



EdCAP Committee Minutes 2:30-4pm, November 22, 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		Math	Christine Cole	X
	Lee Ballestero	X	Animal Sci/EATM	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	Jack Miller/Susan Kinkella	
VP of Academic Senate*	Nathan Bowen		Behavioral Sci	Danielle Vieira		Student Activities	Sharon Miller	
Dean	Howard Davis	X	Chemistry/Earth Sci	Rob Keil	X	Student Success	Jesus Vega	X
Dean	Amanuel Gebru	X	Child Dev	Cindy Sheaks-Mcgown		ThA/Comm/FTVM		
Dean	Jennifer Goetz	X	Counseling	Trulie Thompson		Visual & Applied Arts	Erika Lizée	X
Dean	Luis Gonzalez		English/ESL	Sydney Sims		World Languages	Helga Winkler	X
Dean	Norm Marten		Health Science	Carol Higashida	X	Guests		
Dean	Jane Morgan	X	Health Center	Sharon Manakas	X	Nenagh Brown		
Dean	Mary Rees	X	Kinesiology/HED	Remy McCarthy				
M&O Representative	John Sinutko	X	Life Science	Andrew Kinkella				
Associated Students Rep	Mersedeh Kolyaei	X	Library	Faten Habib/Danielle Kaprelian	X			

* Ex-officio, non-voting member

Today's Handouts

Excerpt from *Making Decisions at Moorpark College*
6-Year College Planning Chart

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
1. Call to order; Public comments 2. Approval of minutes: October 2016	Public Comment: Nenagh Brown reminded the committee that they can still nominate themselves or others for co-chair terms.	Motion to approve as amended-Howard D. Second-Sharon M. Motion approved Abstention-Cynthnia S.
PREVIOUS BUSINESS		
None		
NEW BUSINESS		
A. EdCAP Charter and Committee Representation (Making Decisions at Moorpark College) B. 6-Year College Planning Chart & role of EdCAP C. Enrollment Management Plan (Julius) Hold for January: Environmental Scans in Planning Process -- Define Environmental Scans and their Importance -- Discuss How to Report Scans and Where to Report Scans	A. EdCAP Charter and Committee Representation Committee reviewed its charter in order to make recommendation for the updating of the Making Decisions Document. The EVP discussed a proposal to update EdCap's charter. The EVP suggested that EdCap take responsibility for oversight of how all of the college's plans interact. A handout was distributed that showed the last 6 year cycle of planning which included most plans. The proposal is to move to a 7 year cycle of planning and align the different plans by giving them a home in EdCap. Change charter to include the committee would oversee the planning timeline. Mary suggested to review the charter of committees at other colleges that deal with planning to see the tasks of these committees.	

	<p>We will bring back ideas to the January meeting of how we might modify the charter of EdCap.</p> <p>Suggestions for membership changes: *making sure people who deal with plans are represented *lack of Classified Staff and Student Services on the committee. Reorg is happening in spring which could affect membership</p> <p>B. 6-Year College Planning Chart & role of EdCAP</p> <p>Members gave updates/feedback/corrections to the current chart in order to update to new 7 year chart. Correction: Capitol Construction Plan is updated annually. Add Basic Skills Plan Add 5 Year Schedule Maintenance Add something related to Grants Add CTE Add District Emergency Preparedness Plan (last updated in 2008) Add District Making Decisions Document</p> <p>Responsible party: updated/reaffirmed</p> <p>C. Enrollment Management Plan (Julius) Volunteers on Enrollment Management: Jennifer K., Nathan B., Mary R., Jesus V., Nenagh B., April M.</p>	
ANNOUNCEMENTS		



MOORPARK COLLEGE

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NEXT MEETINGS		
January 24, 2017 (2:30-4pm) – Happy Holidays!!		
Adjournment		