



**ACCREDITATION 2011  
ACCJC RECOMMENDATION #6**

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

**MINUTES**

**Subcommittee Meeting  
July 20, 2011**

9:00 - 11:00am • Chancellor's Conference Room

Members Present: David Bugay, Bob Bramucci, Randy Peebles, Denice Inciong, Kathy Werle, Chris Tarman, Jim Laurie, Juan Avalos, Beverly Johnson

Not Attending: Lisa Davis Allen, Gwen Plano, Russ Hamilton, Carmen Dominguez, Claire Cesareo-Silva

*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/Approve Minutes from June 20, 2011 Meeting**

Minutes for June 20, 2011 meeting were approved.

**1.a. Status Action Items from Previous Meeting**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments</b>
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 team.
3.	Colleges continue work on narrative portion of functional map	Lisa Davis Allen/Kathy Werle/Claire Cesareo-Silva	7/20/11	Complete

## **2. Review Functional Map**

The group reviewed the functional map which is now complete except for narrative on the District-wide Strategic Planning Committee. David will take to Gary for discussion of scope and charge of this new committee, to be added to the functional map and committees list.

## **3. Review District-wide Committees List**

The group reviewed the list of District-wide Committees developed by Task Force #3. There was discussion on the definitions of the terms Council, committee, work group and task force.

*Council: Composed of administrators and/or executive representatives of faculty, staff, or student organizations. A council often directs the work of numerous committees or task forces. A council meets regularly and its charge is broad in scope.*

*Committee: Composed of a variety of individuals whose scope of work is narrower than a council. A committee reports its recommendations to senior administrators or a council. A committee can be long term in nature and may meet on a regular basis.*

“Task force” is yet to be defined and will be discussed by committees 3 and 6 after the colleges can review and discuss.

Based on today’s discussion, the District-wide committees list will be amended and communicated to ACCJC Recommendation #3 Committee on Communications.

## **4. Review Suggested Formats for Meeting Agendas and Minutes**

The group reviewed drafts developed by ACCJC Recommendation #3 Communications Task Force including a summary of Communications Process Issues and Solutions, Communication Guidelines for District-Wide Committees, and sample formats for meeting agenda, minutes and sign-in sheets. These tools were developed to support a uniform SharePoint communication process.

## **5. Develop Guidelines/Definitions**

### **a. Consensus Definition**

### **b. How are Councils/Task Forces Created and Disbanded?**

There was a lengthy and thoughtful discussion, with suggestions and observations, including: Consensus is general agreement and does not require unanimity, but ideally, all members participate in the discussion and have an equal say in decisions. Committees may elect to take a vote on time-sensitive matters of urgency. Committees are not obligated to compromise with each disparate opinion. Since minutes are taken, there will be a record of how decisions were made. Committees will strive for consensus and may elect to vote if an impasse is reached; or a committee may chose not to vote and go with the preponderance of opinion.

The committee came to agreement on the definition of consensus and recommends that district-wide committees adopt a consensus model very similar to that developed and instituted by Irvine Valley College, as follows:

*Committees and task forces that operate on the principle of consensus generally follow these guidelines:*

1. *Clarification of the Issue:* *At the outset of the discussion, the issue(s) are clearly presented.*
2. *Discussion/Dialogue:* *A range of alternatives may be presented to the committee or developed by the committee for discussion. When possible, the committee modifies alternatives to accommodate the interests of committee representatives.*
3. *Participation:* *Committee representatives accept responsibility for attending meetings and contributing to the discussion. Silence is not consensus. Absence is not participation.*
4. *Consensus Does not Mean Unanimity:* *The committee reaches consensus once all representatives have had an opportunity to contribute to the discussion. Consensus requires **majority rather than** unanimous approval.*
5. *Committee Recommendations/Decisions:* *Once consensus is achieved, all committee representatives support the decision of the committee. Committees work according to the assumption that silence during the discussion or speaking against the committee decision undermines the process.*

The group recognized that district-wide councils, task forces and committees generally do not make actual decisions, but rather make recommendations to other councils, the Chancellor or Board of Trustees, acting in an advisory capacity. Documents developed by committees 3 and 6 will be amended to reflect this distinction.

The group considered instituting a form to request approval for starting a new committee, but opted not to implement such a process at this time, in order to avoid unnecessarily slowing progress. As part of its regular annual review, each committee, council or work force will consider the appropriateness of disbanding.

6. ***Consider Additional Recommendations***
  - a. ***District Decision-Making Manual***
  - b. ***Workflow/Process Chart***

We need to work quickly to develop a District-wide Committee Decision-Making Manual. David and Randy will meet with Chancellor and Vice Chancellor's to develop a draft, incorporating the best pieces from several other models, including IVC, Grossmont-Cuyamaca and Moorpark. David will bring draft back to this group for review before taking any further.

**7. Next Steps**

**a. Final Committee Report for the Chancellor and Board**

**b. Other**

When we are done and have completed our charge, David will submit a report to the Chancellor for review.

The colleges will discuss the task force definition in preparation for our next meeting. The committee started a review of to whom or where the individual district-wide committees report, but did not complete the review during today's meeting.

**8. Next Meeting**

August 10, 2011; 9:00 - 11:00am, Chancellor's Conference Room in the District Offices. This will be a joint meeting of accreditation subcommittees on ACCJC recommendations 3 and 6.

**9. Adjourn**

The meeting adjourned at 11:00am.

**Summary of Today's Recommendations**

- Developed recommendation for reaching consensus.
- Developed definitions for "council" and "committee."
- Reviewed and approved subcommittee 3's meeting agenda/minutes model.
- Finalized the functional map except for the definition of the District-wide Strategic Planning Committee/Council.

**Action Items:**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments</b>
1.	Consult with Chancellor on charge and purpose of the District-wide Strategic Planning Committee/Council	David Bugay	8/10/11	
2.	Develop draft of District Decision-Making Manual	David Bugay	8/10/11	
3.	Prepare for presentation at Chancellor's Opening Session on ACCJC Recommendations 3 and 6	David Bugay/ Lisa Davis Allen/ Claire Cesareo- Silva	8/11/11 (Rehearsal)	Update: Don Busche and Lisa Davis Allen will present with David. Claire will present with another subcommittee.
4.	Update samples for agendas /minutes to change "decision making" to "recommendations"	Bev Johnson	7/29/11	

5.	Update final draft of functional map – correct fonts/color, add narrative on District-wide Strategic Planning Committee/Council	Bev Johnson	7/29/11	
----	---	-------------	---------	--

**Summary of Meeting:**

The committee continued progress on addressing ACCJC Recommendation #6. It is anticipated that we will be able to complete our charge with one additional meeting. There is significant overlap between committees 3 and 6 and the committees plan to meet jointly.