



EdCAP Committee Minutes 2:30-4pm, April 28, 2020

Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

EdCAP Committee Charter

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

The planning component under the purview of EdCAP includes:

- Program Plans: Evaluate the program planning process and recommend modifications as needed
- Educational Master Plan: Define the format of the Educational Master Plan, establishing and monitoring the timeline, and recommend approval of the final document

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

Goals for 2019-20:

Planning component:

1. Design and implement pilot project for cross-disciplinary program plan discussions
2. Review and where necessary modify program plan process of 2019-20
 - Reconsider timeline
 - Review platform
 - Review three-year review cycle
 - Update and modify template for student service programs
 - Further integrate planning and resource allocation
3. Review planning documents produced from Educational Master Plan (Annual Work Plans, etc.)

Accreditation component:

4. Monitor and review the preparation of the ACCJC Midterm Accreditation Report
 - Establish timeline
 - Perform gap analyses
 - Contribute to and review self-evaluation plans establishing progress and outcomes
 - Contribute to and review progress reports on ACCJC recommendations for improvement
 - Contribute to and review report on outcomes of both Action Projects in Quality Focused Essay
 - Recommend final draft of Midterm Report for approval
5. Revise ACCJC Institution-Set Standards and recommend for approval
6. Discuss ACCJC Annual Report and recommend for approval

Other:

7. Review EdCAP charter and membership for updated Moorpark College Decision-Making Handbook

Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	X
	Oleg Beshpalov	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Jennifer Clark	X
VP of Student Support*	Amanuel Gebru	X
Academic Senate Pres.*	Nenagh Brown	X
Dean members:	Oleg Beshpalov	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	X
	Khushnur Dadabhoy	X
	Monica Garcia	X
ASMC Rep (advisory)	Kris Hotchkiss	X

Position	Name	Present
Department members:		
ACCESS	Silva Arzunyan	X
EATM	Gary Wilson	
Kin/Health/Athletics	Remy McCarthy	
Behavioral Sciences	Chad Basile / Dani Vieira	
Business	Josepha Baca	X
Chemistry/Earth Sci	Roger Putnam/Rob Keil	RP
Child Development	Cindy Sheaks-McGowan	X
Counseling	Jodi Dickey	
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez	
Fine Arts	Erika Lizee	
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	
Life Sciences	Audrey Chen	

Position	Name	Present
Mathematics	Phil Abramoff	X
Media Arts & Comm Studies	Rolland Petrello	X
Performing Arts	John Loprieno	X
Physics/Ast/Engr/CS	Erik Reese	X
Social Sciences	Hugo Hernandez	
World Languages		
Student Health Center	Sharon Manakas	X
* Ex-officio, non-voting members		
Guests:		
EOPS	Marnie Melendez	X
Student Activities Specialist	Kristen Robinson	
Student Success Services Supervisor	Claudia Sitlington	



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Today's Handouts Minutes: March 24, 2020 Annual Work Plan 2020-2021 brainstorm Program Plan Summary Report 2019-2020 'Development and Review of Program Plans and Assessment' timeline EdCAP Goals and Accomplishments 2019-2020	Future Meetings Fall semester: August 27; September 24; October 22; November 26 Spring semester: January 28; February 25; March 24; April 28
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AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments Approval of minutes: March 24, 2020	Silva acknowledged the nursing team on their pass rate of 100%.	Rolland Petrello moved to approve and Sharon Manakas seconded. Approved unanimously.
PREVIOUS BUSINESS		
A. ACCJC Midterm Report update B. EdCAP and Fiscal future joint meeting update	<p>Mary gave an update on the ACCJC Midterm Report that EdCAP forwarded last meeting. She thanked EdCAP for their active role in the accreditation report. It's been presented to the Classified Senate, Academic Senate, and Associated Students with no questions or concerns. Academic Senate approved and it will go to the Board of Trustees for review before it is sent to ACCJC.</p> <p>An EdCAP and Fiscal joint meeting was put forward as a recommendation in the Decision-Making Handbook draft. The draft is going for signatures with Classified Senate, Academic Senate, Associated Students, then the college president. EdCAP and Fiscal Planning co-chairs have agreed to meet in May to brainstorm ways this meeting can occur and what its goals will be. They will present to Consultation Council then bring suggestions to each committee for discussion in the fall.</p>	
NEW BUSINESS		
A. Annual Work Plan 2020-2021 progress and Planning Retreat debrief	Oleg said Planning Retreat attendance was about 100 people, similar to last year. One of the items done during the retreat was to start work on the 2020-2021 Annual Work Plan which draws out annual goals from our Ed Master Plan. Next step is to work out the rest of the work plan in Admin Council. Anyone working	

<p>B. Program Plan Summary Report 2019-2020</p>	<p>on actions can view recommendations from the Planning Retreat on the same shared document.</p> <p>Oleg will be closing out the 2019-2020 actions within the next week and will formally present outcomes at next committee meeting. A draft of this document will be available whenever logging in to program plans.</p> <p>An anonymous survey will be sent out to Planning Retreat attendees and results will be used to improve future retreats.</p> <p>Mary shared the Program Plan Summary Report 2019-2020. Outcomes for the 28 programs evaluated were 3 No Action Needed and 25 Strengthen the Program. Strengthen the Program is not a negative indication and reflects that programs will be modified to meet changing times. Not all programs are instructional.</p> <p><u>Lessons Learned:</u></p> <ul style="list-style-type: none"> • There was a suggestion at the planning retreat that all disaggregated data and equity reports be pulled from the program plans into a composite document to start a campus wide equity discussion. • Need to help programs better connect with strategic directions and resource allocations. The joint EdCAP and Fiscal Planning meeting can help with this. • Program planning training will continue to make sure people are comfortable with the software. • 3-year cycle will continue for 2020-2021. If a group wants to go back sooner, that can be requested. • 60-minute meetings work well for most groups. • Will try to keep current program plan template. The new SLO software for disaggregating data, eLumen, has program planning templates that will be looked at. No changes will be made unless the templates will provide a big advantage. <p><u>Trends:</u></p> <ul style="list-style-type: none"> • Prioritize and fund website redesign – Just about ready to be relaunched. • Personnel – This is where the largest needs are for the campus. Will continue prioritization conversations. COVID-19 will have an impact on budgets. <p>Oleg asked if there are a few strong program plans that should be shared as an example. Phil offered to share an outline of the Math program plan. Mary said anyone who wants to volunteer their program plan can contact Oleg. Nenagh and Oleg will continue this conversation offline.</p>	
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<p>C. Review of updated 'Development and Review of Program Plans and Assessment' timeline from <i>Decision-Making Handbook</i></p> <p>D. Review EdCAP goals and accomplishments</p> <p>E. Committee Evaluation</p> <p>F. For the good of the accreditation and planning order</p>	<p>Mary asked to add an agenda item for next fall to discuss programs that did not have a report out. How did they use program planning and what are their suggestions?</p> <p>Nenagh shared the revision of the Program Plan timeline from the Decision-Making Handbook that now links the various resource processes with the program plan process more closely.</p> <ul style="list-style-type: none"> • Changed the program plan due date from September 15th to September 30th. • Added Program Plan Evaluation Meetings will happen at least once during a three-year cycle. • Prioritization for full-time faculty and classified staff is already being done, along with F/T CAP prioritizations, and all are now written into timeline; • Added that EdCAP reviews ACCJC Annual Plan and Institutional-Set Standards to timeline. • Joint annual meeting with EdCAP and Fiscal Planning is new to the timeline. <p>Nenagh reviewed goals and accomplishments from 2019-2020 (attached). Goal #2 Review and modify program plan process: goal of establishing a program plan for Caring Community still unresolved - Mary stated that currently working through funding, location, and staff for Caring program. Caring community is still being developed but will be broader than basic needs. Nenagh will leave in as planned as we wait for a final decision.</p> <p>Nenagh asked that everyone complete the Committee Evaluation that was included in the meeting invite. Standing committees get evaluated every other year to see how affective they are. You do not have to be a member to complete.</p>	<p>Sydney Simms moved to approve and Rolland Petrello seconded. Approved unanimously.</p>
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
A. eLumen demo of program planning		
Adjournment		