**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 2018-19:***

1. *Clarify EdCAP charter (add measurable objectives)*
2. *Midterm Accreditation Report – review and recommend to Academic Senate (presented by workgroups outside the committee; QFE Project 1 by Institutional Effectiveness, QFE Project 2 by a workgroup)*
3. *Make recommendations for integrated planning models (QFE action item #2 reviewed by EdCAP)*
4. *Integrated Planning – address IEPI planning suggestions (or address integrated planning issues as outlined in the QFE and recommendations)*
	1. *Look for opportunities to strengthen the connection between planning & resources*
5. *Review, discuss, and modify Program Planning platform and interface*
6. *Assessment of modifications to the Program Planning process (including three-year review cycle with ‘off years’)*
7. *Program Plan report out and results from Vice Presidents and Academic Senate President*
8. *Cross-disciplinary program plan discussions: generate process or foster environment for implementation in 2019-2020*
9. *Review Educational Master Plan drafts and make final recommendations to Academic Senate*

**Membership / Attendance**

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| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Jennifer Kalfsbeek-Goetz |  | Associated Students Rep |  |  | Media Arts & Comm Studies | Rolland Petrello |  |
| Nathan Bowen |  | ACCESS | Silva Arzunyan |  | Physics/Ast/Engn | Erik Reese | X |
| VP Academic Affairs\* | Julius Sokenu |  | Animal Sci/EATM | Cynthia Stringfield |  | Social Sciences | Lee Ballestero  |  |
| VP Business Services\* | Silvia Barajas |  | Athletics | Remy McCarthy | X | World Languages/Library | Jerry Mansfield | X |
| VP of Student Support\* | Amanuel Gebru | X | Behavioral Sci | Chad Basile / Dani Veiera | X | Health Center | Sharon Manakas | X |
| Academic Senate Pres. | Nenagh Brown | X | Business | Reet Sumal | X | Student Activities | Kristen Robinson | X |
| Dean | Oleg Bespalov | X | Chemistry/Earth Sci | Roger Putnam | X | Student Success | Jesus Vega |  |
| Dean | Howard Davis | X | Child Dev | Cindy Sheaks-Mcgown | X |  |  |  |
| Dean | Carol Higashida | X | Counseling | Trulie Thompson |  |  |  |  |
| Dean | Sam Lingrosso |  | English/ESL | Sydney Sims | X | **Guests** |  |  |
| Dean | Lisa Putnam |  | Fine/Perf Arts | John Loprieno | X |  |
| Dean | Mary Rees | X | Health Sciences | Christina Lee | X |
| Dean | Traci Allen | 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** |
| 2018\_11\_27\_EdCAP\_Minutes (DRAFT)Calendar for EdMasterPlan1. Educational Master Plan Draft 1\_2019-01-172. Educational Master Plan Draft 1 with crosswalk to EdCAP brainstorming goals\_2019-01-17 |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public commentsApproval of minutes: November 27th |  | Christina, John, Carol abstaining |
| **NEW BUSINESS** |  |  |
| 1. IE response to QFE Action Project #1
2. Program Plan (PP) process discussion, input side (software)
3. Reminder to those on ‘off years’ in PP cycle
 | 1. QFE Action Project #1 is an attempt to use IE resources to expand culture of evidence and data. IE plan for IEPI was due last November. These were the steps:
	1. Step 1: Identify & define data needs for the college
	2. Step 2: Develop dashboards to provide easy access for data (Tableau dashboards that we hope have met majority of needs; Argos is going to be implemented in the future; Datamart provides menus of data. We’d like to create something similar, available hopefully by end of semester).
	3. Step 3: Provide ongoing professional development training on how to use data and access it. This has gone well for flex activities. 1-on-1 meetings with each department. We might be able to make videos on how to access data. Still exploring options about what we can do regarding research and data use.
2. One initiative that has been implemented was that data fields for program planning were prepopulated, instead of faculty needing to focus on data collection. As a result, faculty could put much more effort into the program planning part.
	1. Suggestion: printable program plan (PP);
	2. Comment: access to all this great data, but not sure that everyone is comfortable with driving into detail about how to interpret “what do you do with said data” as opposed to “how do we see said data”? SWOT analysis in one doc, as if the program separated the two… one document would be much more convenient.
	3. Suggestion: Include indicators for where each field will be seen or parsed;
	4. Suggestion: Improved ability to attach documents for a specific item like a resource request
	5. Suggestion: To “funding resource,” add “I don’t know” so that resource can be reviewed. “I don’t know” could be “if you don’t know, choose general funds”.
	6. Question: Is there a way to check status of request? Answer: Business Office has a list that does track status. F/TCAP does have a list of what has been approved; closing the loop was one of the big suggestions that could be improved. Sylvia does give updates.
3. For programs not reporting to VPs and Academic Senate President (during “off years”), this is a reminder that PPs are still written and submitted as usual, but that deans are to be having conversations with program leads.
 | B. IE will work to incorporate suggestions into the PP input side.C. EdCAP members will please send this reminder to those they represent. |
| **PREVIOUS BUSINESS** |  |  |
| 1. Workgroup for QFE, Project 2, Step 1
2. Educational Master Plan Draft 1 - Review
 | 1. A workgroup was formed and met 1/14/19 for non-instructional programs. The purpose was to discuss the program plan beyond what happens inside the classroom, to talk about concerns that make the PP process difficult for these areas, and to establish broad categories for these kinds of programs:
	1. student support
	2. entrepreneurial & labs
	3. administrative
	4. governance groups
2. A calendar for the remaining timeline for the Ed Master Plan was provided, with a strategy to discuss the plan to advisory and standing committees during February. There will be a second draft presented at a campus-wide “Y’all Come” including Academic Senate and EdCAP as a joint meeting 3/19/19. The Plan will need to come to the Board of Trustees May 14th (1st reading) and June 11 (2nd reading) to meet the July 1st Chancellor’s Office deadline.
	1. A draft of the Ed Master Plan was presented, with a ‘crosswalk’ showing original ideas presented in previous brainstorming sessions to a rough plan with metrics for goals.
	2. Concern raised that, because the Strategic Planning Retreat is the time when broader campus participation usually occurs, that this plan in its final stages will appear to come ‘top-down’ (in spite of best efforts to draw in wide-campus efforts), with a worry that there will be less buy-in to implement the plan long term.
	3. Response: this depends largely on how we collectively present this plan and gather input prior to the retreat.
 | 1. A second meeting will take place Spring 2019 to include more programs and discuss what changes should take place for PP process to cater better to these non-instructional programs.
2. EdCAP members are encouraged to spread the word about the draft and solicit suggestions for improvement. Nothing about this plan is yet ‘set in stone’, and broad campus input is desirable at this stage especially.
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| **ANNOUNCEMENTS** |  |  |
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| **NEXT MEETINGS (Items)** |  |  |
| 1. Report out to PP from VPs
2. ACCJC “101” – review of ACCJC updates, key dates and cycles
3. Cross PP – what would this look like?
4. QFE 2 workgroup for step 1, report back (workplan)

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| **Adjournment** |  |  |