



# EdCAP Committee Minutes 2:30-4pm, October 25, 2016

## 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	X	Math	Christine Cole	X
	Lee Ballesterero	X	Animal Sci/EATM	B. Woodhouse/C. Stringfield		Music/Dance	Brandon Elliott	X
Executive Vice President*	Julius Sokenu	X	Athletics			Physics/Ast/Engn	Ron Wallingford	X
VP Business Services*	Silvia Barajas		Business	Reet Sumal		Social Science	Jack Miller/Susan Kinkella	
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	X	Counseling	Trulie Thompson	X	Visual & Applied Arts	Erika Lizée	X
Dean	Luis Gonzalez	X	English/ESL	Sydney Sims	X	World Languages	Helga Winkler	X
Dean	Norm Marten	X	Health Science	Carol Higashida	X	Guests		
Dean	Jane Morgan	X	Health Center	Sharon Manakas	X	Nenagh Brown		
Dean	Mary Rees		Kinesiology/HED	Remy McCarthy				
M&O Representative	John Sinutko	X	Life Science	Andrew Kinkella	X			
Associated Students Rep	Mersedeh Kolyaei	X	Library	Faten Habib/Danielle Kaprelian	X			

\* Ex-officio, non-voting member

## Today's Handouts

Strategic Objectives Worksheet  
Institutional Effectiveness Goals (IEPI)

AGENDA ITEM	DISCUSSION NOTES	ACTION
<b>CALL TO ORDER AND READING OF MINUTES</b>		
1. Call to order; Public comments 2. Approval of minutes: September 2016		Motion to approve-Dani V. Second-Sharon M. Motion approved Abstention-Trulie T.
<b>PREVIOUS BUSINESS</b>		
1. Strategic Planning	<p>Continue conversation on strategic planning. Using the notes from last meeting, Lisa discussed the Strategic Plan and how it fits within overall planning:</p> <p><u>Summary of planning:</u>            VCCCD Strategic Plan            MC Educational Master Plan (10 years)            MC Strategic Plan/QFE            Strategic Plan should be related to other plans-Facilities, Technology, Enrollment Management etc. as well as Annual Program Plans</p> <p>EVP discussed the College Planning documents and planning efforts.</p> <p>Need to align the Strategic Plan with the other plans such as Facilities, Technology, Enrollment Management, Student Equity Plan, 3SP, Basic Skills, etc.</p> <p>Committee members worked in groups to align goals and action steps from other plans with the Strategic Plan.</p> <p>Next steps: The work done in EdCap will be forwarded to each committee that deals with a plan (i.e. F/T Cap, Student Success and Equity Committee, Basic Skills Committee so that the committees can review their plans in light of the Strategic Objectives as developed to this point). Committees will be asked to return the worksheet with any additions of goals/action steps.</p>	

	<p>Report out of workgroups:  SO #1: Student Access  Goal #3—increase non-traditional student population and what is the definition. Examples would be non-English speaking, students who are not degree completers/certificate, dual enrollment.</p> <p>Action Steps: Expand ESL offerings offsite. Need to gather data before we can measure this—how many do we have based on redefinition. Redefine as above group instead of ‘over 25’.</p> <p>Action steps: Need to simplify application process to reduce this barrier. Add live chat, use orientation to walk students through. Need data to find out where students are stopping.</p> <p>SO#2: Student Success and Retention  Discussed Facilities Master Plan and providing a space for students (instead of ‘sense of place’ goal).</p> <p>Goal #4: Do not let students leave before they have registered for the following semester.</p> <p>Idea: make a first semester/year schedule for incoming students</p> <p>Equity plan for Goal #3-tutoring support, free/low cost textbooks (Intelcom provides free online resources that are ADA compliant), increase Basic Skills opportunities. There is overlap with the Basic Plan.</p> <p>SO#3: Responsiveness to Marketplace  Lots of overlap with current plans. Goals are fine but linked to plans. Add action steps that focus on increasing dialogue with advisory boards and other organizations.</p> <p>Goal #2: Build in to CTE week a summit day where high school through universities can discuss career ladder.</p> <p>Goal #3: build in career ladders when developing new programs. Technology Plan linkage. District Master Plan-fully online degrees and</p>	
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	<p>certificates.</p> <p>SO#5: Campus Safety and Security Reworded goals: #1 Complete and implement a sustainable campus emergency plan- Action steps: planning to create the plan and training to implement the plan. Link to Tech Plan.</p> <p>#2 Improve day-to-day campus safety. Title IX, panic buttons (Tech Plan), additional training.</p> <p>Looking for EdCap members to join a workgroup to fine tune the Strategic Plan for the January meeting. Nenagh Brown, Nathan Bowen, Carol Higashida, Sharon Manakas</p>	
<b>NEW BUSINESS</b>		
<p>A. Update on College Re-Organization</p> <p>B. Environmental Scans in Planning Process -- Define Environmental Scans and their Importance -- Discuss How to Report Scans and Where to Report Scans</p> <p>C. Institutional Effectiveness Goals -- Define Requirements -- Re-Review Last Year's Submission -- Discuss Next Steps and Decisions to be Made</p>	<p>Update on Re-Organization from the EVP.</p> <p>Break the EVP position in to two positions—Instructional and Student Services. Also add coordinator positions to help with the dean workload. Proposal is to keep 8 deans but this is not assured. Town Hall meeting Nov. 9<sup>th</sup> at 1pm to discussion campus-wide.</p>	
<b>ANNOUNCEMENTS</b>		
<b>NEXT MEETINGS</b>		
November 22, 2016 (2:30-4pm)		
<b>Adjournment</b>		



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