***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 ~Accreditation Self-Study Process Implementation*

**Minutes**

**September 25, 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** |  |
| 2012-2013Ed CAP Co-Chairs | Lori Bennett | x | Pat Ewins | x | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InMary LaBargeDeanne FrankeKimberly EderenBradley Krebs |
| Lee Ballestero | x | Music/Dance | James Song |  |
|  |  |  | Theatre/Comm Studies | Jill McCall | x |
|  |  | Counseling | Corey Wendt | x |
| Interim Exec Vice Pres | Jane Harmon |  | EOPS | Cesar Flores | x |
| Acad Senate Rep | Nenagh Brown | x | Student Activities | Sharon Miller | x |
|  | ] |  | 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 | Helga Winkler | x |
| Inst Research | Lisa Putnam | x | Library Services | Faten Habib |  |
| Assoc Students Rep | Kimberly Ederen |  | Julius Sokenu | x | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller | x |
|  | Visual and Applied Arts | Lydia Etman | x |
| Kim Hoffmans | x | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten | x |
| Health Sciences Coordinator | Carol Higashida | x |
| Lisa Miller | x | Chemistry/Earth Science | Rob Keil |  |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | x |
| Physics/Astronomy/Engineering | Clint Harper |  |
| Lori Bennett | x | Athletics | Sherry Ruter | x |
| Behavioral Science | Cynthia Barnett | x |
| Accounting / Business | Reet Sumal | x |
| History/Institutions | Ranford Hopkins | x |
| Kinesiology/Health Ed | 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** |
|  | ~~Aug. 28, 2012~~ | Committee Goals | Jan. 22, 2013 | Midterm Report |
|  | ~~Sept. 25, 2012~~ | Outcomes Report to ACCJC | Feb. 26, 2013 | Midterm Report |
|  | Oct. 23, 2012 | Program Planning | Mar. 26, 2013 |  |
|  | Nov. 27, 2012 | Program Planning | Apr. 23, 2013 | Committee Goals |

**Agenda**

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

* Introductions – two new student reps.

2. Review of Minutes for August 28, 2012

* Discussion: minor corrections Motion: Ranford moved; Second: Nenagh

3. Program Plan Spring 2012 Review (Jane Harmon, EVP)

* The EVP was out sick so Lori gave the update. Reviewed process of the purpose of program plans and the new time line. Question about feedback process. If we already met in spring for current program plans, should we be meeting again in spring of 2013 about the current plan.Lisa P. said she believed that the meetings would be moved up to Jan. and mostly for those programs that had updates in Oct. 2012. Someone asked about getting copies of their filled out evaluation form from Spring 2012 so they could see comments. Members would like to know how copies will get back to respective disciplines. Co-chairs advised that they would follow up on this.

4. Program Plan Review Process Discussion and Feedback (Lee)

* Concern that departments did not receive a copy of the final, signed form.
* Concern that it was not sent for signature until summer.
* Suggestion to move the “recommended course of action” to the top/center of the page.
* Need to publish a timeline for post-program plan meeting.
* Suggestion that the form should be housed on MC share or in the division office.

 Recommendation that the EVP complete the forms by a specified date….

Co-chairs will present a draft of a suggestion for the timelineing of the follow-up.

5. Student Learning Outcomes update (Lori)

* Lisa P. addressed the status of SLOs (56% of courses noted as assessed in Tracdat). We are supposed to be at 100%. Lisa P. will contact deans and chairs to let them know if they are missing SLO information. Lisa P. clarified that all courses in Tracdat are counted that have not been taught are part of the overall numbers. Chairs and discipline leads need to help go through and let Lisa know what courses are not being offered. Need to update currently taught classes ASAP.
* Member asked how current the data being reported needs to be. Every course needs to have been assessed at least once in the past five years although current data is better.
* Current evidence from division meetings (agendas and meeting minutes) would be appreciated.
* Independent studies are not included currently as part of the reporting data.
* October 15, 2012 – update on the mandated report (ACCJC). Report is still in draft form. Lisa P. will send an update to deans at the end of the week.

6. Announcements:

7. Meeting adjourned at 3:25 PM

8. Mid-term Report Work Group Break out time -