***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 - draft**

**October 25, 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** |  |
| 2011-2012  ED CAP Co-Chairs | Lisa Miller | X | Pat Ewins | X | ACCESS | Sherry D’Attile | X | **Welcome!**  Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas | X |
| 2012-2013  ED CAP Co-Chair s |  |  | Theatre/Comm Studies | John Loprieno | X |
|  |  | Counseling | Corey Wendt | X |
| Exec Vice Pres | *vacant* |  | EOPS | Cesar Flores | X |
| Acad Senate Rep | Nenagh Brown |  | 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 |  | 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 | Mary LaBarge | X |
| Assoc Students Rep | JT Mendoza  Hannah Coyle |  | Julius Sokenu | X | Child Dev Ctr Coordinator | Cara Dallamora Celniker | X |
| 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 |  |
| 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 Planning Timeline | ~~Sept. 27, 2011~~ | Goals | Jan. 24, 2012 |  |
| Program Plan Templates | Oct. 25, 2011 |  | Feb. 28, 2012 |  |
| Midterm report Timeline | 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 for September 27, 2011

Discussion: Correction to Mary Rees’ last name.

Moved to approve: Julius Sokenu; Second: Norm Marten; Motion passed unanimously.

3. Program Planning

Timeline – This year the program plan will follow the 2008-2010 Making Decisions document timeline. The most recent Making Decisions document is still under consideration. It will be agendized at Academic Senate in Spring 2012. The current timeline was presented on a handout. Of note: Date for receiving program plan template is February; date for turning in program plan is March 15; date for any final revisions is September 15, 2012.

Template –

Revisions to address the planning agendas for Standards IB.3 and IIID.1(a) were made to page 6 of the plan:

This table allows programs to address the impact of prior year allocations on program goals / outcomes. Programs should also make explicit the connection between Strategic Objectives and resource requests using pages 5 and 7.

Several comments and suggestions were made. If you have additional comments/suggestions, please send them to Lisa Miller or Lee Ballestero prior to the next meeting. A revised version will be presented for second reading and approval at the November meeting.

Resource requests process – Several members made observations about the request prioritization process. Of particular concern is what happens to requested items when a committee determines the request does not fit into their purview. How is the referral made? How does the program find out about the referral? Who tracks the request at that point?

SLOs – It was requested that there be a process for tracking all the SLOs measured and when last measured, so that programs would have access to that history. In particular changes in department chairs has led to confusion on what SLOs remain unmeasured or when an SLO was last measured.

4. Midterm Report Timeline

The timeline which was approved last spring, was handed out for information. This hand out should have been given out at the September meeting.

5. Updates on Accreditation Planning Agendas and Recommendations

The spreadsheet for tracking progress on accreditation Planning Agendas and Recommendations on MCShare at: MCSHARE > Document Center > Documents > Governance and Organizational Groups > Governance Groups > Standing Committees > Education CAP > Ed CAP Minutes 2011 – 2012. You can enter information directly on this spreadsheet. Or you can send updates to Lisa Miller or Lee Ballestero to add to to the spreadsheet for you.

The updated spreadsheet will be posted monthly at the Ed CAP page on the public meetings area of the MC Website:

<http://www.moorparkcollege.edu/departments/administrative/presidents_office/public_meetings/edcap/meetings.shtml>

Send evidence related to work on the planning agendas or recommendations to **mc\_accreditation@vcccd.edu**

6. Announcements: None

7. Meeting adjourned at 3:20 PM