

DCAP MEETING
District 100 MPR Conference Room
Friday, June 5, 2015
8:30 – 9:30 a.m.

Present:

Greg Gillespie – Chair, Mary Rees – Co-Chair, Jamillah Moore, Bernard Luskin, Patrick Jefferson, Lori Bennett (by phone), Clare Geisen, Pamela Yeagley, Linda Kamáila, Michael Shanahan, Brian Fahnestock, Alex Kolesnik, Art Sandford (by phone), Leanne Colvin

Absent: Peder Nielsen, Ashley Lajoie

Recorder: Laura Brower

Time: 8:30 a.m.

Agenda Item	Discussion	Action Due & By Whom
Welcome	Greg Gillespie welcomed everyone to the meeting and reminded the council the next meeting is scheduled for two hours and will be held on July 31 st at the district.	
Timeline Review	<p>The current accreditation timeline was reviewed. Clare Geisen suggested that it would be helpful to the board if another study session was added to the timeline. The study session would help to share the process and any areas that may need attention to the Board. This would give the board more awareness and help them prior to receiving the first reading. It was suggested the study session occur in March, 2016. The timeline will be updated and will be emailed to the committee.</p> <p>Concern was expressed that the survey being sent by Sally Chou may be more appropriate to be sent earlier than presently planned for the fall. Clare Geisen will speak with Sally Chou and she will bring this item back to the next meeting.</p>	<p>Laura Brower to email updated timeline to committee members</p> <p>Clare Geisen to discuss with Sally Chou the adding of another study session for the board.</p>
Decision Making document review	Suggested changes were submitted and reviewed. Clare Geisen will make changes as received. All comments should be sent to Clare prior to July 10 th so she can send a track-changed copy back to the	Clare Geisen will follow-up with Michael Shanahan on the SEIU

	members. The question came up on the listed meetings that referred to SEIU members. In what cases are the SEIU in charge of making appointments to meetings; and where does the SEIU actually have a seat assigned for membership?	agreement and make appropriate changes
Functional Mapping Draft Review	<p>Suggested changes were discussed. It is necessary to make the document consistent by changing all <u>shared</u> governances to <u>participatory</u> governance. All changes were asked to be submitted to Linda Kamáilla no later than July 10th.</p> <p>It was suggested that a box be included for Integrated Planning. Greg Gillespie will send suggested wording for this box to Linda.</p> <p>Linda Kamáilla and Mary Rees were commended for taking this task on and preparing a good start for this document.</p>	<p>Linda Kamáilla will make suggestions discussed and send back by July 10th.</p> <p>Greg Gillespie to send Linda Kamáilla ideas for the narrative</p>
Standard IV Update	Clare Geisen advised the committee met and reviewed the seven recommendations from the district. Sally Chou was present at the meeting. The district's draft gap analysis was reviewed which listed main documents that need to be completed or updated. During the summer everyone will be writing their sections and they will bring these back in the fall. Clare stated these meeting are very helpful.	
BP/ AP on BPA Revisions	Clare Geisen explained the main goal in updating these items were to show that we are using a 5-year time period. Any suggestions should be sent to Clare and she will update and then move these through the process for approval. The BP's seem to be fine but the AP's do need attention. DCAP members agreed they do not need formal approval and agreed these can be moved forward after any necessary changes are made.	Members to review AP's and send any changes to Clare Geisen.
DCAP Governance Self-Appraisal Discussion	<p>Each item in the self-appraisal was reviewed. It was stated that this is an active meeting that meets for input and information. Everyone should be involved in participating. The agendas and minutes for meetings held should be sent out in a more-timely manner to allow members to review and be reminded of tasks assigned.</p> <p>Greg Gillespie was commended for his leadership of the committee</p>	<p>Laura Brower will complete all minutes within 3 days of the meeting and email to members.</p> <p>The agenda will be</p>

	and he thanked Mary Rees for her role as co-chair and the entire committee for their efforts.	sent earlier to allow members to see items to be covered at the upcoming meeting.
SSSP and Equity Taskforce Report	<p>There were no meetings since the last DCAP meeting. Luis Sanchez volunteered to chair this meeting as Richard Duran has retired. Luis will coordinate meetings and provide DCAP with the dates. Brian Fahnestock brought up two items for this committee to address; financial aid and early registration dates. Discussion followed as to what the charge of this committee would be and how DCAP would give direction to the committee. The beginning of the early registration date was discussed and a consensus was reached that it would be more practical to begin fall 2017.</p> <p>Bernie Luskin advised he had received information stating Oxnard College's concerns on the early registration.</p>	<p>Financial Aid will be placed on the next DCAP agenda with a report of Chancellor's cabinet.</p> <p>Bernie Luskin to summarize OC's concerns and send to Greg Gillespie.</p>
Board Presentation <ul style="list-style-type: none"> - Review the new standards (three ALO's) - Review recommendations at district level (Clare) 	Presentation is being planned and developed.	Campus ALO's and Clare Geisen will present at July Board Meeting.
High School Service Areas – MOU	This item will be placed on the next meeting agenda.	Laura Brower to place item on next meeting agenda.
Non-credit Courses - Discussion	Ventura College will be starting these courses in the fall. They are working up a proposal to cover new offerings in the Applied Science Center for non-credit training classes. Michael Shanahan will have conversations with the union regarding this. It was discussed how it is planned to engage input from other campuses as well. There are two sources of funding available; non-credit and enhanced non-credit. The presidents will work with teams to get everyone finalized. Greg Gillespie will get the draft document out to all DCAP members so they can review and ask questions.	<p>Presidents will set up teams for discussion.</p> <p>Greg Gillespie will send out finalized document to DCAP to review.</p> <p>This item will be on</p>

		the next agenda.
Approval of March 6 and May 8, 2015 DCAP Meeting Minutes	The March 6 and May 8 Meeting Minutes were reviewed and accepted with no changes.	
Integrated Planning Manual	Greg Gillespie distributed a copy of the draft Integrated Planning Manual for review.	Any changes should be sent to Clare Geisen.
Future Meetings	July 31, 2015 – 11:am to 1:00pm – District MPR Conference Room (lunch included) August 28 – 8:30am to 9:30am – District MPR Conference Room	