



EdCAP Committee Minutes DRAFT 2:30-4pm, September 22, 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:

Planning component:

1. Implement and review pilot project for cross-disciplinary program plan discussions within the Guided Pathways Areas of Interest
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)
3. With Fiscal Planning Committee design, implement, and assess new process for reviewing resource recommendations in relationship to the Strategic Plan
4. Review planning documents produced from Educational Master Plan (including Annual Plans for 2020-21 and 2021-2022, 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

Accreditation component:

5. Monitor follow-up items from the 2020 ACCJC Midterm Accreditation Report

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
7. Review the effectiveness of the committee
 - Review EdCAP evaluations from 2019-20 for further improvements to work of committee
 - Reevaluate updated charge and membership of committee for any further changes

Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	X
	Oleg Bernal	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Jennifer Clark	X
VP of Student Support*	Amanuel Geburu	X
Academic Senate Pres.*	Erik Reese	
Classified Senate Pres*	Linda Resendiz	
Dean members:	Oleg Bernal	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	X
	Priscilla Mora	X
	Khushnur Dadabhoy	X
	Monica Garcia	X
	Robert Cabral	X

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

Position	Name	Present
Comm Studies & Media Arts	Rolland Petrello	X
Visual Arts	Erika Lizee	X
Performing Arts	John Loprieno	X
Physics/Ast/Engr/CS	Farisa Morales	X
Social Sciences	Hugo Hernandez	X
Student Health Center	Sharon Manakas	X
World Languages	Helga Winkler	
<u>2 classified staff:</u>	Kristen Robinson	X
	Deb Brackley	X
ASMC Rep	Jin Kim	X
* Ex-officio, non-voting members		
Guests:	Adam Black	X
	Traci Allen	X

<p>B. Program Planning</p> <ul style="list-style-type: none"> • Revised Vice-President questions – report from workgroup 	<p>John Loprieno’s group wondered if the impact of COVID-19 should be reflected for accreditation. Mary said if standards are not met then the COVID-19 impact will be indicated for accreditation, but it should also be part of our enrollment management plan.</p> <p>Tiffany agreed with John and that it is important to review synchronous vs. asynchronous methods of delivery. Oleg took note and will make the necessary changes to show synchronous and asynchronous data for next year’s program plans.</p> <p>Josepha added that it would be helpful to review the results of lowering the cap of online courses.</p> <p>Added “Review impact of COVID-19 on planning and accreditation, review related data” as a bullet point under <i>Other</i> since it effects both components. Nenagh will produce wording to encompass everything.</p> <p>Mary shared the change in focus to include social justice and disproportionately impacted program questions along with Guided Pathways and annual plan metrics. The workgroup formed at last EdCAP meeting opted to keep four questions but worded differently for clarification.</p> <p>Mary shared a suggestion from the Fiscal Committee that there should be an equity lens in the discussion of classified positions being requested. An explanation will go out via email but Mary wanted to make sure everyone was aware.</p> <p>Dual Enrollment and PACE now have been added to the program plan list. The current standing for MakerSpace is that they will collaborate with Graphics and Multimedia and put their data in that program plan. Basic Needs is still defining where its money is coming from and it needs to be clarified before moving to its own program plan. It currently falls under the Equity program with Johnny Conley.</p>	
NEW BUSINESS		
<p>A. 2020-2021 Enrollment Management Plan draft</p>	<p>Oleg explained that the Enrollment Management Plan was created from a subset of annual work plan items that are related to enrollment management. Some fields were hidden if they were not related to enrollment management. The Annual Work Plan is making its way through Academic Senate and if there are any changes, Oleg will update the Enrollment Management plan to reflect that.</p>	

<p>B. Cross-Program Plan Synergy – The Guided Pathways Retreat, presented by Traci Allen</p> <p>C. For the good of the accred. and planning order</p>	<p>Mary added that fiscal, COVID-19, and equity are other big pieces that may have an impact on enrollment management. This plan will be available for review and brought back next committee meeting.</p> <p>The opportunity for programs to share their plans with other disciplines was going to be provided at the planning retreat last Spring, but the agenda was changed when the retreat went virtual. Traci shared that there will now be a Guided Pathways Retreat on Friday from 9am-noon that will include the exercise that was planned. The retreat will look at the student perspective and recap what has been done as well as the goals of what is to be done. Administrators, faculty, staff, and students will then be put in breakout rooms based on Areas of Interest for guided discussions of shared skills, barriers, and metrics for students in each Area and how they can be supported. EdCAP members were encouraged to attend and participate in this pilot Areas of Interest exercise to experience whether it provided effective collaboration and “cross-program synergy” as the Committee had planned in its goals.</p> <p>Nenagh asked if there are agenda items anyone would like to bring to the committee. It was agreed next meeting to brainstorm data metrics for effective online pedagogy to inform the committee’s planning role. There were no further suggestions.</p>	
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
<p>A. Joint Fiscal/EdCAP Meeting B. Monitor follow-up items from the 2020 ACCJC Midterm Accreditation Report</p>		
Adjournment		