***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**

**April 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** |  |
| 2011-2012  ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas | X |
| 2012-2013  ED 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 | 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 | JT Mendoza  Krysten Jones | X | Julius Sokenu | X | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller | X |
|  | | | Visual and Applied Arts | Tim Stewart |  |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten |  |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett |  | Athletics | Cherisse Sherman | X |
| Behavioral Science | Cynthia Barnett | X |
| Business | Reet Sumal |  |
| 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** |
|  | ~~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 March 27, 2011

Discussion: #4B – Martin Chetlen’s last name was spelled wrong.

Motion to approve: Martin Chetlen; Second: Kim Hoffmans

Action: Approved as corrected.

3. Review of Committee Goals 2011-2012 –

* Review and revise the program plan evaluation process and timeline.
  + Evaluation form was revised. The timeline and larger review process is pending an EVP hire, specifically with regard to what happens after the EVP meetings and response from faculty to the evaluation as filled out by the EVP.
* Raise faculty, staff and student awareness of accreditation mid-term report timeline.
  + Awareness has been increased with the changes in our status.
* Monthly reporting on Planning Agenda and Recommendations progress.
  + Monthly reporting was done most months.

4. Evaluation of committee processes 2011-2012 – What did we do well? What can we do better and how?

Pro: Accomplished a lot painlessly. The planning agendas were a large list, but we received information in bits and pieces.

Pro: New program plan evaluation form works well for those who have gone through the process. The committee needs to review it next fall to see if it worked well for everyone. Recommnedation: a survey should go out to everyone.

Questions: Is there a way the committee can take load off the co-chairs? How to provide more continuity on planning agendas if it only happens every 6 years? How do we interpret the agendas? How do we identify responsible person and keep the context of the writing process? Who came up with the agenda and has ownership of the item?

Question: Should Ed CAP be a review body for programs recommended for “Program Discontinuance”?

Cons: Can meeting days/times be moved or spread out through the week? All meetings are 1 or 2 on Tuesdays. Should we have meetings on Fridays, mornings, other days of the week?

5. Committee Goals for 2012-2013 –

* Monitor and collect feedback on the program plan evaluation process.
  + Survey; identify top issues
* Make recommendations regarding the program planning and evaluation process.
* Follow up on the program plan evaluation form timeline.
* Raise faculty, staff and student awareness of accreditation mid-term report.
* Institute a workgroup for collecting evidence for the Midterm Report.

The Midterm Report Evidence Collection workgroup will meet after this meeting to discuss what their outcomes/goals will be.

Motion to approve the goals as amended: Martin Chetlen; second Julius Sokenu

Approved as amended: unanimous

6. Accreditation Planning Agendas and Recommendations tracking

Updated version located on the meetings website: http://www.moorparkcollege.edu/departments/administrative/presidents\_office/public\_meetings/edcap/meetings.shtml

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

7. Announcements:

The workgroup volunteers will have a brief meeting after this meeting to discuss their task collecting evidence: Nenagh Brown, Martin Chetlen, Faten Habib, Lisa Putnam, and Corey Wendt. About two more volunteers are needed.

Nenagh – Academic Senate of Calinformia plenary passed a unanimous acclimation to research the ACCJC’s recent findings on Boards and District-level recommendations.

8. Meeting adjourned at 3:12 PM.