### Agenda Item: Opening of Meeting

**Action**: N/A  
**Completion Timeline**: N/A  
**Assigned to**: James Meznek

### Agenda Item: Review of Consultation Council Notes from March 2, 2012

The March 2, 2012 Consultation Council notes were reviewed. No changes were made.  
**Action**: N/A  
**Completion Timeline**: N/A  
**Assigned to**: James Meznek

### Agenda Item: District Council on Accreditation and Planning

As an outcome of the March 2, 2012 meeting, Dr. Meznek established a new consultative committee: District Council on Accreditation and Planning (DCAP). The council’s charge is:  

*To develop, monitor, and evaluate Districtwide planning and accreditation cycle activities.*

DCAP membership consists of:  
- College Presidents  
- Vice Chancellor, Business and Administrative Services  
- Vice Chancellor, Academic Affairs  
- Academic Senate Presidents  
- Student Trustee  
- Others may be appointed at a later date

In absence of a Vice Chancellor, Academic Affairs, Dr. Meznek
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required or Information Provided)</th>
<th>Completion Timeline</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>appointed Dr. Calote, Ventura College President to serve as the council’s chair. DCAP met to further develop its charge, membership, and report progress by the end of this academic year.</td>
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<td>Dr. Calote provided notes from the March 8, 2012 DCAP meeting. DCAP reviewed District Recommendations 1-7 and the work required to meet the October 15, 2012 Accrediting Commission report deadline.</td>
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<td>Participatory</td>
<td>Consultation Council discussed the participatory governance survey. Mr. Wysard distributed a survey modified by Human Resources that meets DCHR needs. There was discussion about completing the survey, survey results, and Consultation Council’s review of all governance survey results.</td>
<td>Dr. Calote will update the survey. Ms. Geisen will continue to distribute surveys, through the Chancellor’s Office, on behalf of the governance committees. Committees should submit committee surveys and up to three committee-specific questions.</td>
<td>Submit header for survey and up to three committee-specific questions to Ms. Geisen by 4/13/12. Ms. Geisen will distribute results to District committee chairs.</td>
<td>Governance Committees Clare Geisen</td>
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<td>Governance</td>
<td>Dr. Calote suggested adding a question 10 to the survey “What gaps, if any, in systems need to be addressed in order to support planning process in order research needs or communication issues for this committee to function more effectively?”</td>
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<td>Survey</td>
<td>Dr. Hall suggested at 6 and 7: are the committees agendas posted and assessable in a timely manner? And further suggested functionality of committee – “Is the environment conducive to open discussion?”</td>
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<td>Ms. Geisen will continue to send, collect responses, and distribute results for governance committee surveys.</td>
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Following discussion, the council determined the need for a District Council of Academic Affairs (DCAA):

**District Council Academic Affairs (DCAA)**

**Preliminary Charge**
- Facilitate coordination of instructional program development (include growth and discontinuance)
- Review policies, procedures, and standard operating procedures related to instruction
- Receive work from DTRW and DCSL
- Draft District education master plan related to instruction and student services.

**Membership**
- Executive Vice Presidents
- Vice Presidents, Student Services
- Academic Senate Presidents
- Faculty Co-Chair of campus planning committee or designee
- One additional college faculty
- ASG Representatives from each college
- Chair: Executive Vice President (Chancellor’s Designee)

**Co-Chair:**
- One EVP (Chancellor’s designee)
- One faculty selected by committee

There was discussion on the function of DTRW and DCSL and the continued need for these two committees and addresses gaps within existing committees. Dr. Meznek discussed the need for a District educational plan. Title, charge, and membership for academic affairs and student services committees. After discussion, it was suggested to form:

**District Technical Review Workgroup – Instruction (DTRW-I)**

**Charge** (9 people):
- Does exactly what DTRW does

**Membership:**
- Curriculum Co-Chairs
- Articulation Officers

**District Technical Review Workgroup – Student Services (DTRW-SS)**
<table>
<thead>
<tr>
<th>Participatory Governance Mapping</th>
<th>The VCCCD Governance Process Chart was reviewed, discussed, and updated to include the newly established District Council on Accreditation and Planning (DCAP) and District Council on Academic Affairs (DCAA).</th>
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<tbody>
<tr>
<td>Constituent Reports</td>
<td>N/A</td>
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</table>
| Future Meetings                | **Future Meetings**  
  March 30 Agenda Review  
  April 6 *Governance Review*  
  April 27 Agenda Review  
  May 4 *Governance Review*  
  June 8 Agenda Review  
  June 15 Agenda Review  
  June 22 *Governance Review*  
  June 29 Agenda Review  
  July 13 *Governance Review*  
  August 3 Agenda Review  
  August 31 Agenda Review  
  September 28 Agenda Review  
  November 2 Agenda Review  
  November 30 Agenda Review |

**Charge:**  
- BP/APs as related to student services  
- Operating practices for student services  

**Membership (12 people +?):**  
- Student Services Deans  
- Registrars  
- One non-instructional faculty from each college  
- ASG Representatives  
- AFT ?