



EdCAP Committee Minutes DRAFT October 27, 2020, 2:30-4:00pm

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.

Membership / Attendance

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

Position	Name	Present
<u>Faculty Dept Chair, Cord, or designee from each department:</u>		
ACCESS	Silva Arzunyan	
EATM	Gary Wilson	X
Kin/Health/Athletics	Adam Black	
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	
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	X
<u>2 classified staff:</u>	Kristen Robinson	X
	Deb Brackley	X
<u>ASMC</u>	Jin Kim	X
* Ex-officio, non-voting members		
Guests:	Shannon Macias	X
	Traci Allen	X

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



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Today's Handouts	Future Meetings
Minutes: September 22, 2020 Enrollment Management Plan, 2020-21 – 2 nd draft EdCAP Goals 2020-2021 Final	Fall semester: August 25; September 22 ; October 27; November 24 Spring semester: January 26; February 23; March 23; April 27

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments	No public comments	
Approval of minutes: September 22, 2020	No changes	Tiffany Pawluk moved to approve and Sharon Manakas seconded. Approved with Gary Wilson and Sydney Sims abstaining.
PREVIOUS BUSINESS		
A. 2020-21 Committee goals – final draft	The final draft of goals was passed at the last meeting and forwarded to the Academic Senate and to the President. The final changes were presented with no further alterations requested by the committee.	
B. 2020-21 Enrollment Management Plan – 2 nd read	<p>The Enrollment Management Plan was introduced at the last meeting but brought back to give more time to review. Oleg Bepalov made a few minor changes to replace names with positions and appended the Distance Education Success Rate action to include “Continue laptop lending program for students and employees and explore how to expand internet access to more students.”</p> <p>Hugo Hernandez said he did not see tutoring or faculty office hours included on the plan. Mary Rees said tutoring is already included, and Oleg Bepalov will work on getting office hours added to the right section.</p> <p>Nenagh Brown also wants to call out the suggested class cap of 40 for lecture classes in the Spring semester, possibly under section G.</p> <p>This will now go to Executive Council to confirm alignment with strategic directions as well as to Academic Senate Council for a final review.</p>	Phil Abramoff moved to approve the 2020-21 Enrollment Management Plan and Roland Petrello seconded. Approved unanimously.
C. Cross-Program Plan Synergy – Guided Pathways Retreat debrief	EdCAP’s goal for this year is to implement and review a pilot project for cross disciplinary program plan discussions within the Guided Pathways framework. Implementation has happened at the recent Guided Pathways retreat and Traci Allen	

	<p>asked the committee how they thought the exercise had worked and how programs can come together to discuss success, retention, and equity in the future</p> <p>The group shared issues with writing up the program plans before they get to cross program synergy. Some asked if there can be a guiding discussion and feedback during the writing of program plans. Mary suggested this be an agenda item at the VP Advisory Council meetings and that the program plan intent should be clarified. Rolland recommended mentorship across programs. Sydney asked if there could be a bulletin or discussion board where people can share ideas and input on writing program plans. Mary said the Campus Updates can be used as a bulletin to share with the whole campus.</p> <p>Traci asked when cross-program Guided Pathways goals should fit into the program plan timeline to create synergy. Nenagh said an Areas of Interest discussion at the Strategic Planning Retreat in March or April would bring up any cross-program ideas in time to be included in program plans for the following year. The group therefore agreed a similar exercise should be included at next year's Retreat.</p>	
NEW BUSINESS		
<p>A. Brainstorm data metrics for effective pedagogy during COVID-19</p>	<p>The Institutional Effectiveness team will disaggregate data between synchronous and asynchronous online teaching and is open to any other ideas. They are working to incorporate data into next year's program plans and if the data already exists, then it can be pulled at any time.</p> <p>Matt Calfin shared the Chancellor's office Distance Education Report that can be used to learn and adapt from. Student demographics and why they take online classes is also highlighted in the survey.</p> <p>Sharon Macias explained how components like personalities, subjects, and other class offerings need to be considered when viewing synchronous/asynchronous data.</p> <p>Tiffany would like to hear survey data from the students for which modality works best for them. She also thinks we can learn from current research that is already available.</p> <p>Oleg said the data can be separated by discipline, course, ethnicity, BOG fee waiver, or ZTC. He prefers to wait until the end of the semester to pull data unless it can fundamentally change the course of action to do so sooner. Mary said we can begin looking at the moving data to find useful information.</p> <p>Oleg thinks data from fall short term classes can be made available for interpretation by the next EdCAP meeting. If data does not help EdCAP much, it may help Distance</p>	



<p>B. Joint Fiscal/EdCAP Meeting</p>	<p>Education, Equity, or Professional Development. This will be added to the next EdCAP agenda.</p> <p>Both Fiscal and EdCAP committee charters list reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations. Nenagh and Oleg have met with a workgroup of the Fiscal Committee co-chairs and the Accreditation Liaison and will produce a draft document/calendar to review at the November meeting to implement in spring. Anyone interested in joining the workgroup can let Nenagh or Oleg know.</p> <p>Goals are to close the planning and resource gap and inform the planning cycle for the following year, link the resources and planning cycles to our assessment process, and to enhance communication and transparency.</p> <p>Oleg shared the Planning at Moorpark College website with resources allocation prioritization lists. FRAWG, PAWG, TRAWG, Faculty Prioritization, Professional Development travel awarded, and the SDA budget are now available in a centralized place for transparency. People can now view if something requested has been prioritized.</p>	
<p>C. For the good of the accred. and planning order</p>		
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
<p>A. Monitor follow-up items from the 2020 ACCJC Midterm Accreditation Report</p>		
Adjournment		
		<p>Phil motioned to adjourn, and John Loprieno seconded. Approved unanimously.</p>