***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**

**October 23, 2012**

**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** |  |
| 2012-2013Ed CAP Co-Chairs | Lori Bennett | X | Pat Ewins |  | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign InRay Zhang |
| Lee Ballestero | X | Music/Dance | James Song |  |
|  |  |  | Theatre/Comm Studies | Jill McCall |  |
|  |  | Counseling | Corey Wendt |  |
| Interim Exec Vice Pres | Jane Harmon | X | EOPS | Cesar Flores |  |
| Acad Senate Rep | Nenagh Brown | X | Student Activities | Sharon Miller | X |
|  |  |  | 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 | X |
| M&O Rep | John Sinutko |  | World Languages/ESL | Helga Winkler |  |
| Inst Research | Lisa Putnam |  | Library Services | Faten Habib | X |
| Assoc Students Rep | Kimberly Ederen | X | Julius Sokenu | X | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller |  |
|  | Visual and Applied Arts | Lydia Etman | X |
| Kim Hoffmans | X | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida | X |
| Lisa Miller | X | Chemistry/Earth Science | Rob Keil | X |
| Computer Science/CNSE | Martin Chetlen | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Clint Harper | X |
| Lori Bennett | X | Athletics | Sherry Ruter |  |
| Behavioral Science | Cynthia Barnett | X |
| Accounting / Business | Reet Sumal | X |
| History/Institutions | Ranford Hopkins |  |
| Kinesiology/Health Ed | 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** |
|  | ~~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.

2. Review of Minutes for Sept. 25, 2012

* Discussion: minor corrections Motion: Mary moved; Nenagh second

1. Program Plan
	1. Spring 2012 Review (Jane Harmon, EVP)-
	* The EVP handout copies of the ‘12-13 Program Plan Evaluation sheets. The EVP gave a handout for a summary of the process and the status of the programs. Member noted that the number of programs seemed to be off. The Academic Senate president clarified this issue. Academic Senate president suggested that as part of the narrative in the program plans should reflect if a program is suggesting that it eliminate a degree/certificate on its own versus the usage of the discontinuance policy. Discussed that discipline groups/programs still have time to review to the 2013-14 program plan summary.
	1. Program Plan Review Process-rough draft of timeline (Lee)
		* Lee outlined rationale for developing a general timeline. EVP summary for current year will be used for the program discontinuance process of the following year (ex. Fall 2012 program plan used to inform 2013-2014 program discontinuation discussions). So, timing pressure is off for meetings with EVP review. Lee Ballestero walked through the timeline for 2012-2015. Feedback on timeline: Mary Mills – questioned reasonableness of the timeline; Riley responded that the timing has changed a little over the last couple years, but this timeline moves back closer to where we were in previous years. Lee discussed that Sept 15 will give people enough time to use current program plans for faculty prioritization.
		* Recommendations for changes to the timeline: Riley recommended changing Faculty Prioritization to mid-Nov and EVP response to Departments to “by end of fall semester.” Jane recommended clarifying line 6 to “program evaluation meetings with EVP.” Lisa Miller stated that Tech Cap receives info in September and committee makes resource decisions by April. This new timeline shows that committees may be held to complete resource prioritization by March to meet the program plan review timeline. Discussed that EdCap should share the timeline with the other committees.
		* Chris questioned the feedback loop on resource allocation. Riley Dwyer stated that minutes are posted, and it is the responsibility of the committee members to take the information back to their departments/division. Lee stated that we will discuss ways to work on improving this feedback loop.
	2. Update on Program Plan Evaluation form location (Lori)-
		* EVP handed out past Program Plan Evaluations to deans to then distribute to the chairs and discipline faculty.
	3. TracDat (Lee on behalf of Lisa Putnam)
		* Lee shared the request from Lisa Putnam for EdCap members to check with their departments and bring feedback on Tracdat implementation/usage to the next meeting. She needs feedback on what worked/what didn’t. Kim Hoffmans asked if we will have a better Tracdat report format before the EVP eval meetings. Lisa Miller said that Lisa Putnam is working on improving the report format. Lisa has uploaded productivity info into Tracdat. Committee member would like to know the name of the report to run so that they can print out their program plan before the EVP meetings.

43. Midterm Report

* Timeline-Begin writing Draft of Midterm Report Dec. 2012-Jan.2013 (Lori)
	+ - Not sure who is writing the Midterm Report but the EVP along with a few other people will be working on the report. Academic Senate president expressed concern about the timeline and if we can get the draft written and vetted to meet the timeline.
* Workgroup-report out on progress (Lisa)
	+ Work Groups member identified areas where they needed more information/evidence. Workgroup members have been preparing indices/bullet points for the writer of the Midterm report. At the next meeting members will deliver their flash drives with evidence. Any workgroup members who need help with agenda are encouraged to email the co-chairs.

6. Announcements: none

7. Meeting adjourned at 4:01 PM

8. Mid-term Report Work Group Break out time -