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# ACCREDITATION COMMITTEE MINUTES

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**Coast Community College District**  
**Regular Meeting of the Accreditation Committee**  
**Date: July 13, 2009 1:00 p.m.**  
**Board of Trustees Office Conference Room**  
**1370 Adams Avenue, Costa Mesa, CA 92626**

## **Procedural Matters**

**1. Call to Order – 1:02 p.m.**

The meeting was called to order by Chair Hornbuckle at 1:02 PM.

**2. Roll Call**

In Attendance – Chair Mary L. Hornbuckle, Trustee Lorraine Prinsky, Ph.D., Interim Chancellor Ding-Jo Currie, Ph.D., Associate Vice Chancellor of Education Services John Breihan, Orange Coast College Interim President Denise Whittaker, Golden West College President Wes Bryan, Coastline Community College Vice President of Instruction Cheryl Babler, Golden West College Vice President of Instruction, Lois Miller, Orange Coast College Vice President of Instruction Melinda Nish, Orange Coast College Academic Senate President, Eduardo Arismendi-Pardi and Secretary of the Board of Trustees, Christian Teeter.

**3. Public Comment**

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

**4. Approval of Minutes – Meeting of April 13, 2009**

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Committee approved the Minutes of the April 13, 2009 Accreditation Committee Meeting.

**5. Progress Report Status**

Ms. Hornbuckle thanked staff for its efforts in meeting the requests and requirements of the accrediting commission. Dr. Currie reviewed Board President Moreno's recent Memo discussing the accreditation reports. Dr. Currie noted that the Orange Coast College "warning" status had been removed by the accrediting commission. Dr. Currie further noted that all colleges would be submitting mid-term reports to the commission in March 2010, and that it was a great relief to have Orange Coast College's "warning" status removed.

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Ms. Hornbuckle, on the OCC report, noted the recommendation to focus on the SLOs. Melinda Nish noted that the three recommendations on the OCC report are identical to previous reports from the commission, and that all are being addressed by the college.

Dr. Eduardo Arismendi-Pardi noted on the Orange Coast College report, on page 2, recommendation #3, he wanted to address the issue of transparency, with respect to the enhancement of planning and budget processes, with instructional stakeholders to be made more aware of the criteria and procedures to be employed. Dr. Arismendi-Pardi noted that an effort should be made to put "all of the cards on the table" for everyone at the college to see. He referred to a report from June 2007, recommendation #3, which emphasizes the importance of transparency. Dr. Arismendi-Pardi stated that transparency remains a "dark cloud" over Orange Coast College. Chair Hornbuckle asked if any progress had been made. Dr. Arismendi-Pardi noted that progress was being made but that additional time and commitment would be needed to bring overall improvement.

Ms. Nish commented that site visit reports are effective documents to see how the visiting teams have viewed progress with respect to the recommendations. For the three recommendations pertaining to the college, there was a focus on "assessment." Ms. Nish noted that "assessment" would be a theme for the college for the upcoming year.

Vice Chair Prinsky asked for more information on assessment. Ms. Nish noted that assessment was being done through a program review process, which includes assessment planning, tools, a timeline, and a report on how the assessment was incorporated in program improvement. She noted that the commission has set 2012 as the deadline for complete compliance with the outcomes and assessment requirement. Ms. Nish noted that the next self-study is due in December 2012.

Wes Bryan indicated that the college was pleased with the commission's report on the college and that more work would be started in the Fall term to address the recommendations made. Vice Chair Prinsky noted that Golden West was a step further than OCC in making use of assessments. Mr. Bryan noted that assessment already exists in a preliminary form in some programs, and is being expanded into areas of the liberal arts.

Dr. Cheryl Babler indicated that she was also pleased with the Coastline report. She noted that the accreditation issue is an ongoing effort at the campus. Dr. Babler noted that the Coastline assessment, thanks to the institutional research department at Coastline, has come full circle with some assessment processes. There is also assessment being piloted with college assessment techniques. Chair Hornbuckle noted that in the long term staffing plan recommendation from the commission, that funding continued to be an issue with respect to hiring full-time faculty. Dr. Currie noted that the accreditation standard does not mandate the number of full-time faculty required.

Chair Hornbuckle noted that the Board of Trustees is pleased that staff has taken such strong measures to address the commission's concerns and to move the District forward.

## **6. Recommendations Pertaining to District/Board**

Dr. Currie noted that there were two recommendations. The first was the Chancellor and Executive Officers hiring policy, and the delineation of functions between president, chancellor, and Board. These had been met, but Dr. Currie passed out additional recommendations in this area. The Board will need to address this matter in the Mid-Term reports.

Recommendation #6 – With respect to ethics, Chair Hornbuckle advised that the commission should be advised of the Code of Ethics for the Board that was approved in 2007. Dr. Currie noted that Dr. Quarles would be working on a policy for a code of ethics for all staff. Ms. Hornbuckle noted that she would bring this issue to the July 15, 2009 Board of Trustees meeting. Dr. Arismendi-Pardi noted that Santa Ana College had a strong code of ethics for all personnel.

Recommendation #7 – This had been met through the progress report.

Recommendation #8 – Dr. Currie noted that there has not been a District-level discussion of the importance of SLOs, and that the Board could adopt a Resolution on this. Dr. Currie noted that Mr. Breihan would be producing the Resolution for the Accreditation Committee to review, and then bring it to the Board.

Recommendation #9 – Dr. Currie noted that a process could be developed, which is a tentative process to be considered by the committee and to be recommended to the Board. Dr. Currie noted that there will be a systematic way of reviewing this process.

Recommendation #10 – Dr. Currie noted that this recommendation has challenges and that there are budget and timing issues. What were the goals in the 2010 plan, and what had been accomplished? There had also been a huge amount of data that would need to be reviewed. She noted that students' campus climate culture would be needed for master planning. The recommendation notes that Trustees need to establish a process and a timeline, but more importantly, what the District will do in 2009-2010, to start all of the components and pre-dates in launching a master plan. This will allow us to explore, District-wide, what might be some of the creative ways that the District can go about doing the Master Plan. She noted that the District spent \$400,000 for a previous Master Plan. Ms. Hornbuckle expressed concern about the previous process. Dr. Currie noted that we are going to look at this issue, engage the campuses, but which does not wear it out. She hopes to solicit a great deal of input District-wide as to how to minimize the costs. Dr. Currie feels that this would be a good year to put all the pieces together and then begin the process of formal planning in FY 2010-2011. Ms. Hornbuckle noted that this planning process would ideally be going along with the next accreditation review, since it is due again in 2012. She noted that data collected in accreditation assessments could also be used. Ms. Hornbuckle noted the advantages of involving community members, which would help build support for future bond measures. Dr. Currie noted that Stephen Webster, the District Researcher, is collecting data for this. Dr. Currie will take this issue to the Chancellor's Cabinet to enlarge the discussion and to receive more feedback.

Recommendation #11 – Dr. Currie noted that this had been completed.

Recommendation #4, Coastline Community College – The team felt that the current instrument that evaluates faculty is not applicable for Distance Learning. Dr. Currie noted that evaluation is a negotiable item, and that instruments, tools, and processes must be negotiated. She noted that Dr. Quarles was working with the faculty representatives on this item.

**7. Midyear Report Timeline**

Dr. Currie noted that the campuses are already started on this. They already have their own timeline at the campus level. This will determine the timeline here, and when the report should come to the District. The report is due March 15, 2010, the report should be drafted by March 1, 2010, and be ready for submission.

The draft should go to the full Board of Trustees in February 2010. The committee discussed the Board meeting schedule. The committee would receive the report during the week of February 22, and then to the Board on March 3. That would provide time for updates and changes after the Board meeting. Dr. Currie suggested that there be future Accreditation Committee meetings prior to this time which would give ample opportunity for feedback to be provided to the campuses. Chair Hornbuckle noted that she would update the Board members about this.

**8. Set Future Meeting Dates**

The committee set August 24, 2009 at 3:00 p.m. and February 24, 2010 at 3:00 p.m. for the next Accreditation Meetings.

**9. Adjourn**

There being no further business, Chair Hornbuckle adjourned the meeting at 1:59 p.m.

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Secretary of the Board of Trustees