

**DCAP MEETING**  
**Thomas G. Lakin Boardroom**  
**Wednesday, January 6, 2016 - 11:00 a.m.**

**Present:**

Greg Gillespie – Chair, Mary Rees – Co-Chair, Phil Briggs, April Doud (Skype), Kim Hoffmans, Linda Kama'ila (Skype), Dave Keebler, Alex Kolesnik, Jim Limbaugh, Peder Nielsen, Rick Post, Luis Sanchez (Skype), Michael Shanahan, Ken Sherwood, Pamela Yeagley

**Absent:** Lori Bennett, Jennifer Clark, Clare Geisen, Bernard Luskin

**Guest:** Lisa Putnam (Skype)

**Recorder:** Andrea Rambo

Agenda Item		Action Due & By Whom
<b>Welcome</b>	The meeting commenced at 11:05 am.	
<b>Approval of Minutes (December 4, 2016)</b>	The December 4, 2015 Minutes were reviewed and approved with three changes.	
<b>Action Items</b>	G. Gillespie made a correction to the agenda. The Decision Making Handbook was moved to an action item.	
<b>Decision Making Handbook and Functional Maps</b>	<p><b><u>Decision Making Handbook</u></b>  M. Rees introduced a change to the DTRW-I charge in the Decision Making Handbook. She explained the wording had gone through DTRW-I, with a recommendation to DCAP for approval. G. Gillespie made a motion to approve a recommendation to Consultation Council to move forward with the DTRW-I change. M. Rees seconded the motion. The motion carries with unanimous consent. The committee discussed the need for a change to the preamble of the Decision Making Handbook to clarify the procedure. G. Gillespie will follow up on the change. At the January 29<sup>th</sup> DCAP meeting, the committee will discuss how the Vice Chancellor, Educational Services position should be implemented into the document.</p> <p><b><u>Functional Maps</u></b>  The functional map in the Decision Making Handbook was approved. The Accreditation Standards functional map will go through campus senate approvals. A. Rambo will distribute both maps electronically to DCAP members.</p>	<p>G. Gillespie to update the preamble and add the Vice Chancellor, Educational Services position to the document for review.</p> <p>Revised Decision Making Handbook to be agendized for Consultation Council.</p> <p>Senate</p>

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		Presidents to report back on approval of the functional maps.
<b>Integrated Planning Manual</b>	<p>M. Rees and a working group made a small revision to J. Limbaugh's paragraph for the college planning page.</p> <p>The Integrated Planning Manual will have a three year strategic plan to match the colleges.</p> <p>R. Post recommends adding Educational Services to the District Planning page.</p> <p>Following the January 19<sup>th</sup> board meeting, G. Gillespie will send out a revised planning manual with the College Planning revision, and the Vice Chancellor, Educational Services addition for approval at the January 29<sup>th</sup> DCAP meeting.</p>	G. Gillespie to revise the Integrated Planning Manual for review
<b>Timeline Review</b>	First drafts of the self-evaluation are due in February.	
<b>Accreditation Status Update from Colleges/District</b>	<p>Ventura College is moving along with Standards I and II. There are gaps in Standards III and IV, they are waiting for the District responses for Standard III. Their document is looking promising and they are gathering evidence.</p> <p>The Moorpark College self-evaluation is on track, they are waiting for the District responses for Standard III. They are still working on the quality focus essay.</p> <p>Oxnard College's writing on Standards I-IV is done, they handed the document to their editor. They have divided up the other sections and expect to have a completed draft in February.</p> <p>M. Rees mentions the drafts to the Board should be ready in April.</p> <p>The first reading should occur in May, with the second reading at the June Board meeting.</p>	
<b>District Strategic Plan</b>	R. Post scheduled a meeting of the District Strategic Plan workgroup on January 15 <sup>th</sup> . He will do research of various plans around the state and will provide a template the committee can evaluate.	

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<b>Standard 3 Update</b>	<p>M. Shanahan mentioned he is working on the response for Standard III.A. He distributed a draft of the response for review and mentions it requires more research. The next steps are to expand on the responses and gather the district evidence. The colleges will add additional evidence.</p> <p>D. Keebler discussed his work on Standard III.B. He received the responses from the colleges and is making sure the district is aligned. He will distribute his draft to the colleges in a few weeks. The committee determined D. Fuhrmann should be working on Standard III.C. G. Gillespie will follow up with D. Fuhrmann to confirm he is working on the standard and get his timeline for the response.</p>	<p>M. Shanahan, D. Keebler to finalize responses and distribute to DCAP.</p> <p>G. Gillespie to follow up with D. Fuhrmann</p>
<b>Standard 4 Update</b>	<p>R. Post requested drafts of the college responses to Standard IV to align the district evidence and offered assistance to the colleges.</p>	
<b>Formal Communications Survey</b>	<p>R. Post affirmed that the Formal Communications Survey was approved at DCAP and Cabinet. The survey will be sent out districtwide in January, with a two week deadline. A reminder will be sent out after one week.</p> <p>The raw data will be distributed to DCAP in early February. L. Kama'ila, P. Yeagley, and R. Post will lead the analysis of the data.</p>	<p>R. Post to send out the survey districtwide.</p>
<b>Board Evaluation Survey</b>	<p>G. Gillespie noted that a recommendation to Consultation Council is needed for the Board Evaluation Survey.</p> <p>Following discussion, the committee confirmed they will not change the survey, so the results are not skewed. The results will go through Consultation Council first before presentation to the Board. DCAP will make a recommendation to Consultation Council to increase the survey frequency, have a meeting with the Board of Trustees Chair 2-3 times a year and report out to the board.</p>	<p>G. Gillespie to bring recommendation to Consultation Council.</p>
<b>Non-Credit Courses Proposal</b>	<p>G. Gillespie discussed Ventura College's non credit class contract. He mentioned the contract was discussed at Consultation Council. A revised draft will be sent to DCAP members by K. Hoffmans. G.</p>	<p>K. Hoffmans to distribute revised contract to</p>

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	Gillespie will send a draft to AFT President Steve Hall, with an understanding it is being revised. Feedback from the colleges will be reported at the January 29 <sup>th</sup> DCAP meeting.	DCAP. G. Gillespie to send the contract to AFT.
<b>DCAP Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Approval of the Accreditation Standards Functional Map</li> <li>• Approval of the Integrated Planning Manual</li> <li>• Incorporate the Vice Chancellor, Educational Services position in the Decision Making Handbook</li> <li>• Institutional Effectiveness Goals Goals are due to the Board in February, due to a March submission deadline. The item will be added to the February Board agenda as a discussion item and an action item. The goals must also go through the Student Success Committee in February.</li> </ul>	
<b>Adjourn</b>	The meeting adjourned at 1:05 pm.	
<b>Future Meetings</b>	The next meeting will take place on Friday, January 29, 2016 from 8:30 am to 10:00 am.	