



# EdCAP Committee Minutes 2:30-4pm, January 24, 2017

**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.

**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

**Goals for 2016-17:**

(1) Review updated District Strategic Plan and College Strategic Plan; (2) Continue monitoring accreditation site visit; review visiting team's report; (3) Examine and monitor ongoing progress in QFE Action Plans; (4) Establish process for monitoring institutional effectiveness goals.

**Membership / Attendance**

Position	Name	Present	Position	Name	Present	Position	Name	Present
Co-Chairs	Lisa Putnam	x	ACCESS	Sylva Arzunyan		Math	Christine Cole	x
	Lee Ballestero	x	Animal Sci/EATM	B. Woodhouse/C. Stringfield	x	Music/Dance	Brandon Elliott	x
Executive Vice President*	Julius Sokenu	x	Athletics			Physics/Ast/Engn	Ron Wallingford	x
VP Business Services*	Silvia Barajas	x	Business	Reet Sumal		Social Science		
VP of Academic Senate*	Nathan Bowen	x	Behavioral Sci	Danielle Vieira	x	Student Activities	Sharon Miller	x
Dean	Howard Davis	x	Chemistry/Earth Sci	Rob Keil	x	Student Success	Jesus Vega	x
Dean	Amanuel Gebru	x	Child Dev	Cindy Sheaks-Mcgown	x	ThA/Comm/FTVM		
Dean	Jennifer Goetz		Counseling	Trulie Thompson	x	Visual & Applied Arts	Erika Lizée	x
Dean	Helga Winkler	x	English/ESL	Sydney Sims	x	World Languages	Danielle Kaprelian	x
Dean	Norm Marten	x	Health Science	Carol Higashida	x	<b>Guests</b>		
Dean	Jane Morgan	x	Health Center	Sharon Manakas	x	Nenagh Brown		
Dean	Mary Rees	x	Kinesiology/HED	Remy McCarthy	x			
M&O Representative	John Sinutko		Life Science	Andrew Kinkella				
Associated Students Rep	Mersedeh Kolyaei	x	Library	Faten Habib/Danielle Kaprelian	x			

\* Ex-officio, non-voting member

Today's Handouts

AGENDA ITEM	DISCUSSION NOTES	ACTION
<b>CALL TO ORDER AND READING OF MINUTES</b>		
1. Call to order; Public comments 2. Approval of minutes: November 2016		Motion to approve minutes- Rob-moved, Sydney-second Abstention-Dani V., Norm M. Nathan, Cynthia, Remi, Truli and Danielle
<b>PREVIOUS BUSINESS</b>		
A. ACCJC Commission Actions – January Meeting B. EdCAP Charter and Committee Representation (Report on Review of Other Colleges’ Planning Committee Charters) C. Update Strategic Plan Draft	A. There is no update from ACCJC on our accreditation status.  C. Strategic Plan Update—committee reviewed updates to the next Strategic Plan to ensure that proposed additions/change etc were reflected in the draft.  Suggestion to link Elements to goals of specific plans. Other suggestions were included on a copy of the plan and will be incorporated.  Committee member asked about the likelihood of getting a Marketing Specialist which the EVP addressed.	Item B is tabled until the next meeting.
<b>NEW BUSINESS</b>		
A. Announce EdCAP Co-Chair 2017-18 and 2018-19 B. Review Progress Toward: <ul style="list-style-type: none"> <li>• Institutional-Set Standards (ACCJC)</li> <li>• Institutional Effectiveness Indicators (CCCCO)</li> </ul> Hold for February: Environmental Scans in Planning Process -- Define Environmental Scans and their Importance -- Discuss How to Report Scans and Where to Report Scans	A. Nathan Bowen will be the new EdCap Co- chair for the next two years.  B. Link between the Strategic Plan metrics and the metrics from the ACCJC and the CCCCCO. The Strategic Plan may also include other metrics that make sense to the campus but are not reported elsewhere.  We will return to discuss this data at our February meeting.	
<b>ANNOUNCEMENTS</b>		



MOORPARK COLLEGE

**EdCAP Committee Minutes  
2:30-4pm, January 24, 2017**

<b>NEXT MEETINGS</b>		
February 28, 2017		
<b>Adjournment</b>		