ACCREDITATION 2011
ACCJC RECOMMENDATION #6

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

MINUTES

Sub-Committee Meeting
June 6, 2011
9:30 - 11:00am ● Chancellor's Conference Room

Members Present: David Bugay, Bob Bramucci, Juan Avalos, Lisa Davis Allen, Russ Hamilton, Denice Inciong, Kathy Werle, Carmen Dominguez, Claire Cesareo-Silva, Chris Tarman, Jim Laurie, Bev Johnson

Not Attending: Gwen Plano, Randy Peebles

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.).

- ### Review Previous Meeting Minutes
  Minutes for May 23, 2011 meeting were approved.

- ### Update on Collaborative Site
  Jim Laurie provided a tutorial on SharePoint and showed the group the sites associated with accreditation committees. He provided detailed information for accessing documents related to Recommendation #6, including the functional map, meeting calendar, agendas, and minutes. Accreditation standards are also available on SharePoint pages. Committee members can access and edit committee documents. Bob Bramucci explained edit and view privileges: Committee Chair and Admin have full edit rights, committee members can contribute to documents, all college and district employees have view rights. Bob also advised the group about training plans for SharePoint and pointed out the help link for immediate assistance.

- ### Review District-wide Functional Map and Revise with New Input from Colleges and District
  Saddleback College has not completed its review of the functional map created at

the previous meeting. IVC governance groups met and made updates to the functional map, which were reviewed by the committee today. Areas where the colleges do not agree were discussed; including III.B.1., III.B.1.a., III.D.1.c., and III.D.1.d. Committee members offered rationale behind their views and agreed to take back to the colleges for further consideration. The group committed to achieving agreement on functional responsibilities to align the colleges and district. The importance of alignment with strategic plans was noted.

There was an active discussion of employee development programs. Various committee members described development programs/opportunities for faculty and college staff.

The committee agreed that the June 17 District-wide accreditation meeting would be a good forum for discussion to reach agreement on functional responsibilities. David Bugay will work with the Chancellor to add to the meeting agenda.

- ***Review Committee Charge/Purpose:***
  - ***a. Does the functional map address Accreditation concerns for number 1 on our list?***
  - ***b. Where are we on items 2 through 6? What else needs to be done to respond to concerns?***

1. Clear delineation of responsibilities (Functional Map)
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

(1, 2 and 3) - The committee agreed that once narrative upgrades are complete and areas of non-agreement are resolved, the functional map created by this committee satisfies concerns for 1, 2 and 3. Narratives on the functional map can be amended/completed after all other accreditation committees complete their work.

(4) - David Bugay and Bob Bramucci will provide a list of district committees for the June 20 meeting, including:
- Committee charge
- Membership
- Decision pathway

(5) - This committee will recommend that all district committees do an annual self-evaluation to assess committee effectiveness. The committee discussed various scheduling options for annual self-evaluations, i.e., in conjunction with budget cycle, first committee meeting of the new year, last meeting of the year, or prior to the report to ACCJC. It was suggested that an additional review step by an oversight

group yet to be determined may be useful and appropriate. The committee will also recommend that review of a committee's charge be part of every committee meeting agenda.

(6) – This committee recommends that at the district level, a SharePoint page be created for every committee where committee charge, agendas, meeting minutes, self-evaluations and other documents/activities are posted. The SharePoint pages created for this accreditation sub-committee can used as the example.

- ***Review Timeline and Determine Next Steps***
  The colleges will meet with their governance groups and bring feedback to the June 20 meeting for further revisions to the functional map.

- ***Next Meeting June 20, 2011, 10:30am to 1:00pm at IVC, Room A126***
  Lunch info pending.

- ***Adjourn***