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# ACCREDITATION COMMITTEE MINUTES

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Coast Community College District  
Regular Meeting of the Accreditation Committee

Date: September 10, 2013 at 3:00 p.m.

Board Conference Room

1370 Adams Avenue, Costa Mesa, CA 92626

## Procedural Matters

1. **Call to Order** - The meeting was called to order by Trustee Hornbuckle at 3:00 p.m.

2. **Roll Call**

Trustees Present: Trustee Mary Hornbuckle and Trustee 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 Weispenning; Student Trustee, Mr. Tanner Kelly; Coastline Faculty, Ms. Ann Holliday; Coastline Vice President of Instruction, Dr. Vince Rodriguez; Daily Pilot Reporter, Ms. Hannah Fry, and Golden West College President, Mr. Wes Bryan.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: July 30, 2013**

On a motion by Trustee Prinsky and seconded by Trustee Hornbuckle, the Committee approved the Minutes of the July 30, 2013 Accreditation Committee Meeting as corrected.

Motion carried with the following vote:

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

Trustee Hornbuckle introduced Daily Pilot Reporter, Ms. Fry, to those in attendance.

5. **Updates from the Colleges on Work Underway to Respond to College Specific Recommendations**

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Dr. Weispfenning provided a report on work underway to respond to Orange Coast College (OCC) specific recommendations.

Dr. Weispfenning shared that the OCC Online Advisory Board was given charge of developing solutions to meet the Recommendation regarding regular and effective contact for distance education courses. He further stated that the project would be led by Mr. Joe Poshek and combine efforts with the OCC Academic Standards Committee. Finally, Dr. Weispfenning indicated that the project completion date was anticipated to be December 1, 2013.

Mr. Kelly asked what basis was used for assessing the Recommendation provided and Mr. Weispfenning answered that it was based on transparency of professor-student contact for online courses.

Mr. Bryan provided an update on Recommendation 4 regarding the accessibility of Student Learning Outcomes (SLO) and syllabi to students. He stated that Golden West College (GWC) had previously used BlackBoard; however, this program did not allow administrators to generate the evidence required by the ACCJC. Mr. Bryan added that GWC converted to CurricuNET in order to provide live access to course information.

Mr. Bryan shared that GWC had solutions developed that matched the ACCJC Recommendations and that projects would be assigned after committee memberships were updated.

Trustee Hornbuckle asked about the status of Recommendation 6 regarding financial aid processes, and Mr. Bryan confirmed that it was tied to program review and enrollment management. He informed the Committee that GWC had recently hired a new Dean of Enrollment Management and that the planned solution would feature student education plans as the driving force.

Dr. Rodriguez shared that Coastline Community College (CCC) addressed the Recommendations through the formation of a Recommendation Steering Committee. He stated that the Committee would review each of the Recommendations and form teams consisting of Faculty, Management, and Classified Staff.

Dr. Rodriguez provided an update on CCC Recommendation 1 regarding score cards and academic effectiveness. He shared that the Steering Committee identified measures that should be included in the current use of bench marks and analyze last year's product to target improvement.

Dr. Rodriguez provided an update on Recommendation 2 regarding planning and resource allocation. He stated that the Recommendation was due to a new cycle that had not been completed by the time of the ACCJC visit.

Dr. Rodriguez provided an overview of Recommendation 3 regarding measurements. He shared that the SLO Chair had met with each department and set a timeline for revising and assessing SLO.

For Recommendation 4, Dr. Rodriguez shared that CCC would refine the "handbook" and would clearly identify a process for better communication with the planning Council.

Dr. Rodriguez informed the Committee that CCC President, Vice President, and Academic Senate would address Recommendation 4 regarding Full Time Faculty.

Dr. Serban shared that Dr. Jones and the College Presidents planned to analyze District-wide data to project the future growth of programs.

Recommendation 6 regarding evaluation completion would be led by CCC Human Resources Director. Trustee Hornbuckle asked if a schedule had been drafted, and Mr. Rodriguez shared that this element would be added.

**6. Update on Schedule, Process, and Progress for Revising Current Board Policies and Administrative Procedures and Creating New Ones as Needed**

Dr. Serban provided a proposed Policy review schedule.

Dr. Serban indicated that she had reviewed 22 Policies with Ms. Frazier-Mathews and Trustee Patterson; seven had been presented to the District Governance Council (DGC) as information items. Trustee Hornbuckle clarified that Trustee Patterson would be reviewing these Policies in his role as Board Clerk.

The Committee discussed at length the need for a Special Meeting for the purpose of reviewing and approving Board Policies and Administrative Procedures. After much discussion, it was determined that Wednesday, December 4, 2013 would be the best date to allow for Faculty and Academic Senate insight and review.

Dr. Serban advised that there would be a large volume of Board Policies and Administrative Procedures presented for first reading or approval between October 16, 2013 and December 11, 2013.

Dr. Serban further advised that the follow up report to the ACCJC should state that all Policies had been completed.

Student Trustee Kelly inquired about the process for reviewing Policies that directly impacted students. Dr. Serban informed him that there were three Presidents of the Student Senate that were a part of the membership and they, along with the Student Trustee, should present the Policies to the student associations and District Student Council (DSC). This practice allowed for one policy a month to be reviewed for first reading and approval.

Student Trustee Kelly further asked for guidance on best practice, and Dr. Serban advised that it was preferred by the DGC that the President of each student association have their own venue. She advised that the Student Trustee communicate with the Student Presidents to make certain that Board Policies and Procedures were presented as scheduled.

Trustee Hornbuckle agreed that presenting Policies at the campuses would allow for a larger audience of students. She further suggested that Dr. Serban ensure timeliness through DGC and that Student Trustee Kelly ensure timeliness and compliance through DSC. Dr. Serban agreed to provide Student Trustee Kelly and the Academic Senate Presidents with the Policies that directly impacted students.

Trustee Hornbuckle asked if next review dates would be planned as part of the current Policy and Administrative Procedure review and Dr. Serban replied that a footnote on the documents indicated the next review date.

Dr. Serban reviewed District Recommendation 1 regarding student progress. She shared that language was drafted but had not been finalized due to a need for a side Memorandum of Understanding (MOU) for Managers who work in instruction and student services. Dr. Serban further stated that the District would have a supplemental component of the evaluation that would include the new language and number of evaluations completed.

Dr. Serban provided a status report of District Recommendation 2 regarding Delegation of Authority to the Chancellor and College Presidents. She indicated that these Board Policies and Administrative Procedures would be presented to the Board of Trustees at the October 16, 2013 Meeting of the Board.

Regarding the role of the four District employees, Dr. Serban suggested that Trustee Hornbuckle and Trustee Prinsky meet with Dr. Jones to discuss the best approach. Trustee Hornbuckle suggested consideration of options after the Delegation of Authority Policies were reviewed.

**7. Discussion and Possible Action of Approach to Writing Draft Responses to ACCJC District-Related Recommendations which need to be addressed in the Follow-up Report**

- a) Board of Trustees**
- b) District**

Dr. Serban shared that a discussion at the Chancellor's Cabinet reflected Faculty's desire to be a part of the District Recommendations follow up response. She further indicated that it was agreed by the Chancellor's Cabinet and Presidents that the 4b Co-Chairs for each College, Academic Senate Presidents, and Dr. Serban form a work group to generate the follow up response. She stated that there would be a group Chair who would draft the response based on resources and evidence. The final work product would be reviewed by the Chair and presented to the Board for approval.

Trustee Hornbuckle asked if hiring an external professional had been discussed and Dr. Serban shared her concern that they would lack the internal knowledge and agreement with constituents. Trustee Hornbuckle indicated that her inquiry was based on the use of report writers by other Districts who had successfully removed the ACCJC warning.

Trustee Hornbuckle thanked everyone for their contributions to the progress of the responses to the ACCJC Recommendations.

**8. Future Meeting Dates:**

November 12, 2013 at 3:00 p.m.  
January 14, 2014 at 3:00 p.m.

**9. Future Agenda Items**

There were no future agenda items requested at this time.

**10. Adjourn**

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

Motion carried with the following vote:

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

The meeting adjourned at 4:15 p.m.

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Secretary of the Board of Trustees