***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**

**Oct. 28, 2014**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2014-2015Ed CAP Co-Chairs | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| Exec Vice Pres | Lori Bennett |  | Theatre/Comm Studies | Jill McCall | X |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Lydia BasmajianLydia BasmajianLydia Basmajian | x |
| M&O Rep | John Sinutko |  | EOPS | Herbert English |  |
| Assoc Students Rep | Christine Anderson | X | Student Activities | Sharon Miller | X |
| Student Service Council Reps. (2) |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | Pat Ewins | X | Accounting / Business | Reet Sumal | X |
| Dean | Amanuel Gebru | X | English/Humanities | Sydney Sims | X |
| Dean | Kim Hoffmans |  | World Languages/ESL | Helga Winkler | X |
| Dean | Inajane Nicklas | X | Library Services | Helga Winkler |  |
| Dean | Lisa Putnam |  | Kinesiology/Health Ed | Remy McCarthy | X |
| Dean | Julius Sokenu | X |  |  |  |
| Institutional Researcher | Pamela Yeagley | X | Computer Science/CNSE | Martin Chetlen | X |
|  | Visual and Applied Arts | Lydia Etman |  |
| EATM/Animal Sciences | Cynthia Stringfield |  |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Chemistry/Earth Science | Rob Keil |  |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Ron Wallingford | X |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch | X |
| Social Sciences | Jack Miller |  |
| Guest | Mary Rees | X |

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| **TODAY’S HANDOUTS**  | **Meeting Calendar 14 - 15****4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 14 - 15****4th Tuesday 2:30 in CCCR** | **Topic** |
|  | ~~Aug. 26, 2014~~ | TracDat training | Jan. 27, 2015 | Evaluation of Program Plan |
| Minutes, Goals, Timeline | ~~Sept. 23, 2014~~ | Validation of gap analysis | Feb. 24, 2015 | Continue workgroups |
|  | ~~Oct. 28, 2014~~ | Update on revised standards | Mar. 24, 2015 | Continue workgroups |
|  | Nov. 25, 2014 | Educational Master Plan | Apr. 28, 2015 | Finish all evidence gathering |

**Agenda**

1. Welcome Committee Members – Please sign in. Any new members please see the co-chairs so your name can be added to the list.
2. Review of Minutes for Sept. 23, 2014
	* Discussion: to approve the minutes as amended. Motion: Sydney Sims moved and Nenagh Brown seconded the September minutes which were approved unanimously.
3. Six year cycle-review changes made
	* Reviewed the revised six year cycle
	* Committee approved the timeline. Moved by Sydney Sims and seconded by Norm Marten. The timeline was approved.
4. Review of ‘new’ Standards
	* Handout
	* Tool for Standard Workgroups to utilize when adding to outline answers
	* Walked through an example of the ACCJC “Accreditation Standards, Cross-Walked, with Glossary Terms”
5. Workgroups reconvene-need to recruit new members. Ideas discussed included an all user email, take it to division meetings etc.
	* Make sure all questions have comprehensive answers
	* Collect evidence-**be specific** (page numbers etc.). Institutional Reseach (Pamela) requested to also include the web site location for evidence
	* Assess if the ‘new’ Standards will require additional evidence-gathering
	* There will be no November meeting. Groups are encouraged to meet and continue with the items above. Groups will be reporting out in spring on additional information/evidence collected.
	* Workgroups are only asked to include the new (added) standards from the handout with the crosswalk information
	* DE workgroup members will integrate into Standard I, II, III, IV workgroups
	* Suggested recognition of Standard Workgroups to be recognized with a lunch or other
6. Planning agendas
	* Workgroups are requested to address the planning agenda (handout) from our midterm “College Recommendations & Planning Agenda”
7. Committee members were encouraged to meet during the remainder of the meeting

8. Meeting adjourned at 3:15 PM