**Mission Statement**

*Grounded in equity, social justice, and a students first philosophy, Moorpark College values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.*

**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 for 2021-22:***

*Forthcoming*

**EdCAP Membership / Attendance**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Nenagh Brown |  | Faculty Dept Chair, Cord, or designee from each department: |  | Comm Studies & Media Arts | Rolland Petrello |  |
|  | Oleg Bespalov | X | ACCESS | Silva Arzunyan |  |  | Visual Arts | Erika Lizee | X |
| VP Academic Affairs\* | Mary Rees | X | EATM | Gary Wilson |  | Performing Arts | Nathan Bowen | X |
| VP Business Services\* | Jennifer Clark | X | Kin/Health/Athletics | Adam Black | X | Physics/Ast/Engr/CS | Farisa Morales |  |
| VP of Student Support\* | Amanuel Gebru | X | Behavioral Sciences | Chad Basile / Dani Vieira | CB/DV | Social Sciences | Hugo Hernandez |  |
| Academic Senate Pres.\* | Erik Reese | X | Business  | Josepha Baca/Reet Sumal | JB | Student Health Center | Allison Barton | X |
| Classified Senate Pres\* | Linda Resendiz | X | Chemistry/Earth Sci. | Tiffany Pawluk/Roger Putnam | TP | World Languages | Helga Winkler | X |
| Dean members: | Oleg Bespalov | X | Early Childhood Dev. | Cindy Sheaks-McGowan | X | 2 classified staff: | Dina Pieleat | X |
|  | Howard Davis |  | Counseling | Jodi Dickey | X |  | Deb Brackley | X |
|  | Carol Higashida | X | English/ESL | Sydney Sims | X |  |  |  |
|  | Matt Calfin | X | EOPS | Angie Rodriguez/Marnie Melendez | MM | ASMC | Jin Kim |  |
|  | Priscilla Mora | X | Health Sciences | Christina Lee | X | \* Ex-officio, non-voting members |
|  | Khushnur Dadabhoy | X | Library | Danielle Kaprelian | X | **Guests:** | Kelly Petrash | X |
|  | Monica Garcia | X | Life Sciences | Audrey Chen | X |  | David Katz | X |
|  | Robert Cabral | X | Mathematics | Phil Abramoff | X |  | Kristy Gonzalez | X |

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| **Future Meetings** |
| Fall semester: ~~August 24;~~ September 28; October 26; November 23Spring semester:January 25; February 22; March 22; May 10 |

 Agendas and documents are available on the [EdCAP meeting information website](https://www.moorparkcollege.edu/faculty-and-staff/academic-senate/standing-committees/education-cap/meeting-information) and through the links below.

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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION** |
| **CALL TO ORDER, TIMELY BUSINESS, READING OF MINUTES** |  |  |
| 1. Call to order
2. Public comments
3. Brown Act Teleconference Suspensions During a State of Emergency (Government Code [Section 54953](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=54953.&nodeTreePath=6.2.1.22&lawCode=GOV))
4. Approval of Fiscal minutes: May 11, 2021
	1. [May 11 minutes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/FPC%20Minutes%20for%20approval%205-11-2021.pdf)
5. Approval of joint EdCAP/Fiscal minutes: September 28, 2021
	1. [Sep 28 minutes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/2021_09_28_EdCAP-FP_Minutes%20DRAFT.v2.docx)
 | The meeting was called to order at 1:06 pm.No public comments.The committee voted to continue the use of online meetings.Minutes will be amended with Erika Lizee marked in attendance. | Sydney Sims moved to approve meeting online for the next meeting. Tiffany Pawluk seconded. Approved unanimously with no abstentions.Phillip Abramoff moved to approve the May 11th Fiscal minutes. Ruth Bennington seconded. Approved unanimously with no abstentions.Dani Vieira moved to approve the September 28th EdCAP/Fiscal minutes. Sydney Sims seconded. Approved as amended with no abstentions. |
| **UNFINISHED BUSINESS** |  |  |
| 1. Classified Prioritization Meeting: Date and Process
	1. [Classified prioritization assumptions](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/NCPPA%20Assumptions_revised_102221.docx)
	2. Tue Nov 23 12:00pm-2:00pm
2. Accreditation Update (no documents)—ISER
3. Vision and Values Discussion
	1. [Current vision and values](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/Mission%2C%20Values%20and%20Vision%20_%20Moorpark%20College.pdf)
4. Joint Committee Goals for 2021-2022
	1. [Draft goals for conversation](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/joint_edcap_fiscal_draft_goals_2021-09-28.v4.pdf)
 | Prioritization is scheduled for Tuesday, November 23, from 12:00 pm–2:00 pm. Revisions to the assumptions were made to correct spelling typos. Anyone who wants to speak on behalf of their submitted item can join the meeting and will have up to three minutes to present. Sample ballots will be sent to members no later than next week. You do not need to be present to vote. Ballots must be submitted to Cynthia Osuna by November 30.Mary Rees thanked everyone for their help on the standards and they are making good progress. Most groups are working on their drafts this month and in most cases finishing next month. The committee continued discussion on whether there is a need to form workgroups to revisit the Vision and Values. It was decided to update the Vision and Values to better align with the Mission.The Joint Committee draft goals were presented, and feedback was requested. Changes were suggested to make the goals contentions clear.  | Tiffany Pawluk moved to approve the revision to the Classified Prioritization Assumptions. Approved unanimously with no abstentions.Motion to create workgroups to revise the Vision and Values. Marnie Melendez seconded. Approved unanimously with no abstentions.Priscilla Mora moved to approve the Joint Committee goals as amended. Allison Case Barton seconded. Approved unanimously with no abstentions. |
| **NEW BUSINESS** |  |  |
| 1. Annual Institutional Research Agenda
	1. [IR agenda](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2021/Research_Agenda_2020-2021_draft_2021-09-14.docx)
2. Functional Map (from DCAP)
	1. [ISER Functional Map](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/VCCCD%20Functional%20Map_2021_%20Revised%2009.16.21.pdf)
3. Simplified Program Planning Demo
4. FTES Report
	1. [FTES report](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/FY22%20FTES%20Report%20Oct%2018%202021.pdf)
5. Review Infrastructure Model
	1. [Infrastructure model](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/FY21%20Fund%20113%20Adoption.pdf)
6. DCAS Update
7. Campus Environment Committee
	1. [Committee Notes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2021/10-19-21%20CEC%20Notes.pdf)
 | The research agenda is a list of items that the research team is hoping to examine that particular year. The committee reviewed the agenda to confirm nothing is missing from the initiatives or questions. This is a living document and feedback can be emailed to Oleg at any time.The Functional Map delineates the responsibilities between the colleges and the district. The committee will review the standards on the draft and provide any input. The current Moorpark College Program Planning notes is a long document and needs to be followed closely to avoid mistakes when submitting Program Plans. An alternate solution would be to move program planning into a Word and Excel document on SharePoint. Advantages include the ability to print, use rich text formatting, paste pictures, spend more time on data analysis-no automatic carryover of resource requests, no learning curve, less IE support required, IE can focus on creating data tables, upload documents that are easy to find, no login issues or slow load issues, easier to collaborate with others, easier to modify in the future if we want to add/remove/revise program plan sections. This item will come back at a future meeting.Moorpark College’s percent of FTES has remained consistently in the low 40s for the past few years. A decrease in enrollment numbers is a trend for community colleges across the state, including Moorpark College. This is the last year of the states hold harmless pattern and the Student Center Funding Formula begins next year.A calculation is done every year that funds the infrastructure model for the VCCCD colleges. The major drivers for the infrastructure are FTES, assignable square footage, and the amount of technology. These numbers are updated every year to calculate the funding coefficient based on revenue and the allocation to each college. Much of these funds are used to cover program plan facilities and technology resource requests.The Campus Environment Committee is working on modifying the environmental plan. They look forward to involving interested students in future projects. | Postponed until next meeting |
| **ANNOUNCEMENTS** |  |  |
|  |  |  |
| **FUTURE AGENDA ITEMS** |  |  |
|  |  |  |
| **ADJOURNMENT** | The meeting was adjourned at 3:00 pm. |  |



**MOORPARK COLLEGE**

**F**iscal **P**lanning **C**ommittee

The Fiscal Planning Committee makes recommendation on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college- wide fiscal operations: Ed Code 53200(c): - processes for budget development

**Fiscal Planning Membership / Attendance**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POSITION/DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |  | **DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |  | **DEPARTMENT** | **CHAIR/DESIGNEE** | **ATTEND** |
| Co-Chair: Academic Senate President | Erik Reese | X | Director, Facilities, Maintenance & Ops | John Sinutko | X |  | English/ESL | Jeff Baker | X |
| Co-Chair: Classified Senate President | Linda Resendiz | X | Financial Aid | Kim Korinke |  |  | Kara Lybarger-Monson (ALT) |  |
| Co-Chair: VP Business Services | Jennifer Clark | X | Athletics/KIN/Health | Matt Crater |  | ACCESS | Silva Arzunyan |  |
| AFT Faculty Appointee (1) | Hugo Hernandez |  | Physics/Astronomy/CS Engineering |  | X | Health Sciences | Christina Lee | X |
| SEIU Classifed Appointee (1) | Alejandra Gonzalez | X | Student Health Center | Allison Case Barton | X | Mathematics | Phil Abramoff | X |
| Associated Students Representative | Marina Bayless |  | Chemistry/Earth Sciences | Rob Keil |  | Child Dev | Cindy Sheaks-McGowan | X |
| Classified Supervisors’ Representative (2) | Michele Perry | X | Counseling | Traci Allen |  | EOPS | Marnie Melendez | X |
| Johanna Pimentel | X | Wendy Berg (Alt) |  | EATM |  |  |
| Classified Representatives (5) | Ruth Houston-Mudd | X | Social Sciences | Hugo Hernandez |  | Behavioral Sciences | Dani Vieira | X |
| Kris Romero | X | Lee Ballestero (Alt) |  | Life Sciences | Melia Tabbakhian |  |
| Linda Sanders |  | Library | Danielle Kaprelian | X | Media & Comm Studies | Neal Stewart | X |
| Obalid Younan |  | Visual Arts | Erika Lizee | X | Ex Officio (non-voting): |  |  |
| Valerie Nicoll | X | Performing Arts | Nathan Bowen | X | VP AA | Mary Rees | X |
| Dean Appointees (3) | Carol Higashida | X | World Languages | Perry Bennett |  | VP SS | Amanuel Gebru | X |
| Priscilla Mora | X | Business Admin | Ruth Bennington | X |  |  |  |
| Khushnur Dadabhoy | X |  | Library | Jackie Kinsey |  |  |  |  |  |

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|  **FISCAL PLANNING COMMITTEE** |
| **COLLEGE-WIDE COMMITTEE** | **CHARGE AND SOURCE OF AUTHORITY** | **MEMBERSHIP** |
| Fiscal PlanningReports: | Plans, monitors, and evaluates college-wide fiscal operations*The Fiscal Planning Committee makes recommendations on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development*The specific tasks of this committee are:* Annually review the District Budget Allocation Model and make recommendations for changes as necessary;
* Reviewing reports on the development of the College General Fund budgets in alignment with District processes, and relaying information to constituent areas;
* Reviewing emergent budget needs and constraints;
* Implementing the annual Classified Hiring Prioritization process; and
* Annually with the Education Committee on Accreditation and Planning, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.
 | **Co-Chairs:**Vice President, Business Services Academic Senate President Classified Senate President**Members:** Faculty Appointed by AFT (1) Associated Students Representative (1) Classified Supervisors’ Representative (2) Classified Representatives (5) Dean Appointees (3) Director of Facilities, Maintenance & Operations All Faculty Department Chairs and Coordinators or Designees Executive Vice President (Ex-officio, non-voting) |