

**DCAP MEETING**  
**Thomas G. Lakin Boardroom**  
**Tuesday, May 3, 2016 – 10:00 am**

**Present:** Co-Chair Mary Rees, Alex Kolesnik, Phillip Briggs, Peder Nielsen, Michael Shanahan, Lori Bennett, Rick Post, Ken Sherwood, Dave Keebler, Linda Kama’ila (Skype), Jim Limbaugh

**Absent:** Chair Greg Gillespie, Bernard Luskin, Luis Sanchez, Kim Hoffmans, April Doud, Pamela Yeagley

**Guests:** Trustee Dianne McKay, Lisa Putnam, Sherice Bellamy

**Recorder:** Andrea Rambo

Agenda Item		Action Due & By Whom
<b>Welcome</b>	The meeting commenced at 10:02 a.m.	
<b>Approval of Minutes [April 1, 2016]</b>	The April 1, 2016 Minutes were reviewed and approved with the following change: Dave Fuhrmann will redact “confidential” information and submit the surveys to Chancellor’s Cabinet.	
<b>Student Perceptions Survey Reports</b>	The committee discussed the Student Perceptions Survey Reports. L. Putnam indicated the reports have been emailed to the college presidents. The colleges can utilize the reports for continued improvement.	
<b>Timeline Review</b>	The committee reviewed the timeline.	
<b>District Strategic Plan Update</b>	R. Post reported that the Strategic Planning Committee has completed the first draft of the Strategic Plan. Following discussion, the draft will be sent to the Vice Chancellor, Business Services and the Vice Chancellor, Human Resources to review the fiscal and human resources areas. The plan will be reviewed by the college Academic Senate’s, agenda’d at Chancellor’s Cabinet and Consultation Council, and recommended to the Board at the Board Strategic Planning Session on June 21, 2016. Feedback on the plan should be sent to L. Kama’ila and R. Post prior to Chancellor’s Cabinet on May 17th.	R. Post to send draft to VC, Business Services and VC, Human Resources and agenda on Cabinet and Consultation Council
<b>June 21 Board Strategic Planning Session Agenda</b>	R. Post presented the draft Strategic Planning Session agenda. The committee discussed the college’s roll in Item 2.01 Enrollment Management. Information from the colleges should be sent to R. Post by May 23, 2016. Following discussion, Items 2.05 Safety and Emergency Preparedness and 2.06 Information Technology will be	R. Post to send email to CIOs and Academic Senate Presidents to

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	<p>moved to a regular Board Meeting. D. Keebler will confirm the change with D. Fuhrmann. Item 2.03 District Strategic Plan Update will be moved to the first item under Category 2, Strategic Planning Session. The committee suggested that the meeting could start at 2 pm or earlier and have a period of time designated for open dialogue or time for discussion after each item.</p> <p>The agenda will be sent to Consultation Council for review on June 3, 2016. All items and reports are due on June 1, 2016 by 3 pm.</p>	request information for item 2.01
<b>Annual Self-Appraisal, Spring 2016</b>	The committee reviewed the Spring 2016 self-appraisal. Areas for improvement include timeliness of the agenda and minutes and accessibility of the minutes. The committee discussed their role in planning.	
<b>Formal Communications Survey Review</b>	The Formal Communication Survey will be agendized when the committee reconvenes in Fall 2016.	
<b>Board Evaluation Survey Questions Review with Trustee Dianne McKay</b>	<p>Trustee McKay presented the Board Evaluation Survey redesign. An AdHoc Committee reviewed the survey, which included Board members, Academic Senate representatives, and the Chancellor. The AdHoc Committee changed the rating scale to 1-5, took out redundant questions and agreed to administer the survey more often than annually.</p> <p>Following discussion, DCAP members and Trustee McKay agreed to number the questions and change the survey rating scale from 1-5 to Strongly Agree, Agree, Disagree, Strongly Disagree, and Not Observed. In question 1, page 2 "Other (please specify)" will be changed to "Comments." All questions that state, "The Boards understands" will be changed to "The Board demonstrates its understanding." The question, "The Board has adopted a District mission statement that emphasizes student learning and success" will be removed. The introduction will be modified to include a new sentence in the first paragraph, "Subsequently, the instrument has been modified to be administered more frequently."</p> <p>Trustee McKay thanked the committee and indicated the revisions will be more instructive to the board.</p> <p>The survey will be reviewed by Consultation Council on June 3, 2016, and the Board at the July 12, 2016 Board of Trustee meeting. DCAP members thanked Trustee McKay for joining the meeting.</p>	P. Blair to revise the survey.
<b>Board Evaluation Survey Analysis</b>	The Committee discussed the Board Evaluation Survey results. The	M. Rees will

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	Survey will be reviewed by Consultation Council on June 3, 2016. Trustee McKay will be invited to Consultation Council to discuss the results following their review. The committee discussed the benefit of a rating scale to measure results and the focus on accreditation in the past year. G. Gillespie and M. Rees will present the results at the Board Strategic Planning Session on June 21, 2016.	send the synthesized results to A. Rambo for Consultation Council.
<b>Budget and FTES</b>	D. Keebler presented information on the budget. He proposed a resolution be presented to the Board to borrow FTES from the Summer Session, if needed to meet FTES base numbers and/or to meet the FTES numbers required for a mid size college for Ventura. There was extensive discussion regarding these proposals.	
<b>Self-Study: Update/Concerns</b>	The colleges are continuing to refine their Self-Evaluations. L. Kama'ila indicated Oxnard College will provide a handout with current changes to their Self-Evaluation at the May 10, 2016 Board Meeting. The committee discussed their drafts will not include the evidence until the documents are final, and the consistency of the college responses to Standard IV. The district office is compiling evidence for Standard IV and will provide a share drive the colleges can access.	
<b>Summer Session Planning</b>	The committee will adjourn for the summer unless there is an accreditation issue or modification of the Strategic Goals that requires immediate planning.	
<b>DCAP Future Agenda Items</b>	There were no future agenda items.	
<b>Adjourn</b>	The meeting adjourned at 1:01 pm.	
<b>Future Meetings</b>	The next meeting will take place on Friday, May 13, 2016 at 8:00 am, if needed.	