

DCAP MEETING
Thomas G. Lakin Boardroom
Friday, September 2, 2016 – 8:30 a.m.

Present:

Rick Post – Chair, Alex Kolesnik, Linda Kama’ila – Co-Chair(s), David El Fattal, Cynthia Azari, Luis Sanchez (Skype), Kim Hoffmans, Pamela Yeagley, Nenagh Brown, Gilbert Downs, Michael Shanahan

Absent: Jennifer Clark, Greg Gillespie, Bernard Luskin, Ken Sherwood, Julius Sokenu

Guest: Patti Blair, Sherice Bellamy, Phil Briggs

Recorder: Andrea Rambo

Agenda Item		Action Due & By Whom
Welcome	R. Post welcomed the committee members.	
Approval of Minutes [May 3, 2016]	The May 3, 2016 Minutes were reviewed and approved as presented.	
Formal Communications Survey Review	P. Yeagley presented an analysis of the Formal Communications Survey qualitative results for open ended question number five. Following discussion, the survey results will be sent to Consultation Council for review. R. Post, L. Kama’ila, and P. Yeagley will analyze the results and extract action plans to bring back to DCAP. P. Yeagley will send the quantitative and qualitative survey results to A. Rambo to post on the District website. Committee members discussed permissions to send emails to AllUsers. Following discussion, R. Post will bring the topic to Chancellor’s Cabinet to recommend that the college President’s determine who should have AllUsers email access on the campuses.	R. Post, L. Kama’ila, and P. Yeagley to extract action plans from survey results. P. Yeagley to send quantitative & qualitative results to A. Rambo to post.
Approval of 2016-17 Calendar of Meetings	The 2016-2017 Calendar of Meetings was reviewed and approved, with one change. The November 10 th meeting was amended to Thursday, rather than Friday.	
Election of Faculty Co-Chair	R. Post opened the floor for discussion to elect the 2016-17 Faculty Co-chair. Following discussion, the Faculty Co-chair position will be shared by Academic Senate Presidents A. Kolesnik and L. Kama’ila.	
Review Role and Responsibility of the Committee	The Committee reviewed the role and responsibilities of DCAP, based on the Decision Making Handbook. Following discussion, the emphasis will be on planning. The Decision Making Handbook and	

Agenda Item		Action Due & By Whom
	Integrated Planning Manual will be agendized for review.	
Accreditation Timeline Review	The Committee discussed the upcoming accreditation site visits. L. Sanchez indicated Kathleen Burke will be the chair of the Moorpark College committee, replacing Barry Russell. K. Hoffmans mentioned the colleges will be hosting open forums and invited District representatives to attend.	
District Strategic Plan Update	R. Post mentioned the Strategic Plan Goals and Objectives were presented at the Board Strategic Planning Session as a work in progress. Following discussion, the Strategic Plan Subcommittee will meet in October to continue refining the objectives and action plans, connecting the plan to the budget, Integrated Planning Manual, and the college's Master Plans. R. Post indicated he and Dr. El Fattal met with the Ventura County Transportation Commission in June 2016 to discuss expansion of evening services to the colleges. R. Post sent data of students coming from the various areas to the three colleges.	
Strategic Plan Subcommittee a. Membership Recommendations b. Schedule First Meeting	R. Post presented the recommended membership of the Strategic Plan Subcommittee for review by the colleges. Following discussion, the President's will bring the final list back to DCAP on September 30 th .	President's to finalize Subcommittee membership.
Establish FTES Working Group as a taskforce under the purview of DCAP	D. El Fattal indicated an FTES taskforce has been formed to establish FTES targets and DCAP should be represented to plan for future revenue. The taskforce has met twice and will meet on September 8 th to finalize the targets. Following discussion, D. El Fattal will bring more information back to DCAP on September 30 th to help define the role of the taskforce and discuss membership. D. El Fattal mentioned a request to include an AFT representative on the taskforce.	D. El Fattal to provide information on the role of the taskforce.
Self-Study: Update/Concerns	The colleges have posed the question of whether printed evidence is required for the site visit teams and will update DCAP when they receive a response from the ACCJC.	
Common Assessment	P. Post mentioned Common Assessment will be brought to DCAP through DTRW-I and DTRW-SS.	
Future Items	FTES Taskforce Update Decision Making Handbook	

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	Integrated Planning Manual	
Adjourn	R. Post adjourned the meeting at 9:55 a.m.	
Future Meetings	The next meeting will take place on September 30, 2016 from 8:30 – 10:00 am	

DRAFT