**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:***

1. Provide leadership for accreditation—draft ISER by end of academic year
2. Develop vision for planning committee, including charge and membership
3. Provide transparency for budget and fiscal expenditures
4. Ensure equity in planning and budget
5. Perform gap analysis on prioritizations that will inform the planning processes for the following academic year and includes alignment with support of disproportionately impacted groups
6. Review program planning process for efficiency and to support student learning and equitable outcomes
7. Clarify relationships among the planning documents
8. Review and recommend updates to the Moorpark College Vision and Values as appropriate

**EdCAP Membership / Attendance**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |  | **Position** | **Name** | **Present** |
| Co-Chairs | Nenagh Brown |  X | Faculty Dept Chair, Cord, or designee from each department: |  | Comm Studies & Media Arts | Rolland Petrello |  X |
|  | 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 |  X |
| VP of Student Support\* | Amanuel Gebru |  | Behavioral Sciences | Chad Basile / Dani Vieira |  CB/DV | Social Sciences | Hugo Hernandez |  X  |
| Academic Senate Pres.\* | Erik Reese |  X | Business  | Josepha Baca/Reet Sumal |  | 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 Pielaet |  X |
|  | Howard Davis |  X | Counseling | Jodi Dickey |  X |  | Deb Brackley |  X |
|  | Carol Higashida |  X | English/ESL | Sydney Sims |  X |  |  |  |
|  | Matt Calfin |  X | EOPS | Angie Rodriguez/Marnie Melendez |  AR | ASMC | Jin Kim |  |
|  | Priscilla Mora |  X | Health Sciences | Christina Lee |  X |  |  |  |
|  | Khushnur Dadabhoy |  X | Library | Danielle Kaprelian |  X | \* Ex-officio, non-voting members |
|  | Monica Garcia |  X | Life Sciences | Audrey Chen |  X | **Guests:** |  |  |
|  | Robert Cabral |  X | Mathematics | Phil Abramoff |  X |  |  |  |

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| **Future Meetings** |
| Fall semester: ~~August 24; September 28; October 26; November 23~~Spring 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 joint EdCAP/Fiscal minutes: November 23, 2021
	1. [Nov 23 minutes](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2022/2021_11_23_EdCAP-FP_Minutes.draft_.v3_0.docx)
 | Meeting began at 1:08 pm.Mary Rees announced that MC has moved to next round for the Aspen Award. Alison Case Barton announced that the covid booster can be uploaded to the app. Instructors are asked to share this information with students as it assists in contact tracing. Committee members vote to continue meeting online for health and safety implications. Vote to approve minutes. | Roland Petrello moves to continue meeting online, Tiffany Pawluk seconds motion. No abstentions. Motion passes. Rolland Petrello moves to approve minutes, Hugo Hernandez seconds motion. Nenagh Brown abstains. Motion passes, minutes adopted |
| **UNFINISHED BUSINESS** |  |  |
| 1. *Classified Prioritization Debrief*
	1. [*Voting results*](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2022/Classified%20Prioritization%20Voting%20Results%2011-30-2021.pdf)
2. *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)
3. *Program Plan Process Review*
	1. [*Simplified Program Planning Draft*](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2022/program_plan_proposed_revisions_for_2022-2023_draft_2021-01-19.docx) *(Approved concept in Nov; these are drafts of updated docs)—first read*
		1. [*Word doc program plan*](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2022/Annual%20Program%20Plan%202022-2023_template%20draft.docx)
		2. [*Excel resource requests*](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2022/Annual%20Program%20Plan%202022-2023_Resource%20Requests_template%20draft.xlsx)
	2. *Timeline*
	3. *Incorporating DEI work*
	4. *Administrative validation of completion*
	5. [*Strategic Direction Questions (PP Guiding Questions)*](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2022/Strategic%20Direction%20Questions.1docx.docx)
 | Committee reviewed and voted on approximately 52 positions at the November meeting. Results are attached and have been forwarded to Dr. Sokenu for review at Executive Council. Khushnur Dadabhoy, Tiffany Pawluk, Hugo Hernandez, Ruth Bennington, Dina Pielaet have volunteered to assist Monica Garcia in this work group. Monica will reach out to Associated Students for a student to participate in this group. Linda Resendiz will reach out to classified staff for interested participants. A simplified process was approved in concept which included a template word doc for program plans. The Excel spreadsheet for resource requests was reviewed. FTCap recommended not to include anything under $1K on the spreadsheet. Requests for items under $1K should be addressed by Dept. Deans first. Information was received from 7 colleges regarding their deadlines; almost all colleges were in alignment with Moorpark’s fall timeline. Template forms should be available in late spring with data available by early summer. Khushnur Dadabhoy advocates for a spring timeline for the student service areas.Feedback from DEI workgroup was incorporated into proposed strategic direction questions wherever possible.Refer to F in annual program plan worddoc. There will not be structural changes in this final item relating to Administrator Feedback. The Research Office will contact Deans on Oct. 1 to let them know what program plans are outstanding. A revised list of strategic direction questions was presented. A CTE question was added. Comments were made regarding simplifying or reducing the number of questions. Sydney Sims suggested preceding each question with a subheading or focus area. Mary Rees suggests linking SWOT approach. There was a discussion about question #5 related to program collaboration and services. This question will be brought back to DEI workgroup to see if there is a concern and needs to be included. Hugo Hernandez suggested that the collaborative aspect could be folded into SWOT. The work group will reconvene and bring back proposals to the next meeting. Rolland Petrello will join the work group.  |  |
| **NEW BUSINESS** |  |  |
| 1. Participatory Governance Organizational Structure: Joint EdCAP/Fiscal Committee
	1. [PG Handbook Extract](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2022/MC_PG_Handbook_extract.pdf)
2. FTES Report
	1. [FTES report](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2022/FY22%20FTES%20Report%20Jan%2018%20-%20template.pdf)
3. Governor’s Proposed Budget 2022-2023
	1. [Summary](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/document/2022/FY23%20January%20Budget%20Proposal%20Summary.docx)
4. DCAS Update
5. Campus Environment Committee
	1. Committee Notes
6. Functional Map (from DCAP)—second read
	1. [ISER Functional Map](https://www.moorparkcollege.edu/sites/moorparkcollege/files/media/pdf_document/2022/VCCCD%20Functional%20Map_2021_%20Revised%2009.16.21.pdf)
7. ISER Overview and Initial Review
	1. Timeline (Priscilla)
	2. [Folder structure](https://vcccdventura.sharepoint.com/%3Af%3A/s/Moorpark/Outreach/EuyEqC_tIXxOq5iqMyLeTbsBH2uA2ajTTgpDwAKtXUPAMA?e=MrWXEn) (Erik)
	3. Review [I.A.4](https://vcccdventura.sharepoint.com/%3Af%3A/s/Moorpark/Outreach/EhSTXbvJsYJIkZw02DFnwkIBX0wELzoCquItWeUxpAQtag?e=TREyfV) (Erik), [I.B.2](https://vcccdventura.sharepoint.com/%3Af%3A/s/Moorpark/Outreach/EkqUsNLluhlPodzUxCz5bLwBxF3vXG_AJ6feI28b7iaZYA?e=oAdUm6) (Priscilla), [I.B.6](https://vcccdventura.sharepoint.com/%3Af%3A/s/Moorpark/Outreach/Ep9ugAoeKtpFrQHp_cgxqxoBOWgMg1rB0IjqDin7M_Dhhw?e=hRmbN1) (Oleg), [I.B.9](https://vcccdventura.sharepoint.com/%3Af%3A/s/Moorpark/Outreach/Ek4-DRfJlhJGr7SkpwVNXa0BDPM2UhcHfbUe9rFxfuBOiw?e=ZFmyK9) (Linda), [QFE](https://vcccdventura.sharepoint.com/%3Af%3A/s/Moorpark/Outreach/ErVWM-Ws4odEjP4_rK-iEqMBGA-7Arg9CzM_g62Zjv_YtQ?e=Niwbgp) (Priscilla)
 | The charge will need to be updated if committees continue to meet jointly. Nenagh Brown requests a workgroup to further investigate the charge. Linda Resendiz, Neal Stewart, Tiffany Pawluk, Ruth Bennington, Linda Sanders, Obalid Younan will serve on the workgroup with Nenagh. FTES report reviewed. Compared to 2019-20 we are down 17%. Marketing has prioritized making an impact on FTES through planning and outreach. Hold harmless funding will be extended beyond 2024-2025. Beginning in fiscal 2023, the Student Center Funding Formula (SCFF) will roll actual FTES into 3-year average. The Governor’s proposed January budget was reviewed. There is a surplus, % may go back to tax payers. There is a proposed 5.33% COLA, but our actual funding will be more like 4.33% because FTES is dropping. There will be an increase in contribution rate for STRS and PERS. Proposal includes extending “hold harmless,“ there will be different ways of calculating allocations. Concern expressed about decision to start FT faculty hiring now that Governor’s proposal is available. Julius will be making a final recommendation soon. Erik reported interesting total budget projections over the next few years, which had projections both including and excluding the new proposed hold harmless. Full documents for DCAS are available on boardocs. Environmental committee did not have quorum at last meeting, no official notes are available.Functional map displayed primary, secondary, and shared responsibilities of colleges and district. There were very few changes. Roles of board and colleges remain much the same. Call for approval of Functional Map. Functional Map approval will be forwarded to District-wide committee and become part of our ISER.Priscilla Mora reviewed the calendar. Next month, Academic Senate and Classified Senate will review Standards and QFE. At the next EdCAP/FP meeting district standards will be reviewed. Academic Senate will continue to have updates, Classified Senate will review District Standards. Local standards will be reviewed first, followed by District Standards. Larger review will be at the Spring Planning Retreat on March 18. There will be a Town Hall on April 21. Editing and formatting will take place in summer. Review process takes place this semester. ISER is submitted in January 2023.The ACCJS ISER 2023 review calendar is located in the folder. Standards are listed in the evidence folder. Refer to IA4 standard which is in final form. The standard and evidence documentation, analysis and guiding questions are listed. Break out groups at next meeting for discussion of four standards. Priscilla Mora reviewed the QFE which is required as part of accreditation process but not an assessed requirement and is separate from standards. QFE focuses on 2-3 student learning and achievement projects; also meant to be a 3-5 multi-year plan. IEP PRT plan forms the basis in working towards alignment and integrated planning. The focused projects were 1) the creation of an inclusive campus and culture, and 2) significant reduction of equity gaps in student outcomes, particularly in distance education by 2027.  | Ruth Bennington motions to further investigate meeting as a joint EdCAP/Fiscal committee. Sydney Sims seconds the motion. 29 approved the motion, 2 opposed, 1 abstention. Motion passes.Priscilla Mora moves to approve the VCCCD Functional Map, Deb Brackley seconds the motion. Motion passes unanimously.  |
| **ANNOUNCEMENTS** |  |  |
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| **FUTURE AGENDA ITEMS** |  |  |
|  |  |  |
| **ADJOURNMENT** | Meeting adjourned at 2:59 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 |  |  | English/ESL | Jeff Baker |  |
| 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 | X | ACCESS | Silva Arzunyan |  |
| AFT Faculty Appointee (1) | Hugo Hernandez | X | Physics/Astronomy/CS Engineering |  |  | Health Sciences | Christina Lee | X |
| SEIU Classified 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 |  | Counseling | ~~Traci Allen~~ |  | EOPS | Marnie Melendez |  |
| Johanna Pimentel | X | Wendy Berg (Alt) |  | EATM |  |  |
| Classified Representatives (5) | Ruth Houston-Mudd | X | Social Sciences | Hugo Hernandez | X | Behavioral Sciences | Dani Vieira | X |
| Kris Romero | X | Lee Ballestero (Alt) |  | Life Sciences | Melia Tabbakhian |  |
| Linda Sanders | X | Library | Danielle Kaprelian | X | Media & Comm Studies | Neal Stewart | X |
| Obalid Younan | X | 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 |  |
| 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) |