***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**

**Feburary 25, 2014**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2012-2013Ed CAP Co-Chairs | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InMary Rees |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| Exec Vice Pres | Lori Bennett | X | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Anitra Evans |  |
| M&O Rep | John Sinutko |  | EOPS | Herbert English | x |
| Assoc Students Rep | Malik SandersAndrew Anderson |  | Student Activities | Sharon Miller |  |
| 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 | X |
| Dean | Kim Hoffmans | X | World Languages/ESL | Helga Winkler |  |
| Dean | Inajane Nicklas | X | Library Services | Faten Habib | X |
| Dean | Lisa Putnam | x | Kinesiology/Health Ed | Del Parker |  |
| Dean | Julius Sokenu |  |  |  |  |
| Institutional Researcher | Pamela Yeagley | X | 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 | x |
| 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. 28, 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 Jan. 28, 2014
* The minutes for our last meeting contained a few typographical and grammatical errors. The co-chairs will bring the meeting minutes for January and Feburary for review and approval at our March meeting.
1. Accreditation Institute report out-
	* Proposed revised ACCJC Standards are available online for review and comment until April 30. Once the vote is approved the new standards will go into effect.
	* <https://www.accjc.org/> (This will take you to the home page. If you scroll down there are links to the proposed revisions)
	* Kim, Mary and Lee reported information regarding the standard changes presented at the Academic Senate Accreditation Institute. Some of the highlighted information is included below:
* Last major revision was 2002
* Formative review 2008
* Reduce redundancy, improve clarity
	+ - More focus on results versus processes
		- Emphasis and disaggregated data
* Standard I
	+ Mission section expanded
	+ Academic quality (new)
	+ Additional information on institutional integrity
* Standard II
	+ Merges student support with library and learning
	+ Timely completion of certificates and degrees
* Standard III
	+ Evaluation of faculty, administrators and other personnel include effectiveness of SLO to improve teaching and learning. These employees use the results of assessment of learning outcomes to improve teaching and learning. Mary mentioned this portion has been controversial and is still being discussed and may be revised.
* Standard IV
	+ Two sections reorganized into four
	+ Decision-making processes are documented and widely communicated
	+ CEO has the primary leadership role for accreditation, ensuring that the institution meets the Eligibility requirements
	+ Use SLOs to evaluate effectiveness of policies/actions
	+ Integration of the district with college planning

1. Program Plans-suggestions for change
	* TracDat- Inajane and Julius discussed suggestions for changes based on feedback from Tech/Facilities CAP resource allowcation groups.
	* Suggestions for additional facility request categories:
		+ Additional space request
		+ Furniture (FF&E)
		+ Repair/update
		+ Long term plan
		+ General need
	* Suggestions for additional categories/changes for technology-
		+ Acknowledge software program cycles (renew/upgrade cycles)
		+ Identify large equipment requests as a notification of future versus immediate need
		+ Smart classroom requests
		+ General need
		+ Long term planning currently is 1-3 years but this is not sufficient; breakdown into more categories
		+ Concern regarding the consistency that the short-long term box is used or not used
* Overall discussion-
* Need to make sure information is available early for resource request groups
* Need to assure processes to close the loop on funded resources
* Review long-term/short-term resource requests separately
* Include another box to identify if a request/plan is based upon SLO data (yes/no option?) Is there a mechanism in TracDat to connect opportunity for improvement and SLO/Scans. It was cautioned to not lose quality and integrated planning by solely focusing resource allocations on SLO data. Software disconnect between program planning side of TracDat and SLO side of TracDat
* Need to incorporate a process for campus level understanding of each other’s program plans/SLOs. Mary reported that a proposal for an SLO committee is in the Decision Making document that is being revised.
* Kim, Julius, Lee, Lisa and Inajane volunteered to meet separately before the next meeting to develop recommendations
1. Volunteers to work on TracDat ‘helpful hints’ Program Plan document
* It was suggested that perhaps additional training/handbook would be helpful on how to fill out TracDat.
* Volunteers for PDF with screen shots and helpful information on how to use the software was requested. Pamela and Inajane would like to help. The committee expressed concern regarding that this document may need frequent changes and thought presentations/training would be more useful.
1. Volunteers to lead Program Plan/TracDat workshops
	* Suggested video capture of a training session possible in April 2014 and planned TracDat working session with a person designated to assist if needed.

5. Meeting adjourned at 3:40 PM