



DISTRICT COUNCIL ON ACCREDITATION AND PLANNING (DCAP)

Friday, February 3, 2017

8:30 a.m. – 10:00 a.m.

District MPR Conference Room

AGENDA

1. Welcome
2. Approval of Minutes (January 6, 2017)
3. Strategic Plan Subcommittee Update
4. Enrollment Management Subcommittee Update
5. Decision Making Handbook Review
6. Student Perceptions Survey
7. For the Good of the Order
8. Future Items
9. Adjourn

Future Meeting: March 3, 2017 8:30-10:00 a.m. District MPR Conference Room

Link to ACCJC publications <http://www.accjc.org/all-commission-publications-policies>

DISTRICT COUNCIL ON ACCREDITATION AND PLANNING (DCAP)

DCAP is a sub-group of Consultation Council and advises the Chancellor, through Cabinet and the District Consultation Council on:

- Matters pertaining to the development, monitoring, compliance and evaluation of District-wide planning, accreditation cycle activities, and objectives
- Review of Board policy and corresponding procedures
- District-wide strategic planning for the District

DCAP membership includes: Chairperson (appointed by the Chancellor); Faculty Co-Chair (from DCAP membership); DAC Representative; Vice Chancellor of Business and Administrative Services, Vice Chancellor of Educational Services, Vice Chancellor of Human Resources, College President from each campus, Academic Senate President (or designee) from each campus, Accreditation Liaison Officer from each campus, Classified Senate President (or designee) from each campus.

DCAP MEETING
Thomas G. Lakin Boardroom
Friday, January 6, 2017 – 8:30 am

Present:

Rick Post – Chair, Linda Kamai’la – Co-Chair, Alex Kolesnik – Co-Chair, Greg Gillespie, Luis Sanchez, Gilbert Downs, Greg Gillespie, Pamela Yeagley, David El Fattal, Kim Hoffmans, Jennifer Clark, Michael Shanahan

Absent: Nenagh Brown, Julius Sokenu, Cynthia Azari

Guest: Sherice Bellamy

Recorder: Patti Blair

| Agenda Item | | Action Due & By Whom |
|--|--|----------------------|
| Welcome | R. Post welcomed the committee. | |
| Approval of Minutes [December 2, 2016] | The December 2, 2016 Minutes were reviewed and approved with one correction. | |
| Strategic Plan Subcommittee Update | The next meeting is scheduled January 19 at 11:00 a.m.; members are invited to call-in. There will be a review and discussion of objectives and action plans. | |
| Enrollment Management Subcommittee Update | <p>D. El Fattal provided an update; at the last meeting, there was a recommendation for a Districtwide enrollment management committee (a subcommittee of DCAP).</p> <p>D. El Fattal recommends forming an ongoing workgroup (suggested members are Vice Presidents of Academic Affairs, Vice Presidents of Student Services, Information Technology, R. Post, and D. El Fattal). Need to determine committee membership, mission, develop policy statement, and determine how to support colleges. There will be a need to move quickly to meet within next few weeks and provide report at February 3 DCAP meeting. D. El Fattal will convene the meeting.</p> | |

| Agenda Item | | Action Due & By Whom |
|--|---|---|
| Decision Making Handbook Review | <p>R. Post indicated review of the document continues. Requested changes:</p> <ul style="list-style-type: none"> • Add a revision date to all drafts. • Expansion of Role of the Classified Staff • Change frequency of Administrative Council. • Format for consistency – “From Each College” • Format for consistency – College Presidents, College Chief Instructional Officers, College Chief Student Services Officers, College Chief Business Officers • P. Yeagley recommended adding a consultation provision from Classified Senates under the District Consultation Council section, fourth paragraph. Suggestion was made based on Ventura College’s Classified Senate 9+1. Following discussion, the item will be presented to the Chancellor for determination. • Consultation Council – Change SEIU President to SEIU Chief Steward. • DCAP – consistent capitalization of bullet points • Formulate recommendations to “Consultation Council and are responsible...” • District Emergency Preparedness Committee – correct Chair title; eliminate Director of General Services under member - position listed as Co-Chair; from each college, remove “College” and “Services” in College Chief Business Services Officer • DTRW-I is reviewing the document and will provide information during the February 3 DCAP meeting • DTRW-SS currently under review in the committee • Add one SEIU representative under DCAS • Remove “College” from “College Chief Business Officer” • Updated Co-Chair language to remove “The home College for the” • Remove “College” from “College Chief Instructional Officer” • D. El Fattal will discuss adding a webmaster to ITAC | <p>P. Yeagley will confirm request and provide clarification during the February 3 meeting.</p> |

| Agenda Item | | Action Due & By Whom |
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| | <p>membership.</p> <ul style="list-style-type: none"> • Update language to “Dean representing Distance Education” • Discussion of Functional Map Risk Management item under Human Resources and the Professional Development item under Business Services. <p>There was a request that Confidential Classified Employees and Classified Supervisors be added to the membership of committees when there is representation from Classified Employees. There was a request to add clarifying language under “Role of Classified Staff.” This discussion will continue.</p> | <p>D. El Fattal and M. Shanahan to discuss Risk Management and Professional Development and provide an update at the February 3 DCAP meeting.</p> <p>J. Clark will submit revised language including Classified Management and Classified Confidential to A. Rambo prior to the February 3 meeting.</p> |
| For the Good of the Order | There were no items. | |
| Future Items | R. Post invited members to attend the January 21, 2017 Board of Trustees Study Session. Agenda items include Enrollment Management; Workforce and Economic Development; Diversity and Equity; and District Organization and Resources. | |
| Adjourn | The meeting adjourned at 9:35 a.m. | |
| Future Meetings | The next meeting will take place on February 3, 2017 from 8:30-10:00 am. | |

Role of Classified Staff

Classified staff members include College and District employees in a wide range of positions. Classified staff members are provided with opportunities to participate in the formulation and development of District and College recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

Classified Senate represents all full-time and part-time classified, classified Supervisors, classified confidential employees, and other unrepresented groups in the governance process on matters outside the scope of collective bargaining.

Through the three College Classified Senates and their governance structure, recommendations are made to their College administration and to the District on the following specific academic and professional matters (9 + 1):

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development

Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff

Classified Senates appoint classified members to appropriate District groups. In the absence of a Classified Senate at a site, all full-time and part-time classified, classified supervisors, classified confidential employees, and other unrepresented groups there shall designate classified members to appropriate District groups. SEIU recommends classified representatives for appointments to specific groups as identified through the agreement between the Ventura County Community College District and Service Employees International Union Local 99.