Educational Planning Committee (EPC)

April 7, 2025
2:00-4:00 p.m.
AC 217 & Zoom

Present: Holley Shafer, Brier Welch, Mary Kesler, Kathleen Antokhin, Emily Fox, Alina Varona, Logan Wood, Julian Solis, Meg Pasquel

Absent: Eresa Puch, Hector Saez

Review Agenda – Agenda approved

Minutes from last meeting 3/24/25: approved

Discussion about the potential of AI to enhance interdepartmental communication and its role in connecting different departments.
- o Agreement that AI should be a focus area in the Strategic Plan
- o Ensure equitable access to AI tools to avoid magnifying existing technical inequities.
- o Need for a clear policy around the information put into AI platforms, especially when it pertains to their students.

Report on meeting with GRC – Holley Shafer
GRC proposed strategies of increasing the effectiveness of PGS Committees, set up so that people can and will participate
GRC is open to EPC's ideas where it's more friendly for people to participate

Discussion of PGS Survey Results
Suggestions for improvement of EPC:
- o Share out progress of strategic plan to the COM community
- o Make more space for newer members to contribute
Suggestions:
- o Think-pair-share approach – perhaps pairing an experienced member with a new member
- o Study sessions – utilize any extra time during meetings study and learn
- o Start earlier in the academic year.
- o Set up a mentorship for EPC new members

Discussion with President Jonathan Eldridge:
Incorporating AI into the Strategic Plan
- o Agreement that AI should be viewed as a powerful tool that can impact various areas of the institution, but its implementation requires careful consideration to ensure equitable access and prevent magnifying inequities.
- o Need for professional learning about AI's implications and potential uses, as well as the importance of developing systems and infrastructure to support its integration.

- EPC can identify a goal for AI in a way consistent with COM values and identify expertise needed

Improving Participatory Governance Committee Engagement and Plan
Discussion of challenges of engaging more people in committee participation
- committee's value and importance need to be better communicated to new and existing members.
- comprehensive review of the current governance plan, which has been in place for almost 15 years, to ensure it remains relevant and effective.
- more in-depth discussion with committee chairs to better understand their roles and responsibilities.
- balance the time spent on planning and reviewing the governance plan with the actual work to be done.

Improving Faculty and Staff Engagement
- Suggestion of a shadowing program for new faculty in their second year, where they attend meetings of different committees to learn about the governance system.
- Discussion of ways to involve part-time faculty and staff, including potential compensation for committee participation.
- Incorporating these ideas into the goal of making the college a great place to work.
- concerns about logistical barriers to committee participation for career education faculty and suggests better matching of faculty availability with committee needs.
- The group acknowledges the need for a more systematic approach to committee appointments and representation.
- Suggested a rotation system to ensure a mix of new and continuing members
- Emphasized the importance of aligning individual contributions with the organization's goals, and the need for ongoing evaluation and adaptation.

Discussion with Sadika Sulaiman Hara:

Strategic Priority: Make COM the Best Place to Study and Learn
Five-Year Goal: Expand student access to and utilization of support services through enhanced referral and data-informed faculty/staff training.

Current Student Support Systems and Limitations
- COMCARE used for behavioral intervention, not general student services
- ConexEd has potential for broader use but not fully implemented across departments
- Lack of integration between systems (e.g. SARS, Degree Works) hinders data-driven decision making
- No centralized "one-stop shop" for students to access all services
- ConexEd would not be used for student conduct issues

Case Management Approach in Counseling

- Specialized programs (EOPS, SAS) successfully use assigned counselors (200-250 students per counselor)
- General counseling does not currently use this model; caseloads unclear but potentially 400+ students per counselor
- Success seen in retention and student engagement with assigned counselor model

Improving Student Access to Services
- The current orientation process may not effectively convey all available services
- Suggestion to send personalized welcome letters to new students introducing their assigned counselor
- Need to assess ConexEd capabilities for integrating more student services (e.g. basic needs)
- Consider mandatory counselor meetings for all students, not just special programs

Strategic Priority: Make COM a Catalyst for Community Change
Five-Year Goal: Maximize social service impact for underserved community members via collaborative coordination, promotion, and integration with community partners and agencies

Maximizing Community Impact through Partnerships
- Previous "single stop" model brought community organizations on campus for office hours
- Current partnerships (e.g. Community Action Marin for housing services) have limited on-campus presence
- The new building will have swing space offices for potential partner use
- Need to reassess partnerships and MOUs in light of post-pandemic changes

Meeting Adjourned
Next meeting: Monday, April 21st