***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 22, 2014**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2012-2013Ed 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 | X | Theatre/Comm Studies | Jill McCall | X |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Anitra Evans |  |
| M&O Rep | John Sinutko |  | EOPS | Herbert English | X |
| Assoc Students Rep | Malik SandersAndrew 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 |  | Library Services | Mary LaBarg  | X |
| Dean | Lisa Putnam | X | Kinesiology/Health Ed | Del Parker |  |
| Dean | Julius Sokenu | X |  |  |  |
| Institutional Researcher | Pamela Yeagley | X | Computer Science/CNSE | Martin Chetlen | X |
|  | Visual and Applied Arts | Lydia Etman | X |
| EATM/Animal Sciences | Brenda Woodhouse | 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 13 - 14****4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 13 - 14****4th Tuesday 2:30 in CCCR** | **Topic** |
| Minutes, Goals, Timeline | ~~Aug. 27, 2013~~ | Standard training/timeline | ~~Jan. 28, 2014~~ | Data gathering |
|  | ~~Sept. 24, 2013~~ | Standard training | ~~Feb. 25, 2014~~ | Data gathering |
|  | ~~Oct. 22, 2013~~ | Case study | ~~Mar. 25, 2014~~ | Report out |
|  | ~~Nov. 26, 2013~~ | Case study | Apr. 22, 2014 | Report out/Committee Goals |

**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 March 25, 2014
* Discussion: to approve the minutes as written. Motion: Marten Chetlin moved and Sydney Sims seconded the March mintues which were approved unanimously.
1. Review TracDat Changes
	* Lisa Putnam created a summary of the TracDat changes suggested from the last EdCAP meeting for the committee to review.
	* Please let Lisa Putnam know by finals if you want to start your program plan from scratch and she will download your data into Excel for copy and paste. If you don’t contact her, then the information from your current Program Plan will be transferred to the revised form over the summer.
	* Motion: Dan Vieira moved and Rob Keil seconded the motion to approve the TracDat changes. Mary Rees will forward these suggestions to the academic senate.
2. Report out of remaining workgroups
	* The following groups reported on the gaps they found in Standards IIA, IIB, IIC, IIIA, IIIC, IIID, IVA, IVB, and Distance Education. DE suggested they should be included as a subset of each Standard.
	* Please if you have not already, email your Standard tables to Lee and Kim. Also, update you Flash Drive with the current version of your table and other materials. We will be using them again for collecting information and evidence in the Fall.
3. The committee reviewed the EdCAP yearly goals set by the committee and agreed by concensus these were accomplished. Discussion on goals for next year will be continued next academic year.
4. Meeting adjourned at 4:05 PM