***Committee on Accreditation and Planning - Education***

*Responsible to plan, monitor and evaluate the college-wide educational master planning process:*

*Annual Program Planning ~ Educational Master Plan ~Accreditation Self-Study Process Implementation*

**Minutes**

**January 27, 2015**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** | **Guests** |
| 2014-2015Ed CAP Co-Chairs | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | *Please sign in:**Jesus Vega-Outreach**Iris Ingram* |
| Lee Ballestero | X | Music/Dance | Robert Salas | X |
| Exec Vice Pres | Lori Bennett | X | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Lydia BasmajianLydia BasmajianLydia Basmajian | X |
| M&O Rep | John Sinutko |  | EOPS | Herbert English | X |
| Assoc Students Rep | Christine Anderson |  | Student Activities | Sharon Miller |  |
| Student Service Council Reps. (2) |  |  | Student Health Ctr Coordinator | Sharon Manakas | X |
|  |
| Dean | Pat Ewins |  | Accounting / Business | Reet Sumal | X |
| Dean | Amanuel Gebru | X | English/Humanities | Sydney Sims | X |
| Dean | Kim Hoffmans | X | World Languages/ESL | Helga Winkler |  |
| Dean | Inajane Nicklas | X | Library Services | Faten Habib | X |
| Dean | Lisa Putnam |  | Kinesiology/Health Ed | Remy McCarthy | X |
| Dean | Julius Sokenu |  |  |  |  |
| Institutional Researcher | Pamela Yeagley |  | Computer Science/CNSE | Martin Chetlen |  |
|  | Visual and Applied Arts | Lydia Etman | X |
| EATM/Animal Sciences | Cynthia Stringfield | X |
| Life Sciences | Norm Marten |  |
| Health Sciences Coordinator | Carol Higashida | X |
| Chemistry/Earth Science | Rob Keil | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Ron Wallingford | X |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch |  |
| Social Sciences | Jack Miller | X |
| Guest | Mary Rees | X |

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| **TODAY’S HANDOUTS**  | **Meeting Calendar 14 - 15****4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 14 - 15****4th Tuesday 2:30 in CCCR** | **Topic** |
|  | ~~Aug. 26, 2014~~ | TracDat training | ~~Jan. 27, 2015~~ | Evaluation of Program Plan |
| Minutes, Goals, Timeline | ~~Sept. 23, 2014~~ | Validation of gap analysis | Feb. 24, 2015 | Continue workgroups |
|  | ~~Oct. 28, 2014~~ | Update on revised standards | Mar. 24, 2015 | Continue workgroups |
|  | ~~Nov. 25, 2014~~ | Educational Master Plan | Apr. 28, 2015 | Finish all evidence gathering |

**Agenda**

1. Welcome Committee Members – Please sign in. Any new members please see the co-chairs so your name can be added to the list.
2. Review of Minutes for Oct. 28, 2014
	* Discussion: to approve minutes as amended. Motion: Moved by Sydney Sims and seconded by Dan Vieira. The minutes were approved unanimously, with no abstentions.
3. Program plan process evaluation (Lee)
	* Comments/feedback/improvements?
		+ Currently program plan reviews occur every year, for every program. Each program is allotted ½ hour to meet with Lori Bennett (EVP), VP Business Services, deans, department chairs etc. which is not enough to review in depth. Suggestions: \*It would be more effective to only meet with half the programs every other, or every 3 years. This would allow time for a more detailed review. \*Programs can be reviewed by grouping similar disciplines together. \*Existing process will continue for this year, then may be reviewed for future changes.
	* Feedback on ‘closing the loop’ between resource requests, meeting goals and SLOs
		+ Thank you to FRAWG and TRAWG, and Iris Ingram for the online feedback loop on resources.
4. Program plan summary report (Lori)
* In progress of completing the report – 64 reviewed programs, 50 required no action, 14 needed to strengthen the program, 0 were recommended to be discontinued.
1. Gap Analysis (Lori)
	* Next steps
		+ Lori presented the first draft, with completed items highlighted in yellow. She will be sending this electronically. 40 gaps were identified. Input was summarized on the document by solutions, responsible individuals/groups, the timeline, status, and any evidence that exists. Please send feedback to Lori Bennett as soon as possible.
2. Updates on workgroups
	* Membership and identification of co-chairs
		+ A request was made to identify the co-chairs, as some groups have not detailed that information. New committee members would be an asset to the group, but please stay on your current committee, if possible.
	* Problems/issues?
		+ Lee Ballestero will be writing the self-study, beginning this summer. A consistent way of presenting the evidence to Lee would make her job much easier. A template will be forthcoming.
	* Examples of workgroup evidence gathering, reporting and organization (Inajane)
		+ Inajane Nicklas presented a potential way of organizing the evidence gathered. A handout was provided and a visual example was projected. Everyone agreed that a system is needed, however, the probing questions may be changing, so it may be best to wait on that decision.

Announcements:

* At the February meeting please be prepared to give status report
* Flash drives with all evidence gathered and tables completed due at the March EdCap meeting

8. Meeting adjourned at 4:00PM.