***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**

**March 26, 2013**

**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 In |
| Lee Ballestero | x | Music/Dance | Robert Salas |  |
|  |  |  | 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 |
|  |  | English/Humanities | Sydney Sims | x |
| M&O Rep | John Sinutko |  | World Languages/ESL | Helga Winkler |  |
| Inst Research | Lisa Putnam |  | Library Services | Faten Habib |  |
| Assoc Students Rep | Chris Conway  | x | Julius Sokenu |  | Child Dev Ctr Coordinator | Bonnie Baruch |  |
| Digital and Media Arts | Joanna Miller | x |
|  | Visual and Applied Arts | Lydia Etman |  |
| Kim Hoffmans |  | EATM/Animal Sciences | Brenda Woodhouse |  |
| Life Sciences | Norm Marten |  |
| Health Sciences Coordinator | Carol Higashida | x |
|  |  | Chemistry/Earth Science | Rob Keil |  |
| Computer Science/CNSE | Martin Chetlen |  |
| Mathematics | Chris Cole | x |
| Physics/Astronomy/Engineering | Clint Harper |  |
| 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. Any new members please see the co-chairs so your name can be added to the list.
2. Review of Minutes for March 26, 2013
* Discussion: Motion: by Nenagh Brown; seconded by Mary Mills. Minutes approved as revised.
1. Midterm Report (Lori Bennett)
* Second review of Midterm report and first review of the District’s midterm report draft
	+ Second read of the college portion of the Midterm Report. Additional changes were collected.
	+ First read of the District’s Midterm Report
1. Program plan timeline process (Nenagh Brown)
	1. Nenagh proposed, and Jane seconded, wording that EdCap will forward to the Academic Senate President regarding clarifying the post-Program Plan EVP meeting timeline

“Ed Cap recommends to the Academic Senate that the following two steps be added to the Program Plan evaluation process as outlined in the Making Decisions Document, and, until that time, be practiced at the college:

The EVP will send his or her written "comments/plans for improvement" on the program evaluation form to each program lead within two weeks after its program plan meeting.

Having read the comments of the EVP, the program lead will complete the "program response/disagreement" section, collect the necessary signatures for the program evaluation form, and return it to the Office of the EVP within one month of receiving the EVP's comments.”

* 1. Sharon Miller moved that the committee support the recommended changes and forward them to the Academic Senate. Chris Cole second.
	2. Nenagh outlined rationale for adding additional signature lines to the program plan evaluation form to include signatures by Dean and Discipline faculty/Program Lead. This proposal will be brought back to the April meeting for further discussion.
1. Announcements:

7. Meeting adjourned at 4:00 PM