

## 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

**January 25, 2016**

**2:30 PM – 4:00 PM, CCCR**

#### Campus Community

Position	Name	Present		Coord. & Dept. Chairs	Name	Present	Guests
Ed CAP Co-Chairs	Lisa Putnam	X		ACCESS	Sherry D'Attile		
	Vacant			Music/Dance	Robert Salas/Nathan Bowen	NB	
Exec Vice Pres	Lori Bennett			Theatre/Comm Studies	Jill McCall		
VP Business Services	Sylvia Barajas			Counseling	Trulie Thompson	X	
Acad Senate Rep	Nenagh Brown	X		EOPS	Marnie Melendez		
M&O Rep	John Sinutko			Student Activities	Sharon Miller		
Assoc Students Rep				Student Health Ctr Coordinator	Sharon Manakas		
Student Service Council Reps. (2)				Accounting / Business	Reet Sumal	X	
Dean	Amanuel Gebru	X		English/Humanities	Sydney Sims	X	
Dean	Norm Marten	X		World Languages/ESL	Helga Winkler	X	
Dean	Inajane Nicklas	X		Library Services	Faten Habib	X	
Dean	Lisa Putnam			Kinesiology/Health Ed	Remy McCarthy	X	
Dean	Julius Sokenu						
Dean (Interim)	John Loprieno	X		CIS/CNSE	Vacant		
Dean (Interim)	Howard Davis			Visual and Applied Arts	Lydia Etman	X	
				EATM/Animal Sciences	Cynthia Stringfield	X	
				Life Sciences	Andrew Kinkella	X	
				Health Sciences Coordinator	Carol Higashida	X	
				Chemistry/Earth Science	Rob Keil	X	
				Mathematics	Chris Cole	X	
				Physics/Astronomy/Engineering/CS	Ron Wallingford	X	
				Behavioral Science	Dan Vieira	X	
				Child Development Center			
				Social Sciences	Lee Ballestero		
				Institutional Researcher	VACANT		
				Guest	Mary Rees - Academic Senate		
			Guest				

TODAY'S HANDOUTS	Future Fall Meetings and Topics	Future Spring Meetings and Topics	
None		1/12	<del>Self-Evaluation Review Continued</del>
		1/26	<del>Quality Focused Essay</del> -Strategic Planning Activities
		2/23	Evaluate Program Planning Process
		March	no meeting in March
		4/26	

AGENDA

Item #	Agenda Item	Discussion Notes	Action / Next Steps
1	Minutes	No Minutes Taken in November (Self-Evaluation Editing Session)	
2	Strategic Objectives -- (1) Student Access -- (2) Student Retention & Success -- (3) Responsiveness to Marketplace in Career Training -- (4) Monitoring the Volatility of Economic Climate and Public Funding	Review Past 3-year plan (At-A-Glance) to see what we have accomplished. <ul style="list-style-type: none"> <li>• 8-wk courses and Friday/Saturday classes</li> <li>• Increased internship program and portfolio courses</li> <li>• Implemented new ADTs for Social Justice and Global Studies</li> <li>• Considering increased ESL course offerings and other Adult Education collaborations</li> <li>• Grown International Student program</li> <li>• First Year Experience Program</li> <li>• Move to Canvas</li> <li>• CCCAssess Initiative</li> <li>• Increased tutoring to expand beyond English and Math</li> </ul>	Provide feedback to EVP and Academic Senate.
3	Strategic Objectives -- (1) Student Access -- (2) Student Retention & Success -- (3) Responsiveness to Marketplace in Career Training -- (4) Monitoring the Volatility of Economic Climate and Public Funding -- NEW: Safety	Brainstorm New (or Continued) Activities & Ideas for each Strategic Objectives. <ul style="list-style-type: none"> <li>• Research possible “continuous enrollment” that bridges both semesters</li> <li>• Advertise new programs and degrees/certificates</li> <li>• Focus on dual enrollment, non credit, and high school outreach</li> <li>• Increase Veteran Center activities</li> <li>• Mandatory Orientation (review possibility); mandatory COL M01 possibility</li> <li>• Study Skills courses</li> <li>• High-touch, face-to-face orientation workshops (district coordination)</li> <li>• DE Bootcamp</li> <li>• Alumni Day: return to talk to our current students</li> <li>• Campus hour</li> <li>• Increases campus life activities; pep rallies (work with A.S.)</li> <li>• Provide web link to Associated Students' Website (on Quick Links menu)</li> <li>• Create videos for students on plagiarism, etc.</li> <li>• Improve/increase faculty websites; Provide weblinks on syllabus</li> </ul> <p>Add Safety as a new Strategic Goal. Items to include:</p> <ul style="list-style-type: none"> <li>• Exiting AC Buidling (doors create traffic jams)</li> <li>• Walkway on 2<sup>nd</sup> level of AC</li> <li>• Provide building exit plans online; update and make available to faculty each</li> </ul>	Provide ideas to EVP and Academic Senate.

		<p>semester.</p> <ul style="list-style-type: none"><li>• Signage regarding no skateboarding down central campus hill</li><li>• Area outside parking structure is dangerous to pedestrians; add speed bumps and crosswalk</li><li>• Install suggestion boxes around campus.</li><li>• Create bridge to observatory from center campus area to avoid students crossing main street</li><li>• Address bottleneck at Collins Drive Exit</li><li>• 24/7 Police Coverage</li><li>• Heavier police presence on campus walking around campus</li><li>• Additional active shooter training; provide Title IX training; CPR training/AED training</li><li>• Evening escorts for students walking to parking lots</li><li>• Central lock-down possibilities</li><li>• Central intercom system (within classrooms) with emergency phone capabilities.</li><li>• Improve LINK phone system to allow for phones to be connected to laptops in classrooms</li><li>• Have standing “slot” for professional development week for emergency preparedness trainings each semester.</li></ul>	
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