



# EdCAP Committee Minutes (DRAFT) 2:30-4pm, September 24, 2019

## Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

**Goals for 2019-20:**  
Forthcoming

## EdCAP Committee Charter

The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and services.

The planning component under the purview of EdCAP includes:

- Program Plans: Evaluate the program planning process and recommend modifications as needed
- Educational Master Plan: Define the format of the Educational Master Plan, establishing and monitoring the timeline, and recommend approval of the final document

The accreditation component under the purview of EdCAP includes:

- Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC
- Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC

## Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	X
	Oleg Bepalov	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Silvia Barajas	
VP of Student Support*	Amanuel Gebru	X
Academic Senate Pres.*	Nenagh Brown	X
Dean members:	Oleg Bepalov	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	X
	David Gatewood	X
	Khushnur Dadabhoy	
	Monica Garcia	
	Sam Lingrosso	X
ASMC Rep (advisory)	Kris Hotchkiss	X

Position	Name	Present
Department members:		
ACCESS	Silva Arzunyan	
EATM	Gary Wilson	X
Kin/Health/Athletics	Remy McCarthy	
Behavioral Sciences	Chad Basile / Dani Vieira	CB
Business	Reet Sumal	
Chemistry/Earth Sci	Roger Putnam/Rob Keil	RP
Child Development	Cindy Sheaks-McGowen	X
Counseling	Jodi Dickey	
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez	X
Fine Arts	Erika Lizee	X
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	X
Life Sciences	Audrey Chen	X

Position	Name	Present
Mathematics	Phil Abramoff	X
Media Arts & Comm Studies	Rolland Petrello	X
Performing Arts	John Loprieno	
Physics/Ast/Engn/CS	Erik Reese	X
Social Sciences	Chris Beam/Hugo Hernandez	HH
World Languages		
Student Health Center	Sharon Manakas	
* Ex-officio, non-voting members		
<b>Guests:</b>		
Kristen Robinson	Student Activities Specialist	x
Claudia Sitlington	Student Success and Support Services Supervisor	X

Today's Handouts	Future Meetings
Minutes: August 27, 2019 - draft Program Plan VP meeting schedule – final EdCAP goals, 2019-20 - draft Moorpark College Annual Work Plan, 2019-20 – final draft Enrollment Management Plan, 2019-20 - draft Midterm Report timeline and leads – updated draft 2019-09-24 ACCJC Quality Focused Essay	Fall semester: 26 September, 22 October, 26 November Spring semester: 28 January; 25 February; 28 April

AGENDA ITEM	DISCUSSION NOTES	ACTION
<b>CALL TO ORDER AND READING OF MINUTES</b>		
Call to order; Public comments         Approval of minutes: August 27, 2019	Call to order at 2:35 PM. Nenagh Brown made an announcement that on October 17 <sup>th</sup> from 2-3:30 PM, there will be a Town Hall Meeting and one of the topics of discussion will be accreditation. An all-users invite will go out.  No changes were suggested.	Hugo Hernandez moved to approve and Erik Reese seconded. Unanimously approved with Gary Wilson, Phil Abramoff, Rolland Petrello, Danielle Kaprelian, and Erika Lizée abstaining.
<b>PREVIOUS BUSINESS</b>		
A. Annual program plan progress     <ul style="list-style-type: none"> <li>• Three year VP meeting schedule</li> </ul>	A. The September 30 <sup>th</sup> deadline is approaching- examples have been sent out to assist leads in writing theirs and the Plans from last year are now accessible on the Moorpark website.  The list of all programs going forward to meet with the College President this semester has been finalized. See handout. <ul style="list-style-type: none"> <li>• Phil Abramoff asked about how the list is</li> </ul>	A.

<ul style="list-style-type: none"> <li>• Workgroup for cross-program synergy</li> </ul>	<p>determined, as he saw some programs are being reviewed off-cycle. Both management and the program leads themselves may request to review with the vice-presidents, or it can be a recommendation from the previous review. To clarify Mary Rees added that it's still a three year process for CTE programs, although their curriculum has to be reviewed every two years through the Curriculum Committee.</p> <ul style="list-style-type: none"> <li>• Rolland Petrello asked what data gets pulled out of the program plans immediately? Oleg answered that prioritization is what is driving the deadlines for pulling different information- full time faculty requests are pulled first, followed by Classified, as well as facilities and tech requests. For any program leads who may not have all parts of their program plan finalized by the deadline, they may talk to Oleg individually.</li> <li>• Due to the need to work on the Midterm Report immediately the workgroup for cross-program synergy is on hold for the moment, but please continue to brainstorm ideas and suggestions. Phil Abramoff expressed interest in joining the workgroup and will join Erik Reese, Sydney Sims, Cindy Sheaks-McGowan, Nenagh and Oleg when the group meets.</li> </ul>	
<p><b>NEW BUSINESS</b></p>		
<p>A. EdCAP goals, 2019-20</p>	<p>A. EdCAP Goals, 2019-20 DRAFT:</p>	<p>A. Rolland Petrello moved to approve the goals, and Howard</p>

<p>B. Moorpark College Annual Work Plan, 2019-20</p>	<p>There are two main components, for planning and accreditation, with three goals under each, as well as an “Other” component, which has one goal, for a total of seven.</p> <ul style="list-style-type: none"> <li>• Sydney Sims corrected Goal #5 to “Institution-Set”.</li> <li>• David Gatewood asked about the bullet points under Goals #2 and #4: they don’t seem to be consistently worded. The suggestion was made to include verbs in the bullets under Goal #2 (such as “Further integrate...”, “Establish timeline”, etc.).</li> <li>• The seventh goal involves reviewing the EdCAP charter and its membership in order to decide if any updates need to be made. Nenagh said that there are currently no Classified representatives on the committee (Kristen Robinson is on the attendance list as a permanent guest), and this might be something to discuss in review. Sam Lingrosso asked if there is a required minimum amount of Management/Faculty/Classified for the committee. Nenagh responded that there are no provisions regarding this in the <i>Moorpark College Decision-Making Handbook</i> currently, but we can establish it as an agenda item for later discussion.</li> </ul> <p>B. Annual Work Plan 2019-20: The goals and metrics have already been set- this committee reviews and approves the columns highlighted in yellow (Actions, Point Person, Leads).</p> <ul style="list-style-type: none"> <li>• Sydney asked how the numbers in the metrics were set. Oleg answered that they came from the Educational Master Plan and were produced from peer analysis and discussion with key college stakeholders as to what reasonable numbers</li> </ul>	<p>Davis seconded. It was unanimously approved with no abstentions.</p> <p>B. Rolland Petrello moved to approve, Carol Higashida seconded. It was unanimously approved with no abstentions.</p>
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	<p>would be. Mary added that these metrics were approved last year; the new columns were developed at the Strategic Planning Retreat in Spring.</p> <ul style="list-style-type: none"><li>• Carol Higashida had a correction: the “Point Person” for Strategic Direction 4, Goal C, Metric 1 is currently listed as “Lisa”- this should be changed to Dean of Student Health Center. It was agreed after discussion that all specified names under the “Point Person” column should be changed to titles in order to accommodate changes in personnel.</li><li>• Hugo Hernandez asked if there was a way to add a column indicating progress made on each goal. The IE office will be categorizing items in “traffic light” format, ie., red, yellow, or green to indicate progress. Mary asked if January would be an appropriate length of time to see these progress updates, and Oleg agreed.</li><li>• It was requested that communication to the point people named in the document be specified, rather than everyone having to search for their name in a long list.</li><li>• Phil brought up his concern about the metrics being used: he stated that it is important to go after more universal metrics. Oleg added that the data being used in the Strategic Directions document does not preclude you from using the data you feel is most relevant in your own program plan, and that the Strategic Directions were always intended to be a living document. Mary stated that deciding what metrics should be updated or altered would be an excellent conversation to have at the Spring Planning</li></ul>	
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<p>C. Enrollment Management Plan, 2019-20</p>	<p>Retreat. Rolland added that this level of granularity goes beyond this document, and we should be careful of becoming too granular as the data would then not be applicable to all programs.</p> <ul style="list-style-type: none"> <li>• Nenagh stated that a goal for the program planning timeline next year would be to get the Annual Plan to the committee by the end of the Spring semester, and that way the data would be in TracDat for when the leads are writing their plans in early Fall.</li> </ul> <p>C. Enrollment Management Plan, 2019-20: Mary said that there could be a million dollar cut for the college next year based on this year's lower FTES. This document shows strategies for increasing enrollment- the ideas are not necessarily new, but have been pulled together in order to work on them for Spring.</p> <ul style="list-style-type: none"> <li>• Mary added that the Actions can also be sorted by strategies, if that's helpful.</li> <li>• Rolland felt that the document was missing an action such as tracking scheduling patterns over the long term and using that data to schedule for the next semester, for instance: evening classes dying off and online course enrollment increases. He added that if enrollment is down, there should be more available rooms to look at.</li> <li>• Phil felt as though there are conflicting demands from recent changes in law: AB 705 gets rid of lower level Math courses, but rather than increasing completion rates, this causes us to lose students.</li> <li>• Sam Lingrosso asked if the preferences of faculty were looked at when scheduling courses- Rolland replied that he has faculty who have taught</li> </ul>	<p>C. Updated draft will come back to next meeting</p>
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<p>D. ACCJC Midterm Report</p> <ul style="list-style-type: none"> <li>• Revised timeline</li> <li>• March 31 meeting?</li> <li>• QFE Action Project 1 – gap analysis</li> <li>• QFE Action Project 2 – gap analysis</li> <li>• QFE workgroups</li> <li>•</li> </ul>	<p>evening classes for the past 12 years, but he can no longer offer them that time. Chad Basile said that 10 years ago, evening classes were so full that students were sitting on the floor, but now they almost always get cancelled due to low enrollment.</p> <ul style="list-style-type: none"> <li>• David asked if Open Education Resources are included in this document- Oleg said they are.</li> <li>• David also asked about ESL classes: Mary replied that they are currently trying to grow that program, though Sydney added that historically there has been low enrollment in ESL courses.</li> <li>• The responsivity of waitlists was also suggested as an Action- the current system causes students to go elsewhere.</li> <li>• Mary stated that there has been discussion around offering four-week classes within our current semester, as well as a winter intercession.</li> <li>• It was suggested that if we are increasing Distance Education courses, we should also be increasing online counseling options.</li> <li>• David suggested adding denotation so that we can easily identify the items on the list.</li> <li>• For additional suggestions, please email Mary Rees.</li> </ul> <p>D. ACCJC Midterm Report Postponed until next meeting</p>	<p>D. Postponed to next meeting</p>
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2:30-4pm, September 24, 2019**

E. For the good of the accreditation and planning order	E. For the good of the accreditation and planning order	
<b>ANNOUNCEMENTS</b>		
<b>FUTURE AGENDA ITEMS</b>		
A. ACCJC Institution-Set Standards		
<b>Adjournment</b>	The meeting adjourned at 4:00 PM.	