From the Vice President of Instruction

January 25, 2012

To the EPCC Community:

The intent of this five-year Instructional Master Plan is to provide El Paso Community College with a roadmap to follow in achieving six identified goals, respective projects and suggested activities to accomplish the projects. The proposed steering committees charged with carrying out the projects are also identified. These committees will be responsible for identifying all appropriate activities and resources needed and for maintaining an ongoing status report on the projects.

A cross section of the College including faculty, staff and students has been involved in intense discussions over the past two years, which led to the creation of this Master Plan. Each year the document will be reviewed and updated so that the Instructional Master Plan is dynamic and maintains a five-year timeframe.

Through the execution of this Instructional Master Plan, El Paso Community College can expect to achieve continuing student success. This success will be evidenced through higher student enrollments, an increase in course completions, improved grade point averages, and a greater number of students completing certificate and associate degree programs. In particular, I would like to express my appreciation to the Instructional Leadership Team for their dedicated contributions to the formation of this plan and for their leadership in moving these projects forward.

Dr. Dennis Brown
Vice President of Instruction
El Paso Community College
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Purpose

The Instructional Master Plan guides the ongoing educational development at El Paso Community College by placing learning first and promoting sensitivity to the diversity of our community. This Plan supports El Paso Community College’s mission by remaining student centered, facilitating transferability and fostering workforce skills.

District Strategic Goals

The Instructional Master Plan Task Force ensured that each of the Instructional Goals were linked to one or more of the District Strategic Goals. To that end, the Instructional Master Plan indicates the District Goal(s) that links to each Instructional Goal.

Mission

The Mission of Instruction is to ensure high quality courses and outstanding programs in various delivery modes to all individuals who desire to pursue higher education. In addition, the Instructional area will provide a wide array of support services to foster student success.
Instructional Leadership Team

Dr. Dennis Brown
Vice President of Instruction

Tonie Badillo
Dean, Architecture, Arts, Drafting, Math and Sciences
Valle Verde Campus

Dr. Eileen Conklin
Dean, Arts, Communications, Career & Technical Education and Social Sciences
Rio Grande Campus

Dr. Jaime Farias
Dean, Education and Career & Technical Education
Valle Verde Campus

Paula Gail Meagher
Dean, Nursing
Rio Grande Campus

Claude Mathis
Dean, Communications and Performing Arts
Valle Verde Campus

Dr. Paula Mitchell
Dean, Health Careers, Career & Technical Education, Math and Science
Rio Grande Campus - Campus Dean

Dr. Julie Penley
Dean, Instructional Programs
Mission Del Paso Campus - Campus Dean

Joyce Ritchey
Dean, Arts, Communications and Social Sciences
Transmountain Campus

Susana Rodarte
Dean, English as a Second Language, Reading & Social Sciences
Valle Verde Campus - Campus Dean

Steven Smith
Dean, Math, Science and Career and Technical Education
Transmountain Campus - Campus Dean

Dr. Lydia Tena
Dean, Instructional Programs
Northwest Campus - Campus Dean

Irma Camacho
Director of Student Success

The Best Place to Start
Goal 1

Increase Student Success

Project 1.1.1

Start Right Initiative

Activities - Entering Students

- Admission process
- New Student Orientation
- Welcome Center
- Cross training of all counselors about all college operations
- Concurrent enrollment course for EDUC 1300 in workforce development
- Web rooms at each campus

Activities - Early Intervention/Retention

- Course histories
- Drop process
- Midterm grades
- Stop Registration-first week of classes/create more late start classes and mini-mesters
- Student success workshops
- Evaluate Noel Levitz Survey and CCSSE
Project 1.1.1

Start Right Initiative

Activities - Instructional Strategies

- Learning Emporiums
- Learning Communities
- Electronic Instructional Warehouse
- Faculty/Staff Mentoring

Activities - Transitions

- Have a centralized transfer center
- Academic advising by faculty in area of concentration

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Cristina Sharp*
- Arvis Jones
- Patricia Duran
- Gloria Estrada
- Carla Cardoza

- Dr. Lydia Tena
- Irma Camacho
- Shirley Gilbert
- Linda Gonzalez
Goal 1

Increase Student Success

**Project 1.1.2**

*We Want You Back*

**Activities**

- Campaign

**Resources Needed**

**Project Status**

**Steering Committee**

(proposed) with chair indicated; *denotes facilitator if no chair listed

- Lorena Chavez*
- Joyce Cordell
- Dr. Carol Kay
- Susana Rodarte
Goal 1

Increase Student Success

Project 1.1.3

College Readiness

Activities

- College Connection
- CRAFT
- Gateway to College
- Pathways
- Preparing adults for college
- Preparing high school students for college
- PREP
- Summer Bridge Program

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Joyce Ritchey*
- Cynthia Aguilar
- Irma Camacho
- UTEP Partners
- ISD Partners
Goal 1

Increase Student Success

Project 1.1.4

Student Success Initiative

Activities

- Achieving the Dream Leader College
- Developmental Education (DE) Council
- Learning Emporiums
- ESL Council
- Interdisciplinary Course Alignment
- Universal Design
- CRLA Tutor Training

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Dr. Lydia Tena*
- Angelina Arellanes Nunez
- Irma Camacho
- Lucy Michal
- W. David Moody
- Robin Russell
- Susan Silva
Goal 1

Increase Student Success

Project 1.1.5

Early Alert

Activities

- Implement an automated student tracking system
- Conduct assessment of student target groups
- Provide ongoing advising, workshops, and case management
- Sample target group would be students on probation or suspension
- Expand services at the Valle Verde Campus and expand all other campuses
- Provide ongoing faculty development

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Irma Camacho, Admin. Liaison*
- Jose Baltazar
- Roselia Galindo
- Gamel Hussein
- Sandra Lujan
- AJ Navarro
- Susana Rodarte
- Susan Silva
- Joyce Whiteside
Goal 2

Enhance Quality of Instruction

Project 2.1.1

Teachership Academy

Activities

- Implement year four of Teachership Academy Phase I
- Planning for Phase II

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Dr. Lydia Tena, Admin. Liaison*
- Robert Aguilar
- Debbie Aguilera
- Oscar Baeza
- Gabriel Camacho
- Michelle Conklin
- Patricia Duran
- Rudy Hernandez
- Dr. Hilda Taylor
- Margie Trimble
- Eddie Urquidi
- Grace Vaughn
- Barbara Yancy-Tooks
Goal 2

Enhance Quality of Instruction

Project 2.1.2

Increase Ratio of Full-time to Part-time Faculty

Activities

- Locate funds and office space

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Steve Smith*
- Dr. Ernst Roberts
- Elizabeth Ryan
Goal 2

Enhance Quality of Instruction

Project 2.1.3

Review and Enhance Distance Education

Activities

- Review student performance
- Review faculty performance
- Annually assess delivery platform

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Distance Education Standing Committee
Goal 2

Enhance Quality of Instruction

Project 2.1.4

Review and Enhance Dual Credit

Activities

- Review student performance
- Review faculty performance

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Dual Credit Standing Committee
Goal 2

Enhance Quality of Instruction

Project 2.1.5

Quality Enhancement Plan

Activities

- Review the Quality Enhancement Plan
- Assess focus group results
- Identify pilot projects
- Implement survey for students in the pilot projects
- Develop a budget

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Grace Haddox*
- Hamdan Ahmad
- Allison Bruce
- Michael Coulehan
- Gloria Estrada
- Charles Fitzgerald
- Maria T. Gomez
- Dolores Gross
- David Henry
- John Lencyk
- Vanessa Macias
- Mark Norbeck
- Rebecca Perales
- Maria Prospero
- Joyce Ritchey
- Janine Rudnick
- Antonio Vargas
- Alberto Villegas
- Michelle Watkins
Goal 2

Enhance Quality of Instruction

Project 2.1.6

Communication Across the Curriculum

Activities

- Planning for first semester
- District-wide inventory of Writing and Speech “environment” in all credit disciplines
  - Create survey
  - Distribute survey to all credit disciplines district-wide
  - Conduct focus groups
- Finalize plan based on survey results

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Claude Mathis, Admin. Liaison
- Margaret Nelson*
- Sue Selk
- Rick Falvo
- Danielle Hinesly
Goal 2

Enhance Quality of Instruction

Project 2.1.7

Provide Additional Training Opportunities

Activities

- Increase travel budget
- Provide in-house training consultants
- Expand faculty use of technology
- Increase professional development opportunities
- Promote specialized training opportunities for selected areas such as Developmental Education and Health Careers (e.g. graduate course in Developmental Education)

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Faculty Development Coordinators*
Goal 2

Enhance Quality of Instruction

Project 2.1.8

Instructional Design and New Technologies

Activities

- Develop a working definition of the “Smart Classroom:” explore opportunities for instructional design that opens the classroom and the experience of higher education to the expanding universe of the Internet, multi-media/multi-modal communication, and social networking in support of project-based, real-world problem solving and student-centered, experiential learning
- Look at alternative delivery options
- Look at alternative scheduling options

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Instructional Strategies Committee*
- Integrated Technology Committee (funding)
Goal 2

Enhance Quality of Instruction

Project 2.1.9

Develop and Assess Program Level Student Learning Outcomes

Activities

- Refine the system for managing and tracking Student Learning Outcomes
- Complete second two-year cycle

Resources Needed

Project Status

Steering Committee

(proposed) with chair indicated; *denotes facilitator if no chair listed

- Myshie Pagel
Goal 3

Celebrate Academic Excellence

Project 3.1.1

Increase Recognition of Outstanding Students and Faculty Academic Performance

Activities

- Faculty work with EPCC Foundation to recognize students
- Recognition of faculty excellence at General Session during Faculty Development Week
- Faculty Association and Student Government Association to work to establish student recognition program

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Faculty Professional Development Committee
Goal 4

Strengthen Existing Partnerships and Establish New Opportunities/Relationships

Project 4.1.1

Early College High Schools

Activities

- Implement years three and four at Cotton Valley Early College High School
- Create Clint Early College High School
- Explore Health Careers related to Early College High Schools (Rio Grande Campus)

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Cotton Valley Early College High School Steering Committee
- Clint Early College High School Steering Committee
- Early College High School Leadership Council
Goal 4

Strengthen Existing Partnerships and Establish New Opportunities/Relationships

Project 4.1.2

Expand Joint Degree Plans with UTEP and NMSU

Activities

- Continue process of setting up joint degree plans, working with articulation committees

Resources Needed

Project Status

Steering Committee

(proposed) with chair indicated; *denotes facilitator if no chair listed

- EPCC/UTEP Articulation Committee
- EPCC/NMSU Articulation Committee
Goal 4

Strengthen Existing Partnerships and Establish New Opportunities/Relationships

Project 4.1.3

Maintain and Expand Business and Industry Relationships

Activities

- Collaborate with Workforce Board on grant opportunities
- Evaluate opportunities for new program development
- Develop partnerships with business and industry to increase use of Texas Workforce Commission skills development funds

Resources Needed

Project Status

Steering Committee

(proposed) with chair indicated; *denotes facilitator if no chair listed

- Dr. Jaime Farias*
- Souraya Hajjar
- Gail Meagher
- Dr. Paula Mitchell
- Steve Smith
- Emergent Programs Committee
Goal 4

Strengthen Existing Partnerships and Establish New Opportunities/Relationships

Project 4.1.4

Expand EPCC Achieve Texas Initiative/Career Clusters

Activities

- Assemble Achieve Texas Resource Team(s), as necessary, to include program coordinators(s), dual/articulated credit representatives and an Instructional Dean to strategize the local implementation of the Achieve Texas Career Pathways
- Work with local high schools to maximize student access to early college credit: dual credit, articulated credit, advanced placement, and early admissions credit, certificates, associate degrees, and bachelor’s degrees

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Dr. Jaime Farias*
- Martina Arriaga
- Aggie Becker
- Claude Mathis
- Gail Meagher
Goal 4

Strengthen Existing Partnerships and Establish New Opportunities/Relationships

Project 4.1.5

Expand and Strengthen Partnerships with Fort Bliss, to include William Beaumont Army Hospital and a new EPCC Campus on Fort Bliss Property

Activities

- Explore Fort Bliss partnership opportunities
- Design Fort Bliss Campus

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Steve Smith*
- Tony Ayub
- Richard Bahena
- Dr. Jaime Farias
- Dr. Paula Mitchell

- Dell Najera
- Dr. Julie Penley
- Joyce Ritchey
- Dr. Lydia Tena
Goal 5

Increase Instructional Support Services

Project 5.1.1

Assess and upgrade resources (facilities, supplies, allocations, personnel and collections) for the following:
- Counseling
- Instructional Laboratories
- Library
- Math Learning Emporium
- Nursing Simulation Center
- Rio Grande Border Health Clinic
- Writing Centers

Activities

- Conduct needs assessment
- Identify existing resources
- Develop plan of action
- Standardized services across the District

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Dr. Paula Mitchell*
- Irma Camacho
- Gail Meagher
- Lucy Michal
- Dr. Julie Penley
- Dr. Lydia Tena
- Stanton Building Utilization Taskforce
Goal 5

Increase Instructional Support Services

Project 5.1.2

Provide Training for all Instructional Lab Personnel

Activities

- Establish ongoing training for lab personnel
- Continue CLRA certification for selected tutors

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Irma Camacho*
- Dr. Jenny Giron
- Raymundo Vilca
Goal 5

Increase Instructional Support Services

Project 5.1.3

Provide a safe environment at EPCC and develop on-going staff training programs (i.e. emergency plan, evacuation plan, safety plan, chemical/biomed disposal)

Activities

- Work with Safety/Risk Management Office to implement a written plan and training to dispose bio hazardous/chemical waste from health science laboratories
- Work with Campus Police and Safety/Risk Management Office to implement an emergency response plan and campus evacuation plan with appropriate training for faculty and staff

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- District Safety Preparedness, Response and Recovery Committee
- Crisis Communication Committee
Goal 5

Increase Instructional Support Services

Project 5.1.4

Create an Instructional Facilities Master Plan to Include Furniture and Equipment

Activities

- Assess facilities needs
- Assess furniture needs
- Assess equipment needs

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Deans
- IE Committees at each Campus
Goal 6

Enhance Program Development and Viability

Project 6.1.1

Expand Recruitment, Marketing and Branding of Instructional Programs

Activities

- Review and expand web pages
- Develop marketing and external communication plan to inform the community regarding what instructional programs the college has to offer prospective students
- Identify a process to expedite marketing requests by individual disciplines, specifically those programs that may be lacking enrollment and programs that require informing the public of program changes

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Marketing and Recruitment Taskforce
Goal 6

Enhance Program Development and Viability

Project 6.1.2

Develop New Programs

Activities

- Explore current and projected community needs for new program development

Resources Needed

Project Status

Steering Committee
(proposed) with chair indicated; *denotes facilitator if no chair listed

- Emerging Programs Committee
- Discipline Faculty
- Deans
Early College High Schools

Mission Early College High School
Partnership with Socorro Independent School District
Located at EPCC Mission Del Paso Campus
Opened July 2006

Valle Verde Early College High School
Partnership with Ysleta Independent School District
Located at EPCC Valle Verde Campus
Opened August 2007

Northwest Early College High School
Partnership with Canutillo Independent School District
Located at EPCC Northwest Campus
Opened July 2008

Transmountain Early College High School
Partnership with El Paso Independent School District
Located at EPCC Transmountain Campus
Opened July 2008

Cotton Valley Early College High School
Partnership with
Fabens Independent School District
Fort Hancock Independent School District
Tornillo Independent School District
Located at Fabens ISD Facilities
Opened August 2010

Clint ISD Early College Academy
Partnership with Clint Independent School District
Located at Clint ISD Facilities
Opening Fall 2012

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.