

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
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|  **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 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 to be formed for Vice Presidents’ guiding questions
* Closing of program plan cycle in May:
	+ Workgroup on program plan VP guiding questions reported back to EdCAP
	+ Request from student service area, Makerspace, to have program plan
* Program Plan Summary Report presented in May with common trends identified from year
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| **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
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| **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 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
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|  | **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
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|  | 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
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|  | **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
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|  **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 discussion of one-year pilot to combine two committees
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Approved: