***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 25, 2014**

**2:30 PM – 4:00 PM, CCCR**

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| **Campus Community** |
| **Position** | **Name** | **Present** | **Coord. & Dept. Chairs** | **Name** | **Present** |  |
| 2012-2013Ed CAP Co-Chairs | Kim Hoffmans | X | ACCESS | Sherry D’Attile |  | **Welcome!**Please Sign In |
| Lee Ballestero | X | Music/Dance | Robert Salas |  |
| Exec Vice Pres | Lori Bennett | X | Theatre/Comm Studies | Jill McCall |  |
| Acad Senate Rep | Nenagh Brown | X | Counseling | Anitra Evans |  |
| M&O Rep | John Sinutko |  | EOPS | Herbert English | X |
| Assoc Students Rep | Malik SandersAndrew Anderson | X | Student Activities | Sharon Miller |  |
| Student Service Council Reps. (2) |  |  | Student Health Ctr Coordinator | Sharon Manakas |  |
|  |
| Dean | Pat Ewins |  | 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 |  |  |  |  |
| 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 |  |
| Behavioral Science | Dan Vieira | X |
| Child Development Center | Bonnie Baruch | X |
| 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 Jan. 28, 2014 and Feb. 25, 2014
* Discussion: to approve the minutes with minor corrections. Motion: Martin Chetlen moved and Chris Cole seconded the January minutes which were approved unanimously. Motion: Bonnie Baruch moved and Dan Viera seconded the February minutes which were approved unanimously
1. Making Decision Document-feedback to EVP and Mary Rees
	* Mary mentioned that she has already received feedback on the *Making Decisions* document and it will be placed on the portal soon for general campus feedback before being voted on by the Academic Senate.
2. Program Plans-suggestions for improvements (Lisa Putnam)
	* Lisa provided handouts of screen shots of proposed improvements for department program plans based on previous discussions. She walked the committee through the TracDat document revisions.
	* Feedback was received on a few items and noted by Lisa.
	* Inajane Nicklas suggested a crosswalk between the old Excel form and the new form for Student Services; perhaps this discussion could occur in Student Services Council. Lori will add this to the Student Services Council agenda.
	* One of the biggest changes was to separate the resource request tab from program-plan tab. This should help align the follow-up information for resource request better than the old format. This change received positive feedback from the committee.
	* In April, EdCAP will vote on the changes discussed today.
	* Training for TracDat will be offered during the Fall Flex week.
	* Please email Lisa with any additional suggestions/corrections.
3. Workgroup report out
	* Standard 1A & 1B Table was projected to illustrate the information presented by Lydia Etman and Amanuel Gebru. The focus of the presentation was on potential gaps &/or suggestions for improvements.
	* Standard 3B was presented by Jack Miller and prepared in consultation with John Sinutko. The information was documented an outline form. The group did not find any obvious gaps. It was requested that the information presented be incorporated into the standard table.
	* Standard 3A, 3C, 3D will report out at the next meeting.
	* Standard 4A & 4B will report out at the next meeting.
	* It was suggestion that group document non-members who contributed to the discussion and/or supplied evidence for their Standard
	* The Distance Education (DE) Standard Committee had a concern regarding the duplicate and extensive information found in the regular Standard criteria and DE. Are colleges incorporating the DE information with each Standard or are they created separate parallel reports? Lori Bennett said she would investigate this question.
4. Announcements
	* Nenagh Brown passed out flyers with information for the CSUCI/MC Building Bridges Flyer
	* Mary Rees announced the Forum being held for the 4 presidential candidates tomorrow

6. Meeting adjourned at 4 PM