### EdCAP Committee Minutes 2:30-4pm, January 23, 2018

#### **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	Pres ent	Posit	ion	Name	Present		Position	Name	Present
Co-Chairs	Jennifer Kalfsbeek- Goetz	х	Assoc Rep	ciated Students	Jennifer Pezzuto	х		Media Arts & Comm Studies	Rolland Petrello	х
	Nathan Bowen	х	ACCE	:SS	Silva Arzunyan			Physics/Ast/Engr	Erik Reese	х
VP Academic Affairs*	Julius Sokenu	х	Anim	al Sci/EATM	Cynthia Stringfield			Social Sciences	Lee Ballestero/Susan Kinkella	LB
VP Business Services*	Silvia Barajas		Athle	etics	Remy McCarthy			World Languages/Library	Jerry Mansfield	
VP of Student Support*	Amanuel Gebru	х	Beha	vioral Sci	Dani Vieira			Health Center	Sharon Manakas	х
Academic Senate Pres.	Nenagh Brown	Х	Busin	ness	Reet Sumal	х	Ī	Student Activities	Kristen Robinson	Х
Dean	Howard Davis	Х	Chem	nistry/Earth Sci	Rob Keil	х	Ī	Student Success	Jesus Vega	Х
Dean	Carol Higashida	Х	Child	Dev	Cindy Sheaks-Mcgown	х	Ī			
Dean	Norm Marten	х	Coun	seling	Trulie Thompson	х	Ī			
Dean	Jane Morgan	х	Englis	sh/ESL	Sydney Sims	х	Ī	Guests	Traci Allen	х
Dean	Mary Rees	х	Fine/	Perf Arts	John Loprieno	х	Ī			
Dean	Lisa Putnam		Healt	th Sciences	Christina Lee	х				
Dean	Karen Rothstein	х	Life S	Science	Andrew Kinkella	х				
M&O Representative	John Sinutko		Math	nematics	Phil Abramoff	х				

<sup>\*</sup> Ex-offcio, non-voting member

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AGENDA ITEM	DISCUSSION NOTES	ACTION		
CALL TO ORDER AND READING OF MINUTES				
Call to order; Public comments Approval of minutes: November 2017	Discussion about minute taking. Admins cannot make it to meetings each time. Possibility of student internship minute takers. November 2017 minutes approved, with minor spelling changes. Karen, Cindy, Rob abstaining			
NEW BUSINESS				
A. Role of EdCAP and Strategic Plan	A. Discussion of p. 12 in Strategic Plan Metrics Overview and who is in charge of moving the needle. This was done in small per-table groups.  One workgroup added a column asking how the Strategic Plan overlaps with the four Guided Pathways pillars.	A. EdCAP members are to review pp. 13-25 of the Strategic Plan to see how current perceptions of progress and responsible parties align with the assignments created in the original plan.		
B. Program planning data points needed for 2018-19	B. Discussion of changes to the program planning process and the presentation of data in Viewpoint. It will show narrative text fields side-by-side with program-specific data. Global program-to-program comparisons for 'deep dive' data analysis will still be available through Tableau.  There are more specific instructions guiding the narrative boxes, which data is being requested where.  Mary Rees asked if we could get data from the student perspective. There are whole areas of	B. A small team of faculty will work with IR to run through options and make suggestions for Tracdat / Viewpoint / Tableau improvements so the IR team can begin customizing in prep for the next Program Plan setup rollout.		
	research we could be looking at that help us do such things as scheduling based on knowing where students are within their Ed Plans.	Professional Development Committee will work to		



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	What pieces of information would like to be added now so that the IR team can have time to build in new features? Suggestion to form a small advisory group from faculty to work with what IR at the design phase. (Erik, Rolland, Reet, Rob, Karen, Silva) We need someone from services as the program planning process is quite different. There is a PDF document generated in Sharepoint of program plans. Reet Sumal requested that same kind of PDF to be accessible within Tracdat.  Lee B. asked what kind of Professional Development opportunities would be desirable to bring faculty up to speed with the latest Program Plan entry changes.	offer workshops during April Flex time relevant to new Program Plan format changes.
PREVIOUS BUSINESS		
A. PRT Visit & Program Planning B. Guided Pathways	A. PRT menu of options were presented to the committee, but with little time for discussion. In order to allow sufficient time for substantive discussion, the committee agreed to hold a special meeting the following week.	A. Hold a meeting next week.
	B. Tabled for next meeting.	
ANNOUNCEMENTS		
NEXT MEETINGS		
February 27 <sup>th</sup> 2018		
Adjournment		