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# ACCREDITATION COMMITTEE MINUTES

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**Coast Community College District**  
**Special Meeting of the Accreditation Committee**  
**Date: January 22, 2013 at 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 3:02 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; Board Secretary, Ms. Julie Frazier-Mathews; Orange Coast College Vice President of Instruction, Dr. John Weispfenning; Coastline College Vice President of Instruction, Dr. Vince Rodriguez, and Golden West College President, Mr. Wes Bryan.

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes: September 20, 2012**

On a motion by Chair Hornbuckle and seconded by Dr. Prinsky, the Committee approved the Minutes of the September 20, 2012 Accreditation Committee Meeting.

Motion carried with the following vote:

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

5. **Preparation for Accreditation Visits**

Dr. Serban walked the Committee through the document *Preparation for Accreditation Visit*. She began with a comprehensive look at the preparation that should take place prior to an accreditation visit. Dr. Serban advised that the Board review the three final institutional self-evaluations, the responses to recommendations from the 2007 comprehensive visit and the guide to evaluating institutions, with special attention to Standard IV.

Dr. Serban also presented an informational synopsis on the preparation anticipated for the accreditation team. She informed the Committee that the accreditation team would receive the institutional self-evaluations and the most recent letters from ACCJC; the team chair would receive any updates on the institutional self-evaluations and conduct a pre-visit two weeks prior to the accreditation visit.

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Chair Hornbuckle asked if the accreditation team would refer to the financial status and Dr. Serban replied that with passing of Measure M, the financial statement would be of interest to the accreditation team.

Chair Hornbuckle also asked who would provide the assessments; Dr. Serban confirmed that each college would be providing their own assessment and that she would provide the District assessment to be included with the materials provided by each college. Chair Hornbuckle echoed approval of Dr. Serban's plan to have the colleges include the District information. Dr. Prinsky asked when the colleges would provide the final evaluations and the colleges agreed to provide these to the Trustees.

Dr. Serban then led the Committee through a brief overview of the events that should take place during the accreditation visit. She shared that the team would follow a set schedule and that the chair would coordinate the three teams relative to Standards IV. B. and IV.C. Dr. Serban also informed the Committee that the accreditation teams would interview the Board of Trustees and advised that the interview must be noticed as a Special Board Meeting.

Chair Hornbuckle commented that in the past, the accreditation team had conducted the interview at the start of the meeting and suggested this option for the anticipated interview. Dr. Serban advised that the meetings usually would not be held in conjunction with Board Meetings but that she would work towards scheduling the interview to take place prior to the March 20, 2013 Board Meeting.

Dr. Prinsky asked what types of questions might be asked by accreditation team and Dr. Serban replied that the accreditation team would likely ask questions that follow up on any recommendations or issues in the current self-study, plans for self-improvement by the colleges, and the Trustees' knowledge of Section IVB. She confided that in her experience, the interviews are used to gauge if the Board appears to be a united group presenting a common interest. Dr. Serban added that the accreditation team would likely view the delegation of authority to the Chancellor and the follow up by the Board on self-evaluations as likely topics of discussion. She indicated they may have questions about administrative capacity. Lastly, Dr. Prinsky asked if there would be any confidentiality in the interview process and Dr. Serban answered that it would be an open meeting, however, the Board would not be required to keep minutes. According to Dr. Serban, on Thursday March 21, 2013 the team would recommend the accreditation status and sign the confidential certification, and each team would provide an exit report to ACCJC.

Dr. Serban informed the Committee that two weeks after the accreditation visits the team chair would finalize a draft report and send it to each College President for factual checking; the final team evaluation report would go to ACCJC with the confidential recommendation in about four weeks. Dr. Serban advised that ACCJC would meet in Closed Session in June 2013 and would discuss the evaluation report and team recommendation regarding the accreditation status of the institution. She also advised that ACCJC CEO, Dr. Barbara Beno would send letters regarding the institution's accreditation status to the College President, Chancellor, and Board President.

Chair Hornbuckle asked Dr. Serban how she predicted Coast would be rated in the upcoming accreditation visits and Dr. Serban was optimistic. She predicted that Coast would do well since the District had met all of its 2007 recommendations. She also forecasted that the District would probably have some issues with reaching proficiency levels with student learning outcomes and planning evaluation to budgeting. However, she informed the Committee that these are common issues at colleges. Dr. Prinsky recommended that the Committee share the documents received at the Accreditation Meeting of January 22, 2013 with the Board at the first or second Board Meeting in February. Chair Hornbuckle asked how the campuses felt about accreditation. The campuses echoed Dr. Serban with optimistic outlooks for accreditation. *(These documents are available at the Board Office upon request).*

**6. OCC Decision Making: A Guide to Planning and Governance**

Chair Hornbuckle explained to the Committee that *A Guide to Planning and Governance* was provided at the Orange Coast College Foundation Meeting and she felt it would be meaningful information for the Committee. Dr. Weispfenning walked the Committee through *A Guide to Planning and Governance*. He shared that he had advised staff to refer to this guide when an accreditation answer was unknown. Dr. Prinsky asked if all staff had been provided with copies and Dr. Weispfenning shared that he had printed copies for key offices. Dr. Prinsky requested that copies be provided to the Board. Chair Hornbuckle expressed her gratitude to Dr. Weispfenning for providing this document. (*This document is available at the Board Office upon request*).

**7. Set Future Meeting Dates**

**a. Planning for Future Committee Meetings**

The next meeting of the Accreditation Committee was scheduled for Wednesday, March 13, 2013 at 3:00 p.m.

**b. Possible Board Meetings Regarding Action Taken**

February 20, 2013 Board Meeting

**8. 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 4:04 p.m.

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Secretary of the Board of Trustees