

## **Moorpark College Participatory Governance Handbook, 2020-2025**

### **2.1.2.1 Committee on Accreditation and Planning – Education (EdCAP)**

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 the Education Committee on Accreditation and Planning includes:

- Program Plans: evaluating the program planning process and recommending modifications as needed;
- Educational Master Plan: defining the format for 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 the Education Committee on Accreditation and Planning includes:

- Monitoring and reviewing the preparation of Self-Evaluation Reports required by the Accrediting Commission for Community and Junior Colleges (ACCJC);
- Monitoring/evaluating/documenting progress on self-evaluation plans developed by the Colleges as well as recommendations from the ACCJC; and
- Reviewing and analyzing the ACCJC Annual Report, including the Institution-Set Standards.

Co-Chairs: Dean appointed by the Vice-Presidents of Academic Affairs and Student Support  
Faculty member appointed by the Academic Senate Council

Members: Faculty Department Chair, Coordinator, or designee from each department  
All Deans  
Two classified staff representatives recommended by the Classified Senate and approved by the College President  
One student appointed by Associated Students  
Vice-President of Academic Affairs (ex-officio, non-voting)

Vice-President of Student Support (ex-officio, non-voting)  
Vice-President of Business Services (ex-officio, non-voting)  
Academic Senate President (ex-officio, non-voting)  
Classified Senate President (ex-officio, non-voting)

### **2.1.2.2 Fiscal Planning Committee**

Charter: The Fiscal Planning Committee makes recommendations on College-wide fiscal processes. The specific tasks of this committee are:

- Annually reviewing the District Budget Allocation Model and making recommendations for changes as necessary;
- Reviewing reports on the development of the College general fund budgets in alignment with District processes, and relaying information to constituent areas;
- Reviewing emergent budget needs and constraints;
- Implementing the annual Classified Hiring Prioritization process; and
- Annually with the Education Committee on Accreditation and Planning, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.

Co-chairs: Vice-President of Business Services  
Academic Senate President or designee  
Classified Senate President or designee

Members: All faculty Department Chairs and Coordinators or designees  
Director of Facilities, Maintenance, and Operations  
Three Deans appointed by the Vice-Presidents of Academic Affairs and Student Support  
Five classified staff representatives recommended by the Classified Senate and approved by the College President  
One faculty member appointed by AFT  
One classified staff representative recommended by SEIU and approved by the College President  
Two Classified Supervisor representatives recommended by the Vice-President of Business Services  
One student appointed by Associated Students  
Vice-President of Academic Affairs (ex-officio, non-voting)  
Vice-President of student Support (ex-officio, non-voting)