



EdCAP Committee Minutes May 11, 2021, 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.

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 Bepalov | 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 | X |
| Classified Senate Pres* | Linda Resendiz | X |
| Dean members: | Oleg Bepalov | X |
| | Howard Davis | |
| | Carol Higashida | X |
| | Matt Calfin | X |
| | Priscilla Mora | X |
| | Khushnur Dadabhoy | X |
| | Monica Garcia | |
| | 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 | |
| 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 |
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| Comm Studies & Media Arts | Rolland Petrello | X |
| Visual Arts | Erika Lizée | X |
| Performing Arts | John Loprieno | X |
| Physics/Ast/Engr/CS | Farisa Morales | |
| Social Sciences | Hugo Hernandez | X |
| Student Health Center | Allison Barton | X |
| World Languages | Helga Winkler | X |
| <u>2 classified staff:</u> | Kristen Robinson | |
| | Deb Brackley | X |
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| ASMC | Jin Kim | X |
| * Ex-officio, non-voting members | | |
| Guests: | | |
| ASMC Treasurer (Fiscal Rep) | Marina Bayless | X |
| Makerspace | Clare Sadnik | X |

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| Today's Handouts | Future Meetings |
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| Minutes: March 23, 2021 (Joint Mtg and EdCAP) Joint Meeting gap analysis email to President Sokenu ISER training presentation Accreditation timeline Mission Statement Planning Retreat survey Program Plan Summary Report Program plan guiding questions DRAFT Student Services SLO matrix Committee Goals and Achievements 2020-21 DRAFT | Fall semester: August 25; September 22; October 27; November 24 Spring semester: January 26; February 23; March 23; May 11 |

| AGENDA ITEM | DISCUSSION NOTES | ACTION |
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| CALL TO ORDER AND READING OF MINUTES | | |
| Call to order | 2:33 pm | |
| Public comments | <p>Nenagh Brown thanked the two classified members, Kristen Robinson and Deb Brackley, and Jin Kim from ASMC for joining the EdCAP committee as voting members for the first time.</p> <p>Erik Reese thanked everyone for their hard work and patience over the past year with planning and accreditation. It has been an amazing year despite it being done virtually. Mary Rees also thanked everyone for all their work to make it a successful year.</p> | |
| Approval of minutes: March 23, 2021 (Joint Meeting and EdCAP) | No changes | Rolland Petrello moved to approve the March 23, 2021 Meeting Minutes and Hugo Hernandez seconded. Minutes were approved unanimously. |
| PREVIOUS BUSINESS | | |
| A. EdCAP/Fiscal Joint Meeting follow-up <ul style="list-style-type: none"> Email to President | The EdCAP/Fiscal Joint meeting identified gaps in the annual work plan. The analysis was sent as a recommendation to President Sokenu and he formally | |



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| <ul style="list-style-type: none"> • Trial joint planning committee for 2021-22 discussion | <p>accepted. The committee will report back in August on the progress made on gaps identified.</p> <p>The joint planning committee will be joined by EdCAP and Fiscal members for a one-year pilot. A concern from fiscal was how the committees will be able to blend and combine their charges. The ISER report for accreditation may dominate the agenda for the upcoming year but Fiscal and EdCAP charges will also be included. The committee will be chaired by all current chairs and meet every fourth Tuesday from 1 pm – 3 pm starting in August. The joint committee will be added to the participatory governance handbook if the group agrees it is successful.</p> | <p>Phil Abramoff moved to approve the trial joint planning committee and Tiffany Pawluk seconded. Approved unanimously.</p> |
| <p>B. ACCJC accreditation preparation</p> <ul style="list-style-type: none"> • tentative timeline | <p>ACCJC has a new approach for accreditation and Mary shared the tentative timeline. DAC and other colleges are doing something comparable.</p> <p>Fall 2021 – Joint planning committee will get started on the ISER by setting up Standard Groups and finding possible evidence. Combine action pieces into a gap analysis and looking at the midterm report to start putting a draft together.</p> <p>Spring 2022 – Review draft of QFE and identification of evidence. Continue to refine the ISER draft and get input from campus committees.</p> <p>Summer 2022 – All evidence should be collected to complete the first draft.</p> <p>Fall 2022 – Share with the college community with approval from Executive Council, Academic Senate, Classified Senate, and ASMC by the end of the fall. There will be a December or January 1st deadline to have it ready to go to ACCJC.</p> | |
| <ul style="list-style-type: none"> • Standards Workgroups: sign-up sheet | <p>A sign-up sheet is available for anyone who wants to be a lead for the different standards. The document will be sent out after the meeting so everyone will have access.</p> | |
| <p>C. Strategic Planning Retreat – debrief</p> <ul style="list-style-type: none"> • Mission | <p>The mission statement has been reworked since it was shared at the last EdCAP meeting. The final draft was approved at the Strategic Planning Retreat.</p> | |

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| <ul style="list-style-type: none"> • Vision and Values • 2021-22 Annual Work Plan • Survey results <p>D. Program Plan Summary Report</p> <p>E. Program Plan guiding questions workgroup – report out</p> | <p>A workgroup under EdCAP was created to reassess the Vision and Values of Moorpark College. They will meet in the fall and share their progress before forwarding to council.</p> <p>Oleg Bespalov shared the Annual Work Plan with brainstorming ideas from the retreat. Now, leads are tasked with coming up with actions for next year and updating action statuses from the prior. A new column was added for the resources needed to achieve action items. Brainstorming ideas and barriers are in columns x and y for consideration. This document now goes to Administration Council and should come back to EdCAP for review in August.</p> <p>Attendees enjoyed brainstorming and contributing to the Mission Statement and Annual Work Plan. Many want the opportunity to attend the retreat in person and virtually next year. Suggestions for next year's retreat can be emailed to Oleg and Nenagh.</p> <p>Program plans direct program goals in alignment with college goals and communicate how they can be met. Of the 43 programs reviewed, 38 were recorded as Strengthen the Program course of action largely due to COVID-19 and changes in student needs. Five programs were considered stable and received a No Action Needed course of action.</p> <p>A small workgroup was formed to propose program plan guiding questions that will help satisfy accreditation requirements and to support those who are new to doing program plans. Mary suggested another option would be sharing the four components that need to be incorporated into the program plans rather than adding more questions that can be burdensome. The committee agrees to move forward using the guiding questions.</p> | |
| <p>NEW BUSINESS</p> | | |
| <p>A. Student Services Learning Outcomes</p> | <p>ACCJC requires Student Learning Outcomes for student services, and most are listed in the college catalogue. SLO leads are meeting with student service departments to formalize the process. A spreadsheet was created and includes every student service, point person, SLOs, and assessment method to analyze</p> | |

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| <p>B. Inclusion of programs within program plan process (MakerSpace)</p> <p>C. Committee goals and achievements, 2020-21</p> <p>D. For the good of the accred. and planning order</p> | <p>the disaggregated data. SLOs will be finalized during the summer to begin assessing in the fall.</p> <p>Makerspace asked for a program plan to formalize the program. It has grant funding, provides services to students, and is building up coursework. Moorpark has established an Ethnic Studies program that will be available in the fall and needs resources. They have requested to be added as programs with program plan status. Both programs will be forwarded to management with the recommendation they have a program plan.</p> <p>Nenagh shared the committee's accomplishments for the year. There were only two items that were not completed and will be attempted next year. Guided Pathways cross-disciplinary program breakouts by Areas was not repeated at the Planning Retreat due to time limitations. The Annual Work Plan for 2021-22 was not finished before the end of the year and the final draft will come to EdCAP in August. Nenagh will forward the goals and accomplishments to the Academic Senate.</p> | <p>Rolland Petrello moved to recommend both programs have a program plan. Tiffany Pawluk seconded. Approved unanimously.</p> <p>Rolland Petrello moved to approve and Sydney Simms seconded. Approved unanimously.</p> |
| ANNOUNCEMENTS | | |
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| FUTURE AGENDA ITEMS | | |
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| ADJOURNMENT | | |
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