***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**

**March 27, 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 In |
| 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 |  |
| Acad Senate Rep | Nenagh Brown | X | Student Activities | Sharon Miller |  |
| 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 | Faten Habib | X |
| Assoc Students Rep | Krysten Jones | X | Julius Sokenu |  | Child Dev Ctr Coordinator | Bonnie Baruch | X |
| Digital and Media Arts | Joanna Miller | X |
|  | Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | Norm Marten |  |
| Health Sciences Coordinator | Carol Higashida |  |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper |  |
| Lori Bennett |  | Athletics | Cherisse Sherman  | X |
| Behavioral Science | Cynthia Barnett |  |
| Business | Reet Sumal |  |
| 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** |
| Midterm Report Timeline - revision | ~~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: None

Motion to approve: Mary Mills; Second: Sydney Sims

Action: Unanimous approval

3. Program Plan Evaluation Form update –

At the last meeting we voted to pilot the form and sent it to the Academic Senate. Academic Senate made some minor formatting changes and voted to recommend to the President that the form be piloted this year. The recommendation has been accepted. The Senate requested the President create a timeline for discussions, filling out the form, and responses to the form. The President made it clear programs would not have to sign the form the day of the meeting.

4. Update on Midterm Report –

A. Timeline – The highlighted or grey portions on the handout are updated and more detailed with regard to next year.

B. Volunteers for a workgroup – the Midterm report is shorter than the Accreditation Self-Study. It involves responding to recommendations and planning agendas. What we need is a group to collect documents for evidence (the specific meeting minutes or whatever document is needed) on a flashdrive. The work group needs to find the e-copies or hard copies of the evidence. They need to go through every planning agenda and finding the documents which back up the completion of each item. The group does not need to write anything, just collect evidence and organize it into folders on a flashdrive. The writer has not been identified. We need 4 – 5 volunteers. Faten Habib, Nenagh Brown, Martin Chetle, and Corey Wendt volunteered to be part of the workgroup. Sydney Sims volutneered to proof read the midterm report when it is written. The committee co-chairs will ask Lisa Putnam to be on the group because she has already worked on some items.

5. Accreditation Planning Agendas and Recommendations tracking

A. The updated version of the tracking spreadsheet is located on the meetings website. There is a more recent update including input from Lisa Putnam which will be posted by the next meeting.

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

6. Announcements:

A. The last meeting of the year is April 24. We will go over goals achieved and set new goals.

7. Meeting adjourned at 2:55 PM.