***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**

**October 22, 2013**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2012-2013  Ed CAP Co-Chairs | | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In  Guests:  Mary Rees  Margaret Tennent |
| Lee Ballestero | X | Music/Dance | James Song |  |
| Exec Vice Pres | | Lori Bennett | x | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | | Nenagh Brown | x | Counseling | Chuck Brinkmann | x |
| M&O Rep | | John Sinutko |  | EOPS | Vacant |  |
| Assoc Students Rep | | Julianna Orsay  Jesse Alcala | x | Student Activities | Sharon Miller | x |
| Student Service Council Reps. (2) | |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | | Pat Ewins | x | Accounting / Business | Reet Sumal | x |
| Dean | | Amanuel Gebru | x | English/Humanities | Sydney Sims | x |
| Dean | | Kim Hoffmans | x | World Languages/ESL | Helga Winkler | x |
| Dean | | Inajane Nicklas | x | Library Services | Faten Habib | x |
| Dean | | Lisa Putnam | x | Kinesiology/Health Ed | Del Parker | x |
| Dean | | Julius Sokenu |  |  |  |  |
| Institutional Researcher | | Pamela Yeagley |  | Computer Science/CNSE | Martin Chetlen | x |
|  | | | | Visual and Applied Arts | Lydia Etman | x |
| EATM/Animal Sciences | Brenda Woodhouse | x |
| Life Sciences | Norm Marten | x |
| Health Sciences Coordinator | Carol Higashida | x |
| Chemistry/Earth Science | Rob Keil | x |
| Mathematics | Chris Cole | x |
| Physics/Astronomy/Engineering | Ron Wallingford | x |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch |  |
| Social Sciences | Jack Miller |  |
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| **TODAY’S HANDOUTS** | **Meeting Calendar 13 - 14**  **4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 13 - 14**  **4th Tuesday 2:30 in CCCR** | **Topic** |
| Minutes, Goals, Timeline | ~~Aug. 27, 2013~~ | Standard training/timeline | Jan. 22, 2014 | Data gathering |
|  | ~~Sept. 24, 2013~~ | Standard training | Feb. 25, 2014 | Data gathering |
|  | ~~Oct. 22, 2013~~ | Case study | Mar. 25, 2014 | Report out |
|  | Nov. 26, 2013 | Case study | Apr. 22, 2014 | Report out/Committee Goals |

**Agenda**

1. Welcome Committee Members – Please sign in. Any new members please see the co-chairs so your name can be added to the list.
2. Review of Minutes for September 24, 2013

* Discussion: Motion: Moved by Nenagh Brown, and seconded by Martin Chetlen; Pat Ewins and Sydney Sims abstained

1. Update on accreditation timeline (Lee Ballestero) was forwarded to the president
2. Accreditation standards (II-IV)
   1. Reviewed “Guide to Evaluating Institutions” (August 2012)- Standards II-IV
   2. Reviewed “Guide to Evaluating Distance Education and Correspondence Eduction” (August 2012)
   3. Discussed Observations and “Tips” from visits completed by our several members of the committee
   4. Committee members signed up for workgroups for each standard/substandard

5. Meeting adjourned at 3:38 PM