



EdCAP/ Fiscal Planning Joint Committee Minutes

February 22, 2022, 1:00-3:00pm

Mission Statement

Grounded in equity, social justice, and a students first philosophy, Moorpark College values diverse communities. We empower learners from local, national, and global backgrounds to complete their degree, certificate, transfer, and career education goals. Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes.

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:

- 1) Provide leadership for accreditation—draft ISER by end of academic year
- 2) Develop vision for planning committee, including charge and membership
- 3) Provide transparency for budget and fiscal expenditures
- 4) Ensure equity in planning and budget
- 5) Perform gap analysis on prioritizations that will inform the planning processes for the following academic year and includes alignment with support of disproportionately impacted groups
- 6) Review program planning process for efficiency and to support student learning and equitable outcomes
- 7) Clarify relationships among the planning documents
- 8) Review and recommend updates to the Moorpark College Vision and Values as appropriate

EdCAP 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 Geburu	
Academic Senate Pres.*	Erik Reese	X
Classified Senate Pres*	Linda Resendiz	X
Dean members:	Oleg Bespalov	X
	VACANT	
	Carol Higashida	X
	Matt Calfin	X
	Priscilla Mora	X
	Khushnur Dadabhoy	X
	Monica Garcia	
	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	X
Behavioral Sciences	Chad Basile / Dani Vieira	CB DV
Business	Josepha Baca/Reet Sumal	
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 MM
Health Sciences	Christina Lee	X
Library	Danielle Kaprelian	X
Life Sciences	Audrey Chen	X
Mathematics	Phil Abramoff	X

Position	Name	Present
Comm Studies & Media Arts	Rolland Petrello	X
Visual Arts	Erika Lizee	X
Performing Arts	Nathan Bowen	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>	Dina Pieleat	X
	Deb Brackley	X
<u>ASMC</u>	Jin Kim	
* Ex-officio, non-voting members		
Guests:		



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Future Meetings
Fall semester: August 24; September 28; October 26; November 23
Spring semester: January 25; February 22; March 22; May 10

Agendas and documents are available on the [EdCAP meeting information website](#) and through the links below.

AGENDA ITEM	DISCUSSION NOTES	ACTION
CALL TO ORDER, TIMELY BUSINESS, READING OF MINUTES		
A. Call to order B. Public comments C. Brown Act Teleconference Suspensions During a State of Emergency (Government Code Section 54953) D. Approval of joint EdCAP/Fiscal minutes: January 25, 2021	Meeting called to order at 1:03 p.m. No public comments. Vote to continue meeting in hybrid format for 30 days due to current safety concerns of gathering in person. No discussion.	Sydney Sims moves to continue meeting in hybrid format. Nathan Bowen seconds. Motion passes unanimously. Tiffany Pawluk motions to approve minutes from Jan. 25 meeting. Rolland Petrello seconds motion. Jodi Dickey, Angie Rodriguez, and Silva Arzunyan abstain. Motion passes.
BUDGET AND PLANNING		
A. Participatory Governance Organizational Structure: Joint EdCAP/Fiscal Committee — Workgroup update B. District Administrative Center Position Requests a. Summary of Requests C. Program Plan Process Review a. Simplified Program Planning Draft — second read	Workgroup to create a draft for the joint committee charge met. Members in the workgroup were largely from the previous Fiscal Planning committee and expressed concern about the need to meet jointly. Nenagh requested more volunteers to join the work group for a follow up meeting to discuss charge and membership. Dina Pielat and Kris Romero will join workgroup. DAC is asking for 15 permanent positions at a cost of \$2.2 million dollars which would increase the DAC portion of allocation from 7.1% to about 8%. It was discussed at DCAS and Academic Senate. Concern was expressed regarding how the positions would support the colleges and how the allocation model would be affected. Colleges have not been able to hire faculty/staff and Moorpark’s piece of the student-centered funding formula is being reduced over the next four years. Erik commented that a lot of the recommendations were made by a consultant before covid, and also assumes that new version of hold harmless from governor’s budget will be adopted. Workgroup met again and revised the program plan template. Key	



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<ul style="list-style-type: none"> i. Word doc program plan ii. Excel resource requests b. Strategic Direction Questions/PP Guiding Questions <p>D. Strategic Planning Retreat & Town Hall Preparation</p>	<p>changes include headings for each question, and verbiage to include past and future actions. The workgroup decided to keep the collaboration question. The group proposes the removal of the SWOT analysis and replace with four questions regarding the program which describes history, success, challenges/obstacles, and initiatives to programs. Oleg described the rational for replacing SWOT. The recommendation to adopt the new progam plan fomate and updated questions will be brought to Academic Senate.</p> <p>Town Hall will include information on the budget, and focus on accreditation and Student Learning Outcomes. Mary would like to add discussing the baccalaureate degree for Biotech and looking into adding cyber security. Nenagh suggested linking Guided Pathways to the retreat agenda. The retreat will probably be a hybrid meeting. No additional input was received from a request for other topics to discuss at the retreat and town hall.</p>	<p>Rolland Petrello moves to accept the new simpler format in word and excel documents which include the new strategic direction questions/program plan guiding questions. Nenagh Brown seconds the motion. Vote taken and motion passes unanimously.</p>
ACCREDITATION		
<ul style="list-style-type: none"> A. ISER Overview and Initial Review <ul style="list-style-type: none"> a. Timeline b. Discussion and review of QFE — second read c. Review I.A.4, I.B.2, I.B.6, I.B.9 	<p>ACCJC sent a notification that the ISER is due in December of this year rather than January of next year. It should be ready for participatory governance review at the beginning of this fall semester. QFE recommendation will be taken to Academic Senate for a final read.</p> <p>Committee separated into breakout sessions to discuss standards.</p> <p>I.A.4: Alison Case Barton reported on this standard regarding updating the mission statement. Her group said the standard has been met but suggested adding evidence that ASMC reviewed the statement. Posted mission statements will need to be updated. I.B.2.: Standard is regarding SLOs and analysis of SLOs. Mary Rees said that documentation was previously in TracDat but will now be documented in eLumen. I.B.6.: Oleg Bepalove reported that this standard is related to disaggregation of student data and identifying equity gaps, and allocating resources to close gaps. The group felt the standard was met and suggested narrative could be strengthened by providing specific examples of resources designed to close equity gaps. As a result of migrating to eLumen, SLO data can now be disaggregated. I.B.9: Nenagh Brown reported for this group who thought the college was strong in continuous, broad based, systematic evaluation and planning. She will add a couple of ideas</p>	<p>Rolland Petrello moves to accept the QFE as written. Vote taken and motion passes.</p>



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<p>d. Reminder: Folder Structure</p> <p>B. Student Learning Outcomes Updates</p> <p>a. Analysis Plan</p> <p>b. Institutional Learning Outcomes</p>	<p>that were not in the existing text. Program planning comments: every year might be too frequent and lack of communications between program plans between different programs when we plan. Phil Abramoff commented that during the prioritization process there is a lot of information to read through but during the prioritization meeting the requesting areas have 3 minutes to summarize which seems to be a weakness.</p> <p>Please refer to Folder Structure link to review.</p> <p>SLOs are a critical part of the ISER and an area that ACCJC flagged MC. With the ability to disaggregate SLOs we are getting to the analysis portion; by May 1st of this year and every year moving forward, 20% of all courses will be analyzed. Oleg is meeting with dept. chairs and discipline leads to review CLO & PLO analysis.</p> <p>ILOs were updated to be more measurable and clearer. ILOs will double as General Ed program learning outcomes which was recommended by the SLO committee and approved by Academic Senate.</p>	
REPORTS		
<p>A. Classified Prioritization Update</p> <p>B. Vision and Values Update</p> <p>a. Current vision and values</p> <p>C. DCAS Update</p> <p>a. Infrastructure Model changes</p> <p>b. District Allocation Model update</p> <p>D. Campus Environment Committee</p> <p>a. Committee Notes</p>	<p>Linda Resendiz shared Dr. Sokenu’s decisions regarding classified positions that are moving forward. The following positions have been approved: FT Custodian, Admissions & Records Specialist, Tutorial Services Specialist I, IT support Specialist II, Assistant Director of Facilities Management. The Instructional Lab Tech position is not approved given the Veterinary Tech program is still under consideration. The Office Assistant for Health Science/Nursing will continue to be funded through categorical sources for now.</p> <p>Meeting was adjourned without addressing B, C, or D due to lack of time.</p>	
ANNOUNCEMENTS & FUTURE AGENDA ITEMS		
ADJOURNMENT	Meeting adjourned at 3:10 p.m.	



**MOORPARK COLLEGE
Fiscal Planning Committee**

The Fiscal Planning Committee makes recommendation on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college- wide fiscal operations: Ed Code 53200(c): - processes for budget development

Fiscal Planning Membership / Attendance

POSITION/DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Academic Senate President	Erik Reese	X
Co-Chair: Classified Senate President	Linda Resendiz	X
Co-Chair: VP Business Services	Jennifer Clark	X
AFT Faculty Appointee (1)	Hugo Hernandez	X
SEIU Classified Appointee (1)	Alejandra Gonzalez	
Associated Students Representative	Marina Bayless	
Classified Supervisors' Representative (2)	Michele Perry	X
	Johanna Pimentel	
Classified Representatives (5)	Ruth Houston-Mudd	X
	Kris Romero	X
	Linda Sanders	
	Obalid Younan	X
	Valerie Nicoll	X
Dean Appointees (3)	Carol Higashida	X
	Priscilla Mora	X
	Khushnur Dadabhoy	X

DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Director, Facilities, Maintenance & Ops	John Sinutko	X
Financial Aid	Kim Korinke	X
Athletics/KIN/Health	Matt Crater	X
Physics/Astronomy/CS Engineering		
Student Health Center	Allison Case Barton	X
Chemistry/Earth Sciences	Rob Keil	
Counseling	Rosa Sanchez	X
	Wendy Berg (Alt)	
Social Sciences	Hugo Hernandez	X
	Lee Ballesterro (Alt)	
Library	Danielle Kaprelian	X
Visual Arts	Erika Lizée	X
Performing Arts	Nathan Bowen	X
World Languages	Perry Bennett	
Business Admin	Ruth Bennington	
Library	Jackie Kinsey	

DEPARTMENT	CHAIR/DESIGNEE	ATTEND
English/ESL	Jeff Baker	
	Kara Lybarger-Monson (ALT)	
ACCESS	Silva Arzunyan	X
Health Sciences	Christina Lee	X
Mathematics	Phil Abramoff	X
Child Dev	Cindy Sheaks-McGowan	X
EOPS	Marnie Melendez	X
EATM		
Behavioral Sciences	Dani Vieira	X
Life Sciences	Melia Tabbakhian	
Media & Comm Studies	Neal Stewart	X
Ex Officio (non-voting):		
VP AA	Mary Rees	X
VP SS	Amanuel Gebru	



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FISCAL PLANNING COMMITTEE		
COLLEGE-WIDE COMMITTEE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
Fiscal Planning <u>Reports:</u>	<p>Plans, monitors, and evaluates college-wide fiscal operations</p> <p><i>The Fiscal Planning Committee makes recommendations on college-wide fiscal processes. Responsible to plan, monitor and evaluate the college-wide fiscal operations: Ed Code 53200(c): - processes for budget development</i></p> <p>The specific tasks of this committee are:</p> <ul style="list-style-type: none"> • Annually review the District Budget Allocation Model and make 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. 	<p>Co-Chairs: Vice President, Business Services Academic Senate President Classified Senate President</p> <p>Members:</p> <ul style="list-style-type: none"> ▸ Faculty Appointed by AFT (1) ▸ Associated Students Representative (1) ▸ Classified Supervisors' Representative (2) ▸ Classified Representatives (5) ▸ Dean Appointees (3) ▸ Director of Facilities, Maintenance & Operations ▸ All Faculty Department Chairs and Coordinators or Designees ▸ Executive Vice President (Ex-officio, non-voting)