

## Educational Planning Committee (EPC)

December 1, 2025

2:00-4:00 p.m.

AC 217 and Zoom

**Present:** Holley Shafer, Mary Kesler, Laura Cooper, Brier Welch, Kathleen Antokhin, Hector Saez, Nicole McIntyre, Kai McCarthy, Julian Solis

**Absent:** Emily Fox, Eresa Puch

**Review Agenda** – Agenda approved

### EPC Planning & Fall Review

- Dec 15th Meeting: The new AVP for Counseling is not yet hired, so the EPC will use the time for an internal review of all fall steward reports to prepare for spring recommendations.
- Spring Plan: The EPC will invite stewards back to report on Year 1 progress and discuss strategies for Year 2.

### 11/17 Minutes: Approved with two additions:

- Clarify the proposed counseling "caseload model" is for discussion, not a mandate.
- Invite the new AVP for Counseling to discuss the model.

### Strategic Priority: Study & Learn:

**Goal 3:** *Increase student enrollment for underrepresented populations and expand existing areas of strategic growth via smooth entry, supported momentum, and equitable success across transfer and career pathways.*

**Steward: Director of School and Community Partnerships: Julian Solis**

### Optimize data-informed scheduling and enrollment:

- Increase hybrid/hyflex/DE offerings according to demand while maintaining quality
- Assess demand and right size evening, weekend, intersession, 8-week course offerings
- Strategic scheduling of hybrid/hyflex/DE courses to prioritize timely program completion
- Eliminate fraudulent enrollment

### Expand dual enrollment:

- Develop dual enrollment pathway to allow transfer after 1 year at COM post high school graduation
- Expand Career Academies program offerings and participation
- Expand outreach and messaging to parents
- Initiate data sharing agreements with K-12 systems and partners to track student progress

### Expand career and transfer pathways:

- Establish new partnerships and agreements with regional 4-year institutions for guaranteed transfer, training, joint baccalaureate programs

- Expand concurrent noncredit career training opportunities and streamline noncredit-to-credit pathways available to ESL students

**Discussion:**

**Increase hybrid/hyflex/DE offerings**

- Less than 20% of courses are DE
- Focus DE offerings in CalGETC areas to promote completion
- Analyze data from CA Virtual College for gaps in offerings
- MESA is finding that students are taking DE courses at other schools

**Enrollment Barriers (CCC Apply):**

- The statewide application process is a major student barrier.
  - Process Issues: Multi-step application (account creation → application submission), overnight delays for welcome letters, and a fraud-detection AI that blocks legitimate students.
  - Communication Gaps: Students miss critical emails sent to their MyCOM email address, causing them to miss waitlist offers or identity verification requests.
- Retention Challenges (AB 1705): The direct-placement model is failing many students.
  - Problem: Students are placed directly into transfer-level courses without foundational skills, leading to high failure and drop-out rates.
  - Impact: Widens equity gaps, especially for ESL students and those with math anxiety.
  - Solution Gap: Co-requisite support is optional and underutilized by the students who need it most.
  - Scheduling: Maximize Distance Education (DE) offerings in high-demand areas to improve completion rates.

**High School Partnerships:**

- Compass Program: Restarting at Tam High, offering 2 years of free tuition (up to 65 units) for students who complete the program.
- Novato Unified: Exploring dual enrollment and data-sharing agreements.
- Counselor Expansion: Adding two more embedded counselors at Novato Unified.
- Workforce Development: Developing non-credit career training, potentially paired with ESL courses.
- More effort is being made to bring more students to the campus – connecting students from high school to COM and connecting with staff and other students

**Strategic Priority: Be a Catalyst for Positive Community Change:**

**Goal 3:** *Reduce environmental impact institutionally and locally via collaborative efforts to address transportation, housing, waste, and energy generation/consumption issues which disproportionately impact underserved communities in Marin.*

**Stewards:** Klaus Christiansen & Jon Horinek

**Conduct assessment:**

- Develop annual COM Environmental Report Card to message progress on collegewide sustainability efforts
- Conduct building-specific energy audits
- Develop and resource ways to audit lab operations and materials to reduce environmental impact
- Conduct transportation survey to assess current environmental impact

**Implement campus initiatives:**

- Implement campus waste reduction and energy reduction initiatives in sustainability plan
- Incentivize public transportation/carbon neutral commuting for students and employees
- Explore options for providing transportation between KTD, IVC and Bolinas

**Support learning and behavioral change:**

- Engage students and employees collegewide in environmental and climate action learning and activities
- Develop and incentivize waste reduction training for students and employees

**Environmental Report Card**

- Baseline Data: The Brailsford and Dunleavy report identified transportation as the largest environmental impact (>80%).
- Energy Audits: documenting building-specific energy use to compensate for the lack of smart meters.
- Lab Audits: Spring audits will identify ways to reduce consumption of course materials.
- Looking at Equipment request process: repairing equipment instead of replacement when possible
- Suggestion that PRAC could be looking at environmental impact in their decision making

**Assessments:** Employee and Student Surveys include assessment about transportation and commute:

- Employee survey is out now
- Student survey has been completed

**Transportation Initiatives:**

- Bolinas: bus service would be very difficult to schedule

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- Suggestion of shuttle service from KTD to Bolinas when there are classes scheduled
- Bus Service: COM is working with Marin Transit to use larger 40-foot buses on the Route 22 Kentfield line to solve overcrowding. This requires a parking lot modification and county approval.
- Transit Pass: Promoting the 10-year-old student pass (1,680 users) to increase ridership beyond transit-dependent students.
- Bike Share: Partnering with Redwood Bike Share to install e-bike docks on campus this spring.
- Employee Pass: Exploring a transit pass option for faculty and staff using their ID cards.

### Other initiatives:

- Converting the college fleet to 100% electric within three years.
- New personal vehicle chargers are coming within six months.
- Campus recycling program improvements
  - Reach out to Klaus Christensen for an update on the campus recycling program.

Next meeting: December 15

Meeting Adjourned