Educational Planning Committee (EPC)

October 20, 2025
2:00-4:00 p.m.
Zoom

Present: Holley Shafer, Mary Kesler, Emily Fox, Nicole McIntyre, Laura Cooper, Kai McCarthy, Brier Welch, Kathleen Antokhin, Eresa Puch, Hector Saez

Absent: Julian Solis

Review Agenda – Agenda approved

Minutes from last meeting 10/6/25: approved

EPC SharePoint
- o Mary moved EPC documents to the EPC SharePoint site for better document access/organization

Board of Trustee feedback of Plan 2030: Holley shared feedback from the Board, who were very supportive of the new plan and implementation strategies

Goal Steward: Jonathan Eldridge
Strategic Priority: Be a Great Place to Work and Grow
Goal 1: Cultivate a culture of engagement, collaboration, and accountability.
- o Outline of various initiatives including AI policy development, program review processes, and data governance.
- o The group discussed challenges with communication and transparency, with suggestions made to improve information sharing through AI tools and better organization of institutional documents.
- o Discussion of the uses of Microsoft CoPilot and Mari chatbot on COM website for employees/students to find info

Improving communication and engagement across committees and senates.
- o People have different ways of getting information and receiving communications. Emphasized the need for a multi-pronged approach to communicate information effectively
- o Proposed getting chairs of committees together to align communication strategies.
- o Highlighted the importance of assessing how information trickles down to classified staff.
  - • Have the VPs attend Classified Senate meetings. They meet once a month with Academic Senate
- o Suggestion to clarify which information is public and which is private.
- o Discussed strategies to strengthen committee representation, including populating committees for the fall semester during the spring.
  - • Mentioned the struggle to get faculty and students to serve

o Suggestion to create a "committee spotlight" to share committee work with the broader college community.

Goal Stewards: Eresa Puch & Cari Torres-Benavides
Strategic Priority: Be a Great Place to Work and Grow
Goal 2: Expand systemic support for employee effectiveness via operational efficiencies designed to minimize transactional and maximize relational work.

Ongoing efforts to improve technology systems and processes at College of Marin.
o COM is migrating to CourseDog, a new curriculum management system, which is scheduled to begin at the end of the year and will likely be fully implemented by next May or June.
o The team plans to evaluate the system's effectiveness in phase one before potentially expanding its use to include faculty load and schedule functionality.
o Discussion of issues with the accessibility and clarity of certain forms, such as Adobe Sign, and the need for better onboarding and training for staff.
o Emphasized the importance of addressing both departmental and general employee needs and knowledge & abilities when streamlining processes.

Cross-Department Process Optimization Challenges
o Concerns that optimizing work in one department can sometimes result in increased workload for others, particularly when changes aren't communicated effectively.
o Need for better cross-departmental collaboration and communication, especially regarding professional learning and training resources.
o Highlighted the importance of onboarding sessions for new employees and that process documentation and training materials will be made easily accessible.

Enhancing Leadership and Communication Initiatives
o Shared information about the Classified Professional Leadership Program and its mentorship partnerships.
o Plans for an IDT team to improve data systems and accessibility.
o The group explored challenges around information sharing, including the need for clearer guidelines on public versus private communication and the importance of transparent feedback mechanisms.

Debriefing:
o Discussion of the need to consider employee contract provisions when implementing new systems
o Emphasized the importance of creating a safe space for communication beyond just committees and senates.
  • Reality of bandwidth of senators to spread info
  • Accountability of other groups
  • Discussion of creating a culture where people feel safe to participate
  • Suggestion of giving a verbal reminder at the start of a meeting that you should feel safe to speak up your opinion
  • Making opinions valued – same weight given to all voices

o Discussion about providing feedback to stewards on these initiatives after the EPC Meetings

Next meeting: November 3

Meeting Adjourned