



# EdCAP Committee Minutes DRAFT 2:30-4pm, March 24, 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 Bepalov	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 Bepalov	X
	Howard Davis	X
	Carol Higashida	X
	Matt Calfin	X
	Khushnur Dadabhoy	
	Monica Garcia	X
Ass. Students (advisory)	Kris Hotchkiss	

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	
Child Development	Cindy Sheaks-McGowan	X
Counseling	Jodi Dickey	
English/ESL	Sydney Sims	X
EOPS	Angie Rodriguez	X
Fine Arts	Erika Lizee	
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	X
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	Chris Beam/Hugo Hernandez	HH
World Languages		
Student Health Center	Sharon Manakas	X
* Ex-officio, non-voting members		
<b>Guests:</b>		
Student Activities Specialist	Kristen Robinson	x
Student Success Services Supervisor	Claudia Sitlington	







<p>C. Review EdCAP charter and membership</p>	<p>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.</p> <ul style="list-style-type: none"> <li>Nenagh shared a revised copy of the <i>Making Decisions Handbook</i> changes that came from the last 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 Goals" because it is not relevant anymore since we're not in the process 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.</li> </ul>	<ul style="list-style-type: none"> <li>Rolland Petrello moved to approve and Howard Davis seconded. Approved unanimously with no abstentions.</li> </ul>
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<b>NEW BUSINESS</b>		
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		
<b>ANNOUNCEMENTS</b>		
<b>FUTURE AGENDA ITEMS</b>		
A. eLumen demo of program planning (tbd)		
<b>Adjournment</b>		