

## **District Accreditation Coordination Workgroup (DACW)**

### **Meeting Notes**

**11/21/2008**

Attendees: Michael Callahan (VC), Jaime Casillas (OC), Richard Dawe (DAC), Brian Hu (DAC), Carolyn Inouye (OC), David Keebler (VC), Lisa Putnam (MC), Peter Sezzi (VC), Tim Stewart (MC), Margaret Tennant (MC)

Unable to attend: P. Scott Corbett (OC), Tim McGrath (MC)

#### **1. Opening remarks and introductions**

##### **Handout: Agenda**

- Describe your role in accreditation process

Dr. Richard Dawe opened the meeting, and asked the participants to introduce themselves and describe their previous experience and current role in the accreditation process. Dr. Dawe informed the group that this is an opportunity to form an advisory group for VCCCD accreditation activities. It is hoped that the group can model successful efforts as observed in other districts, to add value to each college for programs and services that will be reviewed by accrediting teams.

Introductions: Dr. Dawe began by stating that he has some experience with accreditation in the North Central and Southern Association regions. At the request of the Chancellor, Richard Dawe will serve as the district Accreditation Liaison Officer (ALO) for accreditation. Tim Stewart is a faculty member at Moorpark College, and this is the second time he has been involved in accreditation. Brian Hu is the Director of Institutional Research at VCCCD. Brian has participated on the Steering Committees for other colleges' accreditation processes, where he helped to develop a KPI (Key Performance Indicators) rubric and a Sustainable Quality Improvement System. Brian sees himself in a supporting role to the team to provide information as needed. Peter Sezzi was a member of an accreditation team at Coastline College, and will be responsible for one of the standards for Ventura College. Lisa Putnam is an Institutional

Researcher from Moorpark College, has served on other accreditation teams, and helped with Moorpark College's 2004 self study report. She will act as co-chair of one standard for Moorpark College. Margaret Tennant is a psychology teacher and Academic Senate President at Moorpark College, has been involved in other institutions' accreditation team visits and Moorpark College accreditation activities, and will visit Laney college this spring on another accreditation team. Jaime Casillas, Interim VP of Instruction, is the ALO for Oxnard, and the co-chair with Scott Corbett for the Oxnard College accreditation team. Michael Callahan is the Institutional Researcher for Ventura College, has helped with previous accreditation teams, and will be involved in accreditation activities at Ventura College. David Keebler is the VP of Business Services at Ventura College, has been involved in four other self studies, and will assist in Ventura College's accreditation activities.

## **2. Background and purpose**

### **Handout: Los Rios Community College District meeting notes.**

The purpose of the District Accreditation Coordination Workgroup (DACW) is to support accreditation efforts across the district. Accreditation questions are coming in from the colleges, so it will prove helpful to serve as a single point of contact for these inquiries. The DACW will create a single point web site linked to an archive of data.

Various types of accreditation supporting groups have been observed in various districts. Los Rios Community College District in the Sacramento area serves as a good example. Richard Dawe visited Los Rios in September and was provided with information regarding their Accreditation Coordinating Committee, which the Los Rios members felt was effective and very productive. The Chancellor thought that the Los Rios model may be adaptable to VCCCD. The Los Rios example served them well, according to the participants, and included data mapping, identified tasking for the district, held "question days" based on the standards, and developed a ListServe of committee members. The ListServe was organized by standard, and included minutes and discussion points as well as questions or concerns, posted by standard.

It is hoped that the DACW discussion of common issues may identify solutions to problems that the campus teams may not have considered. It was agreed that the group must provide this

knowledge back to the appropriate campus personnel. In the past, the Board has contacted many different people for information regarding accreditation, so by using the coordinated approach to accreditation the Board will now have a central point for obtaining information. The formation of the DACW will hopefully consolidate efforts to provide a single point resource, or clearinghouse, for accreditation activities. The underlying principle behind the formation of the DACW is to act as a knowledge-sharing and idea-generating body vice a decision-making group.

### **3. Nominate/select a co-chair**

The group discussed selecting a co-chair; Tim Stewart was chosen to act as the co-chair for the DACW.

### **4. Approve DACW charter language**

**Handout: DACW charter**

The DACW will be called a “workgroup,” as it is not intended to be a decision-making group. (See proposed charter language on handout.)

**Action item: Group members are to suggest changes to the draft charter document, and return suggestions to Richard Dawe prior to December 5.**

### **5. Group objectives and process discussion**

**Handout: Los Rio web map and topic list.**

**Handout: Barbara Beno 2007 letter re: Rubric for evaluating institutional effectiveness.**

The group discussed whether the chair of each campus accreditation team should be involved in this group. Dr. Dawe responded that the group can bring in other members as they feel appropriate. Current DACW members were suggested by the campus Presidents. The Institutional Researchers were invited as they will be integral to the process and should be involved early, and they will be asked to organize data for their campuses.

Carolyn Inouye pointed out that from VCCCD's last accreditation process, seven recommendations were made concerning district-wide issues, which required common responses from the campuses. It is hoped that responsible individuals will be called on to provide assistance at the district level to provide information and support. This group will have the responsibility and authority to request information or support from appropriate district personnel, and the Chancellor and Presidents will support this group's decisions in these matters.

It was discussed whether the website accreditation information is to be centralized for all colleges, or campus-specific. Consensus was that the structure may be a combination, providing links to specific campus sites, where warranted. This process is not intended to standardize how each campus conducts their accreditation preparation, but as an information sharing and idea generating resource.

Further suggestions included having a Luminis portal as the entry point, and then provide links to campus specific materials. Easy access to information is important, and it would be appropriate to have a common link to the district functional mapping. This group can decide which areas would benefit from commonality and which need to be campus-specific.

Additional discussion of group objectives and processes brought up the question of what this group may do to best serve the colleges and the district. It was determined that the group will bring ideas to the table, find areas of commonality, and learn best practices at other campuses. The process should include open and engaged communication stressing collegiality and mutual support.

Discussion was held to determine how often and where to meet; the team agreed that to start they would meet once per month, and rotate the location for the meetings around the district. The next meeting will be scheduled prior to the December holiday break. Thursdays and Fridays are usually considered district-wide meeting days, so future meetings will probably be scheduled on one of these days.

Going forward, meeting notes will be distributed to the group members for review, and an agenda will be generated based on notes and requested input from members.

## **6. Closing comments from group members**

David Keebler: Would like to see the functional map as soon as possible.

Michael Callahan: He will get more information about the accreditation process for his campus to identify his roles and responsibilities.

Jaime Casillas: Believes the DACW should retain focus of attention in a few key areas, such as integrated planning.

Margaret Tennant: The DACW is a good idea, and she would like to see a one-page outline of each campus' approach.

Lisa Putnam: Is looking forward to collaboration and has participated in similar groups to brainstorm, but looks forward to hearing from the broader group.

Carolyn Inouye: This is a good place to share ideas and she appreciates that each group will be unique, but is very aware that there are many district-wide recommendations that should be addressed as a district. Each campus will need to respond to the district recommendations in a common manner in their individual reports. In 2006, the campuses did not have to address strategic planning issues, but Oxnard College and Ventura College had to address the district recommendations in their self study reports. Carolyn has much of this information available and will share it with the group, including lists of supporting documents.

Peter Sezzi: Feels that the value of the committee will be to operate at a district level. He is happy that the planning is starting early and will aid in the identification of the responsibilities of the individual parties early on in the process.

Brian Hu: Believes this is a good start, and hopes that he can see a list of each college's accreditation teams. He suggests that this group be sure to include those members with

responsibilities for accreditation, such as the chairs of the accreditation teams, so there will be better chance of clear communication.

Tim Stewart: Agrees that members need to be capable of bringing information back to the campuses.

Brenda Shubert: Agreed that the committee approach is a good idea and will look forward to participating.

Richard Dawe: Optimistic about the possibilities of this group and the support verbalized in this meeting.