

**Ventura County Community College District
District Accreditation Coordination Workgroup
Meeting Notes for March 20, 2009
Location: Ventura College, Science Building Room 333
10:30 a.m. - 12:00 p.m.**

Attendees: Michael Arnoldus (DAC), Eleanor Brown (OC), Michael Callahan (VC), Jaime Casillas (OC), P. Scott Corbett (OC), Richard Dawe (DAC), Brian Hu (DAC), Carolyn Inouye (OC), David Keebler (VC), Tim McGrath (MC), Lisa Putnam (MC), Ramiro Sanchez (VC), Brenda Shubert (MC), Tim Stewart (MC), Margaret Tennant (MC)

Handouts: **Agenda**
Meeting notes from 2/20/09 meeting
VCCCD Functional Responsibilities Mapping Document
Samples of functional mapping documents from other institutions

The meeting was held at Ventura College, with special thanks to Ramiro Sanchez for providing the facilities. Draft notes from the previous meeting were provided for review, and are also available on the Luminis web site. The meeting notes were approved as presented. Richard Dawe encourages team members to continue to use the Luminis channel for communication.

1. Update: Status or progress of each college toward accreditation

The plans for the student survey have been discussed by the Chancellor's Cabinet. Brian Hu has benchmarked the student survey that was completed a few years ago (circa 2003), and will share his results with the group, if requested. Brian is trying to remain consistent with the last survey for ease of comparisons, and is hoping to be able to perform two surveys before the accreditation team visits. The target for administering the first survey is this semester, and Brian hopes to distribute the survey by e-mail using the Survey Monkey process. The draft is nearly completed and input is welcome from team members. The students will have 2-3 weeks to respond to the survey, and a 40-50% response rate is anticipated. Based on past surveys, Brian will also be developing an employee satisfaction survey.

DAC functional area program review: Central areas that will serve the entire district (HR, IT, Business Services) are being established for a formalized review process. During the accreditation process, WASC will be examining the District Centers in a similar process as the campuses, so the self evaluation will become more important. Although District evaluation is not currently required, it will be in the future so VCCCD should start preparations now.

Highlights of Oxnard College activities: Jaime Casillas provided a summary of recent Oxnard College accreditation activities. Carolyn Inouye and Jaime Casillas are serving on site visit committees for other California Community Colleges, which provides additional training for their own accreditation activities. Much of the focus of these other committees seems to be on district-level recommendations, and have an emphasis on integrated planning, resource

development, and facilities. Student learning outcomes is also a common focus. An accreditation workshop was held at Oxnard College on March 19, where they were provided copies of the standards. Each standard group reviewed areas that will be the focus of visits, and they are starting to organize as a group. Documents are available electronically, and will be made available for DACW through Luminis.

Highlights of Moorpark College activities: Moorpark College will have a similar accreditation team meeting Tuesday, March 24, at 2:30 pm in the Campus Center Conference Room. Tim McGrath extended an invitation to the DACW group to attend. Tim also reported that Lisa Putnam has been selected as the writer/editor for Moorpark College's self study report.

Highlights of Ventura College activities: Dave Keebler stated that plans are progressing for Ventura college. They hope to organize administratively as soon as possible and start to capture evidence available at this time.

2. Access database model demonstration (David Keebler)

David Keebler provided a demonstration of his Access database model, which he wrote as a prototype. The Moorpark College accreditation team would like to have electronic versions of all evidence, in addition to hard copies, provided to the accreditation teams. Once the evidence is available it can be packaged in any way. David's previous accreditation team used the Access database to perform a compliance audit on the information as a package, and provided a virtual evidence binder. All documents were provided in .pdf format, and included minutes of Board meetings, SOPs, Human Resources forms, and prior accreditation reports. In this way, the accreditation team could have links through the Access database to all source documents.

David's previous accreditation team provided all documents in Word, then the database was populated manually. Data can be organized in many ways within the database; David's team used a coding system to indicate ratings for each standard area, which varied from 0 = not compliant to 3 = may receive a commendation for the area. The database provided the ability to rank areas by compliance and concentrate on those areas that needed the most work. The team determined rankings through their preliminary study, and reviewed the rankings at various points in the process to track improvement. They provided documentation for each instance of elevation in the ranking process, which then indicated progress towards compliance. Each area was linked to a corresponding standard. That team felt that the advantage of the database is that all of the data is available and can be populated in any format.

Lisa Putman reported that she recently participated in a site visit, and their team found it helpful that disks of data were available 6 weeks before the site visit. Carolyn Inouye felt that the current practice for accreditation is to have most of the information provided through the self study report, and to have less direct interaction with site visit team individuals. In Lisa and Carolyn's examples, the table of contents provided narrative and evidence, with source documents hyperlinked in the document. This method is a good way to get organized, and

provides sustainability for use in future accreditation activities. Campuses could also use this report structure for employee orientation, etc.

Scott Corbett felt that this is a good tool, and believes the document should be District-driven with breakouts for each college. This format would have the advantage of encouraging maintenance of the process so it is not simply being visited only for accreditation cycles.

The team discussed the concept of wiki databases; pieces of information that are integrated and provide a single source of data, accessible through an access point. The next layer of such a database is packaging for specific needs, pulling from existing data, and the third layer is the portal (we have Luminis), which will be tailored for a specific audience.

At Moorpark College they are using SharePoint (MCShare) for a similar collection of data. Dave Fuhrmann has informed Richard Dawe that SharePoint will be available for the DAC next week.

Carolyn Inouye pointed out that teams will need to be communicating, no matter what tool is used for the organization of data. She has some concern as to whether we have adequate personnel for using these tools. Resources across the district will need to be analyzed to identify what will be needed to support this process.

Moorpark College could easily adapt this system as they move through their process, and will probably be the first campus to be able to use the tools. It is hoped that the finished product will be a summary that can be easily used by writers and edited for the self study. Additionally, version control is a central issue and will need to be planned carefully.

Richard Dawe suggested that David Keebler present to the Chancellor's Cabinet for consideration of a purchase of this or a similar data organization system. Brian Hu described the sequel server that they are beginning to use, and may be able to integrate it into a system such as Access. Jaime Casillas is concerned about the implementation process and the availability of personnel to populate the data. It was suggested that the DACW may consider performing a gap analysis of each type of system. A special meeting will be scheduled to further discuss the system to be used and implementation plans for the program.

3. Feedback from Cabinet discussions regarding functional mapping

The functional map provides details of the duties and functions across the district, and identifies responsible parties for each area. The information provided to Cabinet regarding functional mapping was well received, although they seemed to prefer the narrative approach. The Chancellor would like to see a hybrid approach that provides mapping with linked narrative of functions. Richard Dawe suggested that functions be clustered, then have the responsible parties identified by district, campus, etc. The team will need to decide on a format, and then whether to leave it in a database for the purposes of clustering, and link a narrative to each area.

4. Introduction section for Functional Mapping Document

The Santa Ana college model is probably more detailed than VCCCD will require, but a modified version may be useful and the team could include the narrative to each section as a link within the document. The samples provided as handouts at today's meeting are available on the Luminis page.

Jaime Casillas stated that nearly every function is integrated to the district, so may be difficult to map by standard. Functional maps are only required in multi college districts. Richard Dawe reported that the VCCCD functional map is to be used first for accreditation, but will then lead to the process of developing gap analyses, overlaps in functions, and clearer delineation of functions between the district office and the campuses.

Action item: The DACW will need to clearly identify functions and responsible parties.

Michael Callahan provided another sample of a functional mapping approach. The team felt that Michael's sample is rather complete, and columns could be added for purposes of clustering and additional narrative.

Action item: Richard Dawe and Michael Callahan will create a hybrid sample to provide to the Cabinet as soon as possible, after a review by DACW. The report will need to be reviewed for completeness and corrections, and will be made available on Luminis for the group.

Other ideas and discussion points:

Tim Stewart stated that he would like to discuss the EdCap meeting results, and discuss what works and doesn't.

The next DACW meeting will be held Friday, April 23 from 10:30 am to 12:00 pm at the District Administrative Center.