



EdCAP Committee Minutes 2:30-4pm, August 25, 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 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

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 Gebbru	X
Academic Senate Pres.*	Erik Reese	X
Classified Senate Pres*	Linda Resendiz	
Dean members:	Carol Higashida	X
	Howard Davis	x
	Khushnur Dadabhoy	X
	Matt Calfin	X
	Monica Garcia	X
	Oleg Beshpalov	X
	Priscilla Mora	X
	Robert Cabral	X

Position	Name	Present
Faculty Dept Chair, Cord, or designee from each department:		
ACCESS	Silva Arzunyan	X
Behavioral Sciences	Chad Basile / Dani Vieira	CB
Business	Josepha Baca/Reet Sumal	JB
Chemistry/Earth Sci.	Tiffany Pawluk/Rob Keil	TP
Counseling	Jodi Dickey	X
Early Childhood Dev.	Cindy Sheaks-McGowan	X
EATM	Gary Wilson	X
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez	X
Health Sciences	Christina Lee	X
Kin/Health/Athletics		
Library	Danielle Kaprelian	X
Life Sciences	Audrey Chen	X
Mathematics	Phillip Abramoff	X

Position	Name	Present
Media Arts & Comm Studies	Rolland Petrello	X
Performing Arts	John Loprieno	X
Physics/Ast/Engr/CS	Farisa Morales	X
Social Sciences	Hugo Hernandez	X
Student Health Center	Sharon Manakas	X
Visual Arts	Erika Lizee	X
World Languages		X
Classified Staff	Kristen Robinson / Deb Brackley	X
ASMC Rep	Jin Kim	
Guests:	Helga Winkler	X
	Lee Ballestero	X
	Adam Black	X
* Ex-officio, non-voting members		

Today's Handouts	Future Meetings
Minutes: April 28, 2020 ACCJC Midterm Report – final draft Annual Work Plan, 2019-20 – final status Annual Work Plan, 2020-21 – draft	Fall semester: August 25; September 22; October 27; November 24 Spring semester: January 26; February 23; March 23; April 27



Program Plan 3-Yr VP Meeting schedule 2019-20 EdCAP evaluation results Strategic Plan/planning and accreditation goals EdCAP Goals/Achievements, 2019-20	
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AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments	<p>Erik Reese shared his excitement for the new year and Mary Rees thanked everyone for the taking on the huge responsibility. Phil Abramoff acknowledged Nenagh Brown for her several years of great service as Academic Senate president.</p> <p>Nenagh reviewed revised EdCAP Membership and Charter from new <i>Participatory Governance Handbook</i>. Each department is represented by a faculty chair, coordinator, or designee. (Faculty membership changes should be sent by the department chair in an email to your dean for information and to Erik to be ratified by the Academic Senate Council.) The committee now has two representatives from the Classified Senate, and the ASMC rep is a full voting member.</p> <p>EdCAP Charter is to make recommendations on college-wide planning and accreditation issues related to education programs and student services. The charge is split into a planning component and an accreditation component; it is recorded for us on our agendas.</p>	
Approval of minutes: April 28, 2020	No changes	<p>Rolland Petrello moved to approve and Silva Arzunyan seconded. Approved with Khushnur Dadabhoy, Danielle Kaprelian, Erika Lizee, Deborah Brackley, Audrey Chen, Kristen Robinson, Farisa Morales, Helga Winkler, Angie Rodriguez, Hugo Hernandez, Priscilla Mora, Robert Cabral, Sydney Sims, Gary Wilson, and Jodi Dickey abstaining.</p>

PREVIOUS BUSINESS		
<p>A. ACCJC Midterm Report</p> <ul style="list-style-type: none"> • Update • Completion items 	<p>Mary reported that a quality Midterm Report was produced. The document was approved by the Board of Trustees and submitted to ACCJC. Areas that were acknowledged as still needing work done included HR actions from the district and fiscal multi-year and actual costs. We want to follow up with both so that we are ready to move forward on the next part of accreditation.</p>	
NEW BUSINESS		
<p>A. Annual Work Plan, 2020-21</p> <ul style="list-style-type: none"> • Status of Annual Work Plan, 2019-20 • Annual Work Plan draft, 2020-21 • Social justice metrics 	<p>Oleg gave an update on last year’s annual work plan. He had asked contributors to give an estimated percentage of their completion to provide a status update. The average completion rate for 2019-2020 was 61.5% which is generally good. COVID-19 did play a factor in the completion rate.</p> <p>Information from the 2019-2020 Annual Work Plan and the Strategic Planning Retreat were used to create actions for the new 2020-2021 Annual Work Plan. An example is the ADT for Computer Science was completed last year so this year’s action will be to promote it. Strategic directions and actions for the new Work Plan were brainstormed at the retreat; since then there was a desire to focus on social justice and it was found that this work was already embedded in much of the Annual Work Plan.</p> <p>Strategic Direction #1 is student-centered curriculum. The ‘actions’ columns reflect what did and did not get accomplished last year and what is being moved forward and added for this year. Guided pathways is a major tool to help accomplish these actions. All should have received an invite to attend Guided Pathways retreat on 9/25 from 9 am – 12 pm. Also included are expanding culturally competent curriculum and student services, the creation of an ethnic studies program, and reviewing district hiring processes.</p> <p>Student access is Strategic Direction #2 and social justice work is again key. The goal is to increase enrollment of disproportionately impacted groups. PACE has increased short term sections and has done particularly well during COVID-19.</p> <p>Strategic Direction #3 is student success. The Plan includes providing financial support for low-income students and developing reports in Argos to identify and pursue high school students with incomplete FAFSAs. Zero Textbook Cost will be focused on providing resources to students, especially with COVID-19.</p>	<p>Rolland Petrello moved to approve this document and move it forward to Academic Senate Council. Sydney Sims seconded. Approved unanimously.</p>

<p>B. Program Planning</p> <ul style="list-style-type: none"> • 3-Year program meeting schedule • Social justice VP question 	<p>Campus safety and wellness is Strategic Direction #4. The emergency notification system is going to be a big item and Oleg is working with the district to implement. Drills for active shooters, fire, and earthquakes will continue. Title IV has new regulations requiring training and new work going forward. The Basic Needs Center’s goal this year is to launch it; basic needs have been defined and work has been clarified.</p> <p>Strategic Direction #5 is organizational effectiveness. We are in a time of unknown financials and we need to make sure we are efficient with organizational effectiveness to accomplish as much as possible with the resources available.</p> <p>If something missing, let Mary, Oleg, or Nenagh know and they can update or modify. Academic Senate and Classified Senate were involved with drawing ideas from the retreat as well as last year’s plan into this new plan.</p> <p>Reviewing each program every year has been changed to a three-year process. Programs that want or need to come back sooner can make that request as soon as possible. Fall will have 36 regularly scheduled program plan reviews and programs requesting returns will be done in spring.</p> <p>The committee decided there would be two VP questions in the program planning process. Since a lot of work is being done to focus on social justice, two questions were added by the exec team to help define the work being done in these areas. Mary left these changes up for conversation.</p> <p>Priscilla Mora said program planning already has a lot of questions and adding more may make responses less explored. Maybe questions should be refined and focused on two questions to help focus.</p> <p>Erik said another discussion was to do a deeper dive into one or two strategic directions instead of addressing all five.</p> <p>Rolland said question 3 feels like it is already covered in all our discussions of equity in other parts of the plan so its presence as a VP question is redundant.</p> <p>Mary clarified that these questions are intended to help support the writing and discussion of the program plan. The campus is interested in what is being done for outcomes based on race and equity within the strategic direction and what programs are doing for social justice.</p> <p>Mary welcomes a workgroup to take on these concerns. Josepha Baca, Oleg Bespalov, Hugo Hernandez, Rolland Petrello, Priscilla Mora, and Erik Reese volunteered to be part of the workgroup. They will meet this week or next week to help clarify the questions and make program plans clearer. The final results will be included in the program plan template</p>	
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<ul style="list-style-type: none"> • eLumen demo of program planning <p>C. 2019-20 Committee evaluation results</p> <p>D. 2020-21 Committee goal setting</p> <p>E. For the good of the accred. and planning order</p>	<p>and the Workgroup will report back to EdCAP on what was decided; by then program chairs will be working on program plans so there cannot be another broad EdCAP discussion.</p> <p>eLumen is the software used for SLO outcomes assessment, but the program plan capability is also available within the software. Oleg is still evaluating it as an option for program plans. He gave an example of one useful function available to assist with the resource prioritization process: when logging into your program plan, you will see what has been funded or its prioritization ranking. Oleg will present a demo to EdCAP when he gets enough information from eLumen that suggests it would offer a helpful alternative to TracDat for members of the committee to consider the switch. Phil’s concern is that program plan history will be lost and they will have to be written from scratch. Oleg is not sure if the information will be migrated over or if PDF versions will be available to keep on file.</p> <p>Nenagh thanked those who completed EdCAP’s evaluations that are done every two years. Questions 3 and 4 are about the effectiveness of our charge and the EdCAP Committee scored high on this. We also scored high on the value of the committee’s work. Comments are the most helpful reminders on how to be more effective. The questions that focus on the participatory governance process were also high. Comments were made to bring information from other committees that link to EdCAP. One of the lowest scores was for how much service the members of the committee feel they were doing that was valuable. Suggestions to improve communication included communication between EdCAP and division meetings and the request for more strategic planning retreats.</p> <p>Nenagh and Oleg brainstormed a rough draft using leftover goals and accomplishments from last year. Nenagh asked all members to review and send an email of anything that should be added or removed. An updated draft will be brought to the September meeting.</p>	
<p>ANNOUNCEMENTS</p>		
<p>FUTURE AGENDA ITEMS</p>		
<p>A. Cross Program Plan Synergy B. Joint Fiscal/EdCAP Meeting</p>		



MOORPARK COLLEGE

**EdCAP Committee Minutes
2:30-4pm, August 25, 2020**

Adjournment		
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