***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 05-08 ~Accreditation Self-Study Process Implementation*

**Minutes**

**September 27, 2011**

**2:30 PM – 4:00 PM, CCCR**

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| **Standing Members** | **Campus Community** |
| **Position** | **Name** | **Present** | **Deans** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2011-2012ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins |  | ACCESS | Sherry D’Attile | X | **Welcome!**Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| 2012-2013ED CAP Co-Chair s |  |  | Theatre/Comm Studies | John Loprieno |  |
|  |  | Counseling | Corey Wendt | X |
| Exec Vice Pres | *vacant* |  | EOPS | Cesar Flores | X |
| Acad Senate Rep | Nenagh Brown |  | Student Activities | Sharon Miller | X |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas | X |
| Student Service Council Reps. (2) | Richard Torres |  | Inajane Nicklas | X | CIS | Mary Mills | X |
| Kathy Colborn |  | English/Humanities | Sydney Sims | X |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett |  |
| Inst Research | Lisa Putnam |  | Library Services | Faten Habib | X |
| Assoc Students Rep | JT Mendoza Hannah Coyle | XX | Julius Sokenu | X | Child Dev Ctr Coordinator | Cara Dallamora Celniker |  |
| Digital and Media Arts | Joanna Miller | X |
|  | Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett |  | Athletics | Cherisse Sherman  | X |
| Behavioral Science | Cynthia Barnett | X |
| Business | Tim Weaver | X |
| History/Institutions | Ranford Hopkins | X |
| Kinesiology/Health | Del Parker | X |

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| **TODAY’S HANDOUTS**  | **Meeting Calendar 09 - 10****4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 09 - 10****4th Tuesday 2:30 in CCCR** | **Topic** |
| Program Plan Timeline | ~~Sept. 27, 2011~~ | Goals, timelines | Jan. 24, 2012 |  |
| Template Modifications | Oct. 25, 2011 |  | Feb. 28, 2012 |  |
| Agendas and Recommendations Spreadsheet | Nov. 22, 2011 |  | Mar. 27, 2012 |  |
|  |  |  | Apr. 24, 2012 | Goals |

**Minutes**

1. Welcome Committee Members – Please sign in and let Lisa Miller and/or Lee Ballestero know about any updates to representatives.

2. Review of Minutes from April 26, 2011

Discussion: No discussion

Moved to approve: Mary Mills; second: JT Mendoza; All in favor – no objections

3. Committee Goals 2011-2012

* Review and revise the program plan evaluation process and timeline
* Raise faculty, staff and student awareness of accreditation mid-term report timeline
* Monthly reporting on Planning Agenda and Recommendations progress

Discussion: The Program Review project discussed extensively last year is currently on hold. We are awaiting an EVP and the completion of the program discontinuance policy at local and district level.

4. Program Planning Update

* For 2011-2012 plans Sept. 15 was the final due date for revisions.
* A new timeline is proposed in the draft Making Decisions document (MyVCCCD, Campus Announcements, at the bottom of the announcements list)
* Review the timeline handout for the 2012-2013 plans which is based on the changes in the Making Decisions Document. One significant difference is that March will become the period for revisions. Please see updated Making Decision document which is pending input from the College on MyVCCCD, bottom of the announcements. This new timeline would allow up-to-date fiscal year data. The final submission would be submitted in September of the year being planned. For programs asking for faculty and resources, this would reflect requests going to recommending committees for the same year. The recommendation would then be acted upon later in the year or the next fiscal year. Programs would still have access to the template in January, in order to work on the program plan in Spring prior to leaving for summer. Final submission would formally be Sept. 15.
* Accreditation planning agendas include suggested program plan template modificiations. We will wait until the discontinuance process is in place prior to making these adjustments, so we can do them all at once rather than having numerous revisions.

5. Accreditation Planning Agendas and Recommendations Progress

* The Midterm report is due to ACCJC by Oct. 15, 2013. Therefore, Board approval must be complete by Sept. Working back, our midterm report must be written by May 2013.
* The College President has charged ED CAP with tracking College progress on the Planning Agendas from the self-study and the accrediting commissions’ recommendations. The President has requested a spreadsheet be used to track this work. The spreadsheet can be found on the public website at: <http://www.moorparkcollege.edu/departments/administrative/presidents_office/public_meetings/edcap/meetings.shtml> or on MC Share at: MCSHARE > Document Center > Documents > Governance and Organizational Groups > Governance Groups > Standing Committees > Education CAP > Ed CAP Minutes 2011 – 2012. Please review the spreadsheet and agendas to see if you, your department, or a committee you work on has agendas to complete. Please send any updates on progress made on the agendas to the Ed CAP co-chairs or enter them into the spreadsheet on MCShare.
	+ Discussion and questions: How are outcomes measured for GE? Curriculum committee will be holding a town hall to discuss this. For GE committee questions, please contact Mary Rees. What about CR1, institutional outcomes? The Office of the President will be reporting out on institutional outcomes and effectiveness. NB: The outcomes related agendas and recommendations are on a short time line. It is important to meet the required Sustainable Continuous Quality Improvement level in SLOs by 2012 to meet the ACCJC’s accreditation standard.

6. Announcements: None.

7. Meeting adjourned at 3:25 PM.