

**Ventura County Community College District
District Accreditation Coordination Workgroup
Meeting Notes for June 11, 2009
Location: District Administrative Center, Multipurpose Room
10:30 a.m. - 12:00 p.m.**

Attendees: Michael Arnoldus (DAC), Jeff Baker (MC), Eleanor Brown (OC), Richard Dawe (DAC), Brian Hu (DAC), Ed Knudson (MC), Lisa Miller (MC), Lisa Putnam (MC), Ramiro Sanchez (VC)

Handouts: **Agenda**
VCCCD Functional Responsibilities Mapping Documents (combined to date, Cluster 2 Student Services)

1. Welcome and introduction of new members

Three new members attended the meeting: Jeff Baker, Academic Senate President from Moorpark College, Lisa Miller, Dean of Student Learning at Moorpark College, and Ed Knudson, Executive Vice President at Moorpark College.

This is the last meeting for Richard Dawe; the Chancellor has asked Clare Geisen to chair the group on an interim basis.

2. Update: status or progress of each college in their accreditation preparation – All

Ramiro Sanchez (VC): Ventura College has been working on the narrative of their self-study, and anticipate a first draft to be completed by August.

Eleanor Brown (OC): Scott Corbett was the co-chair of their accreditation committee but is moving to Ventura College, so they are looking for another co-chair. The OC groups are starting their summaries.

Lisa Miller (MC): EdCap has submitted bullet points and evidence for their sections. Lisa Putnam has been sorting documents and doing a review process on the materials.

Ed Knudson (MC): WASC is becoming more rigorous in their expectations for improvement after site visit findings. New requirements for districts will look more formally at program review and planning.

Richard Dawe (DAC): Program review of core functional areas is underway at the DAC, results of which will be shared with this group for integration into their own mapping documents. A cross-functional review team has been formed which will analyze efficiencies, overlaps, and needs. District program review includes instituting measurements of services, then formulating plans for continued sustainable quality improvement.

3. Functional Mapping document review/discussion - All

Members are asked to review the integrated document and provide responses to Clare Geisen and the DACW members by July 2. In this review, participants will be looking for proper placement of data into categories (ie, District or college responsibility), as well as making editorial corrections.

Eleanor Brown has successfully used the portal for her document completion of Cluster 2. Student services will still need input from the District before they will be completely finished with the document.

Ed Knudson offered that Mt. San Antonio Community College has an excellent example of student outcomes and other related accreditation documents.

4. Discuss meeting calendar

Richard suggested that team members provide their thoughts as to the frequency of meetings over the summer. Please contact Clare Geisen (and cc Lynn-Marie Glaze) with suggestions regarding the need for a meeting in July.