***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**

**March 24, 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:* |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| Exec Vice Pres | Lori Bennett |  | 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 |  |
| 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 | Vacant |  | Computer Information Sys./CNSE | Vacant |  |
|  | Visual and Applied Arts | Lydia Etman | X |
| EATM/Animal Sciences | Cynthia Stringfield |  |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Chemistry/Earth Science | Rob Keil | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering/CS | Ron Wallingford | X |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch |  |
| Social Sciences | Jack Miller | X |
| Guest | Mary Rees |  |

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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 Feb. 24, 2015
	* Discussion: to approve minutes as amended. Motion: Moved by Nenagh Brown and seconded by Sharon Manakas. The minutes were approved unanimously, with no abstentions.
3. College Recommendations
* Four recommendations were given by the accrediting body, which Moorpark College needs to respond to. Committee members split into workgroups, each addressing one recommendation. Workgroups turned in suggestions for evidence (see attachment).
1. Collect flash drives/problems/questions
* Workgroups were thanked for all their efforts in compiling data in each standard area. If workgroups were not finished with data collection, an extension was granted until the final committee meeting on 4/28/15.
1. Role of workgroups next year – Workgroups will reconvene to review the self-study and discuss any new AJCC probing questions.
	* Reading self-study
	* Collecting evidence for the new standards/current examples (if needed)
2. Last meeting: review this year’s goals and set next year’s
* Goals and accomplishments will be reviewed during the last meeting for this academic year.

\*\* A draft of the VCCCD Mission statement was distributed and a request was made for feedback to be emailed to Lori Bennett.

5. Meeting adjourned at 3:43.