***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**

**January 28, 2014**

**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 | X | ACCESS | Sherry D’Attile | x | **Welcome!**  Please Sign In  Mary Rees |
| Lee Ballestero | x | Music/Dance | Robert Salas | x |
| Exec Vice Pres | | Lori Bennett | x | Theatre/Comm Studies | Jill McCall | x |
| Acad Senate Rep | | Nenagh Brown | x | Counseling | Anitra Evans | x |
| M&O Rep | | John Sinutko |  | EOPS | Herbert English | x |
| Assoc Students Rep | | Malik Sanders  Andrew Anderson | x | Student Activities | Sharon Miller | x |
| Student Service Council Reps. (2) | |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | | Pat Ewins | x | Accounting / Business | Reet Sumal | x |
| Dean | | Amanuel Gebru | x | English/Humanities | Sydney Sims | x |
| Dean | | Kim Hoffmans | x | World Languages/ESL | Helga Winkler | x |
| Dean | | Inajane Nicklas | x | Library Services | Faten Habib | x |
| Dean | | Lisa Putnam | x | Kinesiology/Health Ed | Del Parker |  |
| Dean | | Julius Sokenu | x |  |  |  |
| 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 | x |
| 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. 28, 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 Nov. 26, 2013

* Discussion: approved with minor grammatical changes Motion: Martin Chetlin moved and Rob Keil seconded. Minutes were approved.

1. Report out on Program Plan Summary Report (Lori Bennett)

* Lori Bennett provided summary information on program plan meeting results. 63 total program plans were reviewed: 43 were recommended for no action needed, 19 programs were recommended for strengthening; and no programs were recommended for discontinuance. The individual programs and Summary will be posted are TracDat and/or McShare.

1. Review of Program Plan form (TracDat) and process
   * Below are the general recommendations:

* fine tuning agreed upon category resources request on the drop down menu
* a mechanism to have future requests prioritized in the correct year
* to include SLO and other data to be in the decision making for requests and future planning
* address gaps between the request of a resource and whether or not a group received what was requested
* how can we close this loop to notify the requestor?
* additional training/handbook would be helpful on how to fill out the document
* Mary Rees led a discussion of potential changes that may affect EdCAP in the Moorpark College’s “*Making Decisions”* document. Suggestions for a Student Success Task Force, Technology/Distance Education Committee and an SLO Committee to become standing committees. It was requested to perhaps make a visual flow chart or abbreviated version be attempted for next year.

1. Assist workgroups
   * Please email Lee & Kim with your workgroup’s membership and identify the chair and co-chairs
   * Standard Workgroups were asked if there were any questions.

5. Meeting adjourned at 4:00 PM