

**DCAP MEETING MINUTES
VENTURA COLLEGE - CCCR
Friday, July 31, 2015
11:30 – 1:00 p.m.**

Present:

Greg Gillespie – Chair, Mary Rees – Co-Chair, Bernard Luskin, Patrick Jefferson (call-in), Clare Geisen, Pamela Yeagley, Peder Nielsen, Linda Kama’ila, Michael Shanahan, Luis Sanchez (call-in), Art Sandford, Alex Kolesnik, April Doud, Nenagh Brown (for Lori Bennett), Kim Hoffmans, Jim Limbaugh, Ken Sherwood, Phillip Briggs, David Keebler

Absent: Lori Bennett

Recorder: Laura Brower

Agenda Item		Action Due & By Whom
Welcome	With new attendees joining DCAP Greg Gillespie asked the current members to introduce themselves.	
Timeline Review	<p>The current draft of the accreditation timeline was distributed and reviewed. Lori Bennett has suggested changing the timeline to include more detail and the MC timeline was distributed as an example. On the current draft Mary Rees suggested to push back the January 2016 date for the 1st draft of self-evaluation to February 2016 as there are several processes that need to be followed.</p> <p>Clare Geisen advised she had spoken to Sally Chou. The Standard IV and evidence were reviewed. Sally Chou advised she would like to attend the next DCAP meeting to give an update. Greg Gillespie asked if she could send the draft prior to the meeting to allow DCAP members to review.</p> <p>The due date for the first draft date change from January to February was agreed to by the members to allow for a better product. It was also suggested to have the Board review the draft in April/May prior to the June/July final draft is presented at the Board meeting for approval. This would allow them time to review and raise any questions. Everyone agreed to both of these changes.</p>	<p>Laura Brower will make revisions to timeline and distribute to group.</p> <p>Clare Geisen will follow up with Sally Chou and obtain draft for Laura Brower to distribute.</p>

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Accreditation Status Update from Colleges	<p>Moorpark College: Mary Rees advised their gap analysis has been concluded and writing has begun. In August the draft on standards will be vetted through the campus. They are staying within the timeframe set. Their focus is also being set on the QFE.</p> <p>OC – Linda Kama’ila stated each of their standards is addressed and all gap analyses have been performed. They now need to complete their writing.</p> <p>VC – Art Sandford reported that narratives are being written for all standards and Greg Gillespie will be sending the drafts to the campus in the fall semester.</p>	
Decision Making document, final review and formal approval	<p>The Decision Making document was distributed. Clare Geisen advised she received a lot of feedback. She asked for clarification on the functional map contained within the document and discussion followed. It was decided to leave the map in the document. Clare also asked the group to review the structures of the EVP office to make sure it reflects the current positions at each campus. It was agreed that under the DCAS section it would list both VP’s (academic and student development) with “or” between them. This will give an option for the appropriate VP to attend DCAS. Greg Gillespie thanked Clare for working on this draft and the members agreed to move forward.</p>	
Functional Mapping Document, final review and formal approval	<p>The Functional Mapping Document was distributed. Mary Rees and Linda Kama’ila reviewed. Changes were discussed including adding a box for curriculum and technical review. Linda asked for any additional comments to be sent to her so she can finalize the document.</p> <p>Thanks were given to Pamela Yeagley, Mary Rees and Linda Kama’ila for their hard work.</p>	<p>Linda Kama’ila will incorporate changes and send out to members and copy to Clare Geisen to send back after August 12th policy committee</p>

Agenda Item		Action Due & By Whom
		meeting.
Standard 4 Update	<p>Clare Geisen advised the next district-wide meeting is August 31st. There now needs to be a meeting held prior to their meeting. Clare will send out a firm date.</p> <p>Discussion followed on the back-to-back meetings at the DAC and whether the meeting schedule could be changed as some individuals are required to attend all the meetings and preparation is needed. Clare will look at committee schedules. The DCAP meetings will now be scheduled prior to the Consultation Council. Morning refreshments will be provided by the DAC.</p>	<p>Laura Brower will send updated schedule for DCAP.</p> <p>Clare Geisen will review DAC meeting schedule.</p>
SSSP and Equity Task Force Update: – Early registration dates (fall 2016)	Luis Sanchez advised the task force has not met yet.	
VCCCD Integrated Planning Manual Review	This document will need to come back for further review. Moorpark College has turned in their updates and Oxnard and Ventura still need to review their sections. Please send your information to Clare prior to the August meeting. The master plan is not included in case the Board should change their goals. If so, this could affect the master plan.	
VCCCD Strategic Planning Manual Review	Discussed in previous agenda item.	
High School Service Areas - MOU	Greg Gillespie opened up discussion on the draft MOU for High School Service Areas. The MOU needs to be reviewed by the campuses and a decision made on how to move forward. A task force led by Ken Sherwood will be brought together to further discuss. Luis Sanchez suggested the VP's and Academic Senates from each campus be involved. There needs to be discussion if there is an interest, would it be valuable, and what should it look like? A system needs to be developed which can maximize student enrollment and connection to the community college of their choice. There was emphasis on this discussion and recommendation needing to be developed quickly for timely communication to high schools on any changes.	Ken Sherwood to form task force.

Agenda Item		Action Due & By Whom
Board Evaluation	Clare Geisen will present the monthly findings and their own findings to the Board. They are expecting to hear some dialogue. Greg Gillespie and Mary Rees will discuss this and write talking points for the board at their August meeting as representatives of Consultation Council. Now that the survey has been completed it does become accreditation evidence.	Greg Gillespie and Mary Rees to develop talking points for August board meeting
Non-credit Courses - Discussion	Greg discussed how Ventura College would like to offer non-credit courses. These could lead into an essential certificate for the applied science center. We cannot go forward with the current salary rates as they must be negotiated with the union. A proposal has been prepared and sent to Michael Shanahan for review. Would like to start this fall but need everyone to have agreement. At the next DCAP more discussion will occur.	This item will be brought back to the next DCAP meeting.
DCAP Future Agenda Items	None	
Approval of June 5th Meeting Minutes	Minutes approved by consensus.	Laura Brower to make suggested corrections and will leave off all titles in the future to be consistent.