DISTRICT COUNCIL ON ACCREDITATION AND PLANNING (DCAP)

Meeting Notes

Present: Art Sanford, Bernard Luskin, Brian Fahnstock, Clare Geisen, Jamillah Moore, Pamela Yeagley, Linda Kama'ila, Mary Rees, Peder Nielsen. Richard Durán and David Keebler *(for Patrick Jeffersen, VC EVP)*

Guests: None

Meeting Date: **04/10/14**	Review of Minutes for: **03/13/14**	Recorded By: **Karla Banks**

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

DISCUSSION/DECISIONS

The meeting was called to order at 2:07 p.m.

New DCAP member, Pamela Yeagley, introduced herself to the Committee. She stated that she is the Institutional Researcher at Moorpark College. The Committee members introduced themselves.

1. Review of Meeting Notes	I	The DCAP members reviewed the meeting notes of the February 13, 2014, meeting.

The Committee briefly discussed the following item(s):

- ✓ Clare is still working on the draft *Communications Survey* and will email it to the Committee members when the revised template is complete (sometime next week); will plan to distribute it District-wide sometime prior to March 31

- ✓ The review of the new accreditation standards will be postponed until we receive the revised copy from the Commission

- ✓ Mary Rees forwarded the crosswalk document to the Committee following the last meeting

- ✓ October 2016 Self-Evaluation Timeline was revised and will be discussed today

- ✓ Consultation Council is fine with an annual evaluation; the evaluation template is being revised and will go out next week

		AT	**The Committee approved the meeting notes by consensus.**

2. SB 1456 Implementation Task Force Update

I

R. Durán distributed a copy of the materials distributed at the last meeting of the SB1456 Implementation Task Force and briefly discussed the following item(s): the ITF met February 28; reviewed the data gathering points flow chart from IT, how it aligns with State reporting elements, the ITF members provided feedback to IT; of the 11 data elements, the first six are already being collected; many of other elements will be collected through the GradesFirst system (which will replace SARS); counseling faculty are being made aware that SARS is going away; IT distributed a mock copy of *myvcccd* portal for students and how we will track the first six elements of the process– educational goals, program, degree, orientation, counseling services, educational plan; consensus was the ITF members preferred the detailed screen rather than the condensed as it better identified areas where students needed to provide additional information; counselor page – lets counselors see what a student has/has not done and where they are in the process; each college was asked to identify where the data points are being gathered - MC and OC campus flowcharts were distributed, VC's is pending; at this time we will continue to use our multiple measures assessment tools; there is an implementation matrix that each campus needs to populate that outlines their progress on each regulation; and he gave an update on the Task Force's progress to PACSS at their last meeting.

It was announced that the Center for Urban Education will be at the Ventura campus tomorrow to critique the VC website. Victory Kitamura will be there to hear the input so we can incorporate any feedback.

3. ACCJC: *Getting Started – 2014 Annual Report*

I

R. Durán distributed a copy of the ACCJC's Getting Started – 2014 Annual Report and briefly discussed the following item(s): the report is due to the ACCJC in two weeks – March 31; these are due annually but this year we have to provide a bit of narrative – the CEO and ALO have the responsibility to approve the data being submitted; the CEO has to approve the final version; we now have narrative that we have to submit; have to include student achievement data; since the ACCJC is working with new standards, site visiting teams will have access to these reports and they will

be used as part of the evaluation for the college (what kind of success rates do we have, etc.); we have a chance to report on CTE (job rates, etc.); the annual report asks you to set targets for improvements; and at the end of the document there are several new narrative questions.

M. Rees and L. Kama'ila said that it was their understanding that you don't change your baseline target. If you drop below that baseline then it has to go to the Board. L. Kama'ila stated that the Board has to approve/discuss the target.

R. Durán stated that he wants to ensure the campuses are preparing their respective reports and that we are having these conversations at our respective campuses.

J. Moore suggested that the Committee may want to introduce our annual report to the Board at the June retreat meeting.

4.	Establish Timeline for October 2016 Self-Evaluation	I	R. Durán distributed a revised draft of the District-wide Timeline for the October 2016 Accreditation Site Team Visit and briefly discussed the following item(s): he reviewed the timeline and reported that at each step, we will be reporting out to the VCCCD PACSS committee.
			The Committee agreed to the revised timeline.
			Dr. Durán will share the timeline with the Consultation Council.
5.	CCC Updated Student Equity Plan	I	R. Durán distributed a copy of the CCC Updated Student Equity Plan and briefly discussed the role of DCAP to ensure campuses are working on this.

The Committee briefly reviewed the workgroup recommendations as follows: could see us incorporating this effort with the Student Success Task Force efforts because there is another report that has to be done for student equity – there is also separate money attached to student equity; the initial plan timeline due date was adjusted to November 21, 2014 (no longer October 17, 2014); student equity requirements – establishment of a student equity planning committee, need a Student Equity Coordinator; what data sources will be utilized – we should all agree on the same data sources, we should

utilize the data source that they recommend – DataMart; after the groups have analyzed the data we should have the three campuses come and present to this Committee; the data portion may be a good task for IRAC to work on – they get the data and report back to the campuses who will then plug it into their respective report; plan should include a definition of what it all is, the groups we are expected to analyze and what do we do with the data after we get it – CQI cycle; we should discuss and get clarification on the service area(s) for each campus; and we need to find out what the current District Policy on Equity addresses (staff and students or just staff).

C. Geisen stated that there are several changes related to equity coming down from Title V so the policy will be undergoing review/revision.

M. Rees said that she believes it would be good to have the plan preparation process coordinated through the SB 1456 Implementation Task Force committee.

R. Durán will take the updated plan to the SB 1456 Implementation Task Force for the establishment of a timeline to assist us in monitoring our plan preparation progress.

AN **Karla will place "CCC Updated Student Equity Plan" on the next SB 1456 Implementation Task Force meeting agenda.**

AN **R. Durán and C. Geisen will review the District policy on *"Equity"* as it relates to students.**

6. Other

    o 2013-2014 SSSP Credit/Non-Credit Allocations, Updated Funding Guidelines, and Carry-Over   I   R. Durán distributed a copy of the CCC 2013-2014 SSSP Credit/Non-Credit Allocations, Updated Funding Guidelines, and Carry-Over for the Committee's information and review. B. Fahnstock stated that the document discusses the State allowing Student Success monies to rollover to the following year.

    o Advisory on Enrollment Priority Proposed Changes   I   R. Durán distributed a copy of the CCC Advisory on Enrollment Priority Proposed Changes and briefly discussed the following item(s): enrollment priority proposed changes that came from Linda Michalowski – priority to all five student groups (Foster Youth, Veterans, CalWORKS, DSPS, EOPS) they are now all equal.

7. Future Meetings   I   The remaining meeting dates are as follow:

- April 10
- May 8

8. Adjournment   I   The meeting adjourned at 3:15 p.m.