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

February 23, 2016

2:30 PM – 4:00 PM, CCCR

Campus Community

Position	Name	Present		Coord. & Dept. Chairs	Name	Present	Guests
Ed CAP Co-Chairs	Lisa Putnam	X		ACCESS	Sherry D'Attile		
	Lee Ballestero	X		Music/Dance	Robert Salas/Nathan Bowen	NB	
Exec Vice Pres VP Business Services	Lori Bennett Sylvia Barajas	X		Theatre/Comm Studies	Jill McCall		
Acad Senate Rep	Nenagh Brown	X		Counseling	Trulie Thompson	X	
M&O Rep	John Sinutko			EOPS	Marnie Melendez	X	
Assoc Students Rep				Student Activities	Sharon Miller	X	
Student Service Council Reps. (2)				Student Health Ctr Coordinator	Sharon Manakas	X	
Dean	Amanuel Gebru	X		Accounting / Business	Reet Sumal	X	
Dean	Norm Martin	X		English/Humanities	Sydney Sims	X	
Dean	Inajane Nicklas	X		World Languages/ESL	Helga Winkler	X	
Dean	Lisa Putnam	X		Library Services	Faten Habib	X	
Dean	Julius Sokenu	X		Kinesiology/Health Ed	Remy McCarthy	X	
Dean (Interim)	John Loprieno	X					
Dean (Interim)	Howard Davis	X		CIS/CNSE	Vacant		
				Visual and Applied Arts	Lydia Etman	X	
				EATM/Animal Sciences	Cynthia Stringfield	X	
				Life Sciences	Andrew Kinkella	X	
				Health Sciences Coordinator	Carol Higashida	X	
				Chemistry/Earth Science	Rob Keil	X	
				Mathematics	Chris Cole	X	
				Physics/Astronomy/Engineering/CS	Ron Wallingford	X	
				Behavioral Science	Dan Vieira	X	
				Child Development Center			
				Social Sciences	Lee Ballestero	X	
				Institutional Researcher	VACANT		
				Guest	Mary Rees - Academic Senate	X	
				Guest			

TODAY'S HANDOUTS	Future Fall Meetings and Topics		Future Spring Meetings and Topics	
None			~~1/12~~	~~Self Evaluation Review Continued~~
			1/26	~~Quality Focused Essay~~ Strategic Planning Activities
			~~2/23~~	Evaluate Program Planning Process
			March	Inst.Set Standards; Self Evaluation; QFE
			4/26	

Item #	Agenda Item	Discussion Notes	Lead By	Action / Next Steps
1	Minutes	Tabled		Move to March meeting

2	Program Planning Needs:
	-- Technology Changes
	    (a) Web Page
	    (b) Data Wishlist (Tableau Workbooks)
	
	-- Program Plan Improvement Ideas
	    (a) Questions to ask; what do we need to keep
	    (b) Flow of questions
	
	-- Wishlist for Program Review Data
		Wants for Program Planning Page:
		-alphabetize the links on the left
		-find last year's program plan easily
		What kind of data do you need:
		   - Link to productivity numbers/success rates/graduation rates etc. - CTE program data-labor market data - CTE speakers and connections made by programs for their students - LaunchBoard - How many internships for CTE programs? - Pass rates sorted by classes—down to the course level - Institutional Effectiveness Report - Equity Data - Regional demographic data - Transfer information - Job placement - First-time rate freshman, continuing students etc. - Drop rates and why - Room assignment/usage/caps on seats - Prioritization rubrics (FRAWG/TRAWG) - Status of last year's prioritization requests - Financial Aid (password protected) - Track-incoming student—which high schools, returning students - Summer enrollments-do these		

	students come back in fall • Where are summer students from? • Sequential classes-how many go from first semester to second semester etc. • EVP Evaluation Sheet • Link to the 'Planning at Moorpark College page' • Links to the GLOs/ILOs and rubrics Program Plan Evaluation Summary (Lori) EVP presented the annual summary for program plan review process. • 63 reviewed • 51 no action • 12 strengthen • 0 reduce • 0 discontinuance Program Plan Template: FRAWG/TRAWG/Prioritization data pull-anything to fix or add? • For individual request-have a name associated/point person • IF you are looking for a white board/SMART room need to specify room Need place to put assessment for Action Plans Need to be able to pull out if a position is categorical etc. Need to distinguish between rationale and how a received request is being used.		

		Minimize the use of tabs. More instruction and a statement of how the information in each box will be used. Workgroup volunteers to design new template: Lydia Rob Lee Someone from service area		
3	QFE Update	QFE ideas: Overarching: "We are in it together" goal is to support the community and student services. 1. Linking with the community=develop strategic links (k-12, 4-years, industry, community orgs) 2. Refining our program planning process. Expanding pathways and identifying barriers through the program plans to minimize barriers and define pathways Reflect all the other planning documents.		
4	Review Institutional Set Standard Recommendations	Institution Set Standards: Committee discussed Institutional Effectiveness Goals for 2016. Discussed the following areas: • District Indicator Rates • Basic Skills • Student Success and Completion rates Discussed long-term goals and what would be reasonable growth (2% or 3%).		
5	March Meeting Date: Tentative 3/29	Do we need an extra meeting: are people going to be willing to be extra		

		readers.		