
ACCREDITATION COMMITTEE MINUTES

Coast Community College District
Special Meeting of the Accreditation Committee
Date: September 20, 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 3:30 p.m.

2. **Roll Call**

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

In Attendance: Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban; Coastline Community College Accreditation Coordinator, Dr. Gayle Berggren; Board Secretary, Ms. Julie Frazier-Mathews; Coast Federation of Educators Secretary, Ms. Ann Holliday; Orange Coast College Academic Senate President, Dr. Vesna Marcina; Orange Coast College Vice President of Instruction, Dr. John Weispenning; Coastline College Vice President of Instruction, Dr. Vince Rodriguez, and Golden West College Vice President of Student Services, Dr. Fabienne McPhail Naples.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: June 27, 2012**

On a motion by Dr. Prinsky and seconded by Chair Hornbuckle, the Committee approved the Minutes of the June 27, 2012 Accreditation Committee Meeting.

Motion carried with the following vote:

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

5. **Review and Discussion of Current Draft of Functional Map Delineating Roles and Responsibilities of the District Office and Colleges**

Dr. Serban presented the current draft of the functional map to the Accreditation Committee. She shared that the map was intended to explain the roles and

responsibilities of the District Office and Colleges and that a final draft would be completed by October 3, 2012. Dr. Serban explained that this document was drafted to satisfy Accreditation Standard 4b3 and in response to the 2007 recommendation to draft a functional map; the LACCD model on which the map was developed had received commendation. She advised that all employees of the District be familiar with the map. Dr. Serban also advised the Committee that during the Accreditation process, there would be a more concentrated visit of the District.

Trustee Hornbuckle asked if this map would go to the Board of Trustees. Dr. Serban answered that it was planned to be presented at the October 17, 2012 Self Study for the Board to provide input and then forward for approval at the November 7, 2012 Board of Trustees Meeting. Trustee Hornbuckle suggested that Dr. Serban add a cover letter to the functional map to help guide the Trustees on how the document should be read.

The Accreditation Committee further discussed the functional map and its reception at the various Colleges. Trustee Hornbuckle thanked Dr. Serban for her work on the functional map. *(This document is available at the Board Office upon request.)*

6. Recent Requirements for Members of Accreditation Visiting Team Members from the Accrediting Commission for Community and Junior Colleges

The Committee discussed a cover letter from the Accrediting Commission for Community and Junior Colleges (ACCJC). The cover letter prefaced a document given to the external evaluation team regarding the evaluation team responsibilities. Dr. Serban shared that the team would be looking at items such as course completion dates very closely. She explained that the Commission wants to see that the Colleges have completed measurable targets.

Another new requirement, she told the Committee, was that the institution must make available the contact information for ACCJC to students. Dr. Serban informed the Committee that starting Fall 2012 there would be a minimum list of data that the ACCJC would require and there is also a requirement to provide longitudinal data on revenue, expenses, and student achievement. Trustee Hornbuckle asked if this document needs to go to the Board. Dr. Serban responded that the Colleges could give their feedback. Dr. Weispfenning shared that it is important to remember that the standards are constantly shifting. The different Colleges consulted with Dr. Serban and each other for feedback on ACCJC concerns. Trustee Hornbuckle asked that the information discussed in these documents be provided to the Board on the October 17, 2012 meeting, with an explanation that the Colleges have already started working on this. *(Both documents discussed are available at the Board Office upon request.)*

(a) Discussion of Accrediting Commission for Community and Junior Colleges Summer Newsletter

Trustee Hornbuckle informed the Committee that this item was placed on the Agenda to have a more meaningful discussion. She shared that the Board was working on an ethics policy where concepts and guidelines are taken directly from the ACCJC Summer Newsletter. Trustee Hornbuckle pointed out specific language that should be in the policy "Board Members have the responsibility of recusing themselves when there is a conflict of interest or potential conflict of interest." She shared that this Newsletter gave the Board a lot to think about. Trustee Hornbuckle further highlighted the Newsletter's

emphasis on gathering quality data. She informed the Committee that the Board continuously engages in training. Trustee Hornbuckle cited, the Study Session as an opportunity to accomplish this and informed the Committee that at the last Study Session the Board received training on the Brown Act.

7. Review and Discussion of Most Recent Drafts of College Institutional Evaluations

The Committee discussed the most recent drafts of the College Institutional Evaluations.

Trustee Hornbuckle shared some of the comments that she and President Moreno had formed in response to the Colleges' Self Studies.

The first comment was a concern that the section on Board Responsibilities was not the same for every College campus, particularly Coastline.

Trustee Hornbuckle shared that there was still some sensitivity amongst the Trustees regarding the Self Study reference to a resolution. Trustee Hornbuckle shared that this sensitivity was due to a misconception of the events that transpired. As currently stated, the implication was that the resolution in question was voted on by the full Board, she said. However, Trustee Hornbuckle clarified that this resolution was brought forth by one Trustee and was never voted on by the full Board. Trustee Hornbuckle suggested that the language be modified to reflect a more accurate portrayal of the details of this resolution. She shared that this resolution was taken back in the form proposed, redrafted, and then brought back for a vote. Dr. Marcina agreed to this change.

Dr. Serban expressed the voice of the Colleges. The Colleges cautioned that there could be a less favorable example cited, if the example in question was removed.

Dr. Prinsky asked if the question was delegation of authority, and Dr. Serban confirmed that this was the case.

Trustee Hornbuckle asked about information provided for Coastline's Self Study. Dr. Berggren replied that this information was specific to Coastline and was a reflection of the survey conducted.

Ms. Holiday explained that Coastline's perspective is that it is better to address an issue when low scores are reflected, as to not arise suspicion from the visiting Accreditation Team.

The Committee also discussed the language used to describe former Chancellor Currie's retirement because, as Ms. Holiday explained, Dr. Currie was very well liked by Coastline. Coastline agreed to change the language to state that Dr. Currie retired.

Trustee Hornbuckle asked about Coastline's Section, covering 4b2, and asked where this evaluation was. Coastline agreed to follow up and complete this area.

Trustee Hornbuckle asked about the Orange Coast College and Golden West College Report. At any break, they included the standard numbers following the description, and Trustee Hornbuckle suggested that Coastline do the same.

Trustee Hornbuckle suggested adding more recent actions of the Board to 41be. Dr. Serban agreed to follow up and add a sentence.

Trustee Hornbuckle asked the Colleges if there was anything in the self studies they would like to ask.

Trustee Hornbuckle asked about Golden West College 2b4e, Actionable Improvement Plan, and Dr. Serban clarified that this was an error.

Trustee Hornbuckle asked about 4bef at Coastline, and pointed out that it needed to be corrected.

Trustee Hornbuckle confirmed that all of President Moreno's comments had been shared and addressed.

Dr. Prinsky asked the Colleges about their feelings regarding the progress of the self studies. The Colleges responded with their various strategies and timelines.

Dr. Serban shared that the Self Studies needed to be mailed out in December.

Dr. Naples shared that she would be part of a mock accreditation team visit. Dr. Prinsky asked if anyone could participate and Dr. Naples confirmed this. Dr. Naples asked how people would be selected for interviewing, and Dr. Serban explained that it was a collaborative effort.

Dr. Prinsky asked if the Colleges could inform the Trustees of accreditation visit training events.

Trustee Hornbuckle and Dr. Prinsky both liked the concept of a mock accreditation. They further thanked the Colleges for listening to the Trustees' concerns and working on the Self Studies.

(The Self Study document is available at the Board Office upon request.)

8. Set Future Meeting Dates

a. Planning for Future Committee Meetings

The next meeting of the Accreditation Committee will take place on Tuesday, December 4, 2012 at 3:00 p.m.

b. Possible Board Meetings Regarding Action Taken

October 17, 2012 Final Draft
November 7, 2012 Vote

Dr. Serban noted that the final drafts would be due on October 10.

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

The meeting adjourned at 5:04 p.m.

Secretary of the Board of Trustees