Thursday, August 19, 2021
District Council on Accreditation and Planning (DCAP)
MINUTES

Attendees:

Vice Chancellor, Business and Administrative Services or designee	David El Fattal
Vice Chancellor, Institutional Effectiveness	Cynthia Herrera
Vice Chancellor, Human Resources or designee	Laura Barroso
Associate Vice Chancellor, Information Technology	Dan Watkins
Director, Public Affairs and Marketing	Patti Blair
DAC Classified Representative	David Casas
Student Trustee or designee	
Moorpark College President	Julius Sokenu
Oxnard College President	
Ventura College President	Kim Hoffmans (Co-Chair)
Moorpark College Academic Senate President or designee	Erik Reese (Co-Chair)
Oxnard College Academic Senate President or designee	Amy Edwards
Ventura College Academic Senate President or designee	Dan Clark
Moorpark College Accreditation Liaison Officer or designee	Mary Rees
Oxnard College Accreditation Liaison Officer or designee	Art Sandford
Ventura College Accreditation Liaison Officer or designee	Jennifer Kalfsbeek-Goetz
Moorpark College Classified Senate President or designee	Linda Resendiz
Oxnard College Classified Senate President or designee	Amparo Medina (Co-Chair)
Ventura College Classified Senate President or designee	Sebastian Szczebiot
Non-Voting Member	Lisa Putnam
Non-Voting Member	Luis Gonzalez
Non-Voting Member	Priscilla Mora
Non-Voting Member	Oleg Bespalov
Non-Voting Member	Tatiana Lawler
Guest	Gina Paduano
Recorder	Andrea Rambo

1. General

1.01 Approval of Minutes

There was review of the July 21, 2021 meeting minutes. A. Sandford requested to include the names of the meeting attendees. A. Edwards motioned to approve the July 21, 2021 meeting minutes, with the addition of the attendees. J. Goetz seconded the motion. The motion carried. L. Barroso, L. Gonzalez, J. Sokenu, and A. Medina were not present at the July 21 meeting and therefore abstained.

1.02 Goals for 2021-22

The DCAP goals were reviewed.

1.03 Review BP/AP 3200 Accreditation

There was review of the revised AP 3200. D. Clark motioned to approve the BP and AP as amended. M. Rees seconded the motion. The motion carried with unanimous consent. P. Blair will present the revised BP/AP 3200 to Chancellor's Cabinet and the Policy, Planning, and Student Success Committee.

2. Institutional Self Evaluation Report (ISER)

2.01 Timeline

The timeline was reviewed and will be included as an informational item on future agendas.

2.02 Review of 2016 Functional Map

E. Reese discussed the process to review the functional map asynchronously through Microsoft Teams. The proposed schedule of review is one standard per week. Changes will be discussed at DCAP. There was discussion regarding the purpose of the functional map. M. Rees mentioned the functional map describes what happens as an educational opportunity and makes clear who is responsible for the day-to-day actions of working with students and the functional aspects of the role. K. Hoffmans mentioned the standards that will be addressed by DCAP have a shared district and college role. L. Putnam indicated the functional map helps visiting teams plan their district versus college interviews of individuals, to learn more about each of the areas. D. Clark requested clarification on the district terminology. L. Putnam confirmed the terminology was developed by ACCJC. There was discussion to create VCCCD definitions on the side to provide clarity in the process.

2.03 Status Update of Standards

D. El Fattal mentioned he met with his fiscal team and they agreed to work on Standard III.D, but he does not have a document to review at this time. K. Hoffmans requested a strong draft by the September meeting for review.

L. Barroso mentioned the draft for Standard III.A is available in Teams for DCAP committee review. She mentioned the Human Resources (HR) team has not been through accreditation in the past. They based their responses on the 2016 ISER and updated the information. She mentioned there were sections that looked like the colleges would respond to and will collaborate with each college. K. Hoffmans inquired if the accreditation leads at the colleges would volunteer to support those who need more assistance with writing the standards. P. Mora volunteered to assist HR on Standard III.A.

E. Reese reviewed the file structure in Teams for Standard IV.05 and requested a uniform file structure for all the Standards. There was consensus to maintain this structure for all Standards going forward.

D. El Fattal mentioned he will play some role in facilities, but the writing of the Standard will be centralized with the colleges, and not a Standard that DCAP will address.

P. Bair mentioned they are working through Standard IV.C and will be meeting with the Classified Senate leads to develop the writing further. Dr. Gillespie has been provided a copy of the draft for review. She mentioned they are also waiting on confirmation from the board that the annual review of the chancellor has been completed, and information on a policy related to CEO delegation of authority to the chancellor before they can finalize the document. She confirmed P. Mora is a member of the Standard IV.C workgroup. There was agreement to send the final draft to L. Putnam for review before completion.

Following discussion, L. Putnam and J. Goetz will be resources to assist human resources in their writing. L. Gonzalez will support Information Technology (IT).

C. Herrera mentioned the draft of Standard IV.D has been uploaded to Teams. They are continuing work on the document and adding evidence to the folders. They are linking evidence and uploading the evidence to the folder.

D. Watkins mentioned he has been working with each college on their response to Standard III.C. He indicated the college standard leads have been busy with the start of school.

2.04 How can DCAP best support you?

A. Medina inquired how DCAP can support the committee members. D. Clark mentioned the ACCJC guide provides suggested page limits per section and provided the link to Appendix D, page 135: https://accjc.org/wp-content/uploads/Guide-to-Institutional-Self-Evaluation-Improvement-and-Peer-Review.pdf

A. Medina suggested posting deadlines in Teams. L. Gonzalez volunteered to help assign tasks in Teams for the functional map review.

E. Reese suggested the standards could be reviewed by DCAP members, and subgroups could work through them.