***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*

**Agenda**

**Feburary 25, 2014**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2012-2013  Ed CAP Co-Chairs | | Kim Hoffmans |  | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In |
| Lee Ballestero |  | Music/Dance | Robert Salas |  |
| Exec Vice Pres | | Lori Bennett |  | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | | Nenagh Brown |  | Counseling | Anitra Evans |  |
| M&O Rep | | John Sinutko |  | EOPS | Herbert English |  |
| Assoc Students Rep | | Malik Sanders  Andrew Anderson |  | Student Activities | Sharon Miller |  |
| Student Service Council Reps. (2) | |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | | Pat Ewins |  | Accounting / Business | Reet Sumal |  |
| Dean | | Amanuel Gebru |  | English/Humanities | Sydney Sims |  |
| Dean | | Kim Hoffmans |  | World Languages/ESL | Helga Winkler |  |
| Dean | | Inajane Nicklas |  | Library Services | Faten Habib |  |
| Dean | | Lisa Putnam |  | Kinesiology/Health Ed | Del Parker |  |
| Dean | | Julius Sokenu |  |  |  |  |
| Institutional Researcher | | Pamela Yeagley |  | Computer Science/CNSE | Martin Chetlen |  |
|  | | | | Visual and Applied Arts | Lydia Etman |  |
| EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten |  |
| Health Sciences Coordinator | Carol Higashida |  |
| Chemistry/Earth Science | Rob Keil |  |
| Mathematics | Chris Cole |  |
| Physics/Astronomy/Engineering | Ron Wallingford |  |
| Behavioral Science | Dan Vieira |  |
| Child Development Center | Bonnie Baruch |  |
| Social Sciences | Jack Miller |  |
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| **TODAY’S HANDOUTS** | **Meeting Calendar 13 - 14**  **4th Tuesday 2:30 in CCCR** | **Topic** | **Meeting Calendar 13 - 14**  **4th Tuesday 2:30 in CCCR** | **Topic** |
| Minutes, Goals, Timeline | ~~Aug. 27, 2013~~ | Standard training/timeline | ~~Jan. 28, 2014~~ | Data gathering |
|  | ~~Sept. 24, 2013~~ | Standard training | Feb. 25, 2014 | Data gathering |
|  | ~~Oct. 22, 2013~~ | Case study | Mar. 25, 2014 | Report out |
|  | ~~Nov. 26, 2013~~ | Case study | Apr. 22, 2014 | Report out/Committee Goals |

**Agenda**

1. Welcome Committee Members – Please sign in. Any new members please see the co-chairs so your name can be added to the list.
2. Review of Minutes for Jan. 28, 2014

* Discussion: Motion:

1. Accreditation Institute report out (Kim and Lee)
   * Revised standards
   * <https://www.accjc.org/> (This will take you to the home page. If you scroll down there are links to the proposed revisions)
2. Program Plans-suggestions for change
   * TracDat (Inajane and Julius)
   * Reviewing long-term/short-term resource requests
   * Include if a request/plan is based upon SLO data (yes/no option?)
3. Volunteers to work on TracDat ‘helpful hints’ Program Plan document

* It was suggested that perhaps additional training/handbook would be helpful on how to fill out the document. We have not reported on a resource received and how this resource has helped a program’s completion/success markers. Need to show progress and improvement.

1. Volunteers to lead Program Plan/TracDat workshops
   * April 2014

5. Meeting adjourned at \_\_\_ PM