Thursday, March 17, 2022
District Council on Accreditation and Planning
(DCAP)

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	Alexander Rock Fredell
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	
Moorpark College Accreditation Liaison Officer or designee	Mary Rees
Oxnard College Accreditation Liaison Officer or designee	
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	Jordana Ybarra-Telias
Non-Voting Member	Lisa Putnam
Non-Voting Member	Priscilla Mora
Non-Voting Member	Tatiana Lawler
Non-Voting Member	Luis Gonzalez
Non-Voting Member	
Guest	
Recorder	Andrea Rambo

1. General

1.01 Call to Order

A. Medina called the meeting to order at 11:33 a.m.

1.02 Approval of Minutes.

The February 17, 2022 meeting minutes were approved as presented.

1.03 Timeline

There was review of the timeline. A. Medina mentioned the colleges are currently in the period of reviewing drafts. The goal is to have the Senates review and adopt the final drafts in August/September. K. Hoffmans mentioned the district responses need to get to the colleges so final drafts can get through their participatory governance groups.

1.04 Review Draft DCAP Charge

K. Hoffmans mentioned L. Resendiz, P. Blair, and herself met with Dr. Gillespie to discuss the DCAP charge. She mentioned there was not a planning mechanism at the district when it was dropped from DCAP, so the committee will be adding it back into its charge to allow for voices from the colleges in district planning. The

working group provided a draft charge for review by the committee. There was agreement to use general language in relation to strategic planning. Accreditation policies will be updated to general policies. The language specific to accreditation that was developed by DCAP last year will be removed. The committee chair designated by the Chancellor will be updated to the Vice Chancellor, Institutional Effectiveness. There was discussion regarding student trustee participation on the committee. There was consensus it is problematic to have a trustee on a committee, but there should be student representation. Following discussion, the ASVC presidents or designee from each college will be invited to participate on the committee.

K. Hoffmans suggested that with the addition of planning, the membership should include representation from Academic Affairs and Student Affairs. J. Goetz added the ALO is not always the Vice President and the membership should be inclusive. There was consensus to invite both vice presidents, as well as the Vice Presidents of Business Services. C. Herrera inquired if an Institutional Effectiveness Advisory Committee representative should be invited. There was agreement to invite representatives as needed.

There was consensus to vote on the intent of the revised charge, with a few modifications to the language to meet the committee's needs. P. Blair motioned to approve the intent of the DCAP charge. A. Fredell seconded the motion. The motion carried with unanimous consent. The Co-Chairs will finalize the draft and distribute to the committee.

1.05   DAC Accreditation Webpage

A. Medina indicated the DAC accreditation webpage is outdated. E. Reese suggested there could be links to the colleges with appropriate information. There was discussion on who should update it and a suggestion for C. Herrera to be in charge of updating the site.

2. Institutional Self Evaluation Report (ISER)

2.01   Update from College Accreditation Committees

M. Rees mentioned Moorpark College has had discussions with the Associated Students, and the Classified and Academic Senates. EdCAP has held working sessions and provided opportunities to review standards in shared folders. The intent this month is to bring the district standards to the Senates and EdCAP for review and approval. The QFE has been brought to EdCAP, ASMC, and the Senates. Moorpark will be holding an advanced ISER training with Catherine Webb this Friday to discuss best practices, frequent areas of concern, and information on timelines. The goal is to be done by the end of the semester and to work over the summer to make it a refined document to go through participatory governance in the fall.

L. Gonzalez mentioned Oxnard College is cleaning up their ISER and will be sharing through participatory governance next month. They are waiting on pieces from the district and are gathering evidence. They will clean up the document over the summer and will have the official review in the fall. A. Edwards will move certain pieces through the Academic Senate in April, and they will continue to clean up the draft.

L. Putnam mentioned she is meeting with the Associated Students to begin the discussion, and she is meeting with the Classified Senate. She is concerned whether they have the correct version of the district pieces and they do not have anything for Standard III.D.

D. El Fattal inquired if any of the sections of Standard III.D. were moved forward. L. Putnam mentioned she is waiting for the Vice President of Business to forward them. L. Gonzalez mentioned their Vice President stated they are still waiting on sections. D. El Fattal inquired if the colleges will be writing Standard III.B. L Gonzalez mentioned Oxnard College has completed III.B. M. Rees stated Moorpark College is good on Standard III.B. but they are waiting for other areas.

2.02   Update on Standard III.D.

D. El Fattal reviewed Standard III.D. He mentioned in III.D.1 there are new files available in Teams that should be considered done. There are some evidence pieces that will go into the folder in the next few days. He mentioned there are green highlights in the document where the colleges should input their own information. He mentioned III.D.15 will not be the same for each college. He mentioned the naming conventions of the evidence is not consistent with what was agreed to in DCAP. He will update the rest of the sections in the next few days. They are considered done once they are in the Teams folder. E. Reese mentioned he removed the individual college folders from the Teams files, since the colleges will all pull the same information.

2.03   Status Update on District Standards

A. Medina mentioned there is confusion about whether the colleges are using the current version of the district responses and inquired how to tell which version is the most current. D. Watkins responded for Standard III.C, each college should have a place where IT is putting their evidence. The district evidence will be shared with colleges when needed. The writing is done and has been incorporated. L. Putnam requested confirmation on which is the correct finished document in Teams. D. Watkins confirmed the III.C. document dated October 12 was worked on by IT directors offline and put into their own college processes. He will follow up with the directors to confirm they provided the correct documents to their colleges.

L. Putnam mentioned the Standard III.D. response is supposed to be no more than fifteen pages and it currently looks longer. She inquired if the colleges should work on trimming the document or if it will be reduced. D. El Fattal recommended the colleges should take the initiative to reduce it, as necessary. E. Reese mentioned the concept was to have consistent district standards across all colleges.

C. Herrera mentioned she will be cleaning up the evidence for Standard IV.D. The Word document in Teams is the final for the colleges.

P. Blair mentioned D. Gillespie has reviewed the Standard IV.C. document and made updates based on recent board activity. He will be meeting with the writing team soon and will finalize the document. She will update the date of the document when it is revised. The team is well on their way to finalizing the evidence.

L. Barroso mentioned the evidence for Standard III.A has been updated. They will let everyone know when the evidence files are complete. There were no changes to the narrative, the document is final.

2.04   Next Steps

D. El Fattal confirmed he will complete work on Standard III.D. by March 25.

E. Reese mentioned each group used different file structures. He inquired if the committee is okay with that, or if they want to go back to the agreed upon system. L. Putnam indicated the current structure makes sense.

P. Blair indicated the Standard IV.C. document will be complete by March 25, if they are able to get their team together before then.

L. Putnam requested all district evidence by May 1, 2022. She mentioned the college will have to link the evidence in the ISER document over the summer. There was agreement amongst the colleges to request all district evidence by May 1, 2022.