
ACCREDITATION COMMITTEE MINUTES

Coast Community College District
Special Meeting of the Accreditation Committee
Date: February 7, 2012 at 3:30 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 3:01 p.m.

2. **Roll Call**

Trustees Present: Mary Hornbuckle and Lorraine Prinsky
Trustees Absent: None

In Attendance: Chancellor Andrew Jones, Ed.D.; Golden West College President Wes Bryan; Coastline College President Loretta Adrian, Ph.D.; Orange Coast College Vice President of Instruction Ron Johnson, Ed.D.; Coastline Community College Accreditation Coordinator Gayle Berggren, Associate Vice Chancellor of Educational Services, Interim, Andreea Serban, Ph.D.; Vice Chancellor of Administrative Services Andrew Dunn; Vice President of Student Success Fabienne McPhail Naples, Ph.D.; and Secretary of the Board of Trustees, Christian Teeter, Ed.D.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: Meeting of November 14, 2011**

On a motion by Chair Hornbuckle and seconded by Dr. Prinsky, the Committee approved the Minutes of the November 14, 2011 Accreditation Committee Meeting.

Motion carried with the following vote:

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

5. **Overview and Discussion about Board Policies and Administrative Procedures Needed as Evidence in Support of Accreditation Standards (Attachment 1, 2)**

Dr. Serban gave the members of the Accreditation Committee an overview on Board Policies and Administrative Procedures needed as evidence in support of Accreditation Standards. Dr. Serban's presentation was based on a starting document developed by the Community College League of California in June of 2011. Items were categorized according to Accreditation Standards I, II, III and IV. Dr. Serban shared that she reviewed all Policies with staff and that the District has most Policies that the Community

College League of California requires. Dr. Teeter shared that he and Dr. Serban have been meeting regularly to discuss Board Policies and Accreditation. Dr. Teeter described the efforts of the Board Office in managing Board Policies and tracking all revisions using a Policy Review Log to be presented to Accreditation Reviewers in 2013.

6. Review Discussion of Current Draft of Functional Map Delineating Roles and Responsibilities of the District Office and the Colleges (Attachment 3)

Dr. Serban shared that a District Wide Functional Map was a suggestion from the 2007 Accreditation Visit. She told the Committee that the District's Map was developed from models from other Districts. According to Dr. Serban the Map describes who has the primary responsibility.

7. Agenda for March 21, 2012 Study Session on Accreditation

The members of the Accreditation Committee discussed items to be discussed at the March 21, 2012 Study Session on Accreditation.

8. Status of Evaluation Material Review for Board Action, Including Board Self-Evaluation

The members of the Accreditation Committee discussed Status of Evaluation Material Review for Board Action, Including Board Self-Evaluation.

9. Set Future Meeting Dates

April 11, 2012 at 3:30 p.m. was set as a tentative meeting date.

10. 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 4:33 p.m.

Secretary of the Board of Trustees