

DCAP MEETING
Thomas G. Lakin Boardroom
Friday, December 4, 2015 - 8:30 a.m.

Present:

Greg Gillespie – Chair, Mary Rees – Co-Chair, Bernard Luskin, Rick Post, Linda Kama’ila, Luis Sanchez (Skype), Alex Kolesnik (Skype), Jim Limbaugh, Dave Keebler, Peder Nielsen, Phil Briggs, Kim Hoffmans, Pamela Yeagley, Michael Shanahan, Lori Bennett

Absent: Ken Sherwood, April Doud, Jennifer Clark, Clare Geisen

Recorder: Andrea Rambo

Agenda Item		Action Due & By Whom
Welcome	The meeting commenced at 8:35 am.	
Approval of Minutes (October 30, 2015)	The October 30, 2015 Minutes were reviewed and approved.	
Action Items		
Decision Making Handbook	G. Gillespie discusses the addition of the Interim Vice Chancellor, Educational Services in the Decision Making Handbook prior to board approval of the position. DCAP members discuss and concur they will not recommend adding the interim position in the document. They will make the changes to add in the Vice Chancellor position to committees one time following approval of the position by the Board, to be consistent with past practice and be procedurally correct. Dr. Luskin mentions the interim Vice Chancellor is moving forward and will participate in committees as his designee in advance of the board approval. M. Rees and L. Kamaila recommend the Vice Chancellor, Educational Services sit on the DTRW-I and DTRW-SS committees. L. Kama’ila will consult with DTRW-I and DTRW-SS on whether the Vice Chancellor should participate in the meetings, beginning in January, when the position is approved.	L. Kama’ila to report back from DTRW-SS and DTRW-I on VCES participation
Approval of Integrated Planning Manual – VCCCD	M. Rees presents the option of updating the College Planning pages of the document or replace it with a summary paragraph provided	G. Gillespie to coordinate

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	<p>by Dr. Limbaugh with reference to the individual college planning documents.</p> <p>The committee agrees it is difficult to keep the college plans consistent with the Integrated Planning Manual, and confirm they will use the summary paragraph with direct links to the college plans from their individual web pages.</p> <p>G. Gillespie clarifies DCAP will continue to discuss the college planning, but the plans will not be a part of the Integrated Planning Manual. R. Post will lead the update of the District Services Planning pages of the Manual.</p> <p>G. Gillespie affirms two items will be worked on through DCAP; 1) The revisions of the Integrated Planning Manual, section II.A and II.B, with a review of the other sections, and 2) the District Strategic Plan. G. Gillespie will lead an Integrated Planning Manual workgroup which will include one representative from each college and the district. Phillip Briggs is designated to keep the master document.</p>	Integrated Planning Manual Workgroup
Approve Functional Map	<p>M. Rees mentions there are two examples that can be used. The organizational map has general topics on primary and secondary responsibility. The accreditation standards map should be used and DCAP will discuss who is primary and secondary to make the document correct and insure all colleges are on the same page. G. Gillespie comments that both functional maps are useful for accreditation.</p> <p>The organizational map is approved and is part of the Integrated Planning Manual. The accreditation standards map will be a standalone document. The committee will review the primary and secondary responsibilities and finalize the map in early 2016. College mission and community feedback will be part of the revisions.</p> <p>G. Gillespie confirms the colleges will take the map to their steering committees to provide suggested changes. DCAP will discuss it again and finalize it in early 2016.</p>	College reps to bring the functional map to their steering committees and report back
Timeline Review	The Timeline is reviewed.	
Accreditation Status Update from	Accreditation Status will be reviewed at the January 6, 2016	

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Colleges/District	meeting.	
District Strategic Plan	A workgroup will be formed to create the District Strategic Plan. R. Post will lead the workgroup that will include three representatives from each college and the district, comprised of Administration, Faculty, and Classified Staff. A. Rambo has been designated to keep the master document. It is suggested that the District Strategic Plan should follow the three year college plans.	R. Post to coordinate the District Strategic Plan Workgroup
Standard 3 Update	M. Shanahan mentions his draft is nearly done and plans to have an initial draft prepared within a week. The draft will be distributed to the presidents and ALO's for review with a copy to DCAP members. D. Keebler met with VPs this week and is writing the facilities and finance section. The draft will be sent to the colleges in January.	M. Shanahan to distribute draft
Standard 4 Update	G. Gillespie explains the district office will not be providing any more information for Standard IV. The colleges will use Sally Chou's write up and draft their own responses. R. Post will take the lead in collecting district evidence.	
Formal Communications Survey	G. Gillespie asks DCAP members to review the May 2014 survey. The committee members agree to use the same survey for 2016. The survey will be sent out by the district in mid January, with an end of February deadline, following approval from Cabinet.	G. Gillespie to bring the survey to Cabinet.
Board Evaluation Survey	DCAP will discuss and make a recommendation to Consultation Council.	
DCAP Future Agenda Items	G. Gillespie distributes a draft non-credit proposal for Ventura College. The process needs to be refined. The colleges will review the proposal and send comments back to Kim Hoffmans, who will compose a final draft that can be presented to the Senates and Union. The contract will also be shared at the Chancellor's Cabinet.	
Adjourn	The meeting adjourned at 10:18 am.	
Future Meetings	The next meeting will take place on Wednesday, January 6, 2016 from 11:00 am to 1:00 pm.	