedures that guide the implementation of instructional technology at Citrus College.