**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 2016-17:**

(1) Review updated District Strategic Plan and College Strategic Plan; (2) Continue monitoring accreditation site visit; review visiting team’s report; (3) Examine and monitor ongoing progress in QFE Action Plans; (4) Establish process for monitoring institutional effectiveness goals.

**Membership / Attendance**

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| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Lisa Putnam | X | ACCESS | Sylva Arzunyan |  | Math | Christine Cole | X |
| Lee Ballestero | X | Animal Sci/EATM | B. Woodhouse/C. Stringfield | X | Music/Dance | Brandon Elliott | X |
| Executive Vice President\* | Julius Sokenu | X | Athletics |  |  | Physics/Ast/Engn | Ron Wallingford | X |
| VP Business Services\* | Silvia Barajas | X | Business | Reet Sumal |  | Social Science |  |  |
| VP of Academic Senate\* | Nathan Bowen | X | Behavioral Sci | Danielle Vieira | X | Student Activities | Sharon Miller |  |
| Dean | Howard Davis | X | Chemistry/Earth Sci | Rob Keil |  | Student Success | Jesus Vega | X |
| Dean | Amanuel Gebru | X | Child Dev | Cindy Sheaks-Mcgown |  | ThA/Comm/FTVM |  |  |
| Dean | Jennifer Goetz |  | Counseling | Trulie Thompson | X | Visual & Applied Arts | Erika Lizee |  |
| Dean | Helga Winkler | X | English/ESL | Sydney Sims | X | World Languages | Danielle Kaprelian | X |
| Dean | Norm Marten | X | Health Science | Carol Higashida | X | **Guests** |  |  |
| Dean | Jane Morgan | X | Health Center | Sharon Manakas |  | Nenagh BrownEric ReesGerry Zucca |
| Dean | Mary Rees | X | Kinesiology/HED | Remy McCarthy | X |
| M&O Representative | John Sinutko |  | Life Science | Andrew Kinkella |  |
| Associated Students Rep | Mersedeh Kolyaei |  | Library | Faten Habib/Danielle Kaprelian | X |

\* Ex-offcio, non-voting member

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| **Today’s Handouts** |
| ACCJC Statement of Accreditation; 2017 ACCJC Annual Report Draft; 2016 Program Plan Status Report |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public commentsApproval of minutes: February 2017  |  | Motion to approve minutes:1st-Howard2nd-CarolAbstentions: Cynthia S., Brandon, Trulie, Julius |
| **PREVIOUS BUSINESS** |  |  |
| 1. EdCAP Charter and Committee Representation for inclusion in the *2017 Making Decisions at Moorpark College*
2. Moorpark College’s Accreditation AffirmationACCJC Statement of Accreditation
3. ACCJC Annual Report

-- Review of 2017 Report Elements (Handout) (Institutional-Set Standards, Curriculum, and SLOs) | 1. Workgroup that was charged with examining the charter looked at other campuses to see how they handled planning. Based on comments and feedback from the committee the decision was made to not make any changes to the charter for the committee this year and revisit major changes to the charter next year after sufficient research.
2. Statement of Accreditation has been received and is posted to Accreditation Web Page: <http://www.moorparkcollege.edu/college-information/accreditation>
3. Committee reviewed the ACCJC annual report before its submission to the agency. The committee reviewed the institution-set standards again and agreed to keep the standards the same this year and revisit the standards during the next three-year cycle (2017-2020).
 | 1 abstention-Sydney |
| **NEW BUSINESS** |  |  |
| 1. 2016 Program Plan Status Report (Handout)
2. Program Planning Process Review and Evaluation
* F-CAP/T-CAP Feedback
* Update on Software Upgrade
1. Quality Focused Essay (QFE) Status and Next Steps
* Creation of Bird’s-Eye-View of “Due Dates” for all plans, requests/submissions and different local and State reports
 | 1. The EVP presented his report on the status of the program plans. Thirty-four programs had ‘no action needed’ and thiry-three programs had ‘Strengthen the program’. There were no programs in the ‘Reduce the program’ or ‘Review for Discontinuance’. The point was made that ‘strengthen the program’ means that a program needs resources, not that the program is in trouble or shrinking.
2. Program Planning Process Review and Evaluation. Members of F/T CAP attend the meeting and gave feedback on changes to the TracDat form that would make the allocation process more efficient.

-One concern was that some things are falling through the cracks.-Clarified that only new item requests should be on the program plan—not continuing/already funded line items.-Additional items that were recommended to be added from F/T CAP:* One category to be titled ‘Resource Requested and Justification’
* ‘Contact person’ should be a mandatory category that needs to be completed
* ‘Drop Down Menu’ to select Funding type
* ‘Drop Down Menu’ to select Category (e.g. Facilities, Technology, Tech Refresh…) This ‘Drop Down’ menu should also let you select multiple categories as a technology request can have facilities ramifications
* TracDat should allow you to upload attachments that the reviewer can open up and read
* Add a category that allows the user to note if an item has been completed and does not need to be carried forward as the results of receiving the items have already been document for accreditation purposes
* A mechanism to filter out on-going expenses from those items that are forwarded to F/T CAP
* Remove ‘Completed Items’
* Create some way for people to upload documents or pictures and for the committees to know there are documents they need to review for that request.
* Make a way for people to know where to look for allocation requests.
1. QFE discussion—tabled to next meeting
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| **ANNOUNCEMENTS** |  |  |
|  | Optical Technology was officially approved by the state today. Congratulations and thanks to Carol H. for her work on starting this program. |  |
| **NEXT MEETINGS** |  |  |
| April 25, 2017 2:30pm |  |  |
| **Adjournment** |  |  |