

DCAP MEETING
Thomas G. Lakin Boardroom
Friday, February 26, 2016 – 8:30 am – 10:00 am

Present:

Mary Rees – Co-Chair, Bernard Luskin, Rick Post, Phil Briggs, Linda Kama’ila, Jim Limbaugh, Luis Sanchez (Skype), Ken Sherwood, Lori Bennett, Peder Nielsen, Pamela Yeagley, Jennifer Clark (Skype), Kim Hoffmans

Absent: Greg Gillespie, Dave Keebler, Michael Shanahan, Alex Kolesnik

Guest: Sherice Bellamy, Gary Maehara, Board of Governors Member Arnoldo Avalos

Recorder: Andrea Rambo

Agenda Item		Action Due & By Whom
Welcome	The meeting commenced at 8:31 am. The committee welcomed Board of Governors Member Arnoldo Avalos.	
Approval of Minutes [January 29, 2016]	The January 29, 2016 Minutes were reviewed and approved, as presented.	
Action Items		
Integrated Planning Manual	<p>M. Rees presented the Integrated Planning Manual for approval. L. Kama’ila motioned for approval of the document. J. Limbaugh seconded the motion. The motion is carried.</p> <p>Following discussion, the committee consented to changes to the document. The “Annual Strategic Plan” will become the “Strategic Plan” throughout the document. On page 9 of the document, the Strategic Plan will be described as a three-year plan. On page 27, “Assessment” will be changed to “Review”, including “The annual review of Progress on Strategic Plan Objectives” and “The mid-cycle review of Board Goals in Year 3 of the 6-year planning cycle to ensure continuing alignment with the Educational Master Plan.” The titles will be changed to “Annual Review of Progress on Board Goals,” and “Mid-Cycle Review of Progress on Board Goals.”</p> <p>Following discussion of the Facilities Master Plan as referenced in</p>	

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	<p>the Integrated Planning Manual, the committee decided to keep the existing language in the document and acknowledge it is work that needs to be done. R. Post motioned to approve the recommendation to begin work on the Facilities Master Plan. L. Kamai'la seconded the motion. The motion is carried.</p> <p>On page 6, J. Limbaugh mentioned potentially updating the cycles in this version of the document. The committee agreed the cycles will remain the same until the timeline is updated for the new cycle.</p> <p>On page 7, P. Blair indicated the Mission Statement was out dated. The committee agreed to update the Mission.</p> <p>L. Kamai'la motioned to accept the additional modifications of the document in the version to be submitted to Consultation Council and then the Board of Trustees on March 8, 2016. P. Yeagley seconded the motion. The motion is carried.</p>	
Decision Making Handbook	<p>M. Rees presented the Decision-Making Handbook for approval. Following discussion of the <i>VCCCD Governance: Advisory and Recommendation Pathways</i> chart on page 35, the committee agreed to add a key/legend to the chart and to add bi-directional arrows to allow items to be brought back to the senates, the student government through the student trustee, and the Chancellor from the Board of Trustees. P. Nielsen is pleased with the revised structure for the Classified staff. The Pathways chart will be revised and sent to DCAP members.</p> <p>K. Sherwood motioned to approve the Decision-Making Handbook. L. Bennett seconded the motion. The motion is carried, with clarification that the bi directionality of arrows and the legend will be reviewed further.</p>	A.Rambo to update and distribute the revised Pathways chart.
Timeline Review	<p>M. Rees presented the accreditation timeline. Following discussion, the timeline will be revised to reflect the ACCJC site visit dates of September 26-29, 2016. The March 2016 item will be revised to "college" review of self-evaluations, rather than "campus review," submittal to the ACCJC will occur in July, not August, and "Semi-final" will be added to the draft submission to the Planning, Accreditation, and Student Success Committee in April. Following discussion, the committee confirmed the self-evaluation</p>	A.Rambo to update and distribute the revised timeline.

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	<p>document content will freeze at the first reading by the Board, but evidence may change and it will be called out at the second reading by the Board. There will be an opportunity to add addendums in the Fall.</p> <p>P. Nielsen suggested the Board of Trustees meeting on June 21 should be included in the timeline as a placeholder, in case there are further revisions after the second reading. A. Rambo will send out the revised timeline.</p>	
District Strategic Plan Update	<p>R. Post mentioned the committee has met twice. Following the second meeting, the committee decided to review the Objectives from the District Master Plan and work from those. The committee will create additional objectives where needed for the 2016-2019 strategic planning cycle. A spreadsheet has been distributed to the committee members to work on the objectives. The final plan will be the Fall 2016-2019 District Strategic Plan.</p>	
Formal Communications Survey Review	<p>P. Yeagley presented the Formal Communication Survey results and provided a survey results overview handout. She mentioned the same questions were used as the previous survey to close the loop and she is working on the actionable items in the open ended questions. The subcommittee may create a new survey in six months to respond to the open ended questions. Due to time constraints to analyze and provide the report to the committee, P. Yeagley recommended hiring a district researcher that could focus on survey results. Chancellor Luskin indicated the District will provide a researcher in the future that will not impact the budget. The results from last spring will be agendized for the next meeting to compare with the current results, along with the narratives. The Student Perception Survey will be agendized for the next meeting to review with Dave Fuhrmann. R. Post indicated his office will take the lead on reporting out on survey results in the future.</p>	
Board Evaluation Survey Analysis	<p>The committee discussed a need to change the questions in the survey. The email request to complete the survey was sent to 26 people and 11 responses were received.</p> <p>The committee discussed the Board's request for a formal</p>	

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	<p>mechanism to discuss survey results. In the past, the Board member came to Consultation Council and it was recommended that they participate more often. Results currently go to the Board in open session. P. Nielsen recommended that the Board Chair visit Consultation Council before the survey results are presented to the board, to discuss the results. L. Kamai'la mentioned a recommendation to Consultation Council to have a neutral button as a response option in the survey. Dr. Luskin suggested this discussion should go through the Planning, Accreditation, and Student Success Committee. M. Rees suggested the Ad Hoc Committee on Board Evaluations should review the recommendations regarding changes to the survey instrument. The Board Evaluation Survey Analysis will be agendaized at the next DCAP meeting.</p>	
Qualification and Certification	Not discussed.	
Self-Evaluation: Concerns/Gap Analysis	Not discussed.	
Summer Session Planning	Not discussed.	
Dual Enrollment for Articulated Courses	Not discussed.	
DCAP Future Agenda Items	There were no future agenda items added.	
Adjourn	The meeting adjourned at 10:00 am	
Future Meetings	The next meeting will take place on April 1, 2016 from 8:00-9:00 am.	