**Mission Statement**

*With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

**EdCAP Committee Charter**

*The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and services.*

*The planning component under the purview of EdCAP includes:*

* *Program Plans: Evaluate the program planning process and recommend modifications as needed*
* *Educational Master Plan: Define the format of the Educational Master Plan, establishing and monitoring the timeline, and recommend approval of the final document*

*The accreditation component under the purview of EdCAP includes:*

* *Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC*
* *Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC*

***Goals for 2019-20:***

Forthcoming

**Membership / Attendance**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Nenagh Brown | X | M&O Representative | John Sinutko |  | Mathematics | Phil Abramoff |  |
| Oleg Bespalov | X | Associated Students Rep\* | Kriss Hotchkiss | X | Media Arts & Comm Studies | Rolland Petrello |  |
| VP Academic Affairs\* | Mary Rees | X | ACCESS | Silva Arzunyan |  | Physics/Ast/Engn | Erik Reese | X |
| VP Business Services\* | Silvia Barajas |  | Animal Sci/EATM | Cynthia Stringfield |  | Social Sciences | *Hugo Hernandez* | X |
| VP of Student Support\* | Amanuel Gebru |  | Athletics/Kinesiology | Remy McCarthy |  | World Languages/Library | Jerry Mansfield |  |
| Academic Senate Pres. | Nenagh Brown | X | Behavioral Sci | Chad Basile / Dani Vieira | X | Health Center | Sharon Manakas | X |
| Dean | Oleg Bespalov | X | Business Administration | Reet Sumal |  | Student Activities | Kristen Robinson | X |
| Dean | Howard Davis | X | Chemistry/Earth Sci | Roger Putnam | X | Student Success | Jesus Vega |  |
| Dean | Carol Higashida | X | Child Dev | Cindy Sheaks-Mcgown | X |  |  |  |
| Dean | Matt Calfin | X | Counseling | Trulie Thompson |  |  |  |  |
| Dean | David Gatewood | X | English/ESL | Sydney Sims | X | **Guests:** |  |  |
| Dean | Khushnur Dadabhoy |  | Fine/Perf Arts | John Loprieno |  | Chemistry | Tiffany Pawluk | X |
| Dean | Monica Garcia |  | Health Sciences | Christina Lee | X |  |  |  |
| Dean | Sam Lingrosso |  | Life Science | Andrew Kinkella |  |  |  |  |

\* Ex-officio, non-voting member

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| **Today’s Handouts** |
| 2019\_04\_23\_EdCAP\_Minutes (DRAFT)  Midterm Report timeline and leads\_draft 2019-07-18  2018-2019 Workplan\_End of Year Update\_as of 2019-08-16  2019-2020 Annual Work Plan\_draft 2019-08-13  Program Plan three year schedule\_as of 2019-7-22  ACCJC Invitation to Field for Comment on Policy Revisions  EdCAP Goal Accomplishments 2018-19\_DRAFT\_4.23.19 |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public comments  Approval of minutes: April 23 | Call to order at 2:38pm.  Sydney recommended agenda items be aligned with discussion notes and actions. Mary suggested changes to discussion notes for item D. | Sydney Sims moved to approve and Sharon Manakas seconded. Unanimously Approved with Hugo Hernandez, David Gatewood, and Kriss Hotchkiss abstaining. |
| **NEW BUSINESS** |  |  |
| 1. EdCAP 2018-2019 goal accomplishments 2. ACCJC invitation to field for comment on policy revisions 3. Annual Program Planning process  * Program participation * Dean meeting * Three year VP meeting schedule * Cross-program synergy  1. Annual Work Plan 2018-2019 end of year update 2. Annual Work Plan 2019-2020 3. ACCJC Midterm Report timeline and leads 4. EdCAP goal setting 2019-2020 | 1. Goal 6 Accomplishment: added ‘done’ 2. Mary shared that new policy changes made were mostly minor. Comments can be made to ACCJC before September 13; please copy Mary as ALO.   There had been past discussion of changing accreditation body for CA community colleges but Chancellor’s Office decided to stay with ACCJC. Chancellor’s Office work groups A&B, investigating the options, have now closed.   1. Annual Program Planning process  * Program Participation: Program writer may want to consider that increased participation by as many members of program as possible makes stronger program plans.   For help in writing this year’s plans there are a few resources. Last year’s program plans are available to view on college website under ‘Program Planning’, at this link: <https://www.moorparkcollege.edu/departments/administrative/institutional-research-and-planning/college-planning>  Departments may use these for reference.  The co-chairs will also share a few varied program plans; please be aware however that each program has its unique character and needs.   * Dean Meeting: Meet with Dean at least three weeks prior to program plan meeting. F/T CAP reviewing what was approved for funding from past program plans. This will be circulated to all program leads after its meeting on September 4th. * Three year VP meeting schedule: Oleg explained NEW is for programs beginning three year cycle and RETURNING is for those returning after meeting with VP last year. List will be updated towards the end of this year for third year of cycle.   Humanities, ESL, and English requested to be merged into one Program Plan. Health Sciences and EMT also prefer to merge. Oleg will take changes to Consultation Council and send out revised meeting schedule.   * Cross-program synergy: Nenagh, Oleg, Sydney, Cynthia, and Erik will form a work group on process to fulfil cross-disciplinary program plan environment in Goal 8.  1. 59.6% is average completion of Work Plan goals but Oleg prefers 80%. Oleg hopes program reps will meet with leads to complete initiative/actions this coming year and add to new Work Plan 2. Administrative Council reviewed the 2019-20 Work Plan in May and feedback was given on what actions to take.   Erik requested the committee have more time to review and digest the Work Plan.   1. Mary went over September completed action items. College recommendation 6.A.1 was changed by the ACCJC from Compliance to Improvement Recommendation. Recommendations are helping us look at SLOs and long term fiscal planning. May need to set up two workgroups to check what has been done and what needs to be done. | 1. Erik Reese moved to approve document and Howard Davis seconded; approved with Hugo Hernandez abstaining. 2. Erik Reese moved to bring back to next EdCAP meeting; seconded by Carol Higashida; passed unanimously. 3. Discuss implementation at next EdCAP meeting 4. Postponed for next month. |
| **PREVIOUS BUSINESS** |  |  |
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| **ANNOUNCEMENTS** |  |  |
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| **NEXT MEETINGS (Items)** |  |  |
| 1. ACCJC Institution-set Standards |  |  |
| **Adjournment** |  |  |