

**Ventura County Community College District
Consultation Council Notes
 March 9, 2012
 8:30 a.m.**

Present: Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Jay Wysard, Riley Dwyer, Peder Nielsen, Steve Hall, Karen Bulger, Robert Cabral, Karla Banks, Laura Brower, Daniel Chavez
Chair: James Meznek
Recorder: Patti Blair
Absent: Connie Owens, Maureen Rauchfuss, Peter Sezzi

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting		N/A	N/A	James Meznek
Review of Consultation Council Notes from March 2, 2012	The March 2, 2012 Consultation Council notes were reviewed. No changes were made.	N/A	N/A	James Meznek
District Council on Accreditation and Planning	<p>As an outcome of the March 2, 2012 meeting, Dr. Meznek established a new consultative committee: District Council on Accreditation and Planning (DCAP). The council's charge is:</p> <p><i>To develop, monitor, and evaluate Districtwide planning and accreditation cycle activities.</i></p> <p>DCAP membership consists of:</p> <ul style="list-style-type: none"> • College Presidents • Vice Chancellor, Business and Administrative Services • Vice Chancellor, Academic Affairs • Academic Senate Presidents • Student Trustee • Others may be appointed at a later date <p>In absence of a Vice Chancellor, Academic Affairs, Dr. Meznek</p>			James Meznek

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>appointed Dr. Calote, Ventura College President to serve as the council's chair. DCAP met to further develop its charge, membership, and report progress by the end of this academic year.</p> <p>Dr. Calote provided notes from the March 8, 2012 DCAP meeting. DCAP reviewed District Recommendations 1-7 and the work required to meet the October 15, 2012 Accrediting Commission report deadline.</p>			
Participatory Governance Survey	<p>Consultation Council discussed the participatory governance survey. Mr. Wysard distributed a survey modified by Human Resources that meets DCHR needs. There was discussion about completing the survey, survey results, and Consultation Council's review of all governance survey results.</p> <p>Dr. Calote suggested adding a question 10 to the survey "What gaps, if any, in systems need to be addressed in order to support planning process in order research needs or communication issues for this committee to function more effectively?"</p> <p>Dr. Hall suggested at 6 and 7: are the committees agendas posted and assessable in a timely manner? And further suggested functionality of committee – "Is the environment conducive to open discussion?"</p> <p>Ms. Geisen will continue to send, collect responses, and distribute results for governance committee surveys.</p>	<p>Dr. Calote will update the survey.</p> <p>Ms. Geisen will continue to distribute surveys, through the Chancellor's Office, on behalf of the governance committees. Committees should submit committee surveys and up to three committee-specific questions.</p>	<p>Submit header for survey and up to three committee-specific questions to Ms. Geisen by 4/13/12.</p> <p>Ms. Geisen will distribute results to District committee chairs.</p>	<p>Governance Committees</p> <p>Clare Geisen</p>

<p>Governance Process Chart</p>	<p>Following discussion, the council determined the need for a District Council of Academic Affairs (DCAA):</p> <p><u>District Council Academic Affairs (DCAA)</u></p> <p><u>Preliminary Charge</u> Facilitate coordination of instructional program development (include growth and discontinuance) Review policies, procedures, and standard operating procedures related to instruction Receive work from DTRW and DCSL Draft District education master plan related to instruction and student services.</p> <p><u>Membership</u> Executive Vice Presidents Vice Presidents, Student Services Academic Senate Presidents Faculty Co-Chair of campus planning committee or designee One additional college faculty ASG Representatives from each college Chair: Executive Vice President (Chancellor's Designee)</p> <p><u>Co-Chair:</u></p> <ul style="list-style-type: none"> • One EVP (Chancellor's designee) • One faculty selected by committee <p>There was discussion on the function of DTRW and DCSL and the continued need for these two committees and addresses gaps within existing committees. Dr. Meznek discussed the need for a District educational plan. Title, charge, and membership for academic affairs and student services committees. After discussion, it was suggested to form:</p> <p><u>District Technical Review Workgroup – Instruction (DTRW-I)</u></p> <p><u>Charge</u> (9 people): Does exactly what DTRW does</p> <p><u>Membership:</u> Curriculum Co-Chairs Articulation Officers</p> <p><u>District Technical Review Workgroup – Student Services (DTRW-SS)</u></p>			<p>Academic Senate Presidents</p>
---------------------------------	---	--	--	-----------------------------------

	<u>Charge:</u> <ul style="list-style-type: none"> • BP/APs as related to student services • Operating practices for student services <u>Membership (12 people + ?):</u> <ul style="list-style-type: none"> • Student Services Deans • Registrars • One non-instructional faculty from each college • ASG Representatives • AFT ? 			
Participatory Governance Mapping	The VCCCD Governance Process Chart was reviewed, discussed, and updated to include the newly established District Council on Accreditation and Planning (DCAP) and District Council on Academic Affairs (DCAA).			
Constituent Reports		N/A	N/A	
Future Meetings	Future Meetings March 30 Agenda Review April 6 <i>Governance Review</i> April 27 Agenda Review May 4 <i>Governance Review</i> June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

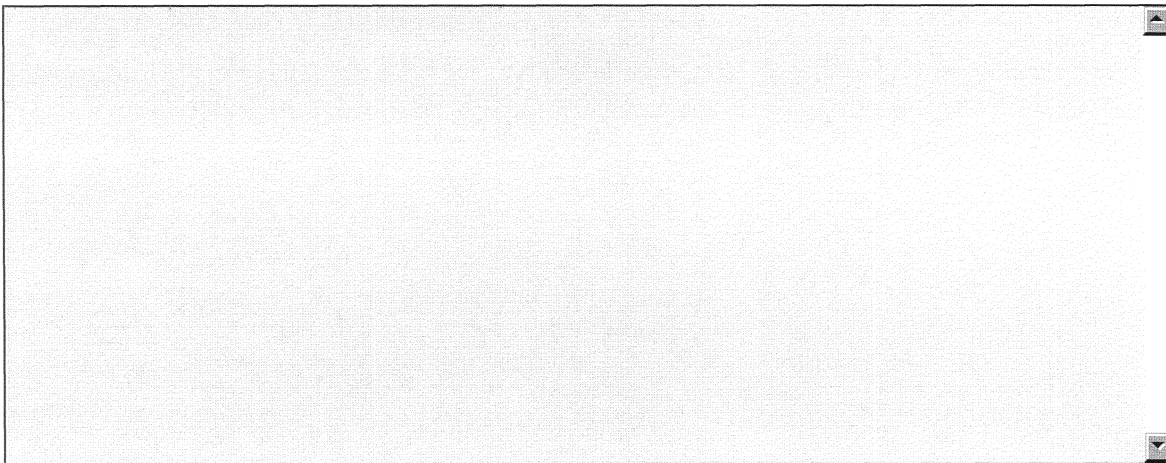
VCCCD Participatory Governance Committee Self-Appraisal Template

Your participation in this annual committee self-appraisal survey will assist the District in assessing the effectiveness and emerging support needs for _____ [committee name]. The results of this survey will be shared with the members of your committee (through your committee chair), with the new District Council on Accreditation and Planning, and with Chancellor's Consultation Council. Thank you in advance for your participation in this important self-appraisal effort.

1. How often did the committee meet?

- Weekly
- Bi-weekly
- Monthly
- As needed

Should it meet more frequently? Less frequently? If so, why?



2. Does the committee have a clearly documented purpose statement?

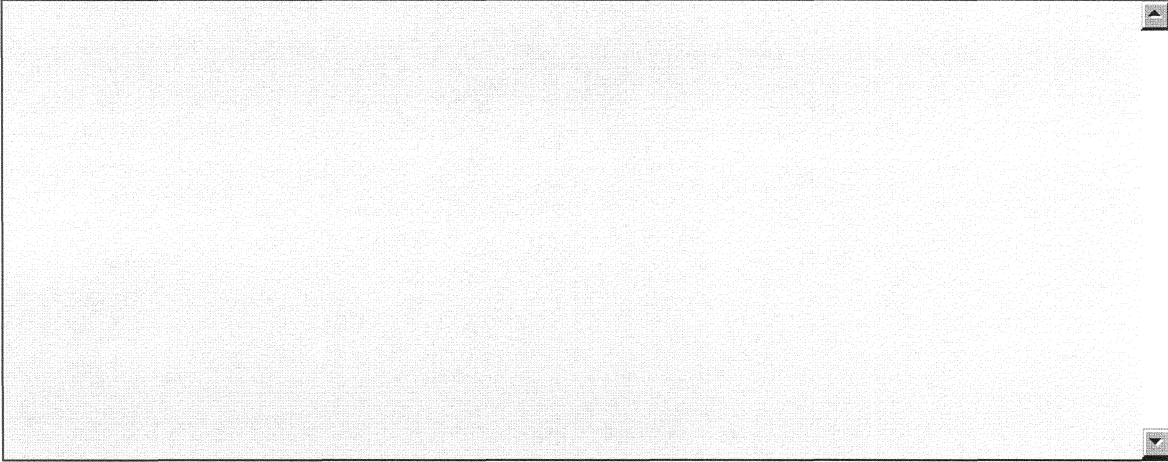
- Yes
- No

VCCCD Participatory Governance Committee Self-Appraisal Template

3. Is the committee environment conducive to open discussion of relevant issues?

- Yes
- No

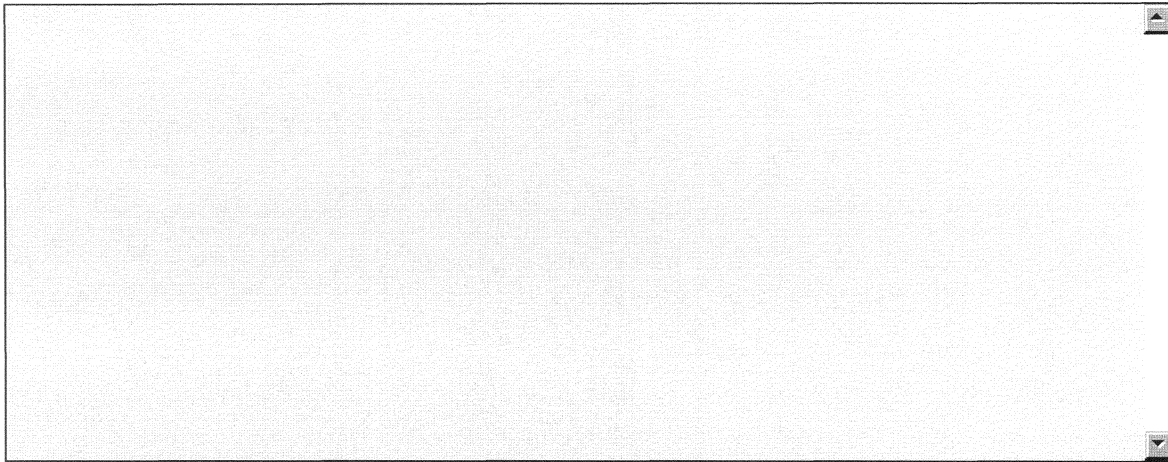
If "no," please explain your response.



4. Are the issues brought to the committee effectively addressed in a timely manner?

- Always
- Usually
- Sometimes
- Rarely
- Never

Please explain your response.

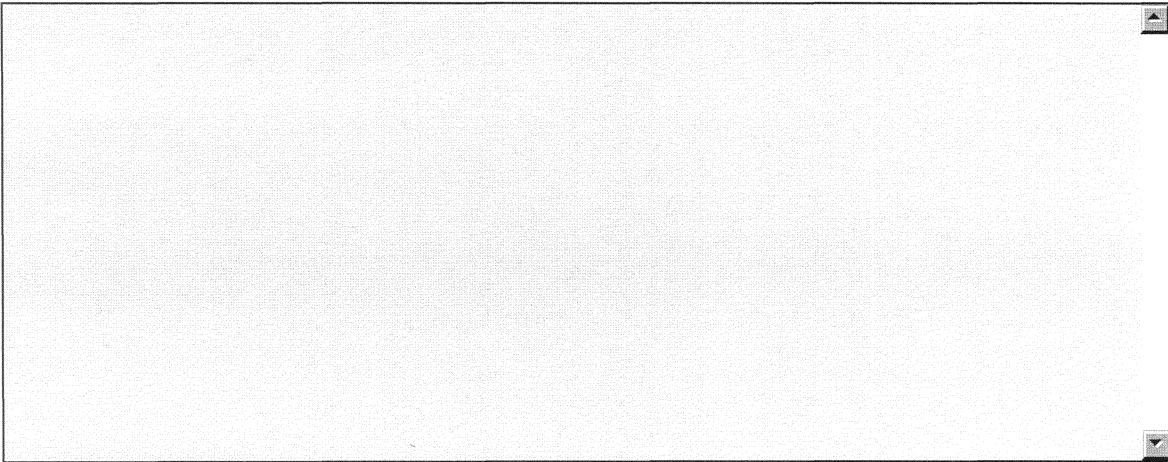


VCCCD Participatory Governance Committee Self-Appraisal Template

5. Are the committee's agendas posted and accessible in an easy and timely manner?

- Always
- Usually
- Sometimes
- Rarely
- Never

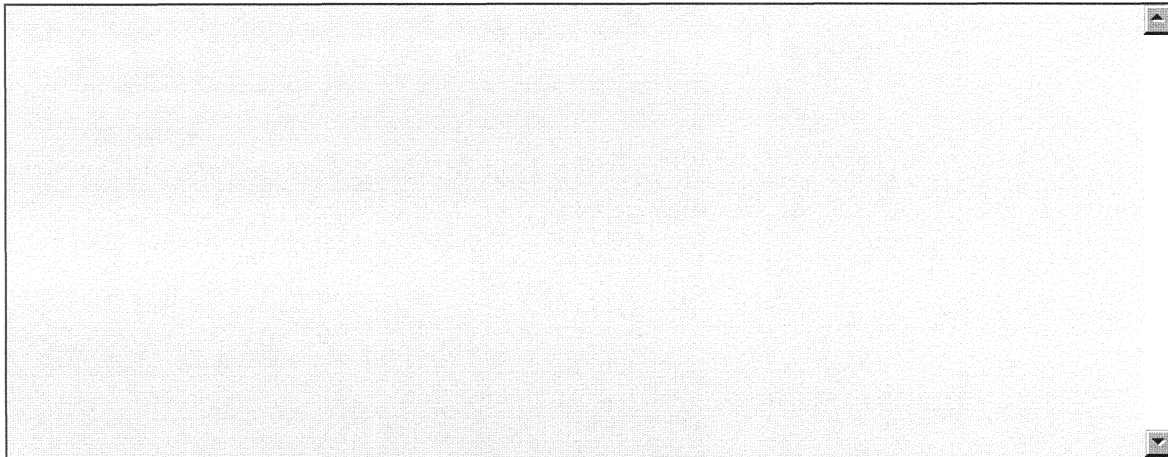
Please explain your response.



6. Are the committee meeting notes readily accessible?

- Accessible and easy to find
- Accessible but difficult to find
- Meeting notes are kept but not posted
- Meeting notes are not kept (that I am aware of)

Please explain your response.

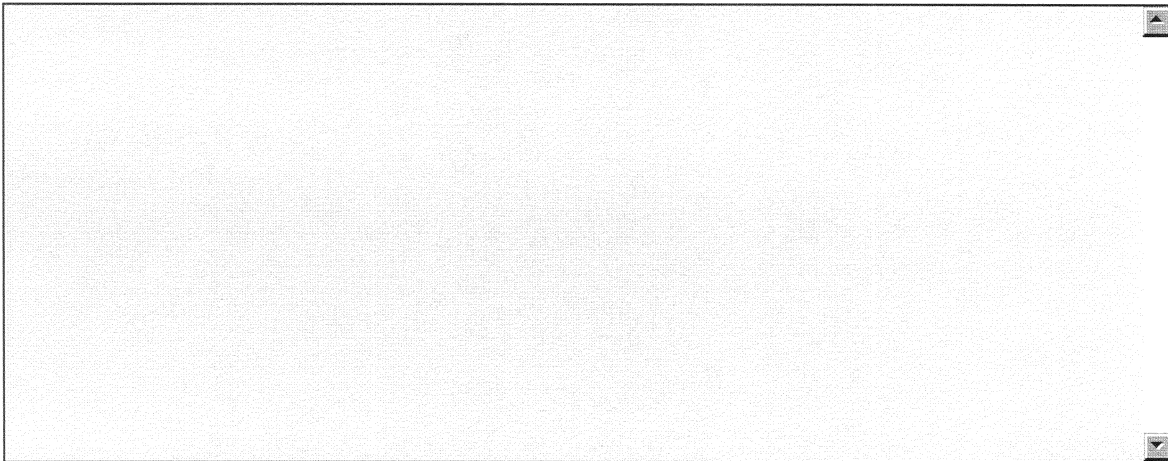


VCCCD Participatory Governance Committee Self-Appraisal Template

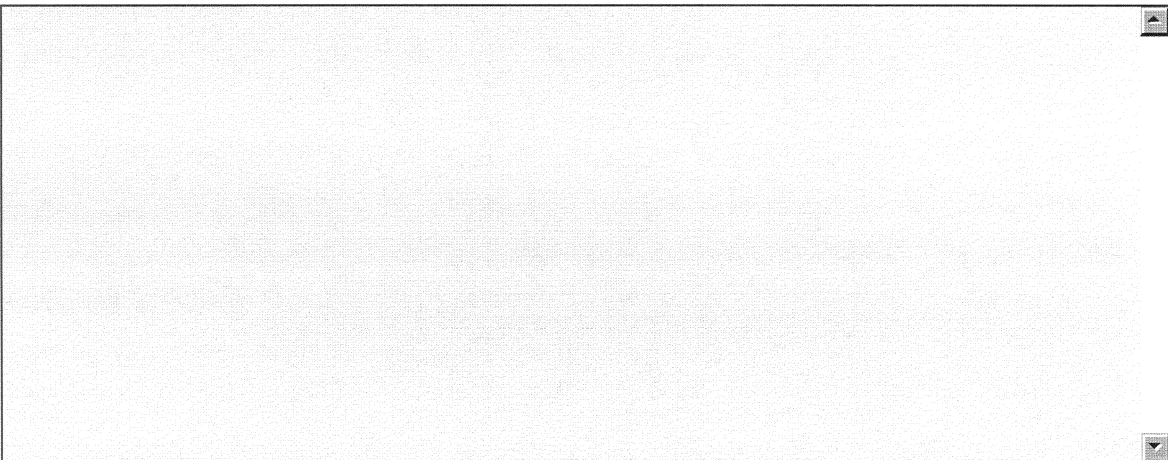
7. To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly agree

Please explain your response.

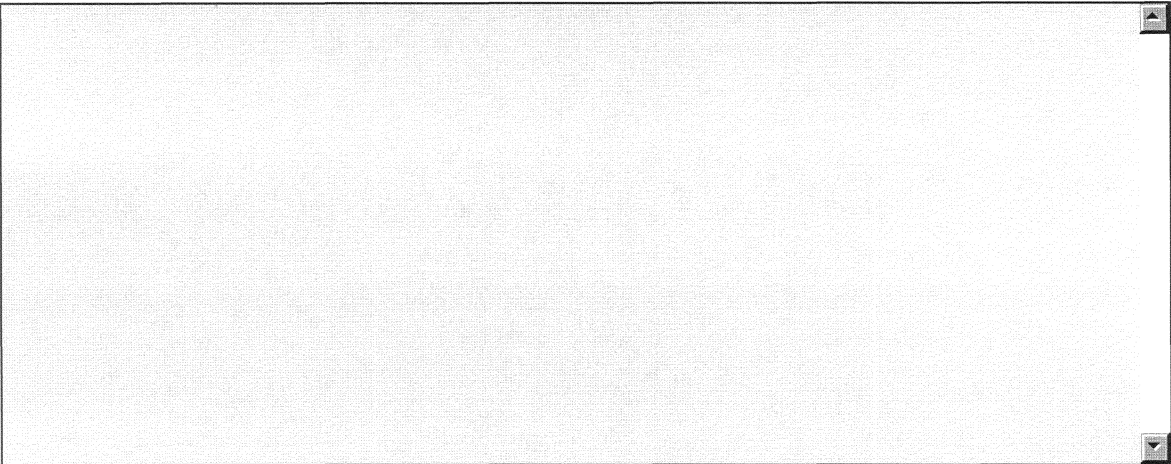
A large, empty rectangular text box with a thin black border. It is intended for the respondent to provide a detailed explanation of their chosen rating. The box is currently blank.

8. What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

A large, empty rectangular text box with a thin black border. It is intended for the respondent to identify any gaps in systems, planning, research, or communication. The box is currently blank.

VCCCD Participatory Governance Committee Self-Appraisal Template

9. Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.



This is the end of the self-appraisal. Please click the "Done" button to complete your self-appraisal. Thank you for your participation.