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# REVISED ACCREDITATION COMMITTEE MINUTES

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Coast Community College District  
Special Meeting of the Accreditation Committee  
Date: July 30, 2013 at 3:30 p.m.  
Board of Trustees Office Conference Room  
1370 Adams Avenue, Costa Mesa, CA 92626

## Procedural Matters

1. **Call to Order-** The meeting was called to order by Chair Hornbuckle at 3:30 p.m.

2. **Roll Call**

Trustees Present: Ms. Mary Hornbuckle and Dr. Lorraine Prinsky  
Trustees Absent: None

In Attendance: Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban; Board Secretary, Ms. Julie Frazier-Mathews; Orange Coast College Vice President of Instruction, Dr. John Weispfenning; Orange Coast College President, Dr. Dennis Harkins; Student Trustee, Mr. Tanner Kelly; Coast Federation of Educators Executive Director, Mr. Bob Fey; Coastline Faculty, Ms. Ann Holiday; Orange Coast College Vice President of Student Services, Dr. Kristin Clark; Orange Coast College Vice President of Instruction, Dr. Rich Pagel; Coastline Faculty, Dr. Gayle Berggren; Coastline Faculty, Ms. Cheryl Stewart; Coastline Vice President of Instruction, Dr. Vince Rodriguez; Golden West College Vice President of Instruction, Dr. Omid Pourzanjani; Student Services Coordinator, Ms. Mary Avalos; Golden West College Associated Student Body President, Mr. Mitchell Jimenez, and Orange Coast College Foundation Director, Mr. Doug Bennett.

3. **Opportunity for Public Comment**

There were no requests to address the Committee during Public Comment.

4. **Approval of Minutes: April 8, 2013**

Chair Hornbuckle expressed her gratitude to everyone in attendance for their responsiveness to the Accreditation Recommendations.

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Committee approved the Minutes of the April 8, 2013 Accreditation Committee Meeting.

Motion carried with the following vote:

Aye: Trustee Hornbuckle and Dr. Prinsky  
No: None  
Absent: None

**5. Discussion and Possible Action to Approve Board of Trustees' Committee Calendar**

Board Secretary Ms. Frazier-Mathews presented a draft Board Committee Meeting Calendar for Fiscal Year 2013-2014. She provided the Committee with analysis for the selected dates and explained that in earlier drafts the proposed dates were more frequent, but after further analysis it was determined that quarterly Meetings better met the needs of the Committee.

Trustee Prinsky explained that the Board and Committees sought to develop regularity in Board Committee Meeting dates, to better allow for planning, preparation, and attendance. She further advised that Committees would meet as needed and Chair Hornbuckle advised that the proposed dates were necessary and would present rich content.

The Committee then discussed the potential for adding or deleting dates as needed and concluded that dates would be preselected through January of 2014; further dates would be determined at the January 14, 2014 Meeting of the Accreditation Committee.

On a motion by Chair Hornbuckle and seconded by Trustee Prinsky, the Committee voted to approve the Draft Board Committee Calendar with the following Regular Meetings of the Accreditation Committee: September 10, 2013, November 12, 2013, and January 14, 2014 with all meetings taking place at 3:00 p.m. in the Board Office Conference Room.

Motion carried with the following vote:

Aye:	Trustee Hornbuckle and Dr. Prinsky
No:	None
Absent:	None

**6. Discussion of the Decision made by ACCJC Regarding the Accreditation Status of Coast Colleges Following the Comprehensive Accreditation Visits of March 2013**

Dr. Serban provided an overview of the documents *Coordination and Preparation of Follow up Reports due to ACCJC March 15, 2014* and *Follow up Visit and the document ACCJC Recommendations to be addressed in the Follow up Report Due March 15, 2014*.

Dr. Serban reiterated that the District was placed on warning, the least severe of the sanctions imposed by the ACCJC. She further stated that several of the recommendations provided by the Accreditation team were recurring from the 2007 Accreditation visit and, therefore needed to be fully addressed by March 2014; progress would not be sufficient on a recurring item. Dr. Serban advised that if changes were not fully corrected for the recurring items, the District/site could be placed at a higher sanction: Probation.

Dr. Serban advised that draft progress reports be presented at the February Study Session for review and then ratified at the February 19, 2014 Meeting of the Board of Trustees; The District Report could either be written independently or incorporated into the College reports.

Dr. Serban informed the Committee that follow up visits by the ACCJC would occur in late March, would probably be conducted in one day by two to three people, and lead by the same chairs who conducted the earlier Accreditation visits. It was deemed highly likely that Dr. Bill Scroggins, District Accreditation Chair, would likely return due to the five District specific recommendations.

Dr. Serban introduced the Committee to a chart she had drafted as a quick reference to recommendations, those responsible for coordination, and District College and group/representatives involved in writing and/or review. The first recommendation was Student Learning Outcomes (SLO). The Committee discussed at length the proper process for the recommended action. Chair Hornbuckle clarified that portions of this would be determined through negotiations, as appropriate. Ms. Stewart asked how the District would address the SLO

employee evaluation recommendation and Dr. Serban advised that Human resources would be taking the lead on working with College Presidents, Vice Presidents, and bargaining units/groups.

Chair Hornbuckle asked Dr. Serban if she anticipated forming a working group regarding the SLO recommendation and Dr. Serban responded that Human Resources would be involved. Dr. Serban cited an example of a District that had similar sanctions with easy remedies. In this example a narrative and a checklist were added to the Faculty Evaluation portion of SLO's and subsequently that campus was deemed to be compliant with the previously sanctioned recommendation.

Dr. Serban proceeded to outline District Recommendation 2 and advised that this would have to be worked on by the Board President and Chancellor. This recommendation related to aligning Board Policies with CCLC Policies and the development of Administrative Procedures.

Ms. Stewart expressed her concerns regarding Board Policies and Chair Hornbuckle encouraged her to also present these concerns to the full Board of Trustees. Dr. Serban shared that the ACCJC recognized that progress had been made on this recurring issue, but were concerned that the progress was not sufficient; Dr. Serban predicted that the more challenging element would be extracting the Administrative Procedures from the existing Board Policies.

Dr. Prinsky provided the Committee with a progress report on District Recommendation 3. She shared that the Trustees were researching other tools being used for self-evaluation and that this item would be presented at the upcoming Study Session. Dr. Prinsky further shared that she would recommend a 360 review of the Board, with surveys being distributed in late August/early September, returned mid-September, statistical results generated at the end of September, and a Board Meeting Study Session called where the Board of Trustees would receive insight from Employees regarding the evaluation.

Trustee Hornbuckle commended the campuses for their immediate response and communication to their campuses in response to the warning sanction assigned to each campus and the District by ACCJC. She further stated that they did a great job at keeping their constituents calm and focused.

Dr. Serban indicated that Commission Recommendation 1 would be a collaborative effort by the Board President and Chancellor, and this process was in progress. She then directed the attention of the Committee to the college specific recommendations.

Dr. Rodriguez outlined Recommendation 1, for which an action improvement plan was in progress. Trustee Hornbuckle asked if the ACCJC had pointed out something that was not noted by the College itself and Dr. Rodriguez responded that for Recommendation 5 there had not been action plan developed at the time they received the ACCJC recommendation. Dr. Rodriguez further stated that Coastline had developed action plans and were confident that they would be able to address these recommendations by working closely with the deans, managers, and District.

Dr. Pourzanjani expressed Golden West College sentiment, in that they felt they had made great strides that were not recognized in the reports. He shared that for Recommendation 2 their five column model would need to connect with the various activities. Dr. Pourzanjani summarized that the SLO's required progress on assessment and that Goldenwest College would work with the Academic Senate to achieve this goal and would work with IT to make course outlines available online. Dr. Serban clarified that Goldenwest College Recommendation 5 dealt with program length and intended outcomes.

## **7. Set Future Meeting Dates**

### **a. Possible Board Meetings Regarding Action Taken:**

1. February 5, 2014 Board Meeting (follow up reports)
2. February 19, 2014 Board Meeting (adoption of final reports)

**8. Adjourn**

There being no further business, it was moved by Dr. Prinsky and seconded by Chair Hornbuckle to adjourn the meeting.

Motion carried with the following vote:

Aye:	Trustee Hornbuckle and Dr. Prinsky
No:	None
Absent:	None

The meeting adjourned at 4:30 p.m.

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Secretary of the Board of Trustees