



DISTRICT COUNCIL ON ACCREDITATION AND PLANNING (DCAP)

Meeting Notes

Present: Art Sanford, Bernard Luskin, Brian Fahnstock, Clare Geisen, Erika Endrijonas, Greg Gillespie, Linda Kama’ila, Michael Shanahan, Peder Nielsen, Richard Durán and Lori Bennett

Guests: None

Meeting Date: **04/10/14** Review of Minutes for: **03/13/14** Recorded By: **Karla Banks**

AN = Action Needed | **AT = Action Taken** | **D = Discussion** | **I = Information Only** | **CR = Committee Referral**

DISCUSSION/DECISIONS

The meeting was called to order at 2:02 p.m.

1. Review of Meeting Notes I The DCAP members reviewed the meeting notes of the March 13, 2014, meeting.

The Committee briefly discussed the following item(s):

- ✓ Last week agreed that the approval of the meeting notes would be done by consensus
- ✓ C. Geisen reported that all governance surveys have gone out; believe Communications Survey is improved. The Committee reviewed the Communications Survey and shared the following comments: survey was pared down to a few crucial questions and we have gotten rid of some of the narrative options; #6 still allows for narrative feedback on improvements; #4 – gives examples of what is meant by “Business Tools”; #2 – will change “District” to “VCCCD”, #2 will add “check all that apply”; the survey asks individuals to identify their location so we can identify if a particular location is having recurring issues; the Committee requested a link for “Board Policies” be added to the portal; Clare will send out the Communications Survey after the process for the governance committee surveys is completed; the Committee discussed the differences/similarities between questions #1 and #2 and agreed to combine the two questions into one asking, “What are the main ways you receive campus/District

communications?”

AN Clare will make the following revisions to the Communications Survey: remove the first paragraph, collapse Questions 1 and 2 into one question, and correct the typo on Question 5. Once revised, she will send the survey out District-wide.

AT The meeting notes of March 13, 2014, were approved by Committee consensus.

2. SB 1456 Implementation Task Force Update

I R. Durán distributed a copy of the materials distributed at the last meeting of the SB1456 Implementation Task Force and briefly discussed the following item(s): all campuses presented on where they will capture data; IT gave an update on their progress; meeting tomorrow will discuss update on IT projects, AP/BP 5050 and 5055; homework for all campuses will be to populate the implementation matrix before the last meeting; one of the deliverables for the task force will be the District-wide implementation matrix to outline what we are doing to implement the whole of SB 1456 this summer; and the Registrars are working on the registration calendar.

3. Update on ACCJC 2014 Annual and Fiscal Reports

I R. Durán stated that he assumes each campus has already submitted their annual and fiscal reports that were due to the ACCJC. He said that Chancellor Moore has suggested the campuses share their respective reports at the Board Retreat in June 2014.

4. DTRW Update

I E. Endrijonas have a brief overview of the DTRW updates: they related to SB 1456 and needing to make sure our enrollment priority match what the state requirements (i.e. how we would handle an exempt student – we define exempt students in the matriculation process; DTRW reviewed AP 5050 and 5055 at their March 27 meeting, the APs have also been sent to the academic senates for review; there is a revision to the enrollment priority going to the Board Policy meeting on May 14 and to the Board in June for approval and will be in catalogs for Fall 2014.

She stated that under the new regulations, students are only required to access these services (orientation, assessment, counseling, etc.) if they want priority registration. She also explained that there is only one appeal for the BOG waiver, so if your appeal is successful you regain your BOG eligibility and your priority ranking.

5. Student Equity Plan Update I R. Durán distributed copies of the VCCCD policies of the CCC Updated Student Equity Plan and briefly discussed the following item(s): looking to create a timeline for the plan which is due November 21; he will take a draft timeline to the meeting tomorrow and lodge these equity policies with the task force tomorrow; Clare talked to Dr. Moore who would like to take the plans to the next Chancellor's Cabinet meeting (Monday) for review.
6. Other
- o Accreditation Timeline I, D R. Durán distributed a copy of the VCCCD Accreditation Timeline.

C. Geisen stated that DCAP is responsible for asking IRAC to do research projects. She said that she has reminded Dave Fuhrmann that we need the Annual Effectiveness Report in June but it should come to this group for review.

AN Richard will follow-up with Dave Fuhrmann regarding IRAC completing the draft Annual Effectiveness report for the May 8 DCAP meeting.
 - o BP/AP I, D C. Geisen stated that currently the Board has a BP/AP accreditation review cycle every two years. She would like to suggest it be moved to a three or four year cycle. She requested the Committee's approval to draft a revised draft the BP/AP related to our review cycle. She will bring it back to the Committee for review at the May 8 meeting.

R. Durán recommended the BP/AP be taken to Chancellor's Cabinet for review.
 - o ACCJC Standards I E. Endrijonas explained that there is an ACCJC standard revision that "Library Services" should be placed under Student rather than Instructional Services. The Statewide Academic Senate did not support the change.
7. Future Meetings I The remaining meeting dates are as follow:
- May 8
8. Adjournment I The meeting adjourned at 3:15 p.m.