***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 28, 2010**

**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** |  |
| 2009-2011ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins | X | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InLee BallesteroKaren DuBoisRay ZhangAshley ChelonisMargaret Tennent on behalf of Cynthia Barnett |
| Corey Wendt | X | Music/Dance | Robert Salas | X |
| 2011-2013ED CAP Co-Chair s | Lori Bennett | X | Theatre/Comm Studies | John Loprieno | X |
|  |  | Counseling | Traci Allen | X |
| Exec Vice Pres | Ed Knudson |  | EOPS | Paul Pagson |  |
| Acad Senate Rep | Riley Dwyer | X | Student Activities | Sharon Miller | X |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas |  |
| Student Service Council Reps. (2) | Richard Torres | X | Inajane Nicklas | X | CIS | Mary Mills | X |
| Kathy Colborn | X | English/Humanities | Sydney Sims |  |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett | X |
| Inst Research | Lisa Putnam |  | Library Services | Faten Habib | X |
| Assoc Students Rep | Tiffany UichankoArshia MalekzadehShanna HolakoJeremy Stone | XX | Julius Sokenu | X | Child Dev Ctr Coordinator | Cynthia Sheaks-McGowan |  |
| Digital and Media Arts | Steve Callis |  |
| Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse |  |
|  | Life Sciences | Norm Martin | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke/ Robert Keil | X |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett | X | Athletics | Howard Davis  |  |
| Behavioral Science | Cynthia Barnett |  |
| Business | Tim Weaver |  |
| History/Institutions | Ranford Hopkins | X |
| Physical Ed/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** |
| Minutes from August 24, 2010 Meeting | ~~August 24, 2009~~ | Goals | January 25, 2010 |  |
| Summary of Discussion Comments | ~~September 28, 2009~~ | Program Plan Revise Due | February 22, 2010 |  |
| 2011-2012 Program Plan Timeline -electronic | October 12, 2009 |  | March 22, 2010 |  |
| Memorandum from Office of Student Learning | November 23, 2009 |  | April 26, 2010 | Goals |

**Agenda**

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

2. Review of Minutes for August 24, 2010

Discussion: typos on 5, bullet 2 (please) & 3 bullet 3 (debrief). Incomplete sentence 6 bullet 1 (removed incomplete sentence).

3. Program Plans

* 2010-2011 Plans finalized today – A report from the EVP is submitted to EdCAP, see the memorandum handout. The numbers are the same as reported by Lisa Putnam last time. The programs rated pay attention are mostly categorical programs which had funding cuts. There was a question about which 2 programs are growing. It was determined that Environmental Science (due to the new solar tech classes) and Facilities (due to the new buildings) were the only two which received this rating.
* The 2011-2012 Program Plan Timeline was presented. Several errors were caught by the committee: 1. update to reflect new status categories in the March/April 2011 box to “growing, stable, stable but impacted, or pay attention” 2. change incorrect year in the August/September 2011 box, last line. It was proposed that the due date for final revisions in the August/Sept 2011 box be moved 2 weeks earlier in order to push up the prioritization processes for hiring. Although we have to wait for the whole district to open up new positions, the sooner all three campuses complete the process, the sooner positions can be opened. Riley Dwyer will investigate how the district process time line would fit into this.
* Program Plan Template – Curriculum Committee has requested adding a curriculum cycle report. Lisa Putnam suggests adding a small box for programs to comment on whether their CORs have been reviewed or when they will be. There was a suggestion to only put this box in program plans which have CORs and send it out for programs to put in themselves, so they do not have to re-type the whole plan over again.

4. Program Plan Peer Review

* Summary of the discussion held in groups about the Peer Program Review white paper – The comments generated last meeting were summarized as a list organized by themes. The whole committee reviewed these and discussed:
	+ What we do now is a program report rather than review.
	+ Program review includes an anylsis of the program mission, resource needs, who is being served and how does this serve the institution.
	+ Currently a variety of committees review the program plans for resource prioritization, but it is not always communicated back to the program.
	+ Major concerns include how the review would be used and how much time is involved.
	+ A key question is how much power would this group have? If they have power to recommend or make decisions, it would be worth time to invest in this process.
	+ We have the opportunity to craft a model based on what we said we liked and see if we could address the concerns.
* Next step: a small task force consisting of Lori Bennett, Margaret Tennent, Clint Harper, Lee Ballestero, Richard Torres, and Darlene Melby will review the issues and concerns, investigate how other colleges do this, and develop recommendations to bring a report to Ed CAP in November. Any others interested in joining this team, please contact Lori Bennett.

5. Meeting Schedule

* Accreditation visiting team schedule is still tentative, possible room conflict with Oct. 12 Ed CAP meeting, invitations will be sent out through Outlook to committee member calendars.
* Accreditation update from Lisa P. – thank you all for responding to urgent requests for documentation, she is copying 300 pieces of evidence today.

6. ED CAP – Ad Hoc Subcommittee Reports

* Alternative Delivery – Lee Ballestero/Lisa Miller – The AD committee ran a short survey about waitlisted student access to courses to all faculty using D2L and found that faculty favored giving waitlisted students access to all course material in D2L, not just the homepage. They forwarded this recommendation to ATAC which has implemented it as of the late start classes this fall. This means online course instructors need to watch their rosters because waitlist students will have access until the last day to add, at which point they will loose access to the course if they have not processed their add. The AD committee is organizing DE coffee breaks which will highlight different online teaching resources or skills each month. Eventually we hope to make these sharing sessions twice per month.
* Basic Skills – Chris Cole/Inajane Nicklas – The committee is preparing for their October report to Ed CAP about their pilot. They set goals for the coming year, including maintaining the pilot program, analyze students’ greatest weaknesses and providing interventions for those weaknesses (such as flagging students repeatedly failing a developmental class and providing guidance), and researching motivational learning strategies/lessons and developing an online listing of these strategies.
* Moorpark College Marketplace Collaborative – Karen DuBois/Julius Sokenu – There will be a CTE town hall meeting to bring the programs together to share practices and ideas for recruitement, Oct. 22. The idea is to figure out where we go from here and what the state of career programs on this campus is. There is $24,000 for professional development in the CTE Perkins Grant. The MCMC subcommittee receives and reviews requests for this funding. The subcommittee will send out the Advisory Committee Meeting Agenda Template to CTE programs, please send any comments for improvements to the template to Julius Sokenu.

7. Meeting adjourned at 3:45 PM