***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 24, 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 |
| Lee Ballestero | X | Music/Dance | James Song |  |
| Exec Vice Pres | | Lori Bennett |  | Theatre/Comm Studies | Jill McCall | X |
| Acad Senate Rep | | Nenagh Brown | X | Counseling | Anitra Evans |  |
| M&O Rep | | John Sinutko |  | EOPS | Cesar Flores |  |
| 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 |  | Accounting / Business | Reet Sumal | X |
| Dean | | Amanuel Gebru | X | English/Humanities | Sydney Sims |  |
| 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 | X |  |  |  |
| Institutional Researcher | | Pamela Yeagley | X | Computer Science/CNSE | Martin Chetlen | X |
|  | | | | 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 |  |
| 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 August 27, 2013

* Discussion: Motion: Moved by Sharon Miller, and seconded by Nenagh

1. Second read of accreditation timeline (Lee Ballestero)
   1. Handout
   2. No additional comments or suggestions
   3. Motion to forward proposed timeline to Academic Senate as a recommendation: Moved by Dan Viera and seconded by Julius Sokenu; with one abstention
2. Accreditation standards (Lee Ballestero)
   1. Handout-Standard IA
   2. Review of standard (Lisa and Kim)
      1. Lisa Putnam discussed her observations from being on several site visits with this standard.
3. Gap analysis of Standard IA
   1. Handout-Mission
   2. Copy of Standard IA from Moorpark’s Self-Study
      1. Members worked in groups to assess 1A

7. Meeting adjourned at 4:00 PM