

**DCAP MEETING MINUTES**  
**Thomas G. Lakin Boardroom**  
**Friday, October 2, 2015 - 8:30 a.m.**

**Present:**

Greg Gillespie – Chair (Skype), Mary Rees – Co-Chair, Bernard Luskin, Clare Geisen, Linda Kama'ila, Michael Shanahan, Luis Sanchez (Skype), Alex Kolesnik (Skype), Lori Bennett, Kim Hoffmans (Skype), Jim Limbaugh, Jennifer Clark, Dave Keebler, Peder Neilson

**Absent:** Ken Sherwood, April Doud

**Recorder:** Laura Brower

Agenda Item		Action Due & By Whom
<b>Welcome</b>	Mary Rees started the meeting with an introduction of members to Jennifer Clark. She also discussed the need for printed copies of meeting handouts. It was approved by consensus that a few copies of each document would be provided at the meeting but members are encouraged to use their electronic devices or bring their own copies of the documents to the meeting to save on paper.	
<b>Timeline Review</b>	Mary Rees distributed the current accreditation timeline. The timeline will be placed on the November board meeting agenda for first reading. This is a fluid document and may need to be modified. The October 2015 milestone will be removed from the timeline. The draft self-study documents including focus essays will need to be completed in February. These will require vetting through the academic and classified senates. All campuses agreed. The draft documents will then come to DCAP for review prior to Consultation Council. It was verified that DCAP has no authority to change any campus draft. DCAP's purpose is to read for clarity and recognize that different insights will occur in the college drafts.	Clare Geisen will make revision to the timeline.
<b>Accreditation Status Update from Colleges</b>	Linda Kama'ila advised Oxnard College will have their first draft completed by October 13 <sup>th</sup> . She reminded everyone to be sure they are using the 2015 standards and not the 2010.  Kim Hoffmans stated Ventura College is shuffling the leads on each standard due to the departure of Patrick Jefferson and the interim positions. It is planned to have the rough draft completed by November 4 <sup>th</sup> to present to the campus. Some sections will need	

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	<p>to be sped up to meet the timeline.</p> <p>Mary Rees indicated Moorpark College's targets were similar to Oxnard and Ventura.</p> <p>Michael Shanahan requested that as soon as each campus completes their Standard III section on HR to forward it to him. The Standard III group has met several times already. Sally Chou's work was reviewed. They are working on a different direction with the language. Napa College's report was discussed as it is highlighted as a model that can be used. Michael Shanahan stated Standard 3 will be brought to DCAP in November. He will send out what is completed prior to that meeting.</p> <p>Two items need to be clarified with the ACCJC. What format is expected for the 21 requirements? The current document says to address separately 1-5 and it is assumed all the others will be addressed in the report as they cross-reference standards. The length of the quality focus essay also needs to be confirmed.</p> <p>This conversation will continue at the next meeting.</p>	<p>Linda Kama'ila will follow up with ACCJC.</p>
<p><b>Decision-Making Handbook, final review and formal approval</b></p>	<p>Mary Rees distributed copies of two areas that have been changed. The Chancellor's Cabinet – Defining the role of the chancellor (page 14) and the Substantial and non-substantial changes to curriculum (pages 24-26). Discussion followed and Clare Geisen advised the intention is to make clear where requests items are in the process for approval by the board. The concern is that items are being held up in the process. A workgroup was identified to include Greg Gillespie, Mary Rees and Clare Geisen to look at this statement and develop an easier definition.</p> <p>Functional maps were discussed. Each functional map for each campus is not the same. The workgroup will also address this. It was acknowledged that the position of Vice Chancellor of</p>	<p>Greg Gillespie, Mary Rees and Clare Geisen will meet to discuss.</p>

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	<p>Educational Services should not be discussed until the position has been approved by the board.</p> <p>These new changes should be completed by the spring if the board hasn't finished by February. It will take a month or two to get through senate approvals.</p>	
<b>VCCCD Integrated Planning Manual discussion</b>	<p>The workgroup listed above will also make a recommendation on the items for inclusion. The district has cleaned up their area in the manual but each campus needs to update as well; defining what each of the campuses does. The table of contents was reviewed and agreement was reached that it made sense. Clare Geisen requested to receive these items earlier to enable editing.</p>	<p>Members to send changes to Clare Geisen.</p>
<b>Standard IV Update</b>	<p>Discussed in Accreditation Update.</p>	
<b>SSSP and Equity Task Force Update: – Early registration dates (fall 2017)</b>	<p>Tabled until next meeting.</p>	
<b>Accreditation Site Visit Dates</b>	<p>It has not been established if the visiting teams will come and meet the district and all campuses at once or separately. The dates each campus will provide are first choice Oct. 10 and second choice September 26. There was discussion on whether the campuses have a right to make their own recommendations as they feel appropriate but ultimately these dates will be submitted.</p>	
<b>High School Service Areas</b>	<p>Tabled to next meeting.</p>	
<b>Non-credit courses - Discussion</b>	<p>Tabled to next meeting.</p>	
<b>DCAP Future Agenda Items</b>	<p>It was agreed that at the December 4<sup>th</sup> meeting the agenda will list only two items on accreditation for discussion.</p>	

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<b>Approval of August 28, 2015 Meeting Minutes</b>	The August 28 minutes will be approved along with the October 2 minutes at the October 30 <sup>th</sup> meeting.	
<b>Future Meetings</b>	<ul style="list-style-type: none"> <li>• October 30, 2015 at 8:30 a.m. prior to Consultation at the DAC.</li> <li>• December 4, 2015 – DAC (attendees will advise if there are conflicts in their schedules.)</li> </ul>	