***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**

**November 22, 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** |  |
| 2011-2012ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas | X |
| 2012-2013ED CAP Co-Chair s |  |  | Theatre/Comm Studies | John Loprieno |  |
|  |  | Counseling | Corey Wendt | X |
| Exec Vice Pres | *vacant* |  | EOPS | Cesar Flores |  |
| Acad Senate Rep | Nenagh Brown | X | Student Activities | Sharon Miller |  |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas |  |
| Student Service Council Reps. (2) | Richard Torres | X | 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 | JT Mendoza Hannah Coyle |  | Julius Sokenu | X | Child Dev Ctr Coordinator | Cara Dallamora Celniker |  |
| Digital and Media Arts | Joanna Miller | X |
|  | Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans |  | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| 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 |  | Athletics | Cherisse Sherman  | X |
| Behavioral Science | Cynthia Barnett |  |
| Business | Tim Weaver |  |
| History/Institutions | Ranford Hopkins |  |
| Kinesiology/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** |
|  | ~~Sept. 27, 2011~~ | Goals | Jan. 24, 2012 |  |
|  | ~~Oct. 25, 2011~~ |  | Feb. 28, 2012 |  |
|  | Nov. 22, 2011 | Program Plan Template | Mar. 27, 2012 |  |
|  |  |  | Apr. 24, 2012 | Goals |

**Minutes**

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

2. Review of Minutes for October 25, 2011

Discussion: The Making Decisions revised document is now on the Academic Senate agenda. Clarification needed for item 3, second paragraph, and first sentence. Typo on point 5 corrected.

Motion to approve as amended: Norm Marten Second: Mary Mills

Approved unanimously

3. Program Plan Template – 2nd reading, for approval

The Program Plan Evaluation page, which is used during the discussion with Vice Presidents, is found on the first tab of the workbook. The template is on the second tab of the workbook.

The Evaluation tab had a formatting correction.

The Template tab had corrections and updates on pages 1, 3, 4, 6, and 7.

* Lecture and lab productivity have been separated out.
* Page 3 of template has space for environmental scans by advisory groups. Include the words “for example” for the labor market website suggestion.
* Page 4 “Program Review” changed to “Progress toward Short-term Goals”
* Page 6 of template now has space to report on resources requested on previous year’s plan. If a resource has been acquired, how did it impact the goals or outcomes of the program? Add years to plan citations in example of area.

We lost the box on the headcount of faculty and staff resources. This will be added to the bottom of second page again.

The question raised last meeting, “How will programs find out if their request is being moved to another area?” has yet to be answered. A request has been made to Iris (VP Council) to clarify the process. The subcommittee for Tech CAP has been directed to keep items on their spreadsheets and note if an item is being recommended to another area for consideration.

Motion to approve the program plan template as amended: Mary Mills; Second: Sydney Sims

In favor: unanimous

4. SLOs Database (Lisa Putnam)

Each representative received copies of outcomes for their areas. Please distribute to relevant lead faculty.

All your outcomes will be kept in a database. Lisa will pull the results from program plans – report aggregate numbers. Keep samples of whatever was collected from students (a superior portfolio or test, a medium level, a low level). Do not have to keep paper. Need to keep for some time – more than one year, probably 3. Curriculum review is 5 years – use the data for the review, so may need to keep data until curriculum review. Lisa explained a number of different ways to collect data.

5. Testing a database version of Program Plan template (Lisa Putnam)

We are considering changing from the Excel format to a database in ACCESS. Lisa would like to get some programs to pilot test using ACCESS to enter their plans. Volunteers: Faten Habib (Library program); Carol Higashida (Nursing program). If you are interested in joining the pilot, please contact Lisa Putnam.

Note: Access does not work with Macs. Mac users would have to wait until the ACCESS entry form is available online through a web interface.

6. Updates to Accreditation Planning Agendas and Recommendations tracking

Reminder: the tracking spreadsheet is available at MCSHARE > Document Center > Documents > Governance and Organizational Groups > Governance Groups > Standing Committees > Education CAP > Ed CAP Minutes 2011 – 2012.

If you have evidence of progress toward planning agendas or recommendations, please send the evidence to **mc\_accreditation@vcccd.edu**

7. Announcements: None

8. Meeting adjourned at 3:20 PM