



ACCREDITATION 2011  
ACCJC RECOMMENDATION #6

Functional Responsibilities, Decision-Making  
Process, District Role in College Planning

**MINUTES**

Sub-Committee Meeting  
May 11, 2011

8:30 - 9:30am • Chancellor's Conference Room

Members Present:

David Bugay, Bob Bramucci, Juan Avalos, Gwen Plano, Lisa Davis Allen, Randy Peebles, Russ Hamilton, Denice Inciong, Kathy Werle, Claire Cesareo-Silva, Chris Tarman, Bev Johnson

Not Attending:

Carmen Dominguez

**1. Introductions**

**2. Review ACCJC Recommendation #6**

*District Recommendation 6: The teams recommend that the district provide a clear delineation of its functional responsibilities, the district level process for decision making and the role of the district in college planning and decision making. The district should perform a regular review of district committees, conduct an assessment of the overall effectiveness of services to the colleges and communicate the results of those reviews (IV. B.3.a, IV.B.3.b., IV.B.3.e., and IV.B.3.f.).*

The committee reviewed the recommendation and supplemental information.

**3. Saddleback College Functional Plan**

The committee reviewed the functional plan previously developed by Saddleback College.

**4. Irvine Valley College Functional Plan**

The committee reviewed the functional plan previously developed by Irvine Valley College.

**5. Develop District Functional Plan**

The committee discussed possible changes and improvements to the previously developed plans that would address ACCJC issues and concerns.

Comments/suggestions included:

- Develop wiki concept for delineating all District Services functions.
- Spell out workflow and processes in addition to contact information.
- For each college and the district, define who does it and what they do.

- Ensure functional plan incorporates regular review of committees.
  - Require colleges and District to review and assess committees and communicate results.
  - Clearly define roles and shared roles on one functional map that includes the colleges and district to provide clarity and reduce confusion. The functional map must also acknowledge the differences between the colleges so that district better understands the variations. Compare and contrast colleges. Indicate primary/shared responsibilities. Make it an online document.
  - Include annual review of functional map and all committees (evaluation) and eliminate committees that no longer serve a productive function.
  - Address gaps in communication from committee representatives back to their constituencies.
  - Discussion: Is the concern reflected in the recommendation about effectiveness of committees or about whether District Services are meeting the needs of the colleges?
  - Need more process protocol/clear sense of processing. Who takes the lead/where does the process reside?
  - We thought we closed the loop effectively in getting out a communication after the last District Services survey; however, no change was made in the report. The colleges' perception may be that we did not do enough to address concerns identified by the survey to underscore District's desire to better serve the colleges. A plan with clarity and communication can overcome existing perceptions.
  - Include meeting minutes as one means of communication.
  - Functional plan document can be click and drill down for additional detailed narrative.
  - Functional plan should be part of daily work – "This is the way we do business."
  - Use an "active voice," such as bullet points, rather than "We will" statements.
  - An effective functional map will ease the "district vs. colleges" mindset and allow us to work as one district-wide unit.
  - Plan will be a living document requiring ongoing updates.
  - People have different communication preferences: email, wikis, web page search, web page for each committee
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The committee identified six charges on which to focus:

1. Clear delineation of responsibilities
2. Process for decision making
3. Roles of district and colleges
4. Regular review of district committees
5. Assessment of committee effectiveness
6. Effective communication of results

Wording in the recommendation regarding the first three charges is vague. Last three are more straightforward.

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A district services survey will go out soon. The committee recognized the need to close the communication loop by providing a plan to address issues identified by survey responses.

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Next steps:

- Subcommittee members to review and highlight areas needing to be addressed.
- District staff will use SC model functional plan as a base for developing a collaborative site for functional plan development.
- Next meeting will be May 23, 2011, 10:30am to 1:00 pm. Bring lunch or let Bev know to pick up sandwiches in the cafeteria. (No host.)

## **6. Adjourn**