***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**

**February 22, 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** |  |
| 2009-2011  ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins | X | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In  Karen DuBois |
| Corey Wendt | X | Music/Dance | Robert Salas | X |
| 2011-2013  ED CAP Co-Chair s | Lori Bennett | X | Theatre/Comm Studies | John Loprieno | X |
| Lee Ballestero | X | Counseling | Traci Allen | X |
| Exec Vice Pres | Ed Knudson | X | EOPS | Paul Pagson | X |
| Acad Senate Rep | Riley Dwyer | X | Student Activities | Sharon Miller | X |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas | X |
| Student Service Council Reps. (2) | Richard Torres | X | Inajane Nicklas |  | CIS | Mary Mills | X |
| Kathy Colborn |  | English/Humanities | Sydney Sims |  |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett |  |
| Inst Research | Lisa Putnam | X | Library Services | Mary LaBarge | X |
| Assoc Students Rep | Tiffany Uichano  Bryan Polmero | X  X | Julius Sokenu |  | Child Dev Ctr Coordinator | Cynthia Sheaks-McGowan |  |
| Digital and Media Arts | Steve Callis | X |
|  | | | Visual and Applied Arts | Tim Stewart | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | John Baker |  |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Deanna Franke | X |
| Computer Science/CNSE | Martin Chetlen | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett | X | Athletics | Howard Davis |  |
| Behavioral Science | Cynthia Barnett | X |
| Business | Tim Weaver |  |
| History/Institutions | Lee Ballestero | X |
| Physical Ed/Health | Del Parker |  |

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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 Sept. 28, 2010 Meeting | ~~August 24, 2010~~ | Goals | ~~January 25, 2011~~ |  |
| 2011-2012 Program Plan Timeline -electronic | ~~September 28, 2010~~ | Program Plan Revise Due | ~~February 22, 2011~~ |  |
| 2011-2012 Program Plan Template – electronic | ~~October 12, 2010~~ | Basic Skills Pilot Study | March 22, 2011 |  |
|  | ~~November 23, 2010~~ | 2011-2012 Program Plans | April 26, 2011 | 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 Jan. 25, 2010

Discussion: It was duly noted that the person who took the minutes has lamentable spelling and really should turn on that spell-check feature:

Spelling errors in science, interested, review, institution & programs

“Y’all Come” not Ye, as if we lived in the middle ages…

Website –www.moorparkcollege.edu.

Title should be “Minutes” (not agenda)

3. Accreditation Evaluation Report

Letter available at: <http://www.moorparkcollege.edu/assets/pdf/president/MC%20Letter%20from%20ACCJC%20to%20Reaffirm%20Accreditation%2031JAN11.pdf>

Full report available at: <http://www.moorparkcollege.edu/assets/pdf/president/MC%20Evaluation%20Team%20Report%20Final%2022NOV2010.pdf>

The District recommendations must be addressed by October 15 this year. The District is formulating teams now.

The College recommendations must be reported as completed by October 2012 in midterm report (third year or October 2013).

The list of planning agendas we created in the self study must be addressed by October 2013.

A timeline for writing the midterm report and accomplishing our recommendations and planning agendas will be drafted by next meeting.

4. Alternative Delivery Ad Hoc Subcommittee – revised “Guidelines and Procedures” best practices in distance education document

Please see the handout on the public meetings website: <http://www.moorparkcollege.edu/departments/administrative/presidents_office/public_meetings/edcap/meetings.shtml>

Question about page 4 to 6 – What is meant by prolonged absence and weekends? Do instructors have to tell the students and dean that they are going to not answer email on the weekend? That is not the intent. The intent is that instructors give students a usual timeframe for replying to email in their syllabus and that if they must deviate from that timeline, they inform the students and/or division.

Please send questions, concerns, corrections to Lisa Miller or Martin Chetlen.

Second reading will be at March Ed CAP meeting with the intent of forwarding this document to Senate after the March meeting.

5. Program Review Sub-Committee report

Recap: The program planning process is an annual process. The idea is not to change this but to have a peer review every 3 years. There would be no new form. The planning pieces of the form may have to be increased. Currently, each program presents to the VPs each year. The peer review would close the feedback loop to get feedback from a broader audience and report out on the resources received. The yearly activity would be an update, not a full rewrite. The full rewrite would occur every 3 years instead.

Discussion:

* The peer review will happen every three years, but resource allocation through the various committees (technology, facilities, classified staff and full-time faculty) will be every year following the current method.
* Division of “faculty” vs. “student services” – the student services faculty may be either faculty or student service representatives. Point of clarification – should classroom faculty be deliberately specified in particular committees.
* Each program would have a different committee. The committee would be organized by the Ed CAP member, but would be open to members across campus. No double counting of the Ed CAP member as “faculty member or student services” person.
* This would mean 25 programs undergoing review per year, which is 12 – 13 per semester. Committees would only meet once. A couple of hours of time maximum.
* How to make the committee meeting scheduling easy? Could Ed CAP time be used? If Ed CAP time slot is used, will people outside of Ed CAP be able to participate.
* A major piece is to develop a rubric for review. Recommendation to include the annual update of the program plan as part of the rubric. There would be a written summary of validations, questions, other comments based on the rubric. The committee does not pass judgment on the value of what the program is doing.
* A number of colleges do a 6 year process, why are we recommending 3? Subcommittee members felt it was too long to go without reviewing. 3 years would be more robust and allow two cycles per accreditation period.
* There is no intent to change the program plan document, but we may need to expand the planning sections with some more specific questions.
* Are there enough people in Business Services? One subcommittee member on the group confirmed that there were enough people, but they will ask again.
* Students would like optional representation on the program review committees - could be club members as well as the Associated Students’ board.

Committee charged for the following next steps:

Examine rubrics from other colleges and propose a rubric for MC.

Work out logistics – timing of meetings, deadlines, how groups will be called together, clarify questions from above discussion on the handout

Consider a way to handle the issue some programs (especially small ones) face – how to involve faculty beyond the department chair.

6. Program Plans progress

Programs are meeting with Lisa Putnam to discuss progress on SLO measures and to create a timeline for measuring SLOs over Spring 2011, Fall 2011 and Spring 2012.

7. ED CAP – Ad Hoc Subcommittee Reports

* Basic Skills – Christine Cole/Inajane Nicklas – Sent a group of faculty to a conference about accelerating Basic Skills courses. They will have more ideas framed by next Ed CAP meeting. They are working on a basic skills program plan and the state-wide basic skills assessment instrument.
* Moorpark College Marketplace Collaborative – Karen DuBois/Julius Sokenu – Handout: a form for use with the CTE program advisory committees. The goal is to produce an environmental scan during advisory committee meetings, making the meetings more industry driven. They hope to tie this into program planning. The “Career Pathways” link on the Moorpark College homepage has data on a variety of industries.

8. Meeting adjourned at 4:00 PM