***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**

**October 12, 2010**

**2:30 PM – 4:00 PM, AC 101**

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| **Standing Members** | **Campus Community** |
| **Position** | **Name** | **Present** | **Deans** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2009-2011ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InRex EdwardsKatrhyn AdamsRoberta BrodieBeth Gillis-SmithBrendan PurdyACCJC:Mandy DaviesBonnie Gratch-LindauerEd Karpp |
| Corey Wendt | X | Music/Dance | Robert Salas | X |
| 2011-2013ED CAP Co-Chair s | Lori Bennett | X | Theatre/Comm Studies | John Loprieno  | X |
| Lee Ballestero | X | Counseling | Traci Allen | X |
| Exec Vice Pres | Ed Knudson | X | 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 | X | Inajane Nicklas | X | CIS | Mary Mills | X |
| Kathy Colborn | X | English/Humanities | Sydney Sims | X |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett |  |
| Inst Research | Lisa Putnam |  | Library Services | Faten Habib | X |
| Assoc Students Rep | Tiffany UichankoArshia Malekzadeh |  | 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 |  | EATM/Animal Sciences | Brenda Woodhouse |  |
| 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 |  |
| Lori Bennett | X | Athletics | Howard Davis  | X |
| Behavioral Science | Cynthia Barnett |  |
| Business | Tim Weaver |  |
| History/Institutions | Ranford Hopkins/Lee Ballestero | X |
| Physical Ed/Health | Del Parker | X |

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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 Sept. 28, 2010 Meeting | ~~August 24, 2010~~ | Goals | January 25, 2011 |  |
| 2011-2012 Program Plan Timeline -electronic | ~~September 28, 2010~~ | Program Plan Revise Due | February 22, 2011 |  |
| 2011-2012 Program Plan Template – electronic | ~~October 12, 2010~~ | Basic Skills Pilot Study | March 22, 2011 |  |
|  | November 23, 2010 | 2011-2012 Program Plans | April 26, 2011 | Goals |

**Agenda**

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

2. Review of Minutes for Sept. 28, 2010

Discussion: Corrections to point 6, spelling of “start”. A link will be sent out the committee members with the minutes as soon as they are produced. Please review prior to the next meeting, so that corrections can be done before the meeting begins.

3. Program Plans

2011-2012 Program Plan Timeline – posted on MC Share, a link will be sent out by email, please review, a vote will be taken at November meeting.

Template – The suggested addition from Curriculum committee for indicating that the program had taken its CORs through the revision process was circulated at the meeting. Another suggestion from curriculum committee is to include a box that indicates the program has updated its degrees/certificates through curricunet. The revised template is posted on MC Share, please review. A vote will be taken at November meeting. Lisa Putnam will come to the next meeting to go over the changes.

4. Program Plan Peer Review

The task force, including Lori Bennett, Margaret Tennant, Clint Harper, Lee Ballestero, Richard Torres, and Darlene Melby will report out at the November meeting.

5. ED CAP – Ad Hoc Subcommittee Reports

* Basic Skills – A report on the 2-year pilot project was presented by the subcommittee. The subcommittee described the pilot goals and methods and presented outcome data. Recommendations based on the pilot include developing a program plan for basic skills, reviewing the placement process in partnership with matriculation, informing students of courses which will include SI’s, and accelerating classes. Materials used in the presentation, including handouts and powerpoint, will be posted on MC Share with the Ed CAP minutes.
* Alternative Delivery – Lee Ballestero/Lisa Miller – The second coffeebreak will be held Oct. 19. The next meeting will be Oct. 28, 8:30 AM, AC 221.
* Moorpark College Marketplace Collaborative – Karen DuBois/Julius Sokenu – A CTE Y’all Come meeting will be held Nov. 19, to examine the state of CTE at MC. Tracy Corbett will present a CTEA budget update. Labor market data for program planning will also be discussed. Please send input about the advisory committee meeting agenda template to Julius Sokenu. The subcommittee is also working on having students self-identify as CTE for Perkins funding reporting.

6. Meeting adjourned at 3:40 PM