**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:***

***Planning component:***

1. *Design and implement pilot project for cross-disciplinary program plan discussions*
2. *Review and where necessary modify program plan process of 2019-20*

* *Reconsider timeline*
* *Review platform*
* *Review three-year review cycle*
* *Update and modify template for student service programs*
* *Further integrate planning and resource allocation*

1. *Review planning documents produced from Educational Master Plan (Annual Work Plans, etc.)*

***Accreditation component:***

1. *Monitor and review the preparation of the ACCJC Midterm Accreditation Report*

* *Establish timeline*
* *Perform gap analyses*
* *Contribute to and review self-evaluation plans establishing progress and outcomes*
* *Contribute to and review progress reports on ACCJC recommendations for improvement*
* *Contribute to and review report on outcomes of both Action Projects in Quality Focused Essay*
* *Recommend final draft of Midterm Report for approval*

1. *Revise ACCJC Institution-Set Standards and recommend for approval*
2. *Discuss ACCJC Annual Report and recommend for approval*

***Other:***

1. *Review EdCAP charter and membership for updated Moorpark College Decision-Making Handbook*

**Membership / Attendance**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | | **Present** |
| Co-Chairs | Nenagh Brown |  | Department members: | | |  | Mathematics | Phil Abramoff | |  |
|  | Oleg Bespalov |  | ACCESS | Silva Arzunyan |  |  | Media Arts & Comm Studies | Rolland Petrello | |  |
| VP Academic Affairs\* | Mary Rees |  | EATM | Gary Wilson |  | Performing Arts | John Loprieno | |  |
| VP Business Services\* | Silvia Barajas |  | Kin/Health/Athletics | Remy McCarthy |  | Physics/Ast/Engn/CS | Erik Reese | |  |
| VP of Student Support\* | Amanuel Gebru |  | Behavioral Sciences | Chad Basile / Dani Vieira |  | Social Sciences | Chris Beam/Hugo Hernandez | |  |
| Academic Senate Pres.\* | Nenagh Brown |  | Business | Josepha Baca |  | World Languages |  | |  |
| Dean members: | Oleg Bespalov |  | Chemistry/Earth Sci | Roger Putnam/Rob Keil |  | Student Health Center | Sharon Manakas | |  |
|  | Howard Davis |  | Child Development | Cindy Sheaks-McGowen |  |  |  | |  |
|  | Carol Higashida |  | Counseling | Jodi Dickey |  | \* Ex-officio, non-voting members |  | |  |
|  | Matt Calfin |  | English/ESL | Sydney Sims |  |  |  | |  |
|  | David Gatewood |  | EOPS | Angie Rodriguez |  |  |  | |  |
|  | Khushnur Dadabhoy |  | Fine Arts | Erika Lizee |  | **Guests:** | | | |
|  | Monica Garcia |  | Health Sciences | Christina Lee |  | Student Activities Specialist | | Kristen Robinson |  |
|  | Sam Lingrosso |  | Library | Danielle Kaprelian |  | Student Success Services Supervisor | | Claudia Sitlington |  |
| Ass. Students (advisory) | Kriss Hotchkiss |  | Life Sciences | Audrey Chen |  |

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| **Today’s Handouts** | **Future Meetings** |
| Minutes: October 22, 2019 - draft  midterm\_report\_timeline\_and\_leads\_11\_21\_19\_with Gap Analysis  QFE\_GapAnalysis\_for EdCAP minutes 2019-10-22  Program\_Plan\_proposed\_revisions\_for\_2020-2021\_draft\_2019-11-18  Program Plan VP questions 2019 final  Enrollment Management Annual Work Plan\_2019-2020\_draft 2019-11-21 | Fall semester:  ~~August 27; September 24;~~ ~~October 22~~; November 26  Spring semester:  January 28; February 25; March 24; April 28 |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public comments  Approval of minutes: October 22, 2019 |  |  |
| **PREVIOUS BUSINESS** |  |  |
| 1. eLumen update 2. Enrollment Management Plan, 2019-20 3. Review and where necessary modify program plan process of 2019-20  * Reconsider timeline * Review platform * Review three-year review cycle * Update and modify template for student service programs * Further integrate planning and resource allocation * Technical changes  1. ACCJC Midterm Report  * Review gap analyses |  |  |
| **NEW BUSINESS** |  |  |
| 1. For the good of the accreditation and planning order |  |  |
| **ANNOUNCEMENTS** |  |  |
|  |  |  |
| **FUTURE AGENDA ITEMS** |  |  |
| 1. ACCJC Institution-set Standards (January) 2. Cross program plan synergy (January) 3. Review EdCAP charter and membership (February) 4. ACCJC Annual Report (March) |  |  |
| **Adjournment** |  |  |