***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 24, 2012**

**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 |  | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| 2012-2013ED CAP Co-Chair s |  |  | Theatre/Comm Studies | John Loprieno | X |
|  |  | Counseling | Corey Wendt |  |
| Exec Vice Pres | *vacant* |  | EOPS | Cesar Flores |  |
| Acad Senate Rep | Nenagh Brown | X | Student Activities | Sharon Miller | X |
| Classified Rep | Kim Watters | X | Student Health Ctr Coordinator | Sharon Manakas | X |
| Student Service Council Reps. (2) | Richard Torres |  | Inajane Nicklas |  | 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 |  | Library Services | Faten Habib |  |
| Assoc Students Rep | Elijah Coyle | X | Julius Sokenu | X | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller |  |
|  | Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller |  | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper |  |
| Lori Bennett | X | Athletics | Cherisse Sherman  | X |
| Behavioral Science | Cynthia Barnett | X |
| Business | Tim Weaver |  |
| History/Institutions | Ranford Hopkins | X |
| 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** |
| New Program Plan Evaluation page | ~~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 Lee Ballestero know about any updates to representatives. Note: Lisa Miller could not attend, so Lori Bennett attended on her behalf

2. Review of Minutes for November 22, 2011

Discussion: Typo on minutes “verify” “unanimous”

Motion to approve minutes as amended by D. Franke Second: \_\_\_\_ ; minutes approved.

3. Program Planning –

* Recommended template from Ed CAP was approved by Senate and the President. The President thanks Ed CAP for our work. The President in consultation recommended removing the cover form (Program Plan Evaluation tab) from the template spreadsheet and revising the form to be used by the EVP. The president requests Ed CAP input on the form to be piloted this year and to review the pilot for feedback.

Lee discussed the Program Plan Evaluation form. There is a proposal to revise the program plan evaluation document with a document that more closely matches the AP 4021 that was approved by Academic Senate.

Lee asked for comments, concerns with the program plan evaluation form:

* Who fills out the form? Lee explained that the EVP completes this form in advance of the program plan review meetings.
* Overall concern: Would the EVP have time/understanding of programs to fill it out prior to the program plan meeting and would faculty have access to the EVP’s evaluation prior to the program plan meeting?
* Does every program need this much detail, or just the programs with concerns?
* Does it get posted somewhere so that faculty/department can review?
* Recommend changes to the 525 box (over/under/met goal)
* CTE/student services – not everything is applicable – need an n/a
* Clarify item f. Make it clear that item f requires evidence of employer demand.
* Group CTE info/questions together/at bottom.
* Can we change the wording/order because it is from an AP?
* Hope that it could be filled out with the program leader and EVP – ‘I’d be afraid to walk in and have the EVP already fill this out because they don’t know the details of the program.’
* Need an open-ended box to capture the plan to strengthen/review etc. programs, based on EVP decision.
* Need an open-ended box to capture department response to the EVP’s evaluation.
* Clarify item c (need to add the rest of the words in box c – missing AP wording)

Group Work: Crosswalk for Program Plan Elements with program analysis metrics in AP 4021. Groups spent time looking for the items on the program plans.

1. Define vocabulary/college mission on the program plan/SLOs/Assessment of progam.
2. Program goals and strategic planning sections, Program Review (p. 4 and p. 5, 8, 9 10); Discussion: When do strategic goals change? – 3 yrs ----tie program goals to strategic goals. If the strategic goals change, it could affect programs. Need more information on how these are made, how they tie to program goals.
3. Scans, curriculum update, strengths, synopsis. Comment: add a section to include community duplication.
4. Productivity data on first two pages, instructional productivity data analysis. Concern: How do we compare productivity of lecture vs lec/lab? Different disciplines offer different combinations of courses.
5. Program productivity, environmental scans, date classes fill, new and returning students. Discussion: this box is confusing/what is student demand? Transfer classes offered, number of students turned away, etc.
6. Environmental scans, program review, program planning
7. Environmental scans and Assessment of Program Effectiveness (p. 8, 9, 10)
8. Program review, career placement info, employer surveys, student surveys. Discussion: need to link to institutional data from Lisa Putnam
9. Curriculum Updates. Discussion/concern: that if you ask for more resources to make your program more current that you will get dinged for it?

Lee asked EdCap to vote on whether to recommend using this form for one year. Discussion: should committee vote next month to allow time to think about it. If the committee recommends using this form, the committee can send the recommendation to the President and Academic Senate at the same time. Committee agreed to wait to vote until next month.

Questions: do programs that were discontinued need to complete program plans? What about programs that will become service disciplines?

Note: Cannot change wording in left-hand column

* Due date for 2012-13 plans: March 15, 2012
* All programs must meet with Lisa Putnam to discuss their SLO data collection by March 15, 2012.

4. Updates to Accreditation Planning Agendas and Recommendations tracking

MCSHARE > Document Center > Documents > Governance and Organizational Groups > Governance Groups > Standing Committees > Education CAP > Ed CAP Minutes 2011 – 2012.

Send evidence related to work on the planning agendas or recommendations to **mc\_accreditation@vcccd.edu**

5. Announcements:

6. Meeting adjourned at 4:00 PM