
ACCREDITATION COMMITTEE MINUTES

**Coast Community College District
Special Meeting of the Accreditation Committee**

Date: December 7, 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 3:01 p.m.

2. Roll Call

In Attendance – Chair Mary L. Hornbuckle, Vice Chair Lorraine Prinsky, Ph.D., 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 Kevin McElroy, 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, Golden West College Faculty Victor Quiros, Orange Coast College Student Kris Cutting, Orange Coast College Student Hal Golson, Student Trustee Robert Lane and Secretary of the Board of Trustees Christian Teeter.

3. Opportunity for Public Comment

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

4. Approval of Minutes: Meeting of August 24, 2009

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Committee approved the Minutes of the August 24, 2009 Accreditation Committee Meeting.

5. Review and Discussion: Coast Community College District Response for Midterm Report to the Accrediting Commission of Community and Junior Colleges (ACCJC)

Dr. Currie referred the Committee to the recommendations pertaining to the District and Mr. Breihan provided the Committee with background information on the various recommendations. Mr. Breihan noted that Recommendation #6 was developed at the District level and dealt with employee codes of conduct. Dr. Currie noted that there would be a statement of Code of Conduct and that Dr. Joseph Quarles, Vice Chancellor for Human Resources, will convene a task force to develop a District policy concerning a code of ethics. Chair Hornbuckle asked for assurances that the District would ensure

that evidence would be provided to the ACCJC concerning all Board actions related to the various recommendations.

The Committee reviewed the remaining recommendations concerning the District Office. Concerning the Vision 2010, and Recommendation #10, Dr. Currie noted that the Board would be holding a planning retreat on January 16, 2010 to further address this matter. The Committee reviewed Recommendation #11, and confirmed that the item had already been addressed in January 2009. It was suggested to update the last paragraph, on page 37 of Orange Coast College's report given the appointment of a permanent Chancellor. Chair Hornbuckle suggested writing a new paragraph altogether. Dr. Currie noted that further revisions would be made concerning the recommendations for the District.

6. Review and Discussion: Responses of Coastline Community College, Golden West College and Orange Coast College for Midterm Report to the ACCJC

Dr. Babler provided an overview of Coastline Community College's responses in the Mid-Term report. She noted that the college would be providing supporting documentation to all of the responses, and that a progress report would be attached. Dr. Babler reviewed the various recommendations. On Page 29, she noted that recommendation #1 had been met. The Committee reviewed the remainder of the college's responses.

Dr. Miller provided the Committee with an update on the progress of Golden West College's responses to the Recommendations. She passed out an update to Page 30 of the college's response. She introduced Mr. Victor Quiroz, the Student Learning Outcome (SLO) coordinator for the college. Mr. Quiroz noted that the college had made significant progress in meeting the recommendations concerning Student Learning Outcomes. Chair Hornbuckle asked for more information concerning the college's committee addressing Accreditation matters. Mr. Quiroz advised that this would be the Institutional Effectiveness Committee. He noted that it consists of eight to ten people and that it meets twice a month, with a focus on SLOs. Mr. Quiroz provided the Committee with background on his coordination efforts, noting that he had completed over 30 individual meetings on SLOs in the last two semesters. He noted his enthusiasm in promoting SLOs to faculty, and to assist them with implementation. Dr. Prinsky asked about a reference to the Golden West College bookstore, and indicated that the language may not be entirely accurate. Mr. Quiroz noted that the language was still in draft format, and that it was incomplete. Chair Hornbuckle affirmed that the decision had not been made concerning the bookstore. Dr. Prinsky suggested that some of the writing in the college's report be improved. Dr. Miller confirmed that this was a work in progress. Dr. Prinsky noted that on page 11, second bullet – Dr. Miller confirmed that there would be some revisions and cleaning up. Dr. Currie noted that the report is a draft, very rough, but that staff wanted the Committee to see the progress at this juncture.

Ms. Whittaker noted that work on the mid-term report would continue and that updates would be made, and that the Committee was seeing the first draft. Ms. Nish added that a second draft would be submitted to the Committee at its February meeting. She stated that the current document was very preliminary. Dr. Prinsky expressed her appreciation for the report from the college. Ms. Nish reviewed the various responses to the recommendations with the Committee. Ms. Whittaker noted that the college hoped to be able to show future commission members how planning was done on the campus level, through the tools being used by the college at this time. Ms. Nish discussed page 27, and some of the challenges of implementing recommendations concerning faculty that would require negotiations. Ms. Nish further reviewed responses to recommendations

pertaining to the District Office and noted that she had worked with the Board Secretary to obtain additional information that would be updated in a future draft mid-term report.

In general terms, Dr. Currie noted that the mid-term report must be fully vetted and that an introductory section should be drafted, emphasizing how the report was vetted on the campus level. She noted that the ACCJC had been critical of this issue in the past, with some campuses not fully vetting their reports. Ms. Hornbuckle noted that consistency among the reports from the college would be helpful to the ACCJC in reviewing documentation. Dr. Prinsky asked if the colleges share their reports. Staff indicated that this had occurred and was continuing. Dr. Prinsky suggested that a review could be worthy.

Chair Hornbuckle noted her delight in reading the reports in advance and expressed appreciation for the work being done to inform the Board about Accreditation matters. She said that the colleges had done a good job. Dr. Prinsky also expressed appreciation for the Board being able to review the draft reports, and that this would be shared with the remainder of the Board.

7. Set Future Meeting Dates

The Committee reconfirmed that it would next meet on February 24, 2009 at 3:00 p.m.

8. Adjourn

There being no further business, it was moved by Dr. Prinsky and seconded by Chair Hornbuckle to adjourn the meeting. The meeting adjourned at 4:10 p.m.

Secretary of the Board of Trustees