
ACCREDITATION COMMITTEE AGENDA MINUTES

Coast Community College District
Regular Meeting of the Accreditation Committee
Date: Tuesday, July 15, 2014 at 3:00 p.m.
Board Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626

Procedural Matters

1. **Call to Order** - The meeting was called to order by Trustee Hornbuckle.
2. **Roll Call** -

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

In Attendance: Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology; Dr. Omid Pourzanjani, Golden West College Vice President of Instruction; Ms. Julie Frazier-Mathews, District Director of the Office of the Board of Trustees/Secretary of the Board; Dr. John Weispfenning, Orange Coast College Vice President of Instruction; Mr. Alex Parkin Student Trustee; Dr. Andrew Jones, Chancellor; Ms. Martha Ramm Engle, Golden West College Academic Senate President; Dr. Gayle Berggren, Coastline Faculty; Mr. Aeron Zenter, Coastline Community College Administrative Director, and Mr. Bob Fey, Executive Director CFE.

3. **Opportunity for Public Comment**

There were no requests to address the Accreditation Committee.

4. **Approval of Minutes: April 1, 2014**

On a motion by Trustee Prinsky and seconded by Trustee Hornbuckle the Committee approved the Minutes of the April 1, 2014 Accreditation Committee Meeting.

Motion carried with the following vote:

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

5. **Reports and Decision of ACCJC**

Dr. Serban gave an overview of the actions on the colleges' accreditation status.

Coastline Community College was removed from Warning: Accreditation was re-affirmed. A follow-up report is due to ACCJC on March 15, 2015 to be followed by a visit of commission representatives. The follow-up report needs to address and demonstrate fully resolving the deficiencies in District Recommendation 2 and College Recommendation 4.

Golden West College was continued on Warning: Accreditation was not reaffirmed but continues through the Warning status. A follow-up report is due to ACCJC on March 15, 2015 to be followed by a visit of commission representatives. The follow-up report needs to address and demonstrate fully resolving the deficiencies in District Recommendation 2, and College Recommendations 2, 3, 5 and 6.

Orange Coast College was removed from Warning: Accreditation was re-affirmed. A follow-up report is due to ACCJC on March 15, 2015 and will not be followed by a visit of commission representatives. A follow-up report needs to be submitted dealing with District Recommendation 2.

The findings of the April 2014 ACCJC follow-up team were reviewed. For District Recommendation 1 the visiting teams found that the recommendation was satisfied and this does not need to be addressed further. For District Recommendation 2, the recommendation was satisfied, however, this does need to be addressed further in the follow-up report due March 15, 2015 due in part to the newness of the changes made under Delegation of Authority. District Recommendation 3 was fully satisfied and does not need to be addressed further. Dr. Serban noted that the teams commended the Board for the effort to make the results of their evaluations transparent. District Recommendation 4 was fully satisfied and does not need to be addressed further. Commission Recommendation 1 was not found fully satisfied, however, is not part of the follow up report. District Recommendation 2 was discussed. It was noted that ACCJC would need to see that we were continuing with the changes that had been started.

Coastline College Recommendations 1, 2, and 3 were satisfied and do not need to be addressed further. College Recommendation 4 was satisfied, with a comment from the Commission that even though the college had established a cycle and calendar, many of the programs were not required to undergo their first program review until 2016, 2019 or 2020, which was a concern. Dr. Serban indicated she felt the Commission was looking for Coastline to conduct a program review for all units as soon as possible and then have a schedule set. Coastline indicated that one piece of evidence had incorrect dates that could be easily corrected. College Recommendation 5 regarding full time faculty was not fully satisfied, primarily because ACCJC felt the evidence provided was more for short term planning, however it was not part of the follow up report. College Recommendation 6 was fully satisfied and not part of the follow up report.

There were a number of College Recommendations for Golden West College where the team recognized that Golden West had done work and was in the process of addressing the recommendations, but was not yet in full compliance at the time of the visit. For the recommendations that are part of the follow up report, Recommendations 2, 3 5 and 6, there was evidence that the processes have been approved, put into place and are now being implemented. By the time of the follow up report there should not be any issues.

Orange Coast College had only one Commission Recommendation that was found to be satisfied and not part of the follow up. On District Recommendation 2, Orange Coast does need to address the deficiencies in a follow up report due March 15, 2015.

Trustee Hornbuckle indicated that we should be able to get the follow up reports done in advance of the March 15, 2015 deadline.

6. New Accreditation Standards

Dr. Serban reviewed the new ACCJC Eligibility Requirements that had been adopted in June 2014. She indicated that they had been reordered with the only change under #3 *Degrees* where a sentence had been added "At least one degree program must be of two academic years in length". Under #5 *Financial Accountability* the only new language was "Institutions that are already Title IV eligible must demonstrate compliance with federal requirements". Under #10 *Academic Credit* the only new text was at the end of the first sentence...."and in accordance with statutory or system regulatory requirements." Under #11 *Student Learning and Student Achievement*, new text was added to the end of the last sentence..."and that the standards for student achievement are met." Under #14 *Faculty*, of significance is new text that includes part-time faculty and adjunct faculty. Under #20 *Integrity in Communication with the Public*, Transcripts had been added under *Major Policies Affecting Students*.

Dr. Serban also reviewed the new Accreditation Standards that had been adopted in June 2014. In *Standard 1: Mission, Academic Quality and Institutional Effectiveness and Integrity*, the significant change was that they had separated *Academic Quality* that was formerly under *Institutional Effectiveness*. *Institutional Integrity* is now also separate. In *Standard II: Student Learning Programs and Support Services* the word "Support" had been added but the language

remained the same. In *Standard III: Resources* there were some significant changes under *A. Human Resources*. New language in #2 was "Faculty job descriptions include development and review of curriculum as well as assessment of learning" Additionally, in #3 there was new verbiage "Administrators and other employees responsible for educational programs and services possess qualifications necessary to perform duties required to sustain institutional effectiveness and academic quality". There was a change in qualified faculty to now include part-time and adjunct faculty. *D. Financial Resources* had been expanded significantly. The Liabilities section requires colleges to provide a lot more than under the old standard.

Standard IV: Leadership and Governance, C. Governing Board has been separated from Chief Executive Officer (formerly "President") but Dr. Serban pointed out that this refers to the CEO of the college and not the District. New language under *B. Chief Executive Officer* is #4 "The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds eligibility requirements, accreditation standards and commission policies at all times.....". Under *Governing Board*, #8 is new relating to the review of student success. Section *D. Multi-College Districts or Systems*, #7 now defines "The district/system CEO regularly evaluates district/system and college role delineations, governance and decision making processes....". #3 regarding a policy for allocation and reallocation of resources is new. Dr. Serban indicated that we would need to create a District policy for allocation and reallocation of resources. #5 now clearly states that "District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness".

It was noted that Student Learning Outcomes must be included in the course catalog.

Dr. Serban indicated she would get confirmation of when we would next be evaluated but thought that we would have a mid-term report in March 2016.

7. ACCJC Annual College Fiscal Reports

Dr. Serban indicated that colleges are required to submit these reports to ACCJC every April. If ACCJC discovers fiscal problems, the college could get an unscheduled visit or have their status changed. Dr. Serban added that these are also public documents and would be put on the website.

8. Future Agenda Items

There were no future agenda items at this time.

9. Future Meeting Date(s)

It was decided to cancel the scheduled meeting in September and meet again on November 12, 2014 at 3:00 p.m.

10. Adjourn

There being no further business, it was moved by Trustee Prinsky and seconded by Trustee Hornbuckle to adjourn the meeting at 3:50 p.m.

Motion carried with the following vote:

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

Julie Frazier-Mathews
District Director of the Board of Trustees/Secretary of the Board