***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**

**February 26, 2013**

**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 |  | ACCESS | Sherry D’Attile | x | **Welcome!**Please Sign In |
| Lee Ballestero | x | Music/Dance | Robert Salas | x |
|  |  |  | Theatre/Comm Studies | Jill McCall | x |
|  |  | Counseling | Corey Wendt | x |
| Interim Exec Vice Pres | Jane Harmon | x | 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 |
|  |  | English/Humanities | Sydney Sims | x |
| M&O Rep | John Sinutko |  | World Languages/ESL | Helga Winkler |  |
| Inst Research | Lisa Putnam | x | Library Services | Faten Habib | x |
| Assoc Students Rep | Kimberly Ederen |  | Julius Sokenu |  | 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 |
|  |  | Chemistry/Earth Science | Rob Keil | x |
| Computer Science/CNSE | Martin Chetlen | x |
| Mathematics | Chris Cole | x |
| Physics/Astronomy/Engineering | Clint Harper |  |
| Lori Bennett | x | Athletics | Sherry Ruter |  |
| Behavioral Science | Cynthia Barnett | x |
| Accounting / Business | Reet Sumal |  |
| 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. Any new members please see the co-chairs so your name can be added to the list.

2. Review of Minutes for Jan. 22, 2013

* Discussion: Motion: by Mary Mills and seconded by Sydney Sims. Approved as revised.
1. Program Plan summary- EVP’s report (Jane Harmon)
	1. Completed 64 program reviews. All but two have been returned. EVPs summary: 28 strengthen, 35 no action needed, 1 recommend for discontinuence.

4. Midterm Report (Lori Bennett)

* Group work-Reviewed first draft of the midterm report. Committee was broken into four groups to go over each recommendation and standard. Asked members to review if facts were correct and if the material would be clear to an outside reader. Comments were collected from committee members. Authors of report will address committee comments in next draft.
* March meeting-second review of Midterm report and first review of the District’s midterm report draft

5. Program plan timeline process (Nenagh Brown)-item was postponed until next meeting so that members could thoroughly review the Midterm report.

6. Announcements:

* District Master Planning meeting for CAP members: March 6, 2:30-4:30 (CCCR)-encouraged members to attend one of the four planning session.

7. Meeting adjourned at 3:45 PM