

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 collegewide 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 ACCIC

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	Х
	Oleg Bespalov	Х
VP Academic Affairs*	Mary Rees	Х
VP Business Services*	Jennifer Clark	Х
VP of Student Support*	Amanuel Gebru	Х
Academic Senate Pres.*	Nenagh Brown	Х
Dean members:	Oleg Bespalov	Х
	Howard Davis	Х
	Carol Higashida	Х
	Matt Calfin	Х
	Khushnur Dadabhoy	
	Monica Garcia	Х
Ass. Students (advisory)	Kris Hotchkiss	

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

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

EdCAP Committee Minutes 2:30-4pm, March 24, 2020



Today's Handouts	Future Meetings
Minutes: February 25, 2020	Fall semester:
ACCJC Midterm Report Draft_2020-03-20	August 27; September 24; October 22; November 26
ACCJC Midterm Report survey results	Spring semester:
Student Services suggested new programs for 2020-2021	January 28; February 25; March 24; April 28
Program Plan guiding questions for 2020-2021 Draft_2020-03-20	
Moorpark College Decision Making Handbook 2017-2020_EdCAP excerpt with revisions	
ACCJC Annual Report 2020	

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER AND READING OF MINUTES		
Call to order; Public comments	 Mary Rees thanked all who are working hard to keep continuity of education for our students. It's a team effort and massive amount of work so she thanks all involved. Phil Abramoff urged other departments to modify their summer schedules to online courses and get them to Alan as soon as possible. Rolland Petrello asked if the Academic Data Specialists will convert all classes to online or does faculty have to submit the changes. Mary said the discussion will be had at Deans Council to verify that the courses that are currently listed are the ones faculty want to offer for the summer then they will be converted to DE. Phil asked if instructors not DE certified will get waivers from the district or will they be urged to be certified. Mary said a discussion will need to be had to find out how many would require training. More information is needed before a decision is made. Sydney Sims asked if a list of who has DE certification can be posted and kept current. Mary said a site will be set-up. Silva Arzunyan noted that services put in a lot of effort to move online and they have received positive feedback from students. Working with instructors to sort out accommodations has also been successful. 	
Approval of minutes: February 25, 2020	• Change Christina Lee's public comment to "They received continuing accreditation with condition."	 Rolland Petrello moved to approve and Sydney Sims seconded. Approved with Sydney abstaining.



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PREVIOUS BUSINESS		
A. ACCJC Midterm Report • Review third draft	 Mary said more refining will be done to the Midterm Report now that we're at the stage where evidence is being pulled. Oleg highlighted the evidence portions on the Midterm Report and it will take another month or two to put together. A group meeting will be had with all three colleges and the district to review functional mapping. Functional maps define the different activities and who is responsible for those particular functions. Needed to clarify the work of the district versus the work of the college. Meeting is being postponed until late summer or fall because of COVID-19. Document with current mapping will be included in attachments sent to Academic Senate. There was a call for a district strategic plan and college input will be needed early and often to make the plan relevant. Mary is unsure if a meeting will be arranged before fall due to COVID-19. Meeting is usually held in person and we are still learning how get adequate input at large virtual meetings. Nenagh asked Mary if something will need to be added that this is being delayed due to Coronavirus. Mary confirmed that the report is not to say everything is finished but where we are in the process. The evidence is still being gathered to go in a separate document and now the Report is all but complete, with the district Strategic Plan date being pushed to fall and the current functional map remaining in place. Report is ready to move forward to Academic Council with these updates. 	 Rolland Petrello moved to approve and Sharon Manakas seconded. Approved unanimously with no abstentions.
Review survey results	 Oleg announced there was a decent response rate for the survey. For the ease of analysis, he collapsed the 'strongly agree' and 'somewhat agree' as well as 'strongly disagree' and 'somewhat disagree' then honed in on the two highest and lowest. Lowest: "I am generally satisfied with the program planning template." Oleg is hoping to continue to improve through TracDat or with the transition to eLumen. He might be able to demo an eLumen program plan at the next meeting and ask if there is anyone interested in volunteering to pilot. "I feel informed about resource allocation decisions (e.g. faculty prioritization, technology prioritization, etc.)" was another question with low results. This was suspected to do poorly and was turned into an openended question in anticipation. When EdCAP did the gap analysis, one of the items flagged was the planning website and program planning template should have the resource allocation decisions posted. This should be done within the next couple of weeks. 	



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	Phil brought up that although many are not satisfied with the program planning template, many are satisfied. He thinks there is room to modify the program plans in TracDat and he is concerned with losing data if switching to eLumen. Oleg agreed that the value added by eLumen will have to be greater than the cost of effort to switch in order to move forward. Survey results were used as evidence in the Midterm Report	
 B. Update on student services program plans Guiding questions 	• There are two program planning guide questions for each strategic direction. After in put from the committee at previous meetings Mary gave an advance warning of what will be on the template next year: 1.) Choose at least one metric from the Annual Work Plan within this Strategic Direction that your program will have a direct impact on, and describe how you will impact this metric. A copy of the Annual Work Plan is provided below. 2.) How does your program support the implementation of Guided Pathways within this Strategic Direction?	
New program plans	 A discussion point was to look at new programs that should have a program plan starting in 2021. Basic needs, undocumented students, and foster youth are being considered to create a caring community program plan. Will need to go to more standing committees to find more clarity on how these all link. It was suggested that dual enrollment be a new program as it is a multi-leveled discussion on campus. Rising scholars will be included in dual enrollment plan. Associated Students will best fit under student activity plan. Grants are currently under IE program plan. Professional development was suggested but don't do program plans for standing committees. Peer mentoring is a strategy and best practice rather than a program. Guided pathways is a vision rather than a program. It was suggested that PACE have a program plan and it will be written under Oleg's division. Call center is a group of student workers who call students to ask if they need support or if they are interested in signing up for classes. It is a current strategy under outreach program plan. Travel abroad will be under International Students until it continues to develop. MakerSpace is currently with digital fabrication and engineering and we'll see if it gets large enough to have be its own program. Multicultural day, emergency preparedness, BIT, and title IX are mandated service functions and will not have a program plan. CTE will be kept under each discipline instead of as a whole. It was looked at how SLOs were done at other campuses and they incorporate SLOs in the IE program plan. The SLO 	Rolland Petrello moved to approve and Phil Abramoff seconded. Approved with Erik Reese abstaining.



C. Review EdCAP charter and membership	 coordinator and SLO committee will need to provide input under IE and will have additional discussions if that doesn't work. Dual Enrollment and PACE are the only two recommended program plans. All the others are ways to look at aligning activities with our goals and visions. Will continue discussions on how we can successfully do a caring community type of a program plan. Nenagh shared a revised copy of the <i>Making Decisions Handbook</i> changes 	Rolland Petrello moved to approve
	 Includy stated a tenset two EdCAP meetings for a final vote. Planning component: Added a bullet under the planning component to include "reviewing the goals and metrics of the Annual Work Plan and recommending approval of the final document." Also added was "Annually with the Fiscal Planning Committee, reviewing college resource recommendations in relation to the Strategic Plan/Annual Work Plan for gap analysis and recommendations." The idea for this addition is that once a year, the fiscal planning committee will join EdCAP to review the college resource recommendations in relation to the Strategic Plan for a gap analysis. Other purposes are to link the resource prioritization process with our planning and to add transparency. Accreditation component: Deleted "Institutional Effectiveness Goals: reviewing and recommending the ACCJC and Institutional Effectiveness Partnership Initiative (IEPI) Institutional Effectiveness of an IEPI process. Added "Reviewing and analyzing the ACCJC Annual Report, including the Institution-Set Standards." This has always been done but wasn't in the charge. Membership: Request from Classified Senate to have two classified staff representatives recommended by Classified Senate then appointed by the college president. Associated Students is requesting that a student appointed by AS should be a voting member. Removed wording that student will serve as an advisory role and will clarify that they are a voting member. 	and Howard Davis seconded. Approved unanimously with no abstentions.



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NEW BUSINESS		
A. 2020 ACCJC Annual Report and Institution- Set Standards	A. Oleg shared the ACCJC Report that includes a report out of contacts, headcounts, graduation rates, transfers, and programs with a 50% or more change in enrollment. Institution-set standards is a construct that comes from the federal government that measures what our success rate will have to fall to before we took drastic action on it. ACCJC felt the previous set standard was too low. This year, Oleg is suggesting we set the standard at 95% of our three-year average. In addition to institution-set standards, ACCJC is asking for our stretch goals which are actually metrics inside our Ed Master Plan. Annual Report is ready to go to Academic Senate Council and then will be submitted by Mary and Julius Sokenu.	A. Phil Abramoff moved to approve and Sydney Simms seconded. Approved unanimously with no abstentions.
B. For the good of the accreditation and planning order		
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS A. eLumen demo of program planning (tbd)		
Adjournment		