***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**

**April 23, 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** |  |
| 2012-2013  Ed CAP Co-Chairs | Lori Bennett | x | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **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 |  | 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 | Chris Conway |  | Julius Sokenu |  | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller |  |
|  | | | Visual and Applied Arts | Lydia Etman | x |
| Kim Hoffmans |  | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten | x |
| Health Sciences Coordinator | Carol Higashida |  |
|  |  | 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 |  |
| Behavioral Science | Cynthia Barnett | x |
| Accounting / Business | Reet Sumal | x |
| History/Institutions | Ranford Hopkins |  |
| 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 March 26, 2013

* Discussion: None. Motion: Moved by Sydney Sims and seconded by Jane Harmon to accept the minutes as amended. Approved.

1. Changes to signature lines of Program Plan Evaluation form (Nenagh)

* Committee suggested additional changes to the evalution form to add signature lines for deans and department chairs and clarified wording of titles.
* Lee will make the changes and forward the revised form to Academic Senate with our recommendations.
* Mary moved and Norm seconded to approve the form. Unanimous approval.

1. 2013-14 Program Status Report and Subsequent Actions

* Official handout of the summary of program status.
* This information was previously presented to EdCap (in March, 2013).

1. Review Committee Goals for 2012-2013

* Monitor and collect feedback on the program plan evaluation process.
  + Lisa recommended conducting a survey to evaluate our planning process
* 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.
* Monitor progress of the workgroup for collecting evidence for the Midterm Report.
* Discussion: Have we done enough to inform students? Student participation included a student member on the committee, students read part of the midterm report, and reviewed info on the portal. Committee discussed working to improve our communication to students about the program planning process. Overall the committee believed we had met all of the goals for this academic year.

1. Set goals for the Academic Year 2013-2014
   * Evaluate our program planning process
   * Accreditation: Review accreditation standards and conduct a gap analysis
     + Become informed about Student Success Scorecard & Institutional Goals/Benchmarks
   * Create timeline for the full accreditation report in 2016
   * Address Midterm Report response, if applicable
2. Announcements:

8. Meeting adjourned at 3:30 PM