

Appendix G

Educational Planning Committee Charter

A Standing Committee of the Academic Senate

Responsibilities

To guide the college through the continual process of strategic educational planning that includes a systematic cycle of evaluation, integrated planning, implementation, and reevaluation. To make recommendations on issues related to the college's progress in implementing these plans successfully.

The duties of the Educational Planning Committee (EPC) shall be to:

- Develop, monitor and evaluate the Educational Master Plan
- Integrate data from the annual plans into the monitoring and evaluation of the Educational Master Plan.
- Integrate the information generated from program review into the revision of the Educational Master Plan.
- Oversee the annual planning and program review processes for instructional departments including updating templates.
- Review the instructional annual plans to identify themes and report the findings.
- Oversee viability review of educational programs.
- Oversee the college response to any educationally-related accreditation recommendations.
- Set and assess goals for the committee on an annual basis.
- Oversee and conduct the self-evaluation process for Senate committees.

Committee Membership

The following shall be the voting members of the Educational Planning Committee:

- The Academic Senate President
- Two (2) Academic Policy Committee representatives
- Two (2) Academic Senate representatives
- Three (3) AFT faculty chapter representatives
- The Chair of the Curriculum Committee or designee
- The Faculty Accreditation Coordinator
- The Vice President of Academic Affairs or designee
- The Vice President of Student Services or designee
- The Dean of Career and Technical Education or designee

Resource Member – nonvoting:

- The Dean of Institutional Effectiveness or designee

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Terms of Office

1. The Academic Senate President, Curriculum Committee Chair, Faculty Accreditation Coordinator, Vice President of Academic Affairs, Vice President of Student Services, and Dean of Career and Technical Education serve based on position.
2. The terms of office for the Academic Policy Committee representatives and Academic Senate representatives shall be two (2) years and shall be staggered. One representative of each will be appointed in even-numbered years and one representative of each will be selected in odd-numbered years.
3. The term of service for the AFT faculty chapter representatives shall be determined by the chapter.

The following shall apply:

- The committee shall be cochaired by the Academic Senate President and the Vice President of Academic Affairs or administrative designee.
- EPC members who miss two meetings per semester will be considered for removal according to the current Pierce College Academic Senate bylaws.
- A quorum consists of a majority of the voting members.

Other Criteria:

- Faculty membership should include at least one representative from a CTE discipline and one representative from the Student Services academic disciplines.
- The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision making process.

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