



# EdCAP/Fiscal Planning Joint Committee Minutes DRAFT

## August 24, 2021, 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:

Forthcoming

### EdCAP Membership / Attendance

Position	Name	Present
Co-Chairs	Nenagh Brown	
	Oleg Bespalov	X
VP Academic Affairs*	Mary Rees	X
VP Business Services*	Jennifer Clark	X
VP of Student Support*	Amanuel Gebru	
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	X
Kin/Health/Athletics	Adam Black	X
Behavioral Sciences	Chad Basile / Dani Vieira	CB/DV
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	MM
Health Sciences	Christina Lee	X
Library	Fe 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	John Loprieno	
Physics/Ast/Engr/CS	Farisa Morales	X
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
<u>ASMC</u>	Jin Kim	
* Ex-officio, non-voting members		
<b>Guests:</b>	Dina Pielat	X
	Dr. Francisco Fuentes	X

Today's Handouts	Future Meetings
<a href="#">Fiscal and EdCAP Minutes: May 11, 2021</a> <a href="#">Participatory Governance at Moorpark College presentation</a> <a href="#">3-year program plan evaluation meeting schedule, 2021-22</a> <a href="#">Program Plan guiding questions, 2021-22</a> <a href="#">President's response to new program plan requests</a> <a href="#">Classified Prioritization List: status update</a> <a href="#">President's response to Joint EdCAP/Fiscal gap analysis recommendations</a>	Fall semester: August 24; September 28; October 26; November 23 Spring semester: January 25; February 22; March 22; May 10



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<a href="#">Annual Work Plan 2020-21: status update</a> <a href="#">Annual Work Plan 2021-22: DRAFT</a> <a href="#">Strategic Plan 2019-20 – 2023-24: status update</a> <a href="#">Accreditation timeline</a> ISER Standard Leads Sign-Up sheet: ( <a href="#">link</a> ) Accreditation FLEX training video: ( <a href="#">link</a> ) Passcode: w*adE+3A <a href="#">2021 IEPI/PRT Moorpark College Plan</a> FTES Report – August 2021 <a href="#">Fiscal</a> and <a href="#">EdCAP</a> Committee Goals and Achievements, 2020-21	
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AGENDA ITEM	DISCUSSION NOTES	ACTION
<b>CALL TO ORDER AND READING OF MINUTES</b>		
Call to order  Public comments  Approval of EdCAP minutes: May 11, 2021	No public comments.	Erik Reese called the meeting to order at 1:04 pm.   Phil Abramoff motioned to approve and Neal Stewart seconded. Approved by unanimous consent. Motion carried.
<b>PREVIOUS BUSINESS</b>		
A. Participatory Governance at Moorpark College	Erik Reese shared Participatory Governance at Moorpark College presentation that included notes from the final version of the Participatory Governance Handbook. He reminded all of the processes of communication between the Standing Committees, Academic Senate, Administration, and the Board all acting in concert to further the college mission. The presentation also includes the charge of each brown act committee and their membership.	
B. Moorpark College Mission – Board of Trustees approval June 15, 2021	The Mission Statement was approved by Moorpark College at the Strategic Planning Retreat in spring and by the board on June 15, 2021.	
<b>NEW BUSINESS</b>		
A. Program Planning a. Three-year program evaluation meetings schedule	a. The three-year program plan evaluation meeting schedule for 2021-22 includes any programs evaluated last year that were asked to come back and any programs that are restarting the three-year cycle. Programs not on the list will still have their plan read and can request to have a formal meeting. This schedule is emailed to all department chairs and can be found on the <a href="#">Planning webpage</a> .	



<ul style="list-style-type: none"> <li>b. Report out on program plan guiding questions</li> <li>c. Update on new program plan requests (Ethnic Studies and MakerSpace)</li> </ul> <p>B. Classified Prioritization 2020-2021 report out</p> <p>C. Annual Work Plan</p> <ul style="list-style-type: none"> <li>a. EdCAP/Fiscal Joint Committee gap analysis from 2020-21: status of recommendations</li> <li>b. Annual Work Plan 2020-21 status update</li> <li>c. Annual Work Plan 2021-22: first read</li> </ul> <p>D. Strategic Plan Status Update, 2019-20 – 2023-24</p> <p>E. Accreditation: Institutional Self-Evaluation Report</p> <ul style="list-style-type: none"> <li>a. Review of timeline</li> </ul>	<ul style="list-style-type: none"> <li>b. Program planning guiding questions were revised by an EdCAP workgroup. The proposed questions have been approved by EdCAP and the Executive Council.</li> <li>c. New program plan requests were discussed at Executive Council and the President decided to establish a new program plan for Ethnic Studies as it is a program defined by the state. More clarity is needed of MakerSpace’s interactions with different disciplines and its positioning between credit and noncredit before it will have a program plan.</li> </ul> <p>Classified Prioritization was held in November 2020 and was forwarded to President Sokenu. After review, Instructional Lab Tech, Tutorial Service Supervisor, and PACE Counseling Assistant were approved. The Instructional Lab Tech position for Vet Tech is on hold until the program is launched. The next Classified Prioritization is tentatively scheduled for November 23, 2021.</p> <ul style="list-style-type: none"> <li>a. Executive Council went through the Annual Work Plan and thoroughly discussed the gaps identified by EdCAP and Fiscal Planning. Executive responses on how to move forward were added in the column next to the gaps. The goal of the program planning resource allocation and gap analysis is to help the College meet its mission and strategic plan.</li> <li>b. The Annual Work Plan actions are assessed and given a completion percentage to close out the year. The average 2019-20 action completion is 72.7%. This rate is better than prior years and reflects the amount of work done by the whole campus.</li> <li>c. Last year’s Annual Work Plan strategic goals, metrics, actions, and resources were updated and revised for the 2021-22 Annual Work Plan. A Resources column is new this year and it will help assess action progress when doing the gap analysis in March or April. Planning Retreat actions and barrier brainstorms are also included in separate columns. A version of this work plan will be available in Nuventive when doing program plans. The Annual Work Plan 2021-22 will come back to the committee for further discussion before it is forwarded to the Academic Senate.</li> </ul> <p>The College Strategic Plan is the five-year big picture metrics that the Annual Work Plans are created from. Of all the metric status indicators are, 45% are green (On schedule), 37% are yellow (Somewhat behind), and 18% are in the red (Significantly behind). An extra tab was added to view the focused equity report and IE will continue to do controlled experiments to find out if funded interventions are working.</p> <ul style="list-style-type: none"> <li>a. Accreditation standards and evidence need to be drafted this academic year to be cleaned up in the summer before the ISER goes through the participatory governance</li> </ul>	
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<ul style="list-style-type: none"> <li>b. Report back on DAC process</li> <li>c. SLO report: Spring data; Fall data</li> <li>d. Finalize Standards workgroups and leads</li> <li>e. Training on interpretation of Standards</li> </ul> <p>F. IEPI PRT Update</p> <p>G. FTES Report</p> <p>H. Co-Curricular Committee update</p> <p>I. Joint Committee Goals for 2021-2022</p>	<p>for input and approval. The final report will be submitted in January of 2023.</p> <ul style="list-style-type: none"> <li>b. Some standards fall within both the college and the district and will need district input. That process started in the summer and the goal is to have the drafts by next month.</li> <li>c. SLO’s have been transitioned to the eLumen for processing. Moorpark College needs to report SLO outcomes for each student in every section and student service for this fall. A full year of data needs to be reviewed and analyzed next year to comply with ACCJC.</li> <li>d. The ISER Standards workgroup sign-up sheet was shared and included participants who volunteered or who were encouraged to lead a workgroup. The link is live on this agenda for anyone who wants to sign-up and help with the process. District standards shaded gray will have the initial work done by the district, senate presidents, and college constituents before coming back to FPC/EdCAP to be finalized.</li> <li>e. Each group will need to meet and discuss the interpretation of their standard. There was training from ACCJC and a FLEX session (link on page 2) that can be used as tools for interpreting.</li> </ul> <p>Four areas of focus that the campus identified as opportunities for improvement were shared with a peer team from around the state. The peer team met with different campus groups and defined a menu of options to help Moorpark Collge work on the identified areas. The draft IEPI PRT document with areas of focus, objectives, actions, and resources is now going through the participatory governance process to solicit input from all constituents.</p> <p>This report is a snapshot of where the VCCCD colleges are with FTES. The state has given all colleges a hold harmless for FY21 and FY22. We are being funded at a higher rate but that will likely go away in the next year. Marketing campaigns and incentive programs have been introduced to encourage enrollment.</p> <p>The committee went through a pilot last year without this committee and the funds split amongst college divisions instead. The pilot will be extended for another year and funding requests should be put in program plans. Club-related requests should go through Associated Students of Moorpark College.</p>	<p>Postponed for next month.</p>
<p><b>ANNOUNCEMENTS</b></p>		
<p><b>FUTURE AGENDA ITEMS</b></p>		
<p><b>ADJOURNMENT</b></p>		
		<p>Meeting adjourned at 3:01 pm</p>



**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	DEPARTMENT	CHAIR/DESIGNEE	ATTEND	DEPARTMENT	CHAIR/DESIGNEE	ATTEND
Co-Chair: Academic Senate President	Erik Reese	X	Athletics/KIN/Health	Matt Crater		English/ESL	Jeff Baker	X
						Business Admin	Kara Lybarger-Monson (ALT)	
Co-Chair: Classified Senate President	Linda Resendiz	X	Physics/Astronomy/CS Engineering	Loay Alnaji		Library	Jackie Kinsey	
						ACCESS	Silva Arzunyan	X
Co-Chair: VP Business Services	Jennifer Clark	X	Student Health Center	Allison Case Barton	X	Health Sciences	Christina Lee	X
AFT Faculty Appointee (1)	Hugo Hernandez	X						
Associated Students Representative (1)	Marina Bayless		Chemistry/Earth Sciences	Rob Keil		Mathematics	Phil Abramoff	X
Classified Supervisors' Representative (2)	Michele Perry	X	Counseling	Traci Allen	X	Child Dev	Cindy Sheaks-McGowan	X
	Johanna Pimentel	X		Wendy Berg (Alt)				
Classified Representatives (5)	Deborah Brackley	X	Social Sciences	Hugo Hernandez	X	EOPS	Marnie Melendez	X
	Kris Romero	X		Lee Ballestero (Alt)		EATM	Gary Wilson	X
	Linda Sanders			Visual Arts	Erika Lizee	X	Behavioral Sciences	Dani Vieira
	Obalid Younan	X	Performing Arts	John Loprieno		Life Sciences	Melia Tabbakhian	
Dean Appointees (3)	Carol Higashida	X	World Languages	Perry Bennett		Media & Comm Studies	Neal Stewart	X
	Priscilla Mora	X				Ex Officio (non-voting):		
	Khushnur Dadabhoy	X						
Director, Facilities, Maintenance & Ops	John Sinutko	X				VP AA	Mary Rees	X
Financial Aid	Kim Korinke	X				VP SS	Amanuel Gebru	



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<b>FISCAL PLANNING COMMITTEE</b>		
<b>COLLEGE-WIDE COMMITTEE</b>	<b>CHARGE AND SOURCE OF AUTHORITY</b>	<b>MEMBERSHIP</b>
Fiscal Planning  <u>Reports:</u>	Plans, monitors, and evaluates college-wide fiscal operations  <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>  The specific tasks of this committee are: <ul style="list-style-type: none"> <li>• Annually review the District Budget Allocation Model and make recommendations for changes as necessary;</li> <li>• Reviewing reports on the development of the College General Fund budgets in alignment with District processes, and relaying information to constituent areas;</li> <li>• Reviewing emergent budget needs and constraints;</li> <li>• Implementing the annual Classified Hiring Prioritization process; and</li> <li>• Annually with the Education Committee on Accreditation and Planning, reviewing college resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.</li> </ul>	<b>Co-Chairs:</b> Vice President, Business Services Academic Senate President Classified Senate President  <b>Members:</b> <ul style="list-style-type: none"> <li>▸ Faculty Appointed by AFT (1)</li> <li>▸ Associated Students Representative (1)</li> <li>▸ Classified Supervisors' Representative (2)</li> <li>▸ Classified Representatives (5)</li> <li>▸ Dean Appointees (3)</li> <li>▸ Director of Facilities, Maintenance &amp; Operations</li> <li>▸ All Faculty Department Chairs and Coordinators or Designees</li> <li>▸ Executive Vice President (Ex-officio, non-voting)</li> </ul>