
REVISED ACCREDITATION COMMITTEE MINUTES

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

Date: June 27, 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 3:31 p.m.

2. **Roll Call**

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

In Attendance: Golden West College President, Wes Bryan; Orange Coast College Vice President of Instruction, Ron Johnson, Ed.D.; Vice Chancellor of Educational Services and Technology, Andreea Serban, Ph.D.; Coastline Community College Accreditation Coordinator Gayle Berggren, Ph.D.; Interim Board Secretary, Daryl Betancur; Coast Federation of Educators Secretary, Ann Holliday, and Orange Coast College Academic Senate President, Vesna Marcina, Ph.D..

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: Meeting of April 17, 2012**

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Committee approved the Minutes of the April 17, 2012 Accreditation Committee Meeting.

Motion carried with the following vote:

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

5. **Update on Board Policy and Administrative Procedure Review**

Item # 5 was deferred for discussion during item #9.

6. **Discussion on Board Policy 2745 Board Self Evaluation Policy and Administrative Procedure**

Chair Hornbuckle described the changes proposed in the redline version of Board Policy 2745 Board Self Evaluation.

Dr. Serban gave the members of the Accreditation Committee an update on Revisions to Board Policy 2745 Board Self Evaluation. In her update, Dr. Serban shared that the Administrative Procedure language has been embedded in the Policy and that the next step could be to have her and Dr. Prinsky draft an Administrative Procedure and Revised Policy to present to the Board either on July 20th or August 1st.

Trustee Hornbuckle suggested that this be done at a Study Session following the Board Self-Evaluation on areas identified for self-improvement.

On a motion by Dr. Prinsky and seconded by Trustee Hornbuckle, the Accreditation Committee voted unanimously to approve BP 2745 as amended and that it go to the Board for approval at the July 18, 2012 Board Meeting for discussion.

Motion carried with the following vote:

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

7. Review of Most Recent Drafts of the Institutional Accreditation Self Evaluations

Item # 8 was discussed at this time.

The members of the Accreditation Committee reviewed and discussed a Draft for Discussion on the Elaboration of Board and Board Committee Meetings Minutes, prepared by Dr. Serban. Dr. Serban advised that any discussions on College or District Wide Mission Statements, College or District Wide Plans, Budget, Accreditation, Student Success, Student Learning Outcomes, Program Review, Board Policies and Board Self Evaluation need to be elaborated on to assist with Accreditation Requirements and Accreditation Visits in order to meet the various Accreditation Standards and satisfy Education Code Requirements.

Dr. Serban further explained that California Ed. Code, Chapter 1, Article 1, Section 78016 requires that CTE programs undergo program reviews every two years and that these program reviews are discussed with the Board of Trustees. She advised that the Board CTE Committee would be a good first step in this process and then that this come to the Board for discussion. Dr. Serban recommended a high level summary of key findings. Trustee Hornbuckle suggested that the CTE Committee do the initial review of the summaries and then present to the Board of Trustees.

The Committee agreed that the Minutes should not be a verbatim transcript, but rather a reasonable product that reflects the essence of the agenda item.

On a motion by Dr. Prinsky and seconded by Trustee Hornbuckle, the Accreditation Committee voted unanimously to bring the topics for discussion for more detailed Board Meeting Minutes to the July 18, 2012 Board Meeting for discussion and to be listed on the white pages as "Accreditation Issues."

Motion carried with the following vote:

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

8. Topics that require some Level of Detail in Order to have required Evidence for Accreditation Reports and Visits

Item # 7 was discussed at this time.

The members of the Accreditation Committee discussed the drafts provided by Dr. Serban.

Dr. Prinsky presented Trustees Moreno's response letters to the drafts provided. She informed the Committee that the assumption is that the Colleges are providing accurate information and when responding to these drafts, the Trustees make the assumption that the information provided is accurate.

Dr. Serban shared that the information on the description and action improvement plans for Standards IV.B.1 and IV.B.3 should be identical in the three college reports. The self-evaluation sections for these two standards can differ between the three college reports.

Dr. Prinsky shared her appreciation for all of the comments provided in these drafts. She stated that there seems to be a misperception about an incident with the former Chancellor, in which there was an amicable resolution to this incident, but seems to be misunderstood.

Dr. Serban shared that they did note this from the last Accreditation Committee Meeting and feedback, but did not have the opportunity to add this to the most recent drafts.

Dr. Serban shared that, from her perspective, the concern from the colleges is that the resolution was dealing with operational not policy issues.

Dr. Prinsky questioned whether the action of one Trustee should reflect on the entire Board, and there was no vote involved.

Chair Hornbuckle shared that President Moreno's letters are a reflection of the Board involvement in the accreditation process.

Mr. Bryan shared that GWC will bring back the Mission Statement for discussion and approval at the August 1, 2012 Study Session Meeting.

Chair Hornbuckle requested that the Trustees only receive pages with the changes, rather than receiving the full reports, in an effort to conserve paper and Dr. Serban indicated that they will try to do that

9. Analysis of Aligning Existing Board Policies with CCLC Chapter Structure and Numbering System

The Accreditation Committee discussed the Board Policy on Chancellor's Evaluation.

Dr. Prinsky will take a look at the policy to align the practice/frequency with the policy. Dr. Prinsky and Dr. Serban will consult with Dr. Lipton on possible wording of this Closed Session Item. Additionally, the Chancellor will be consulted.

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Accreditation Committee unanimously voted to explore how we might reword the Chancellor's Evaluation Section of Closed Session to more accurately reflect the practice.

Motion carried with the following vote:

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

10. Set Future Meeting Dates

a. Planning for Future Committee Meetings

The next meeting of the Accreditation Committee will take place on Thursday, September 20, 2012 at 3:30 p.m.

b. Possible Board Meetings Regarding Action Taken

August 1, 2012 Study Session
October 17, 2012 Final Draft
November 7, 2012 Vote

11. 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: Trustee Hornbuckle and Dr. Prinsky
No: None
Absent: None

The meeting adjourned at 5:04 p.m.

Secretary of the Board of Trustees