

**Ventura County Community College District
District Accreditation Coordination Workgroup
Meeting Notes for May 8, 2009**

**Location: District Administrative Center, Multipurpose Room
10:30 a.m. - 12:00 p.m.**

Attendees: Michael Arnoldus (DAC), Eleanor Brown (OC), Michael Callahan (VC), Jaime Casillas (OC), Richard Dawe (DAC), Carolyn Inouye (OC), David Keebler (VC), Victory Kitamura (DAC), Tim McGrath (MC), David Oliver (VC), Ramiro Sanchez (VC)

Handouts: **Agenda**
VCCCD Functional Responsibilities Mapping Document
Policies / Procedures Related to Accreditation Standards
DACW Meeting Schedule through 12/09

1. Welcome and introduction of new members

The Functional Cluster groups are Reviewing and customizing their areas. M&O was the first group to complete their area. A draft document should be distributed to the group by next Friday, May 22.

2. SharePoint demonstration - Victory Kitamura

Victory Kitamura, DAC IT, provided a demonstration of SharePoint, an online collaboration tool, useful for the sharing of documents and version control. Moorpark College is currently using the program ("MC Share"), and IT is currently using the software to enhance the portal and group studios. Documents in SharePoint have a check-in, check-out function for version control. When checking back in, users are asked for comments describing the changes made. Users should use the "track changes" feature to indicate changes in document.

Consensus: The DACW will utilize this system.

3. Update: status or progress of each college toward accreditation preparation – All

Ventura College

Dave Keebler: The VC members have finished a compliance audit with the Steering Committee. They are assigning "champions" for working on the first draft document. The champions will create a fast track team to begin the process, and in the fall they will create inclusive task force groups to perform closer examination of the data available. They plan to have a final draft by the end of the fall semester.

Oxnard College

Eleanor Brown: The OC Steering Committee (J Casillas, S Corbett) broke the standards into teams which are gathering evidence now and starting to draft documents. Sub teams with co-chairs have been created under each Standard, and they are currently developing outlines. They are following a similar time frame to VC, and are looking for a final draft by December. OC is also working on their Education Master Plan and performing a needs assessments. These two processes are running concurrently.

Moorpark College

Tim McGrath: The MC Ed Cap committee is working in tandem with the accreditation group, and the groups are working on drafts for the sub-standards. The Ed Cap committee will meet in August, and they plan to have their draft prepared by late September.

District

Richard Dawe: The visiting accrediting teams will be looking closer at Districts for their active part in accreditation, and at some point will be looking at District offices for program reviews of core functional areas. The due date was extended to June 15 for district program reviews.

4. Functional Mapping document progress updates - All

The purpose of the Functional Mapping document, as established by Cabinet, is: 1) for accreditation purposes, and 2) for district review to determine if accountability is properly identified and whether the functions are being performed as stated. The document will be useful in establishing lines of responsibility, for use in the development of SOPs, and for identification of any gaps.

5. Identify next DACW accreditation priority – All

Carolyn Inouye stated that it will be most important is to respond to the recommendations made by the previous accreditation teams, as half of their many recommendations were district-wide. Dr. Dawe informed the team that this issue has been discussed in the Chancellor's Cabinet, and recommendations have been assigned to key staff. The Chancellor thought the DACW group would be a good venue to review this input and determine if the areas have been adequately addressed. Tim McGrath fears that not enough time will be allowed for this process, and suggests a strike force to accelerate the process.

6. Discuss meeting calendar

Faculty members are off contract in July, so we will to decide if the team wishes to meet in June and July. Jaime Casillas suggested meeting as scheduled with available team members, and if there are sensitive issues identified, wait for the full group meeting for those discussions. The work load should be somewhat lighter in July, as the Mapping document

should be finalized by end of June. The August meeting will be difficult as scheduled, as this is the first week of classes on campus.

Consensus: Meet June and July as currently scheduled, cancel August meeting.