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 Ballestero/Susan Kinkella	LB
VP Academic Affairs*	Julius Sokenu	x	Athletics	Remy McCarthy		World Languages/Library	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		Student Success	Jesus Vega	x
Dean	Howard Davis	x	Child Dev	Cindy Sheaks-Mcgown				
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-offcio, non-voting member

Today's Handouts
Goals

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments Approval of minutes: October 2017	Rolland Petrello moved to approve as written, John Loprieno seconded the motion.	All members in favor of the motion. Approved.
NEW BUSINESS		
A. QFE Status Update & Discussion	Carol H. discussed the plan to roll out Action Point, a research software application intended to streamline research processes. One advantage is that you can see Tableau and Trac Dat side by side when doing program planning. Rolland P. asked if viewers can see data of all programs, so they can assess how they compare to others. Carol responded that she was unsure if the program had that functionality. Nathan then asked the group how many look at other program data when they prepare their program plans, and 14 people raised their hands, indicating that they look at other program's data as well. Phil A. suggested that programs need access to inter-related programs, like Math and Physics, to better understand the needs of programs that need their expertise and classes. Nathan added that this will help programs plan for the faculty prioritization conversation. Erik R. advocated that al faculty get access to all Tableau data (not program plan editing abilities – just access to view). Erik also asked for the cleaning up of data because errors this year were significant. Mary R. stated that we need to survey people on issues with Tableau, Trac Dat, etc. As part of the QFE. Reet S. mentioned that it would be nice if the data auto populated the program plan rather than having to copy and paste data like equity, success, etc, data. This would allow for	None at this time

	less time in data copying/entry and more time for analysis and reflection on what the data means.	
	Helga W. stated that it is not always clear what is wanted for data and information to report, thus groups show up unsure of what to provide in the program plans.	
	Nenagh thanked he research team and Carol H. for all the work they have done and continue to do to provide data for program plans, some with short notice.	
	Phil A. asked if CurricuNet (CN) is going away.	
	Julius S. responses that yes, CN is going away and being replaced by Course Leaf in spring 2018 because it is a more robust tool than CN.	
	Rolland P. asked what the timeline would be for replacement, and Julius explained that we will extend CN through spring while we use the semester to roll out Course Leaf (CL), which will take about 6 months.	
	Phil A. asked if people will need training in CL, and Julius responded that yes, we will need CL training at some point.	
	Nenagh B. pointed out that if we had stayed with CN we would need training as well because the new version of CN has changed significantly.	
B. Guided Pathways	Nenagh re-capped the most recent GP group meeting. She reminded us that: - We will advertise for 2 lead faculty for our GP initiative - Academic senate will meet to discuss moving forward - Four Areas of focus for GP exploration are: 1) expand the program mapping across the college, 2) explore applying Metamajors, 3) explore expanding our own GPS program, and 4) explore the role of dual	Encourage faculty to apply to these important positions and encourage faculty and staff to serve on workgroups.

	enrollment with GP. - 4 work groups will be created that will focus on exploring these areas as we work towards applying GP's in the campus. Nenagh encouraged people to get involved in a work group.	
PREVIOUS BUSINESS		
A. PRT Visit & Program Planning	Nathan stated that we are still awaiting the PRT response to their visit, and further discussion will come after we have that response. Julius explained that the PRT committee will return on December 12th and will send notes/recommendations with a menu of proposed options a few days in advance of the meeting beforehand so we can review their recommendations before we meet on DEC 12. The goal for the 12th is to discuss in detail what they recommended, after we have had the opportunity to review the recommendations.	Plan to review the notes from the PRT group when they are provided in the next few days and be prepared to speak to them in detail on DEC 12, 2017.
B. EdCAP goals for 2017-18	Nathan reviewed the tentative goals for Ed Cap. Lee B. asked if we should add "monitor the progress of the QFE" to the goals. The groups agreed that we should do this and Nathan stated that it would be added to the goals list. Sydney S. asked if the "institutional effectiveness" part was too broad for this group to discuss and suggested we change that line to "institution-set standards and institutional-effectiveness." It was also stated that we will add goals to work on an 18-month review for AACSB / follow-up report as part of our on-going accreditation effort. Rolland P. moved to accept the five goals as re-vised. Sydney S. seconded the motion. All members approved the motion.	None

ANNOUNCEMENTS		
NEXT MEETINGS		
January 23rd 2017		
Adjournment		