***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**

**Sept. 23, 2014**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2012-2013Ed CAP Co-Chairs | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InMary Rees |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| Exec Vice Pres | Lori Bennett |  | Theatre/Comm Studies | Jill McCall | X |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Lydia BasmajianLydia BasmajianLydia Basmajian | X |
| M&O Rep | John Sinutko |  | EOPS | Herbert English |  |
| Assoc Students Rep | Melvin Kim | X | 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 |  | English/Humanities | Sydney Sims | X |
| Dean | Kim Hoffmans | X | World Languages/ESL | Helga Winkler |  |
| Dean | Inajane Nicklas | X | Library Services | Faten Habib |  |
| Dean | Lisa Putnam | X | Kinesiology/Health Ed | Remy McCarthy | X |
| Dean | Julius Sokenu | X |  |  |  |
| Institutional Researcher | Pamela Yeagley | X | Computer Science/CNSE | Martin Chetlen | X |
|  | Visual and Applied Arts | Lydia Etman | X |
| EATM/Animal Sciences | Cynthia Stringfield | X |
| Life Sciences | Norm Marten | X |
| 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 | X |
| 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 April 22, 2014
* Discussion: to approve the minutes as amended. Motion:Nenagh Brown moved and Ron Wallingford seconded the April minutes which were approved unanimously.
1. Discuss goals for the AY 2014-15
	* Handout
	* Suggestions for new goals and changes:
		+ Change #1 to Validate gap analysis, gather evidence, and complete Table for Evaluating ACCJC Standards
		+ Remove #3 about Student Success Scorecard
		+ Review and possibly make recommendations regarding college assessment processes
		+ Review and possibly make recommendations for the Master Planning Process
2. Timeline for the AY 2014-15
	* Handout
		+ Suggestions were made to make sure the wording was consistent throughout
3. Validation of Gap Analysis
	* Groupwork
	* Handout

5. Meeting adjourned at \_\_\_ PM