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
April 26, 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 Ballistero	X	Music/Dance	Robert Salas/Nathan Bowen	NB	
Exec Vice Pres VP Business Services	Lori Bennett Sylvia Barajas	LB	Theatre/Comm Studies	Jill McCall		
Acad Senate Rep	Nenagh Brown	X	Counseling	Trulie Thompson	X	
M&O Rep	John Sinutko		EOPS	Marnie Melendez		
Assoc Students Rep			Student Activities	Sharon Miller		
Student Service Council Reps. (2)			Student Health Ctr Coordinator	Sharon Manakas	X	
Dean	Amanuel Gebru	X	Accounting / Business	Reet Sumal	X	
Dean	Norm Marten	X	English/Humanities	Sydney Sims	X	
Dean	Inajane Nicklas		World Languages/ESL	Helga Winkler		
Dean	Lisa Putnam	X	Library Services	Faten Habib		
Dean	Julius Sokenu	X	Kinesiology/Health Ed	Remy McCarthy	X	
Dean (Interim)	John Loprieno					
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		
			Health Sciences Coordinator	Carol Higashida	X	
			Chemistry/Earth Science	Rob Keil	X	
			Mathematics	Chris Cole		
			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	No Meeting
			4/26	

Item #	Agenda Item	Discussion Notes	Action / Next Steps
1	Minutes – January Mtg Minutes February Mtg (No March Mtg)		January Minutes: Moved to Approve: R. Wallingford 2nd: N.Brown Approved (1 abstention: S.Manakas) February Minutes: Moved to Approve: L.Etman 2nd: R.Wallingford Approved (1 absention: D.Vieira)
2a	Program Planning Template Update -- Visual Tour (Lisa Putnam)	Review of Current Program Plan Template; Suggestions for clarification/modifications for next cycle. - How to adequately capture outcomes for CTE programs (skills builders, etc.) How do we incorporate this into our program plan document? - How do we identify resource requests for specific categorical funds? Can we change drop down into a multiple select item? - We need to identify "contact person" for each resource request so that committees knew who to contact for more information. - On Strategic Goals (change to Objective to match Strategic Plan) Mapping – add sub-categories. Add help text to explain how this is tying our planning to Strategic Plan (connect terminology) - Add Mission Statement to the Goal Mapping page somehow. - Remove Strategic Goals Drop Down from Action Plan form. - Facilities confusion about requesting "structure" vs. "equipment" that belongs in a room. Include the equipment that belongs in the room. - FRAWG/TRAWG subcommittees to provide us guidance on how to list "sorting" options for resource requests. - Technology options can be redefined (new equipment vs. replacement) It is clear that we need to provide additional "help" prompts with definitions on how to categorize resources for sorting to the different committees. Provide this on the program planning webpage. Also provide definitions for categorical funding limitations. Can we identify two or three "experts" who we can turn to to ask questions on how to complete the different sections of the plan. We need to determine WHEN programs need to list their resource requests when the resource will be purchased with program specific funds.	

		Change "Categorical Funds" to be more specific on resource requests (CTE, 3SP, Equity, Basic Skills). If programs are using their own funding (whether it is categorical, grants, etc.) use "program specific funds".	
2b.	EVP Questions to Address in Program Plan	(1) **When you looked at your equity data, what did you learn and have you made any modifications to support student success?** (Tie data and assessment to your planning efforts.) Reflecting on what you have achieved this last year. (Reflect on what was developed at the March 1st professional development session. Summary sheet was collected; can we add this to a resource folder in TracDat.) (2) **If your program could grow 5% to 10%, how would your program accomplish that?** (Allows programs to request resources, space, etc.) Reflecting on what could be done in the next year.	
3	Acccreditation Update: Self-Evaluation QFE	Please provide feedback on Self Evaluation (that has been posted to portal) to Lisa Putnam and/or Lee Ballistero. QFE tied to the accreditation evaluation and preparation. Action Plan 1: Expand insitutional effectiveness resources (communication through data). Action Plan 2: Holistic look at our program planning process. Our visiting team will be on campus September 26-29, 2016. The Chair of the Committee is Barry Russell, the past Vice Chancellor of Academic Affairs (and Curriculum) at the CCCCO and he is now president of Los Positos College. The team will be thorough and fair. EdCAP thanked the faculty, Lee, Mary, Lori, Sydney and Lisa for their work on the Self Evaluation and the amount of time it has taken. The end result looks professional.	
4	Review Accomplishments 2015-16	See handout.	
5	Committee Evaluation		