***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**

**August 27, 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 |  | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In |
| Lee Ballestero | x | Music/Dance | James Song |  |
| Exec Vice Pres | | Lori Bennett | x | Theatre/Comm Studies | Jill McCall | x |
| Acad Senate Rep | | Nenagh Brown | x | Counseling |  |  |
| M&O Rep | | John Sinutko | x | EOPS | Cesar Flores | x |
| Assoc Students Rep | | Julianna Orsay  Jesse Alcala | x | Student Activities | Sharon Miller | x |
| Student Service Council Reps. (2) | | Richard Torres | x | Student Health Ctr Coordinator | Sharon Manakas | x |
|  |
| Dean | | Pat Ewins |  | Accounting / Business | Reet Sumal |  |
| Dean | | Amanuel Gebru | x | English/Humanities | Sydney Sims | x |
| Dean | | Kim Hoffmans |  | 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 |  | Computer Science/CNSE | Martin Chetlen |  |
|  | | | | Visual and Applied Arts | Lydia Etman | x |
| EATM/Animal Sciences | Brenda Woodhouse |  |
| 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 | x |
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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 April 23, 2013

* Discussion: Motion: Moved by Brenda Woodhouse, and seconded by Sydney Sims.
* Approved as amended.

1. Review and edit goals for year (Lee Ballestero)

* Handout
* Lee reviewed our goals for the year. No changes.

1. Accreditation self-study timeline (Lee Ballestero)

* First reading and comments
* Lee reviewed the Six-Year Cycle accreditation work timeline form that was created by Kim/Lee.
* Asked the committee members for feedback; the committee will discuss in more depth at the next meeting.
* Sydney Sims complimented the form.
* Nenagh Brown questioned the timing of creating the teams – Lee stated that the form will be updated to say teams will be formed mid-fall semester. We are hoping to form teams in November.

1. Program Plans

* Due September 15th.
* Nenagh Brown asked about monetary budget requests and where those working on program plans might find information on what was received for this year (other than technology and facilities)
* Lee stated this was a good questions and will be discussed during the program planning process review
* Encouraged members to attend remaining TracDat training regarding updates to the program

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1. Ed CAP organization (Mary Rees/Lori Bennett)

* Academic Senate President and EVP discussed a change in internal EdCap structure to formalize workgroups for standards

7. Meeting adjourned at 3:30 PM