



EdCAP Committee Minutes November 24, 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 Bespalov	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Jennifer Clark	
VP of Student Support*	Amanuel Gebru	X
Academic Senate Pres.*	Erik Reese	X
Classified Senate Pres*	Linda Resendiz	X
Dean members:	Oleg Bespalov	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	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	AR
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	X
Life Sciences	Audrey Chen	X
Mathematics	Phil Abramoff	X
Performing Arts	John Loprieno	

Position	Name	Present
Comm Studies & Media Arts	Rolland Petrello	X
Visual Arts	Erika Lizee	X
Physics/Ast/Engr/CS	Farisa Morales	
Social Sciences	Hugo Hernandez	X
Student Health Center	Sharon Manakas	
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:	Marina Bayless	X
	Michele Perry	X
	Kris Romero	X
	Johanna Pimentel	X
	Kim Korinke	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

Today's Handouts	Future Meetings
Minutes: October 27, 2020 Joint Meeting handout	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 Approval of minutes: October 27, 2020	No public comments No revisions	 Rolland Petrello moved to approve and Tiffany Pawluk seconded. Minutes were approved unanimously with no abstentions.
PREVIOUS BUSINESS		
A. Joint Fiscal/EdCAP Meeting planning Time certain: 2:30 – 3pm – invite to Fiscal Planning Committee	Nenagh Brown shared the EdCAP and Fiscal Joint Meeting Draft Planning Calendar and asked for revisions before the process starts in the spring. Priscilla Mora asked if the January meeting could be used to remind people to complete approved requisitions/orders. Nenagh will add as a reminder for EdCAP and Fiscal. Michele Perry asked how it will be communicated to all that this is campus-wide planning. Nenagh will take note to make a broad announcement, possibly at a campus update.	
B. Mid-semester DE data to inform enrollment management and program planning	Oleg Bernalov and IE were able to pull data from the first half of the Fall semester to disaggregate between synchronous and asynchronous courses but there was not enough data to claim which is more effective. IE will pull data again once all fall grades are in and share it with EdCAP and other appropriate committees. This will also be added to the program planning data pull for next year. Mary Rees thinks the whole campus is interested in this data and it should be shared at a January or February campus update. Mary also shared that there is a new filter on the schedule of classes that	

	<p>allows students to sort class meeting types so they can make the best decisions when registering for classes.</p> <p>Tiffany asked how reliable the data will be because her department was unclear on how exactly to schedule and had to do some revising to their course classification. Oleg will check with department chairs before making the data final.</p>	
NEW BUSINESS		
<p>A. Program Plan process review</p> <ul style="list-style-type: none"> • Student Service areas • Timeline • eLumen • Work group 	<p>Oleg gave a recap on how PACE and Dual Enrollment were added as new program plans for 2020-2021. The list of proposed new program plans will continue to be monitored. Caring community was next on the list to get a program plan but Mary said basic skills and equity will cover it in their program plan for now.</p> <p>The program plan timeline changed with a due date of September 30th and deans were given an extra week to review. There were no complaints or issues; the committee appreciated the extra time.</p> <p>eLumen was purchased for SLOs but it also has functionality to do program planning. Oleg has had extensive meetings with eLumen and found there is a substantial gap between what MC needs and what they can provide. eLumen is committed to redoing their program review process but it is easily a multiyear process.</p> <p>Mary said SLO assessments need to be entered into eLumen to disaggregate for accreditation purposes. Faculty may need to look at their SLOs to determine if they are appropriate. She encouraged all to attend the SLO committee to work through their SLOs. Nenagh will add this as a future agenda item to look at SLOs from an accreditation perspective.</p> <p>There was an idea last meeting to create a work group to improve the program planning process with regards to the VP questions particularly. The group would meet and then return to EdCAP with feedback.</p> <p>Oleg asked for emails with any data changes or ideas on how to improve program planning. He will review that feedback with his team in December and will bring back a document with all the changes they plan to make. After the committee reviews the</p>	



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<p>B. For the good of the accred. and planning order</p>	<p>document, they can decide if they want to move forward with creating a work group.</p> <p>Hugo Hernandez asked if the IE team can clarify how to access Tableau on different browsers and provide data on general fields like age and ethnicity.</p> <p>The committee would like more professional development and feedback in the writing of program plans.</p> <p>No items were brought up.</p>	
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
<p>A. Monitor follow-up items from the 2020 ACCJC Midterm Accreditation Report</p>		
Adjournment		