



EdCAP Committee Minutes DRAFT March 23, 2021, 2:15-4:00pm

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	
Academic Senate Pres.*	Erik Reese	X
Classified Senate Pres*	Linda Resendiz	X
Dean members:	Oleg Bepalov	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
Faculty Dept Chair, Cord, or designee from each department:		
ACCESS	Silva Arzunyan	X
EATM	Gary Wilson	
Kin/Health/Athletics	Adam Black	
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	
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

Position	Name	Present
Comm Studies & Media Arts	Rolland Petrello	X
Visual Arts	Erika Lizee	X
Performing Arts	John Loprieno	X
Physics/Ast/Engr/CS	Farisa Morales	X
Social Sciences	Hugo Hernandez	X
Student Health Center	Allison Barton	X
World Languages	Helga Winkler	
<u>2 classified staff:</u>	Kristen Robinson	X
	Deb Brackley	X
<u>ASMC</u>	Jin Kim	
* Ex-officio, non-voting members		
Guests:	Kellie Porto-Garcia	X
	Jackie Kinsey	X



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Today's Handouts	Future Meetings
Minutes: February 23, 2021 (Joint Mtg and EdCAP) Joint meeting: 2020-2021 Annual Work Plan mapped to resources (March 15 draft) ACCJC Annual Report Mission Statement update DRAFT Strategic Planning Retreat 2021 agenda DRAFT Strategic Planning Retreat 2020 Survey	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: February 23, 2021 (Joint Meeting and EdCAP)	Associated Students elections are underway. Please encourage students to run for student government. No changes	Rolland Petrello motioned to approve meeting minutes for 02/23/21 and Tiffany Pawluck seconded. Approved with Howard Davis abstaining.
JOINT EDCAP FISCAL PLANNING MEETING (2:15-2:45 PM)		
Debrief: 2020-2021 planning and resource allocation gap analysis – February 23	The gap analysis document from the last joint meeting will be used at the Strategic Planning Retreat to inform the 2021-22 Annual Work Plan. Prioritizing funding for gaps is different than the standard process that pulls from program plans and takes months to complete. There needs to be reflection on the current procedure and a new process considered that still includes participatory governance input before going to Executive Council – and this gap analysis document is a step in that direction. An idea was to combine EdCAP with Fiscal Planning to link resource allocation with planning. This will need to be discussed and approved in EdCAP and Fiscal then Academic Senate, Classified Senate, Associated Students, and Administration. After a trial period, a decision can be made on whether to make the combined group part of	

	<p>the Participatory Governance Handbook. This topic will be an agenda item at the next Fiscal and EdCAP meetings for conversation.</p> <p>Ideas on how to improve this process for next year were:</p> <ul style="list-style-type: none"> • Include summaries for red, yellow, and green action status indicators. • Include more grants in the resources like SEA and CTE. • Add a column for resources requested to implement an action as the Annual Work Plan is created. • Consider adding a way to link resource requests to a strategic direction when working on Program Plans. • Include a firm dollar amount for resource requests on program plans. • Allow more time for the exercise. 	
PREVIOUS BUSINESS		
<p>A. ACCJC ISER preparation</p> <ul style="list-style-type: none"> • webinar report out • timetable 	<p>There was a huge turnout for the ISER training on March 19, 2021. Catherine Webb sent presentation slides as a resource as Moorpark prepares for accreditation.</p> <p>The training was helpful because ACCJC has changed their process. The Institutional Self-Evaluation Report (ISER) needs to be turned in 6 months earlier. ACCJC will then identify the areas that it needs additional information on and those are the areas they will review when making their campus visit. They may ask for additional information before their visit. Some suggestions shared by Catherine:</p> <ul style="list-style-type: none"> • ACCJC is recommending we discuss the standard and gather evidence before writing a focused report under 200 pages. • The same group that works on a particular standard should also do the ERs and Commission Policies that it relates to. • Pictures or screenshots should be included rather than links. • Please favor active vs passive tense when writing report. <p>In a year, an advanced training will be provided by Catherine Webb then the ISER will be due in spring 2023. Mary Rees proposes that the discussion of standards and</p>	

	<p>identifying evidence starts in fall 2021, followed by the beginning of writing of the document in spring 2022, then finish in fall 2022 along with working on the QFE and with the district. The document will need to go through all the participatory government constituents prior to completion. A written draft of the process and timeline will be worked on for meeting.</p>	
NEW BUSINESS		
<p>A. ACCJC Annual Report</p> <ul style="list-style-type: none"> • Institution-Set Standards <p>B. Mission statement update – 1st read</p> <p>C. Strategic Planning Retreat: April 23</p> <p>D. Program Plan VP questions workgroup</p>	<p>ACCJC sends out the Annual Report to find out if Moorpark has had any major changes (year over year, 50% increase or decrease) and what is being done about institution-set standards. A few of the institutional-set standards were raised over the last years to be more reasonable and Moorpark has not fallen below any of them and oftentimes comes close to reaching the goals. ACCJC is taking COVID-19 into account and asks we omit any courses that shifted to DE solely due to the pandemic.</p> <p>The members of Theme 4 social justice workgroup were given the charge to develop a draft mission statement that is consistent with the guiding principles of the group’s theme. The draft version includes purpose, intended student population, types of degrees and credentials, and commitment to the student learning and achievement. The statement will be discussed and hopefully approved at the Strategic Planning Retreat. The committee gave feedback for the workgroup:</p> <ul style="list-style-type: none"> • First sentence sounds like Values more than Mission • Keep instructional element in statement • Doesn’t give the indication that students can explore and learn • Look at the previous mission statement along with current and the draft <p>Planning for the retreat is underway and the agenda draft was shared. Nenagh Brown will share the request to provide a Guided Pathways update. Comments and suggestions can still be emailed to Mary, Oleg, or Nenagh.</p> <p>The workgroup is looking for volunteers to finalize the VP questions used to guide the program planning process. The recommended questions will come back to EdCAP then to Executive Council. Those interested can email Oleg.</p>	<p>Rolland Petrello motioned to forward the ACCJC Annual Report to Academic Senate and Priscilla Mora seconded. Motion approved unanimously.</p>



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E. For the good of the accred. and planning order		
ANNOUNCEMENTS		
FUTURE AGENDA ITEMS		
A. Committee goals and achievements, 2020-21		
ADJOURNMENT		
		Oleg Bespalov motioned to adjourn and Rolland Petrello seconded. Approved unanimously with no abstentions.