***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 05-08 ~Accreditation Self-Study Process Implementation*

**Minutes**

**August 24, 2010**

**2:00 PM – 3:30 PM, CCCR**

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| **Standing Members** | | | | | | | | **Campus Community** |
| **Position** | **Name** | **Present** | **Deans** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2009-2011  ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins | X | ACCESS | Sherry D’Attile | X | **Welcome!**  Please Sign In  Lee Ballestero  Ray Zhang  Rob Keil  Mary LaBarge for Faten |
| Corey Wendt | X | Music/Dance | Robert Salas | X |
| 2011-2013  ED CAP Co-Chair s | Lori Bennett | X | Theatre/Comm Studies | Rolland Petrello |  |
| Margaret Tennent | X | Counseling | Traci Allen | X |
| Exec Vice Pres | Ed Knudson |  | EOPS | Paul Pagson | X |
| Acad Senate Rep | Riley Dwyer | X | Student Activities | Sharon Miller | X |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas | X |
| Student Service Council Reps. (2) | Richard Torres |  | Inajane Nicklas | X | CIS | Mary Mills | X |
| Kathy Colborn |  | English/Humanities | Sydney Sims | X |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett | X |
| Inst Research | Lisa Putnam | X | Library Services | Faten Habib/Mary LaBarge | X |
| Assoc Students Rep | Tiffany Uichanko  Arshia Malekzadeh | X  X | Julius Sokenu | X | Child Dev Ctr Coordinator | Cynthia Sheaks-McGowan |  |
| Digital and Media Arts | Steve Callis | X |
|  | | | Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | John Baker |  |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke/ Robert Keil | X |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett | X | Athletics | Howard Davis | X |
| Behavioral Science | Cynthia Barnett | X |
| Business | Tim Weaver |  |
| History/Institutions | Ranford Hopkins | X |
| Physical Ed/Health | Del Parker |  |

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| **TODAY’S HANDOUTS** | **Meeting Calendar 09 - 10**  **4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 09 - 10**  **4th Tuesday 2:30 in CCCR** | **Topic** |
| Minutes from April , 2010 Meeting | August 24, 2009 | Goals | January 25, 2010 |  |
| White Paper on Peer Program Review | September 28, 2009 | Program Plan Revise Due | February 22, 2010 |  |
| 2009-2010 Program Plan Timeline | October 12, 2009 |  | March 22, 2010 |  |
|  | November 23, 2009 |  | April 26, 2010 | Goals |

**Agenda**

1. Welcome Committee Members – Please sign in and let Lisa Miller and/or Corey Wendt know about any updates to representatives.

2. Approval of Minutes for April 27, 2010 – Moved by Sharon Miller, Seconded by Sydney Sims

Discussion: Corrected meeting calendar time from 2:30 to 2:00 and clarified the Alternative Delivery Subcommittee Report to state 24/7 student support.

Vote: approved with corrections unanimously

3. Ed CAP 2010-2011 Goals

The committee recommended changing the wording of the 5th goal to reflect the process of investigating a peer review process rather than implying that such a process would be implemented prior to investigation and discussion.

* Review and revise the program plan evaluation process and timeline
* Raise faculty, staff and student awareness of accreditation site visit
* Debrief after the site visit and review findings from the site visit team
* Prepare timeline and process for developing the mid-term report
* Investigate a peer review process for program plans
* Presentation for the Basic Skills committee pilot at the October Ed CAP meeting

4. Meeting Calendar for 2010-2011

4th Tuesday of the month, 2:00 – 3:30 PM, CCCR

August 24; September 28; October 12 (Note change to coordinate with team visit, curriculum will be scheduled to end earlier); November 23; January 25; February 22; March 22; April 26

5. Program Plans

* Report on numbers of plans and meetings with EVP/VP – 74 program completed the program planning process in June. Two in growth mode, 19 stable but impacted, 16 pay-attention (especially catagoricals because of the lack of stable funding from the state), and 37 stable.
* Any revisions based on program changes over the summer are due by the next Ed CAP meeting, September 28, 2010, next Ed CAP meeting. If you need to add outcome data or have had any changes in your requests over the summer, please update your plan on MC Share.
* No changes to the Program Plan Template this year.
* Proposal and white paper on program peer review – at the last Ed CAP meeting the EVP promised a peer program review proposal. We distributed the proposal as a starting point for discussion and asked groups to read it and discuss. The groups wrote notes about their discussion based on the following questions:
  + What do you like about the idea of peer review for program plans?
  + What are your concerns?
  + Thoughts on how to have it structured?

These comments were collected to be summarized for the next Ed CAP meeting for continued discussion.

* 2010-2011 Program Plan Timeline for review (note dates of spring break, March 14-18). Please contribute any comments about the timeline for the development of the 2011-2012 Program Plan Timeline by next meeting, September 28. The timeline needs to be updated with next year’s dates. Update the dates.

6. Self-study Submitted to WASC-ACCJC.

* The self-study is done. Thank you all for contributing. Special thanks to Lisa Putnam. Please familiarize yourself with the self-study document. It is available online at the accreditation link from the homepage or: <http://www.moorparkcollege.edu/departments/administrative/presidents_office/accreditation.shtml>.

The team includes approx. 13 or 14 members. The team includes faculty, administrators, and trustees. The team members will submit a bio and pictures to make a booklet.

* Fall Fling: October 1, 2010 at Brandeis in Simi Valley. Please encourage all faculty to attend there will be an RSVP email shortly after Labor Day.
* The site visit will be October 11 – 14, 2010 – Please announce this in any department meetings you may have.

7. ED CAP – Ad Hoc Subcommittee Reports

* Alternative Delivery – Lee Ballestero/Lisa Miller – first meeting will meet on Thursday, Aug. 26.
* Basic Skills – Chris Cole/Inajane Nicklas – New co-chair, Cindy Reed. First meeting will be next week, Thursday, Sept. 2.
* Moorpark College Marketplace Collaborative – Karen DuBois/Julius Sokenu – Did not meet this month, will meet in Sept. on the third Thursday of the month, needs a math/physical sciences rep.

8. Meeting adjourned at 3:10 PM