***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 24, 2015**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** | **Guests** |
| 2014-2015Ed CAP Co-Chairs | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | *Please sign in:* |
| Lee Ballestero | X | Music/Dance | Robert Salas | X |
| Exec Vice Pres | Lori Bennett | X | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Lydia BasmajianLydia BasmajianLydia Basmajian | X |
| M&O Rep | John Sinutko |  | EOPS | Herbert English | X |
| Assoc Students Rep | Christine Anderson |  | Student Activities | Sharon Miller |  |
| Student Service Council Reps. (2) |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | Pat Ewins |  | Accounting / Business | Reet Sumal | X |
| Dean | Amanuel Gebru | X | English/Humanities | Sydney Sims | X |
| Dean | Kim Hoffmans | X | World Languages/ESL | Helga Winkler |  |
| Dean | Inajane Nicklas | X | Library Services | Faten Habib | X |
| Dean | Lisa Putnam | X | Kinesiology/Health Ed | Remy McCarthy | X |
| Dean | Julius Sokenu | X |  |  |  |
| Institutional Researcher | Vacant |  | Computer Science/CNSE | Martin Chetlen |  |
|  | Visual and Applied Arts | Lydia Etman | X |
| EATM/Animal Sciences | Cynthia Stringfield | X |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Chemistry/Earth Science | Rob Keil | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Ron Wallingford | X |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch |  |
| 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 Jan. 27, 2015
	* Discussion: to approve minutes as amended. Motion: Moved by Ron Wallingford and seconded by Nenagh Brown. The minutes were approved unanimously, with Norman Marten and Lisa Putnam abstaining.
3. ACCJC Annual Report & Institution Set Goals (Lori)
* Discussion: Lori Bennett reviewed the Institution-Set Standards for Student Achievement. A handout was provided detailing the standards which were set last year. The data used to determine the standards was taken directly from the state scorecard. Institution-Set Standards were added to the accreditation scorecard two years ago. These standards are set, as baseline goals, by Moorpark College, and are due each year on March 31st. The standards are not about comparisons to other schools, but rather solely about Moorpark College. ACCJC is not yet grading the data, however, it does appear that Moorpark College is in line with the way other states are examining this data. Each standard was explained in depth, including the method used to determine the standard set last year. Campus input was requested regarding changes to the set standards. It was suggested that all the standards should be set using a single prescribed method, such as 95% of the five year average, for data examined. There was also a discussion as to whether ratios/percentages should be used, as opposed to actual numbers, with reference to transfers, degrees awarded, and certificates awarded. Another suggestion was to examine 6 years of data, similar to the state scorecard, as opposed to the five years of data examined currently. A general consensus was reached that setting standards and re-examining after 3 years would be adequate.
1. College Recommendations
	* Handout: This discussion was tabled until the March meeting.
2. Evidence gathering
	* Problems finding evidence: There were no committee comments regarding issues finding evidence. Since EdCap has no budget to provide for misplaced flash drives, it was suggested that workgroups ask their division office for a flash drive, if necessary. Workgroups were reminded that screen shots are appreciated.
3. Reminder: Flash drives due at the March meeting – 3/24/15

7. Meeting adjourned at 3:50 pm.