***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 27, 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** |  |
| 2012-2013  Ed CAP Co-Chairs | Lori Bennett | x | Pat Ewins | x | ACCESS | Sherry D’Attile |  | **Welcome!**  Please Sign In |
| Lee Ballestero | x | Music/Dance | James Song |  |
|  |  |  | Theatre/Comm Studies | Jill McCall | x |
|  |  | Counseling | Corey Wendt | x |
| Interim Exec Vice Pres | Jane Harmon | x | EOPS | Cesar Flores | x |
| Acad Senate Rep | Nenagh Brown | x | Student Activities | Sharon Miller | x |
|  |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
| Student Service Council Reps. (2) | Richard Torres |  | 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 |  | Julius Sokenu | x | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller | x |
|  | | | Visual and Applied Arts | Lydia Etman | x |
| Kim Hoffmans |  | 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 | x |
| Kinesiology/Health Ed | Del Parker |  |

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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 Oct. 23, 2012

* Discussion: None. Motion: Moved by Sydney Sims and seconded to approve the minutes as revised.

1. Program Plan
   1. Revisit Program Plan Review Process-comments, feedback (Lee)
      * Discussion: There was a discussion about whether we wanted to take this forward to Academic Senate and if we wanted to include the dates per Making Decisions Documents (MDD). There was a question about the wording on our chart which did not match MDD. Two problems were identified with MDD—the lack of clear steps after the EVP meeting and the timeline itself. Based on discussion the topic was placed on hold until the next meeting.
   2. Update on Program Plan Evaluation form location (Lori)
      * The EVP advised that about 1/3 of the program plan eval meetings were done and expects to be done in January. Completed program plan evaluation forms are being distributed after meetings via email to Deans and Chairs. If you did not get last year’s EVP summary, contact your Dean. If you have already met with the EVP, the hope is that the signed forms from the departments can be returned by the end of semester. Members commented that they might need until mid-February to talk to other department members.

4. Midterm Report

* Timeline-Begin writing Draft of Midterm Report Dec. 2012-Jan.2013
  + - Lisa Putnam and Lori Bennett wil be working on the Midterm report. The hope is to bring a draft to EdCap in February.
* Workgroup on Planning Agendas-report out and reviewing the most recent Planning Agenda
  + - Members of the workgroup turned in their flash drives.
    - Went through the Planning Agenda document and updated Excel sheet to reflect comments. Some work group members had trouble finding supporting data in a few areas. In some cases, we are finding that there are only hard copy documents available.

5. Announcements:

6. Meeting adjourned at 3:30 PM