

---

# ACCREDITATION COMMITTEE MINUTES

---

**Coast Community College District**  
**Regular Meeting of the Accreditation Committee**  
**Date: April 13, 2009 4:00 p.m.**  
**Board of Trustees Office Conference Room**  
**1370 Adams Avenue, Costa Mesa, CA 92626**

## **Procedural Matters**

**1. Call to Order – 4:00 p.m.**

The meeting was called to order by Chair Hornbuckle at 4:00 PM.

**2. Roll Call**

In Attendance –Trustee Mary L. Hornbuckle, Trustee Lorraine Prinsky, Ph.D., Acting Chancellor Ding-Jo Currie, Ph.D., Interim Associate Vice Chancellor of Education Services John Breihan, Orange Coast College President Robert V. Dees, Golden West College President Wes Bryan, Coastline Community College Vice President of Instruction Cheryl Babler, and Orange Coast College Vice President of Instruction Melinda Nish.

**3. Opportunity for Public Comment**

There were no requests from the Public to address the Committee.

**4. Approval of Minutes**

The Committee approved the Minutes of the February 2, 2009 Accreditation Committee Meeting.

**5. Accrediting Commission for Community and Junior Colleges (ACCJC) Announcement**

- a. Review of Policy and Procedures for the Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems
- b. Review of Policy on Credit for Prior Experiential Learning in Undergraduate Programs
- c. Review of Policy on Commission Actions on Institutions

Dr. Currie announced that the District has received new policies and procedures regarding multi-college districts. Dr. Currie noted that this is particularly important on the District level. Mr. John Breihan, Vice Chancellor of Administrative Services, was asked if the new policies applied to the current accreditation review process, by Chair Hornbuckle. Mr. Breihan indicated that the policies could relate to the current system.

---

Mr. Breihan noted that policy related to the analysis and evaluation of District structures would be relevant. The District plays an important role in allowing the colleges to meet their accreditation standards. Responsibility for correcting deficiencies is both the responsibility of the college and the District. As part of the procedures, Mr. Breihan noted that an organizational map should be used to determine various functions and responsibilities of the colleges and district. Mr. Breihan also noted that the governing board must review and approve the self-study that is produced for the accreditation visit. Mr. Breihan discussed other procedures with the committee related to accrediting team visits to the District and the colleges.

Dr. Currie discussed the issue of the cost of the accreditation visit. She noted that the Coastline Community College Academic Senate had expressed concern about the costs of the accreditation visits, and will be considering a resolution to support research of the costs. Mr. Robert V. Dees, President of Orange Coast College, estimated that college efforts on accreditation generally reach about \$50,000 per year.

Trustee Hornbuckle asked if there was anything new that needed to be addressed. Dr. Prinsky, asked if the changes being made to the policies were not significant. Mr. Breihan noted that the changes evolved from all colleges at one visit, as opposed to staggering the accreditation over a period of years for each college. Dr. Currie praised the change, indicating that it would add uniformity and would streamline accreditation processes for multi-college districts. Trustee Hornbuckle noted that the frequent accreditation visits do impact costs, although she noted that the colleges must focus on quality. Mr. Breihan indicated that the Board of Trustees needs to recognize that the accreditation preparations and oversights have become a routine, full time responsibility for each college, as opposed to activities that are less routine. Dr. Currie discussed how the District can institutionalize accreditation practices and procedures for all. She noted that Coastline College uses an accreditation committee. It was noted that Orange Coast and Golden West also have similar mechanisms on campus. Dr. Currie suggested that the Trustees participate in an accreditation team site visit. Dr. Prinsky noted that many colleges had been placed on probation or warning.

On item agenda item 5b, Mr. Breihan noted that much of this item did not apply to the District's three colleges. He noted that it is for experiential learning, and that credit cannot be given for experience. He noted that credit for examination processes could be used, but credits could not arbitrarily be added to a transcript.

## **6. Discussion of Future Meeting Dates**

The next meeting of the Accreditation Committee was set for July 13, 2009 at 1:00 p.m.

Trustee Hornbuckle transitioned the meeting to the upcoming visit with Dr. Jim Meznick of the accrediting team. Topics were related to the delineation of functions between the colleges and the District, and the Executive Hiring Policy. Dr. Currie noted that Dr. Meznick had no additional questions regarding recent District communications, and that he has requested to meet with the President of the Board of Trustees, Acting Chancellor, and College Presidents. Dr. Currie discussed topics that would be covered in the upcoming meeting with Dr. Meznick.

Dr. Currie discussed the April 16, 2009 meeting Dr. Meznick and noted that President Moreno would be representing the Board at this meeting, which would include the Acting Chancellor and the College Presidents. Trustee Hornbuckle asked for Board Minutes to be made available to Dr. Meznick, indicating that the Board had been involved in the accreditation process.

**7. Adjournment**

There being no further business, Chair Hornbuckle adjourned the meeting at 5:07 p.m.