

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
August 28, 2012
2:30 PM – 4:00 PM, CCCR

Standing Members							Campus Community
Position	Name	Present	Deans	Present	Coord. & Dept. Chairs	Name	Present
2012-2013 Ed CAP Co-Chairs	Lori Bennett	X	Pat Ewins		ACCESS	Sherry D'Attile	
	Lee Ballestero	X			Music/Dance	James Song	
2013-2014 Ed CAP Co-Chairs					Theatre/Comm Studies	Jill McCall	x
Interim Exec Vice Pres	Jane Harmon				Counseling	Corey Wendt	x
Acad Senate Rep	Nenagh Brown	X			EOPS	Cesar Flores	x
Classified Rep	Maureen Rauchfess	X			Student Activities	Sharon Miller	x
Student Service Council Reps. (2)	Richard Torres		Inajane Nicklas	X	Student Health Ctr Coordinator	Sharon Manakas	
M&O Rep	Kathy Colborn				CIS	Mary Mills	x
Inst Research	John Sinutko				English/Humanities	Sydney Sims	x
Assoc Students Rep	Lisa Putnam	X			World Languages/ESL	Helga Winkler	x
			Julius Sokenu	X	Library Services	Faten Habib	x
					Child Dev Ctr Coordinator	Bonnie Baruch	
					Digital and Media Arts	Joanna Miller	x
			Kim Hoffmans	X	Visual and Applied Arts	Lydia Etman	x
					EATM/Animal Sciences	Brenda Woodhouse	x
					Life Sciences	Norm Marten	x
			Lisa Miller	X	Health Sciences Coordinator	Carol Higashida	
					Chemistry/Earth Science	Rob Keil	x
					Computer Science/CNSE	Martin Chetlen	x
					Mathematics	Chris Cole	x
			Lori Bennett	X	Physics/Astronomy/Engineering	Clint Harper	x
					Athletics	Sherry Ruter	x
					Behavioral Science	Cynthia Barnett	x
					Accounting / Business	Reet Sumal	x
					History/Institutions	Ranford Hopkins	x
				Kinesiology/Health Ed	Del Parker	x	

Welcome!
Please Sign In

TODAY'S HANDOUTS	Meeting Calendar 09 - 10 4 th Tuesday 2:30 in CCCR	Topic	Meeting Calendar 09 - 10 4 th Tuesday 2:30 in CCCR	Topic
	Aug. 28, 2012	Committee Goals	Jan. 22, 2013	Midterm Report
	Sept. 25, 2012	Outcomes Report to ACCJC	Feb. 26, 2013	Midterm Report
	Oct. 23, 2012	Program Planning	Mar. 26, 2013	
	Nov. 27, 2012	Program Planning	Apr. 23, 2013	Committee Goals

AGENDA

1. Welcome Committee Members – Please sign in and let Lori Bennett and/or Lee Ballestero know about any updates to representatives.
 - Introductions
2. Review of Minutes for April 24, 2012
 - Discussion: A couple revisions made. Motion: Moved by Clint, Seconded by Del. Approved.
3. Committee Goals
 - 2012-2013
 - Read committee charter from the decision making document.
 - Add a goal to gain feedback/review Tracdat. Discussion: keep as part of the planning goal, but add “including Tracdat”
 - Add a subgoal to the planning/Tracdat goal to include a timeline/let people know about the changes to the program plan timeline
 - Question: who is responding to the accreditation probation issues/writing the report? Dr. Eddinger is leading the district group on developing the response. EdCap co-chairs encouraged the committee members to read/review the response documents that were posted to the portal.
 - Making decision document: the new document changes the timeline for program plans and includes the new committee structure. EdCap co-chairs encouraged the committee members to read/review the making decisions document – located on the portal.
4. TracDat
 - Outcome reporting
 - Program Plans
 - Lee asked for feedback from committee members. Many had used it. Feedback was positive.
 - Lisa Putnam reminded everyone that the SLOs are due Sept 15. Please add assessment results. Important for the mandatory accreditation report due Oct. 15th.
 - Program Plans are extended to Oct 15 this year. Making Decisions document says Sept 15th. Going forward, all program plans will be due on Sept 15th, with no spring revisions. This means we only update them once per year going forward.
5. Student Learning Outcomes update – Lisa Putnam
 - October 15, 2012 – mandated report (ACCJC). Required for all Calif Community Colleges. Not related to our accreditation process.
 - Stressed the importance of adding SLO assessment data to Tracdat by Sept 15th so they have the information to write the report.
 - Lisa will run a report of missing data and share it with deans and department chairs.
 - Lisa presented the idea of a 5 year cycle for SLO assessment that matches the 5 year curriculum cycle. Disciplines would collect data for four years, and in the fifth year, review their assessment so they can use their decisions to revise/update their curriculum.
6. Midterm Report Timeline
 - Additional workgroup members
 - Lee explained that last year EdCap created a workgroup to gather evidence to support items on the planning agenda. Asked for a few more volunteers. Hope the workgroup will meet at the end of EdCap formal meetings to review their
 - Current workgroup members: Corey Wendt, Martin Chetlen, Nenagh Brown, Faten Habib, Lisa Putnam
 - New volunteers: Rob Keil.

7. Announcements: None.

8. Meeting adjourned at 3:30PM

9. Work Group Break out time – 3:30-4:00PM