***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**

**February 28, 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 | X | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InHugo Hernandez |
| Lee Ballestero | X | Music/Dance | Robert Salas | X |
| 2012-2013ED CAP Co-Chair s |  |  | Theatre/Comm Studies | John Loprieno | X |
|  |  | Counseling | Corey Wendt | X |
| Exec Vice Pres | *vacant* |  | EOPS | Cesar Flores | X |
| Acad Senate Rep | Nenagh Brown | X | Student Activities | Sharon Miller | X |
| Classified Rep | Maureen Rachfuss |  | Student Health Ctr Coordinator | Sharon Manakas |  |
| 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 |  | Library Services | Mary LaBarge | X |
| Assoc Students Rep | JT Mendoza Hannah Coyle |  | Julius Sokenu | X | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller | X |
|  | Visual and Applied Arts | Tim Stewart |  |
| Kim Hoffmans |  | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | Norm Marten |  |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke |  |
| Computer Science/CNSE | Martin Chetlen | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett | X | Athletics | Cherisse Sherman  |  |
| Behavioral Science | Cynthia Barnett | X |
| Business | Reet Sumal | X |
| History/Institutions | Ranford Hopkins | X |
| Kinesiology/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** |
| 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 Lisa Miller and/or Lee Ballestero know about any updates to representatives.

2. Review of Minutes for January 24, 2011

Discussion: Correction to Child Development Center Supervisor: Bonnie Baruch. Correction to attendance, Lori Bennett was present. Item 3, second to the last bullet, change “disagreement with” to “response to.” Last page, item d., correct spelling of productivity.

Motion to approve: Sydney Sims; Second: Mary LaBarge

Action: no abstenions, no votes against, motion passed.

3. Program Planning –

1. Due date for 2012-13 plans: March 15, 2012
2. All programs must meet with Lisa Putnam to discuss their SLO data collection by March 15, 2012 – make sure your SLOs are up to date and data recorded.
3. Program Plan Evaluation form – green handout.
	* The evaluation tab has been revised to reflect criteria on the AP which was adopted. The suggestion to change the “at or above 525” to “meets productivity goals” was rejected by the president. The 525 number is intended as a standard bench mark. The text box allows programs to make notes about the conditions or why the program might not meet 525.
	* It is the EVP’s job to fill out the form. There was concern last time that the EVP would not have read plans in advance. The clarification we have received is that it is the EVPs responsibility to prepare in advance and the meeting time will be time to discuss issues and disagreements.
	* Does program response have to be done in the meeting or can it be done afterward? Programs don’t sign until they have time to respond.
	* Can programs be emailed the program eval draft in advance? The EVP may be listening to concerns before completing the draft, so the form might not be done prior to meeting.
	* What would be the timeline of completing the evaluation form? The committee recommends having a timeline for faculty response – by the end of the semester. For those programs recommended for discontinuance, a formal timeline would be helpful because their response will go forward. Also, is there a time for the program to revise their plan to try to meet concerns or issues? Would there be a follow up meeting for those programs at the fall revision time.
	* Recommended course of action needs to be bolder and up front.
	* Section c concerns: The intent of “unique” “not unique” is not meant to be negative. Some disciplines may be general to all colleges. Could we put OC, VC, other\_\_\_ check boxes for who has it? Can we put “not applicable”?
	* Request for vocabulary definitions: “Service area”, “Unique.”
	* For student services and business services, another form needs to be created.
	* Motion to pilot the evaluation form this spring: Recommendation to include “not applicable” for section C, D and H. Motion: Clint Harper; Second: Mary LaBarge. no abstentions, no votes against, motion passed.

4. Accreditation Planning Agendas and Recommendations tracking

A. Accreditation update – the letter (yellow hand out) and timeline (pink).

B. Planning agendas spreadsheet (blue handouts) – The committee divided into 3 groups: Instruction, Student Services and Library. The groups examined the planning agendas which are still being worked on to write updates.

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

5. Announcements: None

6. Meeting adjourned at 4:00 PM