



## DISTRICT COUNCIL ON ACCREDITATION AND PLANNING (DCAP)

### Meeting Notes

**Present:** Art Sanford, Brian Fahnestock, Clare Geisen, Erika Endrijonas, Jamillah Moore, Leanne Colvin, Linda Kama’ila, Lori Bennett, Mary Rees, Peder Nielsen, Richard Durán and David Keebler

**Guests:** None

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Meeting Date: **03/13/14**    Review of Minutes for: **02/13/14**    Recorded By: **Karla Banks**

**AN = Action Needed** | **AT = Action Taken** | **D = Discussion** | **I = Information Only** | **CR = Committee Referral**

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### DISCUSSION/DECISIONS

The meeting was called to order at 2:08 p.m.

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|----|--|---|--|
| 1. | Review of Meeting Notes                  | I | <p>The DCAP members reviewed the meeting notes of the December 10, 2013, meeting.</p> <p>The Committee briefly discussed the following item(s):</p> <ul style="list-style-type: none"> <li>✓ Mary Rees was selected as the Faculty Senate co-chair of the SB1456 Implementation Task Force</li> <li>✓ The Executive Vice Presidents will not be at March meeting as they will be at the CIO/CSSO Conference in San Francisco.</li> <li>✓ Beginning next month, Pam Yeagley will replace Leanne Colvin as the Moorpark College’s Classified Senate representative on DCAP.</li> </ul> <p><b>AN Clare Geisen and Linda Kama’ila will work on the draft Communications Survey for review at the March 13, 2014, DCAP meeting.</b></p> |
| 2. | SB 1456 Implementation Task Force Update | I | <p>R. Durán briefly discussed the following item(s): stated the first meeting of the SB 1456 ITF was an introduction of the members, the Task Force was provided overview of the SB 1456 law by Dr. Erika Endrijonas – she did not review the “equity” portion as it is not our charge at this time – and she distributed a copy of the codes of the data points that need to be captured and reported to the state; R. Durán distributed an implementation matrix template that we will utilize to map our progress and keep ourselves accountable –</p>  |

the matrix is broken down by code and then subsequently by District/campus so each area can identify their respective activities, the responsible party, timeline , etc. of how we will get each step completed; the Task Force members have been asked to begin populating the matrix with their information. Each college completes their portion and forwards it to Karla for incorporation is the finalized document.

R. Durán stated that the Intent of the last SB 1456 meeting was to map the MIS codes to the current college student services processes. He distributed a copy of outlines of each college's process for student matriculation. He explained that they have not yet gotten to the mapping part as they used most of the meeting to discuss current processes – it was noted that the campuses are all following very different processes to matriculate students. He said that the Task Forces first goal is making sure we get to the codes and how it will be captured at each campus and that subsequent dialog may take place about certain things we may want to keep common. He said that the Task Force's next assignment is to go back and map out the codes to their processes and what their respective processes will look like effective July 1 – where in their process will they collect the data (*Grades First software will begin capturing the data beginning July 1*). They will begin reporting out at the next meeting which is scheduled for February 28, 2014.

R. Durán stated that he presented this information to the District PACSS Committee of the Board so that they will be knowledgeable about how we arrived at our recommendations. He said that both Trustee McKay and Trustee Kenney are supportive of us doing what is needed to ensure our timely compliance.

The Committee members briefly discussed the following item(s): we have to provide the services required by SB 1456 this regardless of a student's need for it; these changes will affect our priority registration and our FTES also; we need to make sure every students understand this is a federal mandate and it is required; we will have to be careful not to lose a lot of FTES in the Fall - ensure timely notification of processes/procedures to high school counselors, training for high school counselors on things like online orientation, etc. so they can assist their students; we will need to rethink how students get this info – the

catalog and student handbooks are too big and students do not read it – we will need to utilize mobile apps; we need to create a marketing plan for the students to let them know these changes are coming; positive consequence is this is an opportunity to figure out how to increase our retention rate – it is harder to keep students than it is to get new ones.

C. Geisen stated that she is meeting with the campuses to discuss a marketing plan to make students aware of the upcoming changes related to SB 1456.

R. Durán reported that at the VCCCD PACSS meeting he also submitted feedback from counselors from the three campuses who have been working on ideas since November on how best to implement SB 1456. As a result, it was agreed that we should invite the Counseling Department Chairs from MC, OC and VC to join the SB 1456 Implementation Task Force.

3. Proposed New Accreditation Standards I

R. Durán stated that at the last meeting Erika gave a brief overview of the ACCJC’s proposed changes to the accreditation standards. He said that today there is an updated document that she will review which will also discuss the new portion on multi-college districts.

E. Endrijonas distributed the *ACCJC’s January 2014 Commission Action on Eligibility Requirements and Accreditation Standards*, and briefly discussed the following item(s): notification box on the front page instructing colleges to post this memorandum and the accreditation standards on their college website; there is a “COMMENTS” section on the back page where colleges can give feedback (*Erika stated that the CSSOs have decided to provide their feedback to president of CEOs to then share with the ACCJC*); on Page 2, second paragraph, the Commission discusses why they did the review and what their goals were –

- Promote institutional effectiveness with measureable outcomes
- Define colleges responsibilities for supporting and demonstrating student achievement and attaining learning outcomes and goals
- Reflect current regulations and effective practices (financial aid rules, academic progress, etc.)
- Are clear to member colleges and to the public

E. Endrijonas noted that the section of greatest importance to our District is Standard 4D – Multi-College Districts or Systems.

R. Durán also noted that this is the first time the Commission has specifically addressed our structure. They provide direction to us on how to approach our reporting – differentiation of roles (Chancellor, Board, etc.), the relationships between colleges (uniqueness vs. similarity; communication plans, etc.). We will now have to be mindful that we delineate these things very clearly and that we are continually and consistently evaluating our processes/systems.

E. Endrijonas said that DCAP will be the Committee that helps with the architecture of drafting our District/College planning and evaluation processes/systems - two things happening simultaneously, how do the District function and how do the colleges function in relation to the District.

R. Durán stated that the Commission is taking comments until April 30, 2014. He suggested we may want to take it back to the campuses for review/discussion the bring it back to DCAP to see if there are any issues we want to submit as a District (suggestions, questions for clarity purposes, etc.). He also suggested finalizing our District-wide comment by the April 10 DCAP meeting.

The Committee members briefly discussed the following item(s): Lori Bennett will send it out a crosswalk document to Karla and the Karla will forward it to the DCAP members; further clarification is needed on the section addressing faculty evaluation – standard appears to be getting into collective bargaining issues; this ACCJC memo will be shared with DOC, DCAS and the VCCCD PACSS committees; and these new accreditation standards will go into effect when the changes are completed.

**AN Clare will work on placing the proposed new accreditation standards document on the District website.**

**AN Karla will place “Review of New Accreditation Standards” on the March 13 DCAP agenda.**

4. Establish Timeline for

I R. Durán distributed the initial timeline for the District

## October 2016 Self-Evaluation

and College for preparing for the 2016 Self-Evaluation Report. He stated it is just a suggestion and he is looking to get everyone's feedback. He briefly reviewed the timeline. The Committee briefly discussed the following item(s):

- We may want to think about inviting a Commission representative to come and train our self-evaluation preparation teams
- We need to know who in the District will be helping to provide information on xxx
- District will have to identify who is writing what; who is the contact person for each section; and what input the District needs from the campuses
- The report will be done as a Committee and done piece by piece
- Academic Senate President input as well as feedback received from the campuses was very helpful during the last reporting cycle

The Committee members suggested the following revisions to the draft October 2016 Self-Evaluation Timeline:

- Under June 2015 - should state report out to the full Board not just PACSS
- Under June 2016 – change “Retreat” to “Planning Session”
- As this is a site visit, should change the report submittal time to August 2016
- June 2016 – final draft to the Board for first reading
- Remove February 2015 box
- Add “report to PACSS” to every deadline
- Change “June 2015” date to “May 2015” since faculty are not here in June
- Add July 2016 – 2<sup>nd</sup> submit for second reading and final Board approval

- August 2016 – submittal of self-evaluation reports to the ACCJC
- October 2016 – ACCJC Site Team visit
- Campus evaluation teams should be put together by September 2014 and they should have training sessions

NOTE: VC and MC stated they already have their teams; may want to revise timeline to reflect team training to begin now.

Additional suggestions:

- ✓ may want to take a District approach to the Distance Education portion of the accreditation report;
- ✓ may want to have some targeted training sections (i.e., distance education, student government, etc.)

R. Durán stated that we will rely on ALOs and EVPs who receive constant training on these to guide us through this process

**AN Karla will make the noted revisions to the timeline and place “Timeline for October 2016 Self Evaluation” on the March 13 DCAP agenda.**

Other

I C. Geisen stated that annually we do the self-appraisals for our governance committees. She stated that there has been some discussion on whether we want to change the timeline to include both a mid-year and annual evaluation or just continue to do the one appraisal toward the end of the academic year.

**AN Clare will discuss the proposal for mid-year and annual committee self-appraisals with the Consultation Council. If the Council supports the proposal, she will send out the VCCCD Governance Committee Self-Appraisal forms.**

5. Future Meetings

I The remaining meeting dates are as follow:

- March 13
- April 10

- May 8

7. Adjournment

- I The meeting adjourned at 3:19 p.m.