

MOORPARK COLLEGE

***Committee on Accreditation and Planning – Education***

**EdCAP Committee Charter**

*The Education Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to educational programs and student services.*

*The planning component under the purview of EdCAP includes:*

* *Program Plans: Evaluating the program planning process and recommending modifications as needed;*
* *Educational Master Plan: Defining the format of the Educational Master Plan, establishing and monitoring the timeline, and recommending approval of the final document;*
* *Strategic Plan: defining the strategic directions and goals of the Strategic Plan, establishing and monitoring the timeline, and recommending approval of the final document;*
* *Annual Work Plan: reviewing the goals and metrics of the Annual Work Plan and recommending approval of the final document; and*
* *Annually with the Fiscal Planning Committee, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.*

*The accreditation component under the purview of EdCAP includes:*

* *Monitoring and reviewing the preparation of the Self-Evaluation reports required by ACCJC;*
* *Monitoring/evaluating/documenting progress on self-evaluation plans developed by the college as well as recommendations from the ACCJC; and*
* *Reviewing and analyzing the ACCJC Annual Report, including the Institution-Set Standards.*

**GOALS AND ACCOMPLISHMENTS, 2020‐21**

(\*Items with asterisk to be carried forwards to 2021-22)

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|  | **Planning component:** |
| **1** | Implement and review pilot project for cross‐disciplinary program plan discussions within the Guided Pathways Areas of Interest   * Guided Pathways Retreat held September: breakouts by Areas of Interest on shared skills, barriers, metrics, and areas for possible coordination * Debrief - very helpful synergy; should occur before program plans written * \*Exercise not repeated as suggested at Planning Retreat due to time limitations with online format |
| **2** | Review and where necessary modify program plan process of 2020-21 (including consideration of the timeline, platform used, process for student service programs, and Summary Report)   * Program plan process reviewed and revisions for 2021-2 finalized in January:   + Current extended deadline to September 30 appreciated, with extra week for review by deans   + More training requested for program plan writers   + TracDat platform to continue   + Synchronous vs asynchronous data to be included in metrics   + Technical updates reviewed   + Workgroup formed for Vice Presidents’ guiding questions * Closing of program plan cycle in May:   + Program Plan Summary Report presented with common trends identified from year   + VP guiding questions as recommended by Workgroup approved by full committee   + Committee recommended program plans for two additional programs: Makerspace and Ethnic Studies |
| **3** | With Fiscal Planning Committee design, implement, and assess new process for reviewing resource recommendations in relationship to the Strategic Plan   * Provisional joint meeting of EdCAP and Fiscal to review goals and set calendar for Joint Meeting, followed by finalization in both committees of goals, process, and documents * February Joint Meeting: 2020-21 Annual Work Plan reviewed alongside resource allocations and current progress in order to produce a gap analysis * ‘2020-21 Annual Work Plan Gap Analysis’ document sent as recommendation to college president and acknowledged; \*progress to be reported to August 2021 meeting * ‘Planning at Moorpark College’ website updated by IE department to include all resource allocation prioritization lists |
| **4** | Review planning documents produced from Educational Master Plan (including the Annual Plans for 2020-21 and 2021-22, the Enrollment Management Plan for 2020-21, and the preparations for and debrief from the Strategic Planning Retreat)   * Ensure anti-racist and social justice themes embedded in all planning documents and processes   + Reviewed and forwarded 2020-21 Annual Work Plan, now aligned with work of college DEI workgroups   + Reviewed and forwarded 2020-21 Enrollment Management Plan with several new DEI actions proposed   + At Planning Retreat the Annual Work Plan 2021-22 exercise introduced by DEI Coordinator and included “Barriers” column for consideration by Strategic Direction breakout groups   + Updated college mission statement approved incorporating equity and social justice theme   + \*Final draft of Annual Work Plan 2021-22 to come to committee in August, 2021 |
|  | **Accreditation component:** |
| **5** | Monitor follow-up items from the 2020 ACCJC Midterm Accreditation Report   * ACCJC Status Report received in February approving Midterm Report; progress report given on remaining follow-up items |
|  | Other accreditation accomplishments not in initial goals due to change in calendar by ACCJC:   * ACCJC ISER training held in March with 50+ participants * Draft calendar discussed and produced for ISER highlighting timetable for EdCAP in 2021-22 |
|  | **Other:** |
| **6** | Incorporate impact of Covid-19 on planning and accreditation   * Have input on data being collected; review data; build results into planning and accreditation work   + Reviewed DE data from Fall 8 week classes in November – insufficient data   + Reviewed DE data from Fall semester in January to inform enrollment management and program planning, but still inconclusive   + \*Recommendation to review full 2020-21 year data in August 2021 meeting |
| **7** | Review the effectiveness of the committee   * Review EdCAP evaluations from 2019-20 for further improvements to work of committee   + Reviewed with emphasis on written comments * Re-evaluate updated charge and membership of committee for any further changes   + \*After successful Joint Meeting, approved recommendation for one-year pilot program to combine two committees in order to coordinate planning and resource work more closely |

Approved: May 11, 2021