



# EdCAP Committee Minutes 2:30-4pm, September 26, 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

## (Tentative) Goals for 2017-18:

(1) Continue to review the institutional effectiveness goals; (2) Establish and record a process for setting the annual institutional effectiveness goals; (3) Continue to review the program planning process and get feedback on the changes to TracDat

## Membership / Attendance

Position	Name	Present	Position	Name	Present	Position	Name	Present
Co-Chairs	Jennifer Kalfsbeek-Goetz	X	ACCESS	Silva Arzunyan	X	Physics/Ast/Engn	Erik Reese	X
	Nathan Bowen	X	Animal Sci/EATM	Cynthia Stringfield		Social Sciences	Lee Ballester/Susan Kinkella	LB
VP Academic Affairs*	Julius Sokenu	X	Athletics	Remy McCarthy		World Languages/Library	Danielle Kaprelian/Deb Brackley	X
VP Business Services*	Silvia Barajas		Behavioral Sci	Dani Vieira	X	Health Center	Sharon Manakas	X
VP of Student Support*	Amanuel Gebru	X	Business	Reet Sumal	X	Student Activities	Kristen Robinson	X
Academic Senate Pres.	Nenagh Brown	X	Chemistry/Earth Sci	Rob Keil	X	Student Success	Jesus Vega	X
Dean	Howard Davis		Child Dev	Cindy Sheaks-Mcgowan	X			
Dean	Carol Higashida	X	Counseling	Trulie Thompson	X			
Dean	Norm Marten	X	English/ESL	Sydney Sims	X			
Dean	Jane Morgan	X	Fine/Perf Arts	John Loprieno	X	Guests		
Dean	Mary Rees	X	Health Sciences	Christina Lee	X			
Dean	Helga Winkler	X	Life Science	Andrew Kinkella				
M&O Representative	John Sinutko		Mathematics	Phil Abramoff	X			
Associated Students Rep	Jennifer Pezzuto		Media Arts & Comm Studies	Rolland Petrello	X			

\* Ex-officio, non-voting member

Today's Handouts
Goals

AGENDA ITEM	DISCUSSION NOTES	ACTION
<b>CALL TO ORDER AND READING OF MINUTES</b>		
<p>Call to order; Public comments Approval of minutes: April 2017</p>	<p>Nenagh Brown commented that the program plan process (PP) is under way and PP meeting are around the corner. She pointed out that every program is reviewed by a team of several people and there are 75 programs. The process is time consuming, programs get only 30- minute time slots each, and this may not be enough. She asked the committee to consider whether or not at different scheme might be better. For example, if we scheduled 1/3 of the number of PP meetings, and programs that would like a meeting, maybe we can cut down the time it takes, give more quality time to the groups we do review, and better meet our goals.</p> <p>Dani Vieira pointed out that this topic was discussed a couple years ago, but that we did not come to a resolution. This concern is a recurring theme.</p> <p>Rolland Petrello pointed out that the recent campus reorganization will likely affect people's interest in the process and opting out of annual reviews, especially those who have experienced significant change. He suggested that maybe we apply an OPT OUT plan rather than a cycle that reviews a 1/3 (or whatever) annually and allow programs that wish to, to OPT IN.</p> <p>Sydney Sims suggested one method would be that the senior leadership team review that sits in on the PP meetings all plans &amp; readers can request which will be reviewed formally as a possible option.</p> <p>Phil Abramoff explained that the 30 minutes does not allow for the <i>program</i> to get the feedback they need from the team, and if there is no PP meeting, how will they get the feedback they need? He agreed that if programs are off-</p>	<p>Because the discussion led to a lengthy debate and several possible ideas, it was recommended that we form a Program Plan Work Group to meet, discuss options, and propose a recommendation or recommendations to the Ed Cap committee at the next Ed Cap meeting. Volunteers were solicited and Phil Abramoff, Sydney Sims, John Loprieno, Rolland Petrello, Lee Ballestero and Dani Vieira agreed to serve on the work group, facilitated by co-Chairs Bowen and Kalfsbeek-Goetz.</p>

	<p>cycle they should be able to request a PP meeting.</p> <p>John Loprieno mentioned that we should make sure that what the administration observes should be tied to their PP responses, according to what was presented. Essentially, JL was looking for a way to use the process to better align what is expected and what is presented by faculty, and then reported back upon in the final report.</p>	
<b>PREVIOUS BUSINESS</b>		
A. Set & Review Goals for 2017-2018	<p>Jennifer Kalfsbeek-Goetz mentioned that the committee needs to review the committee goals for the year. Nathan Bowen pointed out that we may wish to re-envision the committee's charge. Members of the committee weighed in on ideas for the goals, and in support of considering changing the charter. For example, Mary Rees reminded the group that we need to address the 18-month report for accreditation, among other important planning items.</p>	<p>We will continue to explore what the goals and purpose of Ed Cap should be in the future at the next Ed Cap meeting.</p>
<b>NEW BUSINESS</b>		
<p>A. Current Planning Initiatives</p> <p>1. Partnership Resource Team (PRT) Visit (Nov 9, Dec 12)</p>	<p>Julius Sokenu and Nenagh Brown reminded the group that the PRT group would visit the campus on NOV 9 and DEC 12 regarding guidance on:</p> <ol style="list-style-type: none"> <li>1) our integrated planning process;</li> <li>2) the development of an Institutional Advancement Plan;</li> <li>3) our Institutional Research Office and development of an Institutional Research Plan.</li> </ol> <p>The initial fact-gathering meeting will take place on NOV 9; the group will return to share their recommendations on DEC 12. People invited to participate are encouraged to be open and honest, the format is like an accreditation visit, but the guidance is for us to use as we see fit. There are no downsides to being transparent about our gaps and receiving constructive feedback on our processes. Refer to the attached IEPI PRT document for details regarding what will be covered in this process.</p>	<p>The group is advised to be ready for the PRT visit with questions and comments for the IEPI consulting team.</p>

<p>2. Integrated Planning</p> <p>3. Guided Pathways</p>	<p>Jane Morgan provided an overview of the integrated planning process at our college as it stands now, and our direction for the future. Refer to the attached integrated planning document for specifics.</p> <p>Nathan opened the discussion on Guided Pathways (GP). As we are exploring if MC will adopt the GP framework, the group briefly discussed what we have learned about GPs so far from visits from Rob Johnstone, Bakersfield College, and a visit to Mt. SAC, and what is coming in terms of professional development in the future. Nenagh reminded the committee members that there will be an all-day event devoted to GP, led by Rob Johnstone, on January 19, 2018. All members of Ed Cap, as well as MC faculty and staff, are urged to participate in this event.</p>	<p>Ed Cap members were encouraged to review the integrated planning document and refer questions to Jane Morgan.</p> <p>All members of Ed Cap as well as MC faculty and staff are urged to participate in the Jan 19<sup>th</sup> Guided Pathways professional development event, led by Rob Johnstone: JAN 19, 2018.</p>
<b>ANNOUNCEMENTS</b>		
<b>NEXT MEETINGS</b>		
October 24 <sup>th</sup> 2017		
<b>Adjournment</b>		