



EdCAP Committee Minutes February 23, 2021, 2:00-4:00pm

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.

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 Bespalov	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:	Oleg Bespalov	X
	Howard Davis	
	Carol Higashida	X
	Matt Calfin	X
	Priscilla Mora	X
	Khushnur Dadabhoy	X
	Monica Garcia	X
	Robert Cabral	X

Position	Name	Present
Faculty Dept Chair, Cord, or designee from each department:		
ACCESS	Silva Arzunyan	X
EATM	Gary Wilson	
Kin/Health/Athletics	Adam Black	X
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	
Mathematics	Phil Abramoff	X

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

<p>A. 2020-2021 planning and resource allocation gap analysis (held jointly with Fiscal Planning Committee)</p> <ul style="list-style-type: none"> • Introduction/Overview • Strategic Direction Breakout Rooms • Report out of gaps found • Summary/Wrap-up 	<p>This meeting was written into both Fiscal and EdCAP charges for gap analysis and recommendations. The goal is to enhance communication and transparency on planning and resource allocation and to close the planning and resource gaps.</p> <p>Program Plans and Resource Allocation Prioritization Lists are available on the Planning at Moorpark College webpage. You can find out what has been funded and enter requisitions early.</p> <p>Breakout rooms were created based on the strategic directions with all members choosing which group to join. Participants used the shared Annual Work Plan to document any gaps found after comparing goals, actions planned for this year, and resources committed.</p> <p>Findings:</p> <p>SD1: A couple of gaps were found that need additional funding, particularly a faculty position. The group was unclear if action status should be labeled green, red, or yellow if it is complete because the decision was made not to pursue that action. They also had a small issue with deciding who would be note taker on the shared document.</p> <p>SD2: This group found the exercise useful but would like more time in the future. They also found that some actions from the beginning of the year had transformed into something different and no longer linked to the original metric. Participants did not have direct experience or knowledge to find gaps in all areas.</p> <p>SD3: They identified metrics issues that were unclear and discussed putting milestones in to make things easier to gage. They also removed a gap but did not have time to go through all the actions. The group had a lively discussion while working through details.</p> <p>SD4: No resource gaps were found but many goals were affected by not being on campus due to COVID-19. It was helpful to work in a group, but they too could not complete all gaps without participants with knowledge in those areas.</p> <p>SD5: The group focused on yellow and red gaps and most of them need resources like marketing, M&O, professional experts, and other people to move status to green.</p> <p>One thing to consider for future program planning is the Other Resources tab that identified all the faculty and classified who were prioritized along with facilities, technology, and planning resources. This would be helpful for EdCAP to close the loop and facilitate the planning process by linking budget requests to strategic planning.</p>	
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	<p>This is a living document that will be completed before the Strategic Planning Retreat. March 16th is the deadline to add to the document.</p> <p>The process used for this gap analysis will be revisited at a follow-up joint meeting on March 23rd from 2:15 – 2:45 pm.</p>	
PREVIOUS BUSINESS		
None		
NEW BUSINESS		
<p>A. 2020 ACCJC Midterm Accreditation Report</p> <ul style="list-style-type: none"> • ACCJC status report • Follow-up items • ISER preparation <p>B. For the good of the accred. and planning order</p>	<p>Mary shared that the midterm report was received and accepted. Now MC will move to the next self-study and accreditation.</p> <p>We are moving towards the follow-up items called out at the last accreditation visit. One was to disaggregate SLOs to analyze Course Learning Outcomes and Program Level Outcomes for equity gaps. ACCJC has changed to a broader definition for outcomes and would now like to have fewer outcomes to be looked at on a continual basis to analyze for improvements. Another follow-up item was to look at multiyear projections and total costs budgeting. Will need to engage the district in this conversation to complete.</p> <p>ACCJC has changed their process and MC will need to submit the Institutional Self-Evaluation Report a semester, 6-months, before the site visit. ACCJC will do a desk audit to identify weak areas that will then be focused on during the site visit. The ACCJC team will consist of experts in the identified weak areas. MC was assigned an ACCJC Vice President that will help support and facilitate the review of the ISER and visit.</p> <p>ACCJC will provide a training on Friday March 19th from 1-4pm to explain what the new process involves and what they are expecting. Training is open to students, faculty, staff, administration, community board members, board members, and anyone else who can help.</p> <p>Priscilla shared the ACCJC changes which she considers improvements. They are emphasizing brevity in the narrative, asking for a smaller set of evidence samples, and added the QFE as mandatory.</p> <p>Mary reminded everyone that there is institutional CARES funding still available. Program plans are being used for what needs funding, but the timeline is different</p>	



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	<p>from our usual prioritization cycle. Budget priorities have been assessed and will now be taken to the participatory governance groups for comments.</p> <p>EdCAP will meet again jointly with Fiscal Planning at 2:15 pm on 3/23 to go over the joint meeting and share what worked and what did not.</p>	
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
A. Program Planning guiding questions work group		
ADJOURNMENT		
		<p>Rolland Petrello motioned to adjourn, and Sydney Simms seconded. No abstentions. Motion carried.</p>