

## 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 ~ Accreditation Self-Study Process Implementation*

### Minutes November 23, 2010 2:30 PM – 4:00 PM, CCCR

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		ACCESS	Sherry D'Attile	
	Corey Wendt	X			Music/Dance	Robert Salas	X
2011-2013 ED CAP Co-Chair s	Lori Bennett	X			Theatre/Comm Studies	Rolland Petrello	
	Lee Ballestero	X			Counseling	Traci Allen	X
Exec Vice Pres	Ed Knudson				EOPS	Paul Pagson	X
Acad Senate Rep	Riley Dwyer	X			Student Activities	Sharon Miller	X
Classified Rep	Kim Watters		Inajane Nicklas	X	Student Health Ctr Coordinator	Sharon Manakas	X
Student Service Council Reps. (2)	Richard Torres				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	Tiffany Uichanko Arshia Malekzadeh				Julius Sokenu		Child Dev Ctr Coordinator
			Kim Hoffmans		Digital and Media Arts	Steve Callis	X
					Visual and Applied Arts	Tim Stewart	X
					EATM/Animal Sciences	Brenda Woodhouse	X
			Lisa Miller	X	Life Sciences	John Baker	
					Health Sciences Coordinator	Carol Higashida	X
					Chemistry/Earth Science	Deanna Franke/ Robert Keil	X
					Computer Science/CNSE	Martin Chetlen	
			Lori Bennett	X	Mathematics	Chris Cole	X
					Physics/Astronomy/Engineering	Clint Harper	X
					Athletics	Howard Davis	
					Behavioral Science	Cynthia Barnett/Margaret Tennant	
					Business	Tim Weaver	
					History/Institutions	Ranford Hopkins/Lee Ballestero	
					Physical Ed/Health	Del Parker	

**Welcome!**  
Please Sign In  
  
Norm Marten (for John Baker)  
  
Rex Edwards

TODAY'S HANDOUTS	Meeting Calendar 09 - 10 4 <sup>th</sup> Tuesday 2:30 in CCCR	Topic	Meeting Calendar 09 - 10 4 <sup>th</sup> 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 Oct. 12, 2010  
Discussion: Margaret Tennant's name was misspelled on page 2. This was corrected. It was noted that the goals at the top of the minutes included reference to the 2005-2008 Educational Masterplan. This will be corrected on future agendas.
3. Program Plans  
2011-2012 Program Plan Timeline – There is reference in the time line to a "Work Plan" capitalized in three places on the timeline:
  - Once in first box that states "Establish 2011-2012 Work Plans to achieve and measure the outcome"
  - Once in the next box that states "Deans and program leaders develop the 2011-2012 Work plans with assistance from the Institutional Researcher as appropriate" and
  - Once in the last box that states "Document the status on the 2011-2012 Work Plans.Corey will find out from Lisa Putnam whether this refers to an actual document or is really meant to refer to the plans departments make themselves to gather SLO data.  
The dates on the timeline were accepted by the committee. There are no proposed changes.  
  
Template – The only change to the template this year is on page 4 to record and track curriculum updating for academic programs. Committee members recommended updating the toolkit for filling out the program plan template, to include criteria from each of the committees which review the requests and to provide instructions and examples for the current template. Committee members would like direction on how long to keep each SLO in the program plan. Once an SLO has been measured and gone through all 5 boxes should it be dropped from the plan. It was recommended at the committee that the SLO be recorded through all 5 boxes on the final version of at least one program plan year. The committee would like an archive location for tracking completed program plans. This could be an additional sheet in the spreadsheet. The co-chairs will find out from Lisa Putnam if it is possible to pull a report of all the SLOs and archive them campus-wide.
4. Program Plan Peer Review  
Task force update – the task force has not met yet. Lee Ballestero, Lori Bennett and others attended a WASC conference in San Jose about program review. They have also contacted other colleges to find out about their program review processes. The task force will meet to discuss this information and present out at the January Ed CAP meeting.
5. ED CAP – Ad Hoc Subcommittee Reports
  - Basic Skills – Christine Cole/Inajane Nicklas – A big Thank You to the Basic Skills committee for presenting their pilot program at the October Ed CAP meeting. It was very well received by the visiting team. The data gathered on the pilot group showed an anomomly for a semester. The Basic Skills committee is still reviewing and analyzing the data, but it appears that there were students staying in classes who normally would have dropped impacting the success rates of the classes. In addition, the math department has been researching placement mechanisms for students. A final recommendation is on hold pending clarification from the State Chancellor's office about a possible statewide placement.
  - Alternative Delivery – Lee Ballestero/Lisa Miller – A best practices for online instructors document is being reviewed by the committee to make sure it is up-to-date. The document will be brought to Ed CAP for campus review. Expereinced online

instructors continue to present best practices in their online courses at the Distance Education Coffee Breaks. The next one will be Dec. 1, 3:30, AC 221.

- Moorpark College Marketplace Collaborative – Lisa Miller for Julius Sokenu – The townhall meeting was well attended. A summary of the event will be posted on the portal next week. The MCMC committee has been discussing the SAMs Codes on Course Outlines and will forward to departments lists of courses with SAMs codes for review. The committee would like a database of environmental scans drawn from the program plans to be made available to the campus. Proficiency awards will now be tracked by Registration and Records. The next meeting is Jan. 20, 2011 in the PCR. A workshop on developing curriculum to prepare students for teamwork in the workplace sponsored by the committee will take place on Wednesday, Jan 5, 2011, location to be announced on the portal.

6. Meeting adjourned at 3:03 PM