# Committee on Accreditation and Planning - Education

Responsible to plan, monitor and evaluate the college-wide educational master planning process:

Annual Program Planning ~ Educational Master Plan ~Accreditation Self-Study Process Implementation

**Minutes**

**August 25, 2015**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** |  | **Coord. & Dept. Chairs** | **Name** | **Present** | **Guests** |
| 2014-2015Ed CAP Co-Chairs | Lisa Putnam |  | ACCESS | Sherry D’Attile |  |  |
| Howard Davis |  | Music/Dance | Robert Salas |  |
| Exec Vice Pres | Lori Bennett |  | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | Nenagh Brown |  | Counseling | Trulie ThompsonLydia Basmajian |  |
| M&O Rep | John Sinutko |  | EOPS |  |  |
| Assoc Students Rep |  |  | Student Activities | Sharon Miller |  |
| Student Service Council Reps. (2) |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | Pat Ewins |  | Accounting / Business | Reet Sumal |  |
| Dean | Amanuel Gebru |  | English/Humanities | Sydney Sims |  |
| Dean | Norm Martin |  | World Languages/ESL | Helga Winkler |  |
| Dean | Inajane Nicklas |  | Library Services | Faten Habib |  |
| Dean | Lisa Putnam |  | Kinesiology/Health Ed | Remy McCarthy |  |
| Dean | Julius Sokenu |  |  |  |  |
| Institutional Researcher | Katherine Saunders |  | CIS/CNSE | Vacant |  |
|  | Visual and Applied Arts | Lydia Etman |  |
| EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences |  |  |
| Health Sciences Coordinator | Carol Higashida |  |
| Chemistry/Earth Science | Rob Keil |  |
| Mathematics | Chris Cole |  |
| Physics/Astronomy/Engineering/CS | Ron Wallingford |  |
| Behavioral Science | Dan Vieira |  |
| Child Development Center |  |  |
| Social Sciences | Lee Ballestero |  |
| Guest | Jesus Vega - Outreach |  |
| Guest | Mary Rees - Academic Senate |  |
|  | Guest |  |  |  |

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| **TODAY’S HANDOUTS** | **Future Fall Meetings and Topics** | **Future Spring Meetings and Topics** |
| April 28, 2015 Minutes for ReviewEdCAP CharterEdCAP 2014-15 Accomplishments EdCAP Goals for 2015-16 DRAFT | 8/25 | Goal Setting & QFE  | 1/26 |  |
| 9/22 | Review Draft of Accreditation Self Evaluation | 2/23 | Evaluate Program Planning Process |
| 10/27 | Review Draft of Accreditation Self Evaluation (continued) | no meeting in March |  |
| 11/24 | Final Read of Accreditation Self Evaluation | 4/26 |  |

Agenda

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| **Item #** | **Agenda Item** | **Discussion Notes** | **Lead By** | **Action / Next Steps** |
| 1 | Welcome! Review Committee Membership for Accuracy |  | Howard & Lisa |  |
| 2 | April 28, 2015 Meeting Minutes for Review and Acceptance |  | Howard Davis |  |
| 3 | EdCAP 2014-15 Accomplishments (for quick review; already approved) |  | Howard Davis |  |
| 4 | Set Goals for 2015-16 |  | Howard Davis |  |
| 5 | Schedule for Reviewing Moorpark College’s Accreditation Self-Evaluation Report Draft |  | Lisa Putnam |  |
| 6 | Program Plan Template* Minor adjustments made to help improve clarity
 |  | Lisa Putnam | Program Plans due 9/15. (Send to Dean/Manager by 9/7) |
| 7 | Quality Focused Essay (QFE) Discussion |  | Lori Bennett |  |
| 8 |  |  |  |  |