***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**

**January 25, 2011**

**2:30 PM – 4:00 PM, CCCR**

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| **Standing Members** | **Campus Community** |
| **Position** | **Name** | **Present** | **Deans** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** | **Guests** |
| 2009-2011ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins | X | ACCESS | Sherry D’Attile | X | **Welcome!**Please Sign In |
| Corey Wendt | X | Music/Dance | Robert Salas | X |
| 2011-2013ED CAP Co-Chair s | Lori Bennett | X | Theatre/Comm Studies | Rolland Petrello |  |
| 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 |  | 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 |  |
| Inst Research | Lisa Putnam | X | Library Services | Faten Habib | X |
| Assoc Students Rep | Lienna Thorgusen | 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 |  | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Martin | X |
| Health Sciences Coordinator | Carol Higashida |  |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper |  |
| Lori Bennett | X | Athletics | Howard Davis  |  |
| Behavioral Science | Cynthia Barnett/Margaret Tennant | X |
| Business | Tim Weaver |  |
| History/Institutions | Ranford Hopkins | 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 Nov. 23, 2010

* Discussion: 3 typos corrected.
* Follow up from previous meeting: “Work Plans” mentioned in the program plan timeline should not be capitalized; these are internal to the departments for their own documentation of what is going on. The agendas and minutes for Ed CAP will now be posted on the public website from the public meetings link on the front page: www.moorparkcollege.edu.

3. Program Plans – Lisa Putnam

* Templates are available on MC Share through this path: MCSHARE > Document Center > Documents > Administrative Offices > Office of the President > Institutional Research > (01) 2011-12 Program Plans (Due March 2011).
* Reports can be printed and stored on MC Share. Contact Dean Adams through Dept. Chair to Lisa to get access to MC Share file. You need to check out and edit. If you cannot check it back in, you can save it to your computer and email it to Lisa Putnam, but this should only be done if there is a problem.
* Invite Lisa Putnam to meetings through outlook. PE Athletics, Social Sciences, have already scheduled. All programs must meet with Lisa Putnam to discuss outcomes and assessments. We have missing outcomes which need to be reported on. Schedule at least an hour if you don’t have a timeline for all courses or program outcomes.
* No cut and paste – SLO’s have been copied into templates. All programs need to create new strengths, opportunities and plans. Services should double check that all the numbers are in the correct place.
* Program plans are due March 15.

4. SLO Progress – Lisa Putnam

* The college is struggling with repeating the same SLO measures rather than going into new areas.
* Lisa Putnam passed out the ACCJC’s “Rubric for Evaluating Institutional Effectiveness - Part III: Student Learning Outcomes.”
* By 2012: Programs, Courses, and Degrees must have SLOs in place and measures in progress. Must be able to map all the outcomes for the institution to courses. We are only assessing approx. 10% of the courses for outcomes. We need to schedule to assess all courses.
* Y’all Come – Feb 9, 2:30, CCCR, a progress report by program will be available.
* Lisa Putnam provided a handout of examples from Criminal Justice and History. For Criminal Justice, each of three courses measures a program outcome in a different way. History is using one assessment in four courses for the same program outcome.
* If the program has had difficulties creating a useful measure, they need to work with Lisa Putnam to come up with a useful measure.
* There is no stick to use to enforce measuring SLOs. We recommend promoting the value of using SLOs to learn about improving practices. Award show as a possible sharing experience.

5. Program Plan Peer Review – Lee Ballestero and Lori Bennett

* Task force update: Lee Ballestero presented a handout of the subcommittee’s discussions. The subcommittee was formed in Fall 2010. Some of the members went to a WASC workshop in San Jose. Some members met on campus in December to discuss further. The consensus was to make program review less cumbersome and burdensome. The idea is to allow programs to develop a longer-term plan and encourage disciplines and programs to share information with each other.
* Discussion:

Q: How widely is this program review implemented? A: Locally, Santa Monica every 6 years, Pierce is developing a 6-year process. LA Trade Tech received a warning from accreditation on this point and has developed a 6-year review process. West College has it, Santa Barbara City College working on it; OC and VC do not yet have it.

Q: How does this tie to allocation of resources? A: We need to close the loop. Program plans already tied to requests for faculty, staff, technology, and facilities. This is a chance to get feedback from a group of peers who will ask questions and/or affirm the needs.

Q: Who will be on committee, why Ed CAP? Discussion: Senate would like a broader audience, not just those who write program plans.

Q: Any consideration for better defining what a program is? Should they be consolidated? A: No definition was discussed. A one person program would not get as much support as a program with more parts to it. Example: 3 economists arguing for another economist, or the whole social science program arguing for one economist, one historian and one political scientist. Faculty experts should discuss and determine their commonalities in outcomes, curricula and student populations.

* Next step: Chart the subcommittee to create more details on the process, specifically:

Review the State Academic Senate document on the process

Who is the peer review group?

What would the rubric look like?

How does the current program plan resource allocation fit into the program review?

Moved by Paul Pagson and Seconded by Inajane Nicklas:

26 votes for; 1 abstention. Motion passed.

More people are needed on the subcommittee: Ed, Clint, Margaret, Darlene, Richard, Tim Weaver, Lee and Lori. If you are interested, contact Lori Bennett or Lee Ballestero, or send them your input.

6. Accreditation

* ACCJC had their commission meeting Jan. 11 – 15. The campus should get our written report by end of next week. At the next Ed CAP meeting, we will have the ACCJC report to review.

7. ED CAP – Ad Hoc Subcommittee Reports

* Basic Skills – Christine Cole/Inajane Nicklas – Next meeting Feb. 3, 3:00 PM.
* Alternative Delivery – Lee Ballestero/Lisa Miller – Next meeting Jan. 27, 8:30 AM – Best practices coming forward next month.
* Moorpark College Marketplace Collaborative – Karen DuBois/Julius Sokenu – Next meeting Feb. 17, 9:00 AM – Handout from Julius summarizing the Y’all Come on CTE, which 30 attended. List of recommendations being brought to Ed CAP for discussion. There is a CTE group on the portal. See full summary for details. Advisory committee breakfast and showcase CTE strengths across campus. Will send out this report to whole campus, comments and conversation on the group. Invite campus for more conversation.

8. Meeting adjourned at 4:00 PM