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	X
VP Business Services*	Silvia Barajas	
VP of Student Support*	Amanuel Gebru	
Academic Senate Pres.*	Nenagh Brown	X
Dean members:	Oleg Bespalov	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	X
	Khushnur Dadabhoy	X
	Monica Garcia	X
ASMC (advisory)	Kris Hotchkiss	X

Position	Name	Present
Department members:		
ACCESS	Silva Arzunyan	X
EATM	Gary Wilson	
Kin/Health/Athletics	Remy McCarthy	X
Behavioral Sciences	Chad Basile / Dani Vieira	CB
Business	Josepha Baca	X
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	X
Life Sciences	Audrey Chen	

Position	Name	Present
Mathematics	Phil Abramoff	X
Media Arts & Comm Studies	Rolland Petrello	
Performing Arts	John Loprieno	X
Physics/Ast/Engr/CS	Erik Reese	X
Social Sciences	Chris Beam/Hugo Hernandez	
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: October 22, 2019 – draft	Fall semester:
Minutes: November 26, 2019 – draft	~~August 27; September 24; October 22; November 26~~
Enrollment Management Annual Work Plan_2019-2020_final	Spring semester:
ACCJC Midterm Report Draft_2020-01-24	January 28; February 25; March 24; April 28
ACCJC Midterm Report survey draft_2020-01-24	

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments	Public Comments: Kris Hotchkiss shared that Club Rush was happening on Raider Walk today from 10am-1pm. ASMC will be sponsoring the Student DJ Showcase being held in the Black Box on January 31 at 7:30pm.	
Approval of minutes: October 22, 2019	No changes were suggested.	Erik Rees moved to approve and Phil Abramoff seconded. Unanimously approved with Silva, Remy, Josepha, and Danielle abstaining.
Approval of minutes: November 26, 2016	Added "program" to page 3: Erik Reese asked if <u>program</u> data will be merged…	Howard Davis moved to approve and Phil Abramoff seconded. Unanimously approved with Sydney, Remy, Khushnur, Josepha, Sharon, Jodie, Silva, Erika, and Danielle abstaining.
PREVIOUS BUSINESS		

A. Enrollment Management Plan, 2019-20 update	A. Nenagh said the EdCAP suggestions from October and November have been added to the Enrollment Management Plan draft. Plan was taken to Academic Senate and more suggestions were recommended. Biggest concern was to reconsider student drop policy for non-payment. A follow-up on behalf of Moorpark's AS was the creation of a workgroup under the District Technical Review Workgroup for Student Support to answer two questions:
	    #1 - Should students be dropped for non-payment or not?
	    #2 - Depending on the answer to #1, how should we operate better on behalf of our students?
	Further recommendations were made to reconsider setting such early start dates for the spring semester and to reconsider the process the college uses when a class is cancelled or delayed.
	If there are any other suggestions, please email Nenagh.	

NEW BUSINESS		

| A. ACCJC Midterm Report
 • Review first draft
 • Review draft of survey | A. Mary shared points of ACCJC Midterm Report on a PowerPoint to give the opportunity for suggestions. Will get into small groups at the next EdCAP meeting and work with what should be in narrative. There were three different recommendations.

 #1 – Disaggregating SLOs: Senate and EdCAP recommended eLumen and campus is in the process of getting the software. Institutional Effectiveness has run some disaggregated data and did workgroup training on how to interpret.

 #2 – Need to do a better job of assessing CLOs: We have SLO Coordinator, Rachel Beetz, who works with groups when they are up for their SLO 5-year review.
 Work with Oleg and SLO coordinator for programs with complicated grade inputting to find ways to streamline.
 Oleg is going to survey the faculty with questions related to CLOs, the process, and concerns.
 Add to report:
 -Look at how systems interact and how to facilitate the program by putting grades into Canvas.
 -Oleg will arrange eLumen training; Flex.
 -CLOs are now incorporated in CourseLeaf and part of CORs. Anyone pulling up CORs can also see CLOs.
 -The CLOs used to link up with GELOs and ILOs. Where do they fit in CourseLeaf?

 #3 – Long range financial planning. Waiting on feedback from District.
 Add to report:
 -New VP of Business will be included in plan.
 -Discussions with Fiscal regarding Infrastructure model and student funding formula.
 -Enrollment Management Plan.

 Reflections on ways to improve the college
 #1 – SLOs: Committee, Coordinator, eLumen, Program applications.
 #2 – Institution-Set standards: Communication and working with District, course completions, Equity plan, Educational Master Plan.
 Add to report:
 -Student-centered integrated planning.
 -Employability skills standard especially among all CTE programs.
 -Expanding partnerships with high schools and 4-year universities.

 Quality Focus Essay on areas for growth at MC.
 #1 – Growing IE group and proof it was done. IE has provided data, training, surveys, and dashboards.
 Add to report
 -Counseling and Dual Enrollment dashboard are on to-do list.
 -IE works with Santa Rosa Group.
 #2 Program planning process: Resource allocation is on planning website. Program Planning template crosswalks with Strategic Plan. Survey on how enhancements are helping. Increase | |

	number of program plans and programs that are listed on the website. Looking to integrate TrackDat, eLumen, and Tableau. Add to report: -Interest in program plans that meet the needs of student and business services. Will bring back to EdCAP after additions are made and see where else editing needs to be done. Oleg spoke of a Midterm Report Survey to evaluate effectiveness of improvements done. Will be administered in the next month or two. Survey will go out to deans and program leads. Josepha asked to add an open ended question regarding how to improve the program planning process.	
B. For the good of the accreditation and planning order	B. Review EdCAP Charter and Membership: Nenagh asked committee to review charter and membership on the first page of agenda. There is not a classified member on the committee and Gilbert Downs will come by and speak on behalf of the Classified Senate. Kris shared that ASMC would like its advisory member on each committee to become a voting member and also possibly have a second (advisory) member as well. Phil said a similar suggestion was made in Fiscal Planning Committee but it was suggested ASMC have a voting member plus an alternate as backup.	
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		

A. Review EdCAP charter and membership (February)
B. Update on student services program plans
   • VP questions
   • New program plans
C. eLumen demo of program planning (February)
D. ACCJC Annual Report and Institution-Set Standards (March)		

Adjournment		