**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*

**(Tentative) Goals for 2017-18:**

(1) Continue to review the institutional effectiveness goals; (2)Establish and record a process for setting the annual institutional effectiveness goals; (3) Continue to review the program planning process and get feedback on the changes to TracDat

**Membership / Attendance**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Jennifer Kalfsbeek-Goetz |  | Associated Students Rep | Jennifer Pezzuto | X | Media Arts & Comm Studies | Rolland Petrello | X |
| Nathan Bowen | X | ACCESS | Silva Arzunyan |  | Physics/Ast/Engn | Erik Reese | X |
| VP Academic Affairs\* | Julius Sokenu | X | Animal Sci/EATM | Cynthia Stringfield |  | Social Sciences | Lee Ballestero/Susan Kinkella | LB |
| VP Business Services\* | Silvia Barajas |  | Athletics | Remy McCarthy |  | World Languages/Library | Jerry Mansfield |  |
| VP of Student Support\* | Amanuel Gebru | X | Behavioral Sci | Dani Vieira | X | Health Center | Sharon Manakas | X |
| Academic Senate Pres. | Nenagh Brown | X | Business | Reet Sumal |  | Student Activities | Kristen Robinson | X |
| Dean | Howard Davis | X | Chemistry/Earth Sci | Rob Keil | X | Student Success | Jesus Vega | X |
| Inst. Effectiveness | Carol Higashida | X | Child Dev | Cindy Sheaks-Mcgown | X |  |  |  |
| Dean | Norm Marten | X | Counseling | Trulie Thompson |  |  |  |  |
| Dean | Jane Morgan | X | English/ESL | Sydney Sims | X | **Guests** |  |  |
| Dean | Mary Rees | X | Fine/Perf Arts | John Loprieno |  |  |
| Dean | Lisa Putnam | X | Health Sciences | Christina Lee | X |
| Dean | Karen Rothstein | X | Life Science | Andrew Kinkella |  |
| M&O Representative | John Sinutko |  | Mathematics | Phil Abramoff | X |

\* Ex-offcio, non-voting member

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| **Today’s Handouts** |
| Goals |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public commentsApproval of minutes: April 3, 2018 |  | Minutes approved with Norm, Kristen, Jennifer P, Cindy, Karen, Sharon |
| **NEW BUSINESS** |  |  |
| 1. Goals and Accomplishments
2. Discussion of Strategic Directions for Ed Plan
3. Planning Retreat Debrief; Mission, Vision, and Values Statement feedback
4. EdCAP meeting frequency for 2018-19
 | 1. Goals and Accomplishments

Accomplishments* 1. Updates for tracdat to reflect Strategic Plan directions and putting metrics into those categories
	2. Program Plan (PP) process moved to three-year cycle
	3. PRT visit and shared governance review;
	4. Coordinated a broad conversation to the QFE;
	5. Institutional Research, Office of Institutional Advancement and Grants, and Integrated PP planning process established; out of that a Dean for IE; integrated planning – integration of categorical funds, general funds, still parsing this out.

Still Left to Accomplish:* 1. One application for CTE, PP requests, and Perkins; We need to establish an infrastructure for the Advancement and Grants – put a marketing plan together for the foundation.
	2. PRT team listed several other methods and Making Decisions Documents; they made a strong recommendation to form a mega committee. We thought we might use EdCAP? Looking at charge and role?
	3. Perhaps look to Professional Development for best practices for PPs?
1. Are the strategic directions solid enough that we want to work with these five with the changes they were made? Are the two worth adding?Is there interest in forming a workgroup to look at Civic Engagement; and workgroup for sustainability?Comment: These are a lot of goals. Comment: Broaden SD 3 by adding Career *and Transfer*
2. Brief discussion about planning retreat
3. Discussion about possibly meeting twice a month or having subgroups meet more frequently to accommodate the tasks (Ed Master Plan, QFE, Guided Pathways, Strategic Plan, etc.).
 | 1. Look at charge
2. Five strategic directions were affirmed as amended.
3. Strategic Plan will be updated over summer, collating feedback from Retreat.
4. Decision not to change frequency of meetings.
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| **PREVIOUS BUSINESS** |  |  |
| 1. ACCJC set standards
2. Program Plan Review final report
 | 1. The state froze this, in effect. We were not able to move forward with Motion to keep the standards to while we wait for additional pieces align with Educational Plan.
2. Final report in August
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| **ANNOUNCEMENTS** |  |  |
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| **NEXT MEETINGS** |  |  |
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| **Adjournment** |  |  |