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 25, 2015
2:30 PM – 4:00 PM, CCCR

Campus Community

Position	Name	Present		Coord. & Dept. Chairs	Name	Present	Guests
2014-2015 Ed CAP Co-Chairs	Lisa Putnam	X		ACCESS	Sherry D'Attile		
	Howard Davis			Music/Dance	Robert Salas	RS	
Exec Vice Pres	Lori Bennett			Theatre/Comm Studies	Jill McCall/John Loprieno	JL	
Acad Senate Rep	Nenagh Brown			Counseling	Trulie Thompson	TT	
M&O Rep	John Sinutko			EOPS			
Assoc Students Rep	Larry Kelley			Student Activities	Sharon Miller		
Student Service Council Reps. (2)				Student Health Ctr Coordinator	Sharon Manakas	SM	
Dean	Pat Ewins			Accounting / Business	Reet Sumal	NSS	
Dean	Amanuel Gebru	X		English/Humanities	Sydney Sims	SS	
Dean	Norm Marten	X		World Languages/ESL	Helga Winkler	HW	
Dean	Inajane Nicklas	X		Library Services			
Dean	Jennifer Goetz			Kinesiology/Health Ed	Remy McCarthy	RM	
Dean	Julius Sokenu			Visual and Applied Arts	Lydia Etman	LE	
Institutional Researcher				EATM	Cynthia Stringfield	CS	
				Life Sciences			
				Health Sciences Coordinator	Carol Higashida	CH	
				Chemistry/Earth Science	Rob Keil	RK	
				Mathematics	Chris Cole	CC	
				Physics/Astronomy/Engineering/CS	Ron Wallingford	RW	
				Behavioral Science	Dan Vieira	DV	
				Child Development Center			
				Social Sciences	Lee Ballestero	LB	
				Guest	Jesus Vega - Outreach		
				Guest	Mary Rees - Academic Senate	MR	
				Guest			

TODAY'S HANDOUTS	Future Fall Meetings and Topics		Future Spring Meetings and Topics	
April 28, 2015 Minutes for Review	8/25	Goal Setting & QFE	1/26	
EdCAP Charter	9/22	Review Draft of Accreditation Self Evaluation	2/23	Evaluate Program Planning Process
EdCAP 2014-15 Accomplishments	10/27	Review Draft of Accreditation Self Evaluation (continued)	no meeting in March	
EdCAP Goals for 2015-16 DRAFT	11/24	Final Read of Accreditation Self Evaluation	4/26	

Item #	Agenda Item	Discussion Notes	Action / Next Steps
1	Welcome! Review Committee Membership for Accuracy		
2	April 28, 2015 Meeting Minutes for Review and Acceptance		Approved
3	EdCAP 2014-15 Accomplishments (for quick review; already approved)	Add "Updated facilities master plan"	
4	Set Goals for 2015-16	Modify "finalize" to "review" for item #1 on 2015-16 Goals.	
5	Schedule for Reviewing Moorpark College's Accreditation Self-Evaluation Report Draft	Reviewed the schedule.	
6	Program Plan – Questions to Answer	The two main questions that programs will be asked to address during the program plan review meetings this year are: (1) What type of assessment/evaluation data do you use for program planning and resource requests? These data include more than just SLO assessment, but be sure to address how you are using SLO assessment to inform your planning and decision-making. Look at the complete package. (2) What is your program doing to support student success and equity on the campus? (3) If our college were to grow by 10%, how would your program respond? What would be needed in terms of resources, space, etc.?	
7	Program Plan Template • Minor adjustments made to help improve clarity	Request was made to improve the feedback loop in regards to the status of resources requested in last year's program plans. This is currently being worked on – the first step was to improve the Business Services Web site, which now includes links to reports of prioritization processes that are taking place in FRAWG and TRAWG.	Program Plans due 9/15.
8	Quality Focused Essay (QFE) Discussion	A brainstorming session took place on potential topics for the College's QFE. The main theme that came out of this brainstorm was "Building Community" to achieve student success. We need to define "community" -- it could be defined as: • Students • Faculty/Staff • District • Community at Large	Brainstorm notes have been collected and given to the Executive Vice President.

| | Adjourn: 4pm | | |