***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*

**Agenda**

**April 26, 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** |  |
| 2009-2011ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins | X | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign In |
| Corey Wendt | X | Music/Dance | Robert Salas |  |
| 2011-2013ED 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 |  | Student Activities | Sharon Miller |  |
| Classified Rep | Kim Watters |  | Student Health Ctr Coordinator | Sharon Manakas | X |
| Student Service Council Reps. (2) | Richard Torres | X | Inajane Nicklas | X | CIS | Mary Mills | X |
| Kathy Colborn |  | English/Humanities | Sydney Sims |  |
| M&O Rep | John Sinutko |  | World Languages/ESL | D. Perry Bennett | X |
| Inst Research | Lisa Putnam | X | Library Services | Faten Habib | X |
| Assoc Students Rep | Sienna Thorgusen | X | Julius Sokenu | X | 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 | 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 | X | Athletics | Howard Davis  | X |
| Behavioral Science | Cynthia Barnett/Margaret Tennant |  |
| Business | Tim Weaver |  |
| History/Institutions | Lee Ballestero | 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 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.

2:30 – Welcome by Corey Wendt and Lisa Miller. This is their last meeting as co-chairs. Lee Ballestero and Lori Bennett will co-chair next year.

2. Review of Minutes for Mar. 22, 2010

Discussion: Faten Habib - #5 program review – fix typo on “review”, 3rd line fix typo “likelihood”

3. Memo President Eddinger

Ending the September revision portion of the Program Planning timeline

Lisa reviewed the email request from Dr. Eddinger regarding ending the September revision. Go back to the March 15th deadline for all changes, then program plans closed. If an emergency, then changes will be reviewed on a case by case basis.

Sharon Manakas – question about services being able to open up parts of the program plan to add service info from Fall and Spring. Lisa Putnam said this is possible. She will determine how to lock/unlock specific cells.

Lisa Miller – the main issue is that the groups/committees that need to draw data from the program plans, can take it in March to use right away. Committees won’t have to wait until September.

Kim Hoffmans – suggested that we allow Advisory meeting notes after March 15th.

Ed Knudson – suggested taking one year off, then complete the formal program plans in the Fall of 2012 for 2013-2014 and/or the following 3 years. Then, spring is affected by budget changes, but not planning. Complete in Fall in time for faculty prioritization.

Summary: Proposal to use the 2011-2012 program plans for next year. Use the 2011-2012 program plan for Spring 2012 budgeting. Take a one year hiatus. Then in Fall 2012, complete planning in the fall, use data from 2011-2012 for planning. Use the program plans written in Fall 2012, due March 15 of 2013, for the budget year 2013-2014.

Lisa Putnam: This would change again if we move to a 3-year schedule.

Lisa Miller: If you have an emergency, submit those changes to Lisa Putnam by Sept. In Fall, the Ed Cap committee will review and revise the program plan evaluation process and timeline

4. Midterm Report Timeline

Tracking progress on Planning Agendas and Recommendations

Lisa Miller: Same as before, except shortened. Specific recommendations were removed from the timeline to be tracked separately on a spreadsheet. Now lists how we are planning to move through the timeline. See the large planning spreadsheet. Next year, at each Ed Cap meeting we will have an update from each group responsible for each recommendation/planning agenda item that the college is responsible to complete.

Corey Wendt: Need to pay attention to the responsible party, to see if you are included.

Lori Bennett: In the Fall, need to determine a lead person for each item and set the deadlines.

5. Program Review Pilot

Volunteers to try going through review using the rubric

Corey Wendt recommends piloting the program review, using a new 3-yr template. The pilot programs would write their program plan, Lisa Putnam would copy and paste into the new template, and the program plan would be reviewed by a committee testing the rubric. The purpose is to see if there are concerns or issues with the rubric, committee constitution, template or other parts of the process.

Volunteers: Office of Student Learning, Counseling, Nursing, Theatre, Biology, Political Science, Health Center, Outreach, and ACCESS; Bookstore and other business services area volunteers will be solicited.

Lisa: need a wide variety of participants to get representative feedback from different types of programs – maybe 12 different groups

Volunteers for Review Working Groups (3 groups, 5 members each) - TBD

6. Committee Goals

2010-2011 Goals achieved

2011-2012 Goal setting

Lisa Miller read 2010-2011 goals – met all our goals for the year

Lisa Miller read the 2011-2012 goals – added “assist in developing agenda for Fall Fling” Oct. 7, 2011, per suggestion from Ed Knudson.

7. ED CAP – Ad Hoc Subcommittee Reports

* Basic Skills – Christine Cole/Inajane Nicklas –
	+ Chris Cole – working to find a math placement exam and get it into place by fall
	+ Inajane Nicklas – Looking at research on our pilot program and putting a CRN note in schedule of classes for the pilot courses. Continue to refine supplemental instruction. Focus on pedagogy that works with basic skills students. Developing outreach efforts with local high schools and CSUCI.
* Alternative Delivery – Lee Ballestero/Lisa Miller –
	+ Lisa Miller: Committee will be reviewing the Academic Senate’s comment on the Alternative Delivery Document. Document will be revised during the next year.
* Moorpark College Marketplace Collaborative – Karen DuBois/Julius Sokenu –
	+ Julius Sokenu – committee supported two workshops, allocated CTEA funds, will work on an environmental scans database for next year; hosted a soft-skills workshop, ongoing charge to inform students of the benefit of telling the college if they are CTEA students. Committee is submitting documentation to receive CTEA funds for next year. Committee members made allocation recommendation to support seven different programs.
	+ Lisa Miller: Comments/questions on the CTEA fund allocation for next year? All in favor of recommending? Unanimous agreement.

8. Meeting adjourned at 3:37 PM