

DCAP MEETING
District 100 MPR Conference Room
Friday, March 6, 2015
9:00 – 10:00 a.m.

Present:

Greg Gillespie – Chair, Mary Rees, Co-Chair – Patrick Jefferson, Clare Geisen, Pamela Yeagley, Michael Shanahan, Brian Fahnestock, Alex Kolesnik, Art Sandford

Absent: Richard Duran, Jamillah Moore, Bernie Luskin, Lori Bennett, Peder Nielsen, Linda Kama’ila, Peter Sezzi

Recorder: Laura Brower

Time: 9:00 a.m.

Agenda Item	Discussion	Action Due & By Whom
Welcome	Dr. Gillespie welcomed everyone to the meeting.	
Perceptions Survey Update	Dave Fuhrmann is incorporating the suggested revisions to the final version of the survey. It will then be reviewed by cabinet members. Distribution of the survey was discussed. A consensus was reached that there will be flexibility in completing the survey at each campus.	
Student Success and Accreditation Committee Policy Hearing May 2015	There was discussion on developing the timeline leading up to the May 2015 policy hearing. The committee will discuss how we are doing with gap analysis and the narrative. A template with the standards will be created to measure where we are at. Dr. Moore will make the decision on who will present at the board meeting. Chairman McKay will highlight roles and responsibilities of new committees. It is important that each board member know the process and have a clear understanding to the seven district accreditation standards. The new board committees have overlap. The Consultation Council has direction to see these gaps and have conversation which should be reflected in policy hearings. This will be a continual improvement.	
Standard 4 and Standard 3A District-wide Meeting Update	The Standard 3 committee met yesterday and the Standard 4 is meeting next week. The intent is to have the two co-chairs meeting with the District to discuss the standards. There was discussion on how the sites will look at the findings and questions under the standards and perform gap analyses. These will be reviewed in about a month to see if we have answers for the District that the	

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	college has identified and the development of goals and gathering of evidence. All data would be gathered by April 30. Human Resources will have their information sometime in the next 30 days. The Vice President of Business Services were working through DCAS for gap analysis.	
VCCCD Integrated Planning Manual Review	Each campus was advised to review and make changes. Mary Rees has already turned over MC's changes to Ms. Geisen. The other two sites should have their changes to Ms. Geisen by Consultation Council so changes can be tracked. VC advised they need more time as they have many changes and will talk about core indicators. Those 12 areas are going to be changed. Ms. Kama'ila will write up a paragraph for the introduction of the handbook.	
VCCCD Decision-Making Handbook	Ventura College has ten individuals revising VC's handbook and committee structure. This handbook was formally called the governance handbook. The handbook needs to be updated for accreditation. It contains a narrative of functional mapping and also a flowchart. This is normally reviewed at consultation council but would be helpful do to so at DCAP first. The committee was advised to send any changes on the VCCCD Decision-Making handbook to Ms. Geisen.	
VCCCD Operational/Functional	The VCCCD Operational/Functional table was reviewed. The table was created to help academic senate presidents. Discussion followed that unless you already know the system, the chart is hard to understand and to see how things are aligned. The goal is to look at the map and know the components and get things done. Ms. Geisen volunteered to meet with the academic senate presidents to prepare a draft and bring back to DCAP. The mapping table should be put in front of the Decision Making handbook. It was recommended to take out the terminology "centralized" and "decentralized" as these could have a negative connotation. The word "distributed" should be used instead.	Ms. Geisen to meet with Academic Senate Presidents to prepare draft.
Approval of February 6th Meeting Minutes	The February 6 Meeting Notes were reviewed and accepted with no changes.	
Meeting adjourned	10:00 a.m.	

Agenda Item	Discussion	Action Due & By Whom
Future Meetings	May 8, 2015 June 5, 2015	