Committee on Accreditation and Planning - Education  
Responsible to plan, monitor and evaluate the college-wide educational master planning process:  
Annual Program Planning ~ Educational Master Plan ~ Accreditation Self-Study Process Implementation

Minutes  
August 28, 2012  
2:30 PM – 4:00 PM, CCCR

<table>
<thead>
<tr>
<th>Standing Members</th>
<th>Campus Community</th>
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<tr>
<td><strong>Position</strong></td>
<td><strong>Name</strong></td>
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<tr>
<td>2012-2013 Ed CAP Co-Chairs</td>
<td>Lori Bennett</td>
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<td>2013-2014 Ed CAP Co-Chairs</td>
<td>Lee Ballestero</td>
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<tr>
<td>Interim Exec Vice Pres</td>
<td>Jane Harmon</td>
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<td>Acad Senate Rep</td>
<td>Nenagh Brown</td>
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<td>Classified Rep</td>
<td>Maureen Rauchfess</td>
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<td>Student Service Council Reps. (2)</td>
<td>Richard Torres</td>
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<td>M&amp;O Rep</td>
<td>John Sinutko</td>
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<td>Inst Research</td>
<td>Lisa Putnam</td>
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<td>Assoc Students Rep</td>
<td>Julius Sokenu</td>
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<td>Kim Hoffmans</td>
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<th>TODAY’S HANOUTS</th>
<th>Meeting Calendar 09 - 10 4th Tuesday 2:30 in CCCR</th>
<th>Topic</th>
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<th>Topic</th>
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<tbody>
<tr>
<td>Nov. 27, 2012</td>
<td>Program Planning</td>
<td>Apr. 23, 2013</td>
<td>Committee Goals</td>
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AGENDA

1. Welcome Committee Members – Please sign in and let Lori Bennett and/or Lee Ballestero know about any updates to representatives.
   - Introductions

2. Review of Minutes for April 24, 2012
   - Discussion: A couple revisions made. Motion: Moved by Clint, Seconded by Del. Approved.

3. Committee Goals
   - 2012-2013
   - Read committee charter from the decision making document.
   - Add a goal to gain feedback/review Tracdat. Discussion: keep as part of the planning goal, but add “including Tracdat”
   - Add a subgoal to the planning/Tracdat goal to include a timeline/let people know about the changes to the program plan timeline
   - Question: who is responding to the accreditation probation issues/writing the report? Dr. Eddinger is leading the district group on developing the response. EdCap co-chairs encouraged the committee members to read/review the response documents that were posted to the portal.
   - Making decision document: the new document changes the timeline for program plans and includes the new committee structure. EdCap co-chairs encouraged the committee members to read/review the making decisions document – located on the portal.

4. TracDat
   - Outcome reporting
   - Program Plans
   - Lee asked for feedback from committee members. Many had used it. Feedback was positive.
   - Lisa Putnam reminded everyone that the SLOs are due Sept 15. Please add assessment results. Important for the mandatory accreditation report due Oct. 15th.
   - Program Plans are extended to Oct 15 this year. Making Decisions document says Sept 15th. Going forward, all program plans will be due on Sept 15th, with no spring revisions. This means we only update them once per year going forward.

5. Student Learning Outcomes update – Lisa Putnam
   - Stressed the importance of adding SLO assessment data to Tracdat by Sept 15th so they have the information to write the report.
   - Lisa will run a report of missing data and share it with deans and department chairs.
   - Lisa presented the idea of a 5 year cycle for SLO assessment that matches the 5 year curriculum cycle. Disciplines would collect data for four years, and in the fifth year, review their assessment so they can use their decisions to revise/update their curriculum.

6. Midterm Report Timeline
   - Additional workgroup members
   - Lee explained that last year EdCap created a workgroup to gather evidence to support items on the planning agenda. Asked for a few more volunteers. Hope the workgroup will meet at the end of EdCap formal meetings to review their
   - Current workgroup members: Corey Wendt, Martin Chetlen, Nenagh Brown, Faten Habib, Lisa Putnam
   - New volunteers: Rob Keil.
7. Announcements: None.

8. Meeting adjourned at 3:30PM

9. Work Group Break out time – 3:30-4:00PM