***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 26, 2013**

**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  Dan Darby  Mary Rees  Ray Zhang |
| Lee Ballestero | X | Music/Dance | James Song |  |
| Exec Vice Pres | | Lori Bennett |  | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | | Nenagh Brown | X | Counseling | Anitra Evans |  |
| M&O Rep | | John Sinutko |  | EOPS | Cesar Flores |  |
| Assoc Students Rep | | Julianna Orsay  Jesse Alcala |  | Student Activities | Sharon Miller |  |
| Student Service Council Reps. (2) | | Richard Torres |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | | Pat Ewins |  | Accounting / Business | Reet Sumal | X |
| Dean | | Amanuel Gebru |  | English/Humanities | Sydney Sims | X |
| Dean | | Kim Hoffmans |  | World Languages/ESL | Helga Winkler |  |
| Dean | | Inajane Nicklas | X | Library Services | Faten Habib | X |
| Dean | | Lisa Putnam |  | Kinesiology/Health Ed | Del Parker |  |
| Dean | | Julius Sokenu |  |  |  |  |
| Institutional Researcher | | Pamela Yeagley | X | Computer Science/CNSE | Martin Chetlen | X |
|  | | | | Visual and Applied Arts | Lydia Etman | X |
| EATM/Animal Sciences | Brenda Woodhouse | X |
| Life Sciences | Norm Marten | X |
| Health Sciences Coordinator | Carol Higashida |  |
| Chemistry/Earth Science | Rob Keil | X |
| Mathematics | Chris Cole | X |
| Physics/Astronomy/Engineering | Ron Wallingford | x |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch |  |
| Social Sciences | Jack Miller | X |
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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. 22, 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 Oct. 22, 2013

* Discussion: approved without changes. Motion: Martin moved and Sydney seconded. Minutes were approved.

1. Workgroups for Standards
   1. Flash drives-handed out flash drives and explained what was on them
   2. ‘Helpful Hints’-discussed ways to get started

4. Meeting adjourned at 3:00 PM

Additional comments: Pamela Y. presented about a recent conference she attended for Institutional Researchers. The ACCJC is emphasizing certain things for site visits. Things to look for include: student complaints are being logged and followed-up on; Institution-set standards; new process to identity verification for DE courses; new fiscal requirements (federal requirements); if a site had too few or many planning agendas