**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 2018-19:**

**TBD**

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 | Associated Students Rep |  |  | Media Arts & Comm Studies | Rolland Petrello | x |
| Nathan Bowen | x | ACCESS | Silva Arzunyan |  | Physics/Ast/Engn | Erik Reese | x |
| VP Academic Affairs\* | Julius Sokenu |  | Animal Sci/EATM | Cynthia Stringfield |  | Social Sciences | Lee Ballestero |  |
| VP Business Services\* | Silvia Barajas |  | Athletics | Remy McCarthy |  | World Languages/Library | Jerry Mansfield | x |
| VP of Student Support\* | Amanuel Gebru | x | Behavioral Sci | Dani Vieira | x | Health Center | Sharon Manakas |  |
| Academic Senate Pres. | Nenagh Brown | x | Business | Reet Sumal |  | 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 |  | Counseling | Trulie Thompson |  |  |  |  |
| Dean | Jane Morgan |  | English/ESL | Sydney Sims | x | **Guests** |  |  |
| Dean | Lisa Putnam |  | Fine/Perf Arts | John Loprieno |  | Roger |
| Dean | Mary Rees | x | Health Sciences | Christina Lee |  |
| Dean | Karen Rothstein | x | Life Science | Andrew Kinkella |  |
| M&O Representative | John Sinutko |  | Mathematics | Phil Abramoff | x |

\* Ex-offcio, non-voting member

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| **Today’s Handouts** |
| Goals |

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |  |
| Call to order; Public commentsApproval of minutes: October 23rd | Approved, Cynthia abstaining |  |
| **NEW BUSINESS** |  |  |
| 1. Workgroup for QFE, Project 2, Step 1
2. Educational Master Plan Brainstorming Session 3
 | 1. A workgroup will be formed including non-instructional service groups to discuss how the Program Planning process can be adapted for these services and programs, with questions and metrics not necessarily assuming a classroom setting.
2. Tabled for January meeting. I lieu of this allotted space, Oleg prepared a progress report for the IE plan that was submitted as part of the Institutional Effectiveness Partnership Initiative (IEPI).
	1. Feedback: for item b in action steps and progress, EdCAP ultimately decided not to change its charter drastically.
 | A. non-instructional services / program planning meeting to take place in January, with follow-up meeting TBD |
| **PREVIOUS BUSINESS** |  |  |
| 1. 2018-19 Goals
 | 1. With goals collated from the previous meeting, these were discussed and ratified.
2. A tentative calendar for the remainder of the year was presented to indicate a rough timeline for accomplishing these goals. Most notably, EdCAP will not have a ‘4th Tuesday’ meeting time in March, but will need to convene for the purposes of finalizing the Ed Master Plan prior to the April 5th strategic planning retreat. Hence we will meet March 19th as a joint meeting with Academic Senate.
 | A. 2018-19 Goals ratified by committee |
| **ANNOUNCEMENTS** |  |  |
|  |  |  |
| **NEXT MEETINGS (Items)** |  |  |
| 1. QFE: IE response to Action Project 1
2. Program Plan process from the input side (tweaks to software)
3. Program Planning for ‘off years’ within Divisions
4. ACCJC “101” – review of ACCJC updates, key dates and cycles

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| **Adjournment** |  |  |