
ACCREDITATION COMMITTEE MINUTES

**Coast Community College District
Special Meeting of the Accreditation Committee
April 7, 2011 at 1:30 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 1:32 p.m.

2. **Roll Call**

Trustees Present: Ms. Mary L. Hornbuckle and Dr. Lorraine Prinsky
Trustees Absent: None

In Attendance: Chancellor Dr. Ding-Jo Currie, Golden West College President Wes Bryan; Coastline Community College Vice President of Instruction Cheryl Babler; Orange Coast College Vice President of Instruction Melinda Nish; Golden West College Associate Dean of Institutional Research Dwayne Thompson; and Secretary of the Board of Trustees Dr. Christian Teeter

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: Meeting of February 24, 2010**

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Committee approved the Minutes of the February 24, 2010 Accreditation Committee Meeting.

Motion carried with the following vote:

Aye: Ms. Hornbuckle and Dr. Prinsky
No: None
Absent: None

5. **Status of Policies Requested from 2007 Accreditation Visit**

Dr. Currie provided an update, noting that these policies were reviewed in the mid-term report. Policies related to ethics, delineation of authorities, executive hiring, as well as a policy review, were covered in the mid-term report of 2010.

Trustee Hornbuckle reviewed correspondence with the ACCJC. She noted a standard concern of the letters related to Student Learning Outcomes (SLOs) and assessment, and a requirement that standards have been met at all three colleges. Dr. Babler indicated that SLOs would be even more important in 2012, with no waivers. Ms. Nish noted that the reports would be completed in December 2012, adding that assessment

was also very important in addition to the SLOs. Comments from all three campuses affirmed that goals established for SLOs and assessment would be met by the time of the 2012 self-study.

6. Status of Accreditation Recommendation Progress

Dr. Currie noted that each college had a list of recommendations so they could describe what had been accomplished since the mid-term report.

Golden West College: With the exception of SLOs, Golden West College had met its recommendations. Mr. Bryan described work done on recommendations, status of implementation, and also reviewed a timeline with self-study to prepare for the 2013 Accreditation visit.

Coastline Community College: Dr. Babler reported that the faculty can import SLOs into the Seaport software system and that the process had been in place for the last 18 months. She also noted the forms used for student evaluations need to be consistent with union contracts. Dr. Babler added that the documents are still under review. She talked about recommendations for goals of program review, and noted that goals are in the process of being drafted. Dr. Babler discussed recommendations related to institutional review, adding that additional discussions would take place concerning this issue. Dr. Babler noted that the college had its first meeting and has almost identified its writer. A timeline has been established, and milestones have been set, with the details being finalized. Ms. Hornbuckle requested a final copy of the Coastline plans.

Orange Coast College: Ms. Nish discussed the final mid-term report for the college. Trustees requested copies of the reports for all three colleges. Ms. Nish spoke about the planning agendas, noting that the planning agendas in Standards 1 and 4 have been completed, with items pending from Standards 2 and 3. She noted in Standard 3, Resources, that some planning agendas would be abandoned. She added that there would be modifications and discussion of serving students without adding money. Ms. Nish affirmed that the college has a much stronger committee process; the college is trying to prioritize, which has been a challenge given declining resources. She noted that a full integration of plans would be possible by the end of 2011. Ms. Nish discussed recommendations for modifications to management and faculty evaluations. She noted that the ACCJC accepted the college's responses to this issue. Ms. Nish indicated challenges existed with modifying faculty evaluations given the collective bargaining issues involved. Ms. Nish indicated that by 2012 the ACCJC may wish to include student success and retention rates into faculty evaluations. Mr. Bryan and Dr. Babler agreed that a similar instrument should be available District-wide. Ms. Nish noted that a timeline and standing committee have been established, as well as an office of institutional effectiveness. She noted that staff members, co-chairs, and management/faculty chairs have been set for all committees, adding that the college has reduced the size of their committees given fewer resources. Ms. Nish has incorporated a review/preview for the Board of Trustees in October 2012. She noted that the first self-study drafts would be issued in Spring 2012.

For future planning, Dr. Currie suggested that a complete timeline and organizational structure should be established by Spring 2012.

7. Plans for Self Study Process 2011/2012

This topic was covered in previous discussion.

8. Set Future Meeting Dates

The next meeting CTE Committee meeting was scheduled for Thursday, June 9, 2011 at 3:30 p.m.

9. Adjourn

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

Motion carried with the following vote:

Aye:	Ms. Hornbuckle and Dr. Prinsky
No:	None
Absent:	None

The meeting adjourned at 2:51 p.m.

Secretary of the Board of Trustees