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 2019-20:

Planning component:

1. *Design and implement pilot project for cross-disciplinary program plan discussions*
2. *Review and where necessary modify program plan process of 2019-20*
   - *Reconsider timeline*
   - *Review platform*
   - *Review three-year review cycle*
   - *Update and modify template for student service programs*
   - *Further integrate planning and resource allocation*
3. *Review planning documents produced from Educational Master Plan (Annual Work Plans, etc.)*

Accreditation component:

4. *Monitor and review the preparation of the ACCJC Midterm Accreditation Report*
   - *Establish timeline*
   - *Perform gap analyses*
   - *Contribute to and review self-evaluation plans establishing progress and outcomes*
   - *Contribute to and review progress reports on ACCJC recommendations for improvement*
   - *Contribute to and review report on outcomes of both Action Projects in Quality Focused Essay*
   - *Recommend final draft of Midterm Report for approval*
5. *Revise ACCJC Institution-Set Standards and recommend for approval*
6. *Discuss ACCJC Annual Report and recommend for approval*

Other:

7. *Review EdCAP charter and membership for updated Moorpark College Decision-Making Handbook*

Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	X
	Oleg Bespalov	X
VP Academic Affairs*	Mary Rees	
VP Business Services*	Silvia Barajas	
VP of Student Support*	Amanuel Gebru	X
Academic Senate Pres.*	Nenagh Brown	X
Dean members:	Oleg Bespalov	X
	Howard Davis	
	Carol Higashida	X
	Matt Calfin	
	David Gatewood	X
	Khushnur Dadabhoy	
	Monica Garcia	X
	Sam Lingrosso	X
ASMC Rep (advisory)	Kris Hotchkiss	X

Position	Name	Present
Department members:		
ACCESS	Silva Arzunyan	
EATM	Gary Wilson	
Kin/Health/Athletics	Remy McCarthy	X
Behavioral Sciences	Chad Basile / Dani Vieira	CB
Business	Josepha Baca	
Chemistry/Earth Sci	Roger Putnam/Rob Keil	RP
Child Development	Cindy Sheaks-McGowen	X
Counseling	Jodi Dickey	X
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez	
Fine Arts	Erika Lizee	X
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	
Life Sciences	Audrey Chen	X

Position	Name	Present
Mathematics	Phil Abramoff	X
Media Arts & Comm Studies	Rolland Petrello	X
Performing Arts	John Loprieno	X
Physics/Ast/Engn/CS	Erik Reese	X
Social Sciences	Chris Beam/Hugo Hernandez	HH
World Languages		
Student Health Center	Sharon Manakas	X
* Ex-officio, non-voting members		
Guests:		
Student Activities Specialist	Kristen Robinson	X
Student Success Services Supervisor	Claudia Sitlington	

Today's Handouts	Future Meetings
Minutes: September 24, 2019 - draft Midterm Report timeline and leads – updated draft 2019-10-17 ACCJC Quality Focused Essay	Fall semester: ~~August 27; September 24;~~ October 22; November 26 Spring semester: January 28; February 25; March 24; April 28

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments	Kris Hotchkiss announced ASMC will have a clothing drive on 10/23. Any clean, gently worn items will be accepted.	
Approval of minutes: September 24, 2019	Updated Associated Students position and Kris' name with correct spelling.	Rolland Petrello moved to approve and Phil Abramoff seconded. Unanimously approved with Sydney Sims and Sharon Manakas abstaining.
PREVIOUS BUSINESS		
A. Annual program plan progress	A. Program Plan process was completed on September 30th. Nenagh Brown asked if there is any input to improve or revamp the process. Rolland asked if strategic direction data could be included without having to put in a request. David Gatewood requested a signature/approval page to be required in beginning of process and not just at the end. Erik Reese mentioned not all questions/data matched throughout the process and questioned if they can be consistent. Nenagh explained the Annual Plan would need to be completed by May in order to have consistency throughout the process. Erika Lizee asked if once something is received, could it be archived or moved to the bottom of the page to prevent having to sift through information. Rolland asked if data is available and disaggregated by course. Carol Higashida shared how to access data and Nenagh explained that more PD is needed because process is not intuitive. Nenagh asked committee to share thoughts on September 30th due date versus 15th. Group agreed that the additional two weeks	

	was an advantage. Carol suggested separate deadlines for chairs and deans. Rolland asked when the data goes out. Nenagh said IE can have data ready in about a week. Prioritization requests for Faculty, Classified, IT, and Facilities was received October 1st. Item will be brought back to EdCAP to finalize next year's process.	
B. Enrollment Management Plan, 2019-20	B. Feedback is being worked on by Oleg and Nenagh and will be available next meeting.	
NEW BUSINESS		
A. ACCJC Midterm Report • Revised timeline • March 31 meeting? • QFE Action Project 1 and 2 – gap analysis • QFE workgroups	A. Nenagh shared that DAC said we are ahead of the game. Accreditation is by college, not District. DAC has set meeting times and deadlines across the colleges and district for coordination. EdCAP meeting wasn't scheduled for March but one is needed. Midterm report will be reviewed in March before it goes to Academic Senate in April. March 31st was initially proposed but conflicts with AS meeting. Committee agreed March 24th will work. Nenagh split the room into two groups for QFE review. Nenagh's group worked on Action 1 and Oleg's, Action 2. Groups will identify what has been done and what is left to be done. Report out: Nenagh and Oleg will put minutes together and bring back to EdCAP.	
B. SLO disaggregation update • eLumen demo 11/12/2019	B. Oleg explained current SLO software cannot disaggregate. SLO Committee made unanimous decision to have eLumen as new vendor for SLO software. eLumen will be back to present and the invite will be extended campus wide. EdCAP members are especially encouraged to attend as eLumen comes with a program plan component that the committee might want to consider using	
C. For the good of the accreditation and planning order	C. in the future.	D. Postponed

ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		

A.   ACCJC Institution-set Standards
    B.   ACCJC Annual Report
    C. Cross program plan synergy		

Adjournment		