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*	Jennifer Clark	X
VP of Student Support*	Amanuel Gebru	X
Academic Senate Pres.*	Nenagh Brown	X
Dean members:	Oleg Bespalov	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	X
	Khushnur Dadabhoy	
	Monica Garcia	X
Ass. Students (advisory)	Kris Hotchkiss	X

Position	Name	Present
Department members:		
ACCESS	Silva Arzunyan	X
EATM	Gary Wilson	
Kin/Health/Athletics	Remy McCarthy	
Behavioral Sciences	Chad Basile / Dani Vieira	CB
Business	Josepha Baca	C
Chemistry/Earth Sci	Roger Putnam/Rob Keil	RP
Child Development	Cindy Sheaks-McGowen	
Counseling	Jodi Dickey	
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez	X
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	
Physics/Ast/Engr/CS	Erik Reese	X
Social Sciences	Chris Beam/Hugo Hernandez	
World Languages	Helga Winkler	X
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: January 28, 2020 – draft ACCJC Midterm Report Draft_2020-02-21 ACCJC Midterm Report survey draft_2020-02-12 Student Services suggested new programs for 2020-2021 Program Plan guiding questions for 2020-2021 Moorpark College Decision Making Handbook 2017-2020_EdCAP excerpt	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	• Public Comments: Christina thanked everyone who participated in the data and visit for accreditation for nursing. They received continuing accreditation.	
Approval of minutes: January 28, 2020	• Change minutes title from "Agenda" to "Minutes". Page 3 - revise first bullet point in A. to "Look how Canvas and eLumen interact to help facilitate SLOs."	Silva Arzunyan moved to approve and Howard Davis seconded. Unanimously approved with Helga Winkler abstaining.
PREVIOUS BUSINESS		

A. ACCJC Midterm Report
   a.   Review second draft
 	
   b.   Review second draft of survey
	a. Mary received input from the SLO Committee, EdCAP and other groups that has now been put into the midterm report. Waiting on additional input from the District and information from the annual financial report regarding standards. Oleg will work on putting in our institution-set standards. Report is currently about 70% complete and needs to be done this semester so it can get to the board before summer break. Will be submitted to ACCJC October 15, 2020.
	
	b. Survey will provide additional input that's going to support accreditation by giving insight. There are nine multiple choice questions and one open ended that will be sent out for additional data to be referenced in the midterm report. Survey will be sent out to the whole campus.
	Survey Feedback:
	#2. The new Tableau data dashboards created over the past few years for program planning have improved the college's capacity to make data driven decision making.
	• "…improve the college's capacity for data driven decision	

	making." #3. The cheat sheets provided for program planning have been helpful. (click here to download a copy for reference) • Change cheat sheets to program planning guides. #6. The program planning template has substantially improved since 2016. • Will use "…since the last accreditation visit (2016)." or something similar instead of "2016". • Oleg will change multiple choice responses to Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, N/A or Don't Know. #7. I am generally satisfied with the resources provided on the planning website. (click here to see the planning website) • Call out specific things that have changed since 2016 and ask if they've been helpful. #8. Communications about resource allocation decisions have improved since 2016. • Timeframe will change to "over the last year" instead of "since 2016". • Add "I feel informed about faculty prioritization, classified prioritization, facilities and technology prioritization." • Include an open ended question regarding the resource allocation and how you would improve. #9. The alignment between program planning and the college's strategic plan has improved since 2016. • Change wording so it's clear that program plans call out the college's strategic direction. #1. (open ended) Provide an example of how you have used SLO data to make improvements to a course, program, or service. • This is an optional question to help gather evidence for the midterm report.	

NEW BUSINESS		

B. Update on student services program plans
    a. Guiding questions
    b. New program plans
	a. Mary shared that in the past, program plan questions weren't always known ahead of program plan meetings. Questions were created with too much focus on instruction. Questions need to be broad enough to deal with the whole campus and specific enough to be guiding questions to prepare you for program plan meeting conversations.
	
	Guiding questions feedback:
	#1 Analyze data related to your program; based on this analysis identify possible actions to address this data. To do this:
	    i. Choose at least one metric from the Annual Work Plan within this Strategic Direction that your program will have a direct impact on, and
	        • Metric from Annual Work Plan is referring to five-year goals.
	#2 Describe how your program will contribute to the implementation of Guided Pathways. To do this:
	    • Mary asked if it is okay to ask a Guided Pathways question on the program plan. Erik suggested rewording to "how does your program support or fit into the Guided Pathways framework.
	    • The Spring Strategic Planning Retreat will have an update and refresher to Guided Pathways. There will also be follow up meetings this spring to get everyone on the same page.	

C. Review EdCAP charter and membership
    a. Classified Senate presentation, Gilbert Downs
	a. Gilbert explained that there is no classified representation on the EdCAP Committee besides Kristen who attends as a guest. There are some classified employees who work on program plans and need a better understanding or can give beneficial input. Gilbert is asking for two seats for classified representation. The reps would work in service areas that focus on program plans.
	    • There are somewhere around 10 programs with program plans done by classified staff. Committee agrees membership should be programmatic and not based on whether they are classified or faculty. Need to have a conversation about what a program is.	

	• Nenagh shared the charge of the committee has a planning component and accreditation component. If classified was added, they would have a role in program plans and also address planning and accreditation issues. • Sydney asked if there are any dangers. Mary said she doesn't have concerns but some might be worried the Academic Senate is losing the purity of a faculty membership. Another worry might be that we currently are suggesting having two classified who would be involved but it could change a couple years from now. • Nenagh is suggesting Fiscal and EdCAP have a joint meeting once a year to review all the prioritization recommendations and align the recommendations with the Annual Work Plan/Strategic Plan; this would also increase communication and make it more transparent. Mary explained if EdCAP wants to change its charter and include faculty and classified representation, then a conversation will be had whether EdCAP is comfortable changing from accreditation and determining the process for planning to accreditation and education planning.	
D. For the good of the accreditation and planning order		
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
E. eLumen demo of program planning (March) F. ACCJC Annual Report and Institution-Set (March) Standards (March)		
Adjournment		