
ACCREDITATION COMMITTEE MINUTES

Coast Community College District
Regular Meeting of the Accreditation Committee
Date: August 24, 2009 3:00 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 3:00 p.m.

2. Roll Call

In Attendance – Chair Mary L. Hornbuckle, Vice Chair Lorraine Prinsky, Ph.D., Interim Chancellor Ding-Jo Currie, Ph.D., Interim Associate Vice Chancellor of Education Services John Breihan, Orange Coast College Interim President Denise Whittaker, Golden West College President Wes Bryan, Coastline Community College Acting President Vangie Meneses, Coastline Community College Vice President of Instruction Cheryl Babler, Orange Coast College Vice President of Instruction Melinda Nish, Golden West College Vice President of Instruction Dr. Lois Miller, Orange Coast College Academic Senate President, Eduardo Arismendi-Pardi, Ed.D., Student Trustee Robert Lane 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

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

5. District Accreditation Response Progress

Dr. Currie provided the committee with a list of recommendations concerning the District and stated that all recommendations would be responded to and that she would use the Chancellor's Cabinet as the body to review those responses.

Dr. Currie reviewed the individual recommendations with the Committee. She noted that Dr. Quarles would be building a policy for the professional ethics of the District staff, concerning Orange Coast College Recommendation #6 and Golden West College Recommendation #11. Dr. Currie noted that Mr. Breihan would be researching Orange

Coast College Recommendation #8 and Golden West College Recommendation #13, both concerning a vision for SLOs.

Concerning Orange Coast College Recommendation #10 and Golden West College Recommendation #15, Dr. Currie proposed focusing on Vision 2020 and Accreditation at the October 21, 2009 Board of Trustees Study Session.

Dr. Currie provided the Committee with a sample process for policy review. She indicated that she would be meeting with the Board Clerk and Board Secretary regarding a review process for the Board's policies and procedures. The Committee members discussed the possibility of adopting the Community College League of California's numbering system for Board policies and procedures. Dr. Currie commented on the timelines and indicated that other community colleges have spent years revising their policies. Dr. Currie noted that policy development has been more systematic and methodical, and if the timetable can be plotted out, task forces can be developed. She noted that the process and timeline would satisfy the ACCJC's recommendations. Dr. Currie noted that this could be presented to the Board of Trustees in October.

Dr. Currie commented on the Vision 2020 plan, and that the college presidents recommended there be an initial session for the Board to talk about the Master Planning process in of itself. She noted that there was a great deal of items to prepare for the Master Plan and discussed the expense which cost the District approximately \$400,000 for the previous version.

Ms. Hornbuckle noted that the material being used for Accreditation could be used for the Master Planning so the college would not have to reinvent every wheel.

6. College Midterm Report Process and Progress

Orange Coast College:

Ms. Whittaker introduced Orange Coast College Vice President of Instruction, Melinda Nish. Ms. Nish noted that there is an Accreditation Committee on the OCC campus and that they have done quite a bit of work over the summer, including building a schedule. She noted the transparency issue, and a subcommittee has been created for this purpose. Ms. Nish noted that the two main priorities are assessment and integrated strategic planning. She indicated that the ACCJC would be assured that the college's recommendations are fully reconciled. She felt that it was necessary to provide documentation of the college's timeline for assessment, adding that SLOs should be assessed every year. Ms. Nish noted that progress report drafts would be submitted to the Committee during the week of February 22, 2010. Chair Hornbuckle requested the most updated draft be submitted to the Committee in advance of the March 3, 2010 Board meeting. Ms. Nish confirmed that a draft of the college's report would be provided to the Committee at its February 24, 2010 meeting time.

Coastline Community College

Dr. Babler described the composition of the college's committee focused on accreditation and institutional effectiveness and provided a roster. Its first meeting would be in the middle of September. Dr. Babler provided the Committee with additional documentation with respect to the college's accreditation efforts, as well as an annual report to the ACCJC.

Golden West College

Dr. Miller noted that the college had appointed Victor Quiros, the SLO coordinator, to work with the college. Most of the emphasis with accreditation stems with the SLO and the assessment toward leading to institutional improvement. She noted that the college's

institutional effectiveness committee has been doing a lot of work, and was gearing up toward February 2010.

7. Code of Ethics for Staff

Ms. Hornbuckle asked of the progress made to the code of ethics policy for staff. Dr. Currie noted that Dr. Quarles is gathering other Districts' code of ethics and is reviewing the matter. Ms. Hornbuckle suggested that Dr. Quarles be reminded that the items are supposed to be reviewed by the Chancellor's Cabinet in September.

8. Board Resolution on Student Learning Outcomes (SLOs)

Ms. Hornbuckle asked when this item may be coming to the Board. Dr. Currie replied that it will be presented in late September. Ms. Hornbuckle noted that the resolution should emphasize that the work is in progress, and that the Board supports it. The Committee discussed having the resolution at the September 16 board meeting.

Dr. Arismendi-Pardi noted that Orange Coast College was working with assessment tools that were qualitative and quantitative. He noted that the process was in its early stages.

9. Coastline Distance Learning Evaluation Instrument

Dr. Babler noted that this issue did not arise in contract negotiations, but however, faculty are asking for it. She did not feel it is anything that is going that would be too controversial. Dr. Currie noted that the current instrument does not reflect the positive things that are being done, so improvement was necessary.

10. Set Future Meeting Dates

The committee set December 7, 2009 at 3:00 p.m. for the next Accreditation Committee Meeting.

11. Adjourn

There being no further business, Chair Hornbuckle adjourned the meeting at 3:59 p.m.

Secretary of the Board of Trustees