

DCAP MEETING MINUTES
Thomas G. Lakin Boardroom
Friday, October 30, 2015 - 8:30 a.m.

Present:

Greg Gillespie – Chair, Mary Rees – Co-Chair, Bernard Luskin, Clare Geisen, Linda Kama’ila, Luis Sanchez (Skype), Alex Kolesnik, Jim Limbaugh, Dave Keebler, Peder Neilson, Phillip Briggs

Absent: Ken Sherwood, April Doud, Michael Shanahan, Lori Bennett, Kim Hoffmans, Jennifer Clark

Recorder: Andrea Rambo

Agenda Item		Action Due & By Whom
Welcome	G. Gillespie calls the meeting to order and M. Rees welcomes the participants.	
Approval of Minutes (October 2, 2015)	The October 2, 2015 Minutes were reviewed and approved with one amendment: “Clare Geisen advised there was a Standard IV meeting the last week of October and another meeting has been scheduled. The seven recommendations will also need to be reviewed since the last time was 2013” will be removed from the minutes.	
Action Items		
Approval of Making Decisions document	L. Kama’ila discussed DCAP’s charge and role in strategic planning. It is agreed by consensus that there is a need for further explanation on how each committee should function in future versions of the Making Decisions document. M. Rees calls for a motion to approve the Making Decisions document as a living document. L. Kama’ila motions for approval. The Making Decisions document, as a living document to be modified in the future, was approved with unanimous consent. C. Geisen will take the document to the Policy Committee by December or January. The Academic Senate Presidents will inform her by email if there are any changes or updates in the meantime.	C. Geisen to take the approved document to the Policy Committee
Approval of Integrated Planning Manual - VCCCD	J. Limbaugh will draft language for a proposed revision that will remove the college level details from pages 13-46 and instead make reference to the individual colleges’ Integrated Planning Manuals.	J. Limbaugh to draft language for proposed

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	<p>L. Kama'ila advised it would be helpful to include which local committees feed into the District Committees.</p> <p>C. Geisen will bring a revised document to the December 4, 2015 DCAP meeting for approval. Following the December meeting the document will be sent to colleges for review and C. Geisen will take it to the Policy Committee. The document will be submitted to the Board of Trustees in January.</p>	<p>revision to college details.</p> <p>J. Limbaugh, P. Briggs, M. Rees to gather details of the local committees that feed in to the District Committees.</p>
Approve Functional Map	<p>M. Rees recommended using both the document that shows function and the document that shows responsibilities.</p> <p>M. Rees will complete the standards functional map that indicates college and district roles. Both documents will go into the Integrating Planning Manual, showing a mapping of responsibilities "Overview" and functional actions "Standard Specific". The goal is to finalize the Integrated Planning Manual for the December 4, 2015 DCAP meeting.</p>	<p>Mary Rees to complete the standards functional map.</p>
Timeline Review	<p>C. Geisen indicated there was one change to the Timeline from the October 2nd meeting. The Timeline will be used for DCAP to report out at the November 10, 2015 Board of Trustees meeting.</p> <p>The Chancellor will mention the Timeline at the Citizens Advisory Council meeting on November 2, 2015 and the Timeline will be revised to include that report.</p> <p>C. Geisen will follow up with the colleges on the dates of their accreditation forums and will add them to the Timeline.</p>	<p>Clare Geisen to revise the Timeline.</p>
Accreditation Status Update from Colleges/District	<p>M. Rees advised Moorpark College did a lot of work over the summer and they are making revisions in line with the new ACCJC criteria released in October. They took the first couple standards to EdCap, divided the questions amongst the tables and did working edits on the responses. Those changes were taken back to the self-evaluation writers. The final responses will go through the academic senate for another editing process. L. Sanchez mentioned the QFEs are a new area, and they are still accessing what the ACCJC is</p>	

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	<p>looking for.</p> <p>L. Kama'ila stated Ventura College's Standard IV responses are up on Sharepoint. She noticed there are gaps in the table of evidence. They have set a deadline of November 19th for the Institutional Effectiveness piece and local demographics. They will certainly be done by mid-December.</p> <p>J. Limbaugh mentioned Oxnard College has identified an expert to review their final document. A. Kolesnik indicated their first drafts are due on November 4, 2015. The groups are working together. Faculty leads have not yet been identified.</p>	
District Strategic Plan	<p>C. Geisen advised she will draft the District portion of the Strategic Plan, using the college's plans that have already been created and will bring a draft to the December 4, 2015 DCAP meeting. She will look at the Integrated Planning Manual for guidance on whether the district cycle will be in line with the college's three year cycle.</p>	Clare Geisen to bring a draft of the District Strategic Plan to the next meeting.
Standard 3 Update	<p>C. Geisen indicated the Standard 3 responses will be presented to DCAP members by early November.</p>	
Standard 4 Update	<p>C. Geisen discussed the Formal Communications Survey. It was agreed by consensus to continue conducting the survey. C. Geisen will circulate the survey and will follow up with Dave Fuhrmann and IRAC to get the results of the last survey. DCAP members agree to bring the college responses to Standard IV back to DCAP. C. Geisen will provide more detail to the responses for sections C and D.</p> <p>B. Luskin discussed the Board of Trustees' goals and documenting that the Board has a plan in place.</p>	C. Geisen to follow up on survey
DCAP Future Agenda Items	<ul style="list-style-type: none"> • Making Decisions document - expand on committee functions in future versions • Board Communications Survey • Compressed Calendar and Early Registration 	
Adjourn	<p>The meeting adjourned at 9:55am.</p>	
Future Meetings	<p>December 4, 2015</p>	

