**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 2017-18 (still yet to discuss goals for 2018-19):**

(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**

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| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Jennifer Kalfsbeek-Goetz | x | Associated Students Rep |  |  | Media Arts & Comm Studies | Rolland Petrello | x |
| Nathan Bowen | x | ACCESS | Silva Arzunyan | x | Physics/Ast/Engn | Erik Reese | x |
| VP Academic Affairs\* | Julius Sokenu | x | Animal Sci/EATM | Cynthia Stringfield |  | Social Sciences | Lee Ballestero | x |
| VP Business Services\* | Silvia Barajas |  | Athletics | Remy McCarthy | x | World Languages/Library | Jerry Mansfield |  |
| VP of Student Support\* | Amanuel Gebru | x | Behavioral Sci | Dani Vieira | x | Health Center | Sharon Manakas | x |
| Academic Senate Pres. | Nenagh Brown | x | Business | Reet Sumal | x | Student Activities | Kristen Robinson | x |
| Dean | Oleg Bespalov | x | Chemistry/Earth Sci | Rob Keil | x | Student Success | Jesus Vega |  |
| Dean | Howard Davis | x | Child Dev | Cindy Sheaks-Mcgown | x |  |  |  |
| Dean | Carol Higashida | x | Counseling | Traci Allen | x |  |  |  |
| Dean | Jane Morgan | x | English/ESL | Sydney Sims | x | **Guests** |  |  |
| Dean | Lisa Putnam | x | Fine/Perf Arts | John Loprieno | x | Patty Colman |
| Dean | Mary Rees | x | Health Sciences | Christina Lee | x |
| Dean | Karen Rothstein | x | Life Science | Andrew Kinkella |  |
| M&O Representative | John Sinutko | x | Mathematics | Phil Abramoff | x |

\* Ex-offcio, non-voting member

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| **Today’s Handouts** |
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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public commentsApproval of minutes: April 24, 2018 |  | minutes approved with Silva, Remy, Reet, & Oleg abstaining |
| **NEW BUSINESS** |  |  |
| 1. Goals and Accomplishments (10m)
2. Program Planning Recap (~10m)
3. Program Planning Comparison Meetings (15m)
4. Calendar Compilation of Key Dates and Cycles (10m)
5. Strategic Plan (5m)
6. Education Master Plan (15m)
 | 1. Goals from 2017/18 reviewed from minutes
2. Comments based on Program Plan (PP) recap:
	1. Phil: will PPs be read at level above dean if not ‘opting in’? Nenagh: I will be reading every single PP as a matter of advocacy and interest from the faculty perspective.
	2. Karen: I don’t want my areas to get dinged because it doesn’t look the way it always looked.
	3. Julius: What matters to this program in relation to the Strategic Plan? If you choose retention, tie that to resource requests, to faculty requests) the goal is to make sure we focus on what outcomes we want to accomplish. Ultimately, the purpose of the PP is to facilitate discussion.
	4. Phil: do you reserve the right to opt a program in on the Exec? (Yes)
	5. September 17th is deadline at 5pm for PPs.
	6. Please forward ‘opt in’ emails to program leads.
3. Like-minded overlap of PP review/comparison - What should it look like?
	1. not necessarily within division, if overlap is out of division
	2. inside division meetings, perhaps rotating through each program for each meeting
	3. initiative-driven – programs coupled together who select certain parts of strategic plan, perhaps meeting in EdCAP?
	4. one-size fits all approach may not work – why not do all of these things for the sake creating space for good ideas and synergy
4. Calendar workgroup created (perhaps a one-page doc?)
5. Document presented and needs review before a recommending vote. Question: are these supplemental initiatives/plans in addition to efforts/initiatives that come from the PP level ()
6. ‘Minimum viable product’
	1. Friday mornings 9-11am. Is this a time slot that will attract most people to come? Would Thursday afternoon be a better time slot? Most responded that Thursday afternoons are better
	2. Comment: is there a deadline by which we have this done? Implemented July 1, 2019. I would love to be a part of this, but we have tighter deadlines. Done and put together by early Spring semester. Tenure review committee meetings are taking place in September. Can we delay it a couple of weeks? September 21st?
	3. It’d be really nice for there to be broad community input. It takes a while for input to be solicited. Answer: have ‘internal’ conversation to setup framework to engage people, then add to framework.
 | 1. Goals/accomplishments ratified with Silva abstaining
2. any program ‘opting in’ to meet with Exec (VPs and Academic Senate Pres.) must do so in writing by September 15th
3. none taken. Enthusiasm expressed for this kind of engagement across disciplines.
4. Nathan and Jane volunteering to formulate a calendar and will present it to EdCAP
5. It was decided that everyone needs time to review this document before recommending it to ASC for approval; tabled by Phil, seconded by Silva;
6. Doodle poll will be sent to key in on a first date to meet. Current proposal is 4-6pm 9/20 or 4-6pm 9/27
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| **PREVIOUS BUSINESS** |  |  |
| 1. Program Plan Review final report
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| **ANNOUNCEMENTS** |  |  |
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| **NEXT MEETINGS (Items)** |  |  |
| 1. QFE
2. Mission, vision, values of College
3. 2018-19 Goals and 2018 evaluations
4. ACCJC Midterm Report
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| **Adjournment** |  |  |