



ACCREDITATION 2011
ACCJC RECOMMENDATION #6

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

MINUTES

Subcommittee Meeting
June 20, 2011

10:30am - 1:00pm • IVC President's Conference Room A126

Members Present: David Bugay, Bob Bramucci, Randy Peebles, Lisa Davis Allen, Denice Inciong, Kathy Werle, Claire Cesareo-Silva, Chris Tarman, Jim Laurie, Bev Johnson

Not Attending: Juan Avalos, Gwen Plano, Russ Hamilton, Carmen Dominguez

ACCJC 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).

1. Review Previous Meeting Minutes

Minutes for June 6, 2011 meeting were approved.

Bob Bramucci provided an update on SharePoint sites, which are now set up and useable. Tere Fluegeman is working on access issues. Anyone on a committee will be able to access and edit documents. Formal training will be provided; until then, use "Help" for assistance.

2. Functional Map Updates

Incorporate feedback from college governance groups.

Claire Cesareo-Silva provided feedback from Saddleback College that they are in agreement with IVC in the areas previously still under discussion. The functional map will be updated to reflect agreement and uniformity between colleges. Colleges will continue work on narrative; SC is reviewing all narrative, IVC is creating all narrative. For IVC, the academic side is complete; John Edwards is working on facilities information. Randy Peebles shared Rancho Santiago CCD's which did a great job of covering facilities.

When narratives are complete, the functional map will be reviewed by IVC College Council and SC Consultation Council. David Bugay will take the document for review

to a district services committee. Finally, the functional map will go to Chancellor's Cabinet for review.

3. Review District-wide Committee List and Description Model

- a. Discuss revisions to add columns for decision-making and communications processes
- b. Review committee description model
- c. Committees to review charge/purpose as regular meeting agenda item
- d. Require committees to provide their process for decision-making by a specific date

The group thoroughly reviewed and updated a list of district committees last updated in August 2010. The list was edited to reflect recommendations of this subcommittee.

- The new list will identify committees as top-tier councils, task forces or work groups.
- Top-tier councils (committees) include governance group representatives, deal with multiple issues and are not a sub-group of other committees.
- The intended structure is for task forces to funnel up/report to top-tier councils.
- Task forces deal with one or more specific issues on a one-time or ongoing basis.
- All councils, task forces and work groups can be called "committees."
- The group recommends that Docket meetings be incorporated into regular meeting agendas for Chancellor's Cabinet rather than considered two separate committees. Docket is a charge of Chancellor's Cabinet.
- Leadership Team should be called "District Leadership Team."
- All district-wide committees/councils/task forces will be required to produce a document (see DRAC example) and post on SharePoint a description of the committee charge, chair, members, meeting schedule, reporting and recommending responsibilities, decision-making process and communication process.

4. Recommendation for Regular Review of District Committees

- a. When
- b. Who
- c. Survey
- d. Additional review step

The committee recommends that committees develop and conduct their own annual self-evaluation forms and processes to assess committee effectiveness. It is also recommended that the current Accreditation 2011 District-wide Committee become the oversight body for district-wide committees to ensure all appropriate actions are taken at regular intervals. All other committees and task forces will bubble up decisions/recommendations to the (former) district-wide accreditation committee prior to going to Chancellor's Cabinet. Suggested name for the oversight

committee is District Planning Council (this name may already be in use).

5. Develop Annual Self-Evaluation Tool for Use by District Committees

- a. Assessment of overall effectiveness of services to the colleges
- b. Effective communication of results of reviews

The committee **recommends** that:

- Committees develop and conduct their own annual self- evaluation forms and processes to assess committee effectiveness.
- All committee evaluations are due annually and are to be reported and communicated by the end of the Spring term.
- Committees decide the appropriate time for the self-evaluation process.
- The self-evaluation process will include the following activities:
 - ✓ Review of the committee charge
 - Should the scope be expanded or narrowed?
 - Should the committee be consolidated with another or an additional committee formed?
 - Should the committee be disbanded – is the work done?
 - ✓ Review of the membership – any changes needed?
 - ✓ Review of the communication process and structure
 - Is it effective?
 - Is it two-way?
- Communication of the results of self-evaluations will include detailed posting on SharePoint.
- Top-tier committees conduct and report self-evaluation by end of summer 2011.

6. Next Steps

- Review of functional map by district services administrators and directors
- Develop clear definition of “consensus”
- Develop district manual using IVC Planning and Decision-Making Manual as a model
- Consider timeline for development of workflow/process chart
- How are councils and task forces created? What is the process to disband?
- Develop fixed format for agendas and minutes

7. Next Meeting

July 20, 2011, 9:00 – 11:00am, Chancellor’s Conference Room in the Health Science Building at Saddleback campus.

8. Adjourn

Summary of Decisions Made Today

- Developed recommendations for annual self-evaluations by committees. See agenda item 5.
- Defined terms for “council, task force and work groups.”
- Categorized and organized the list of district committees and completed a “regular review of district committees,” per ACCJC District Recommendation #6.

Action Items:

	Action:	Assigned to:	Deadline:	Status/Comments
1.	Review of functional map draft by district services administrators and directors	David Bugay	6/30/11	Reviewed at district services meeting on June 24. Input due to Dr. Bugay by June 29, 2011
2.	Develop draft of recommended format for meeting agendas and minutes	David Bugay /staff	7/5/11	Draft completed and shared with District-wide Accreditation committee
3.	Colleges continue work on narrative portion of functional map	Lisa Davis Allen/Kathy Werle/Claire Cesareo-Silva	7/20/11	

Summary of Meeting:

The committee continued work on the functional map, reviewed and updated the list of district-wide committees, defined councils, task forces and work groups, determined recommendations for posting of committee documents on SharePoint, and established guidelines for committee self-evaluations.