

Mr. Wyman Fong
Dr. Renee Kilmer
Mr. Jeffrey Kingston
Mr. Lorenzo Legaspi
Ms. Jeannine Methe
Ms. Diana Rodriguez
Mr. Rajinder Samra
Dr. Stacy Thompson

Others Present: Ms. Elena Cole, Las Positas College
Mr. Justin Garoupa, Las Positas College
Ms. Kathy Kelley, President, Chabot College Academic
Senate
Mr. Jim Matthews, Chabot College

PLEDGE TO FLAG

Mrs. Kathy Kelley led the pledge to the flag.

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

ACCREDITATION PRESENTATION:

Accreditation Training Review of Standards

Chancellor Jackson reported that it is required to have a Board Training Session of Accreditation Standards. She provided an overview of accreditation through a PowerPoint Presentation. Her presentation covered the following topics:

- Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC)
- Implementation of United States Department of Education Regulations (USDE)
- The Purpose of Accreditation
- The 21 Eligibility Requirements
- The Rubric for Evaluating Institutional Effectiveness
- ACCJC Reference Publications

Chancellor Jackson reviewed the ACCJC Accreditation Standards:

- Standard I: Institutional Mission and Effectiveness
- Standard II: Student Learning Programs and Services

- Standard III: Resources
- Standard IV: Leadership and Governance

Chancellor Jackson reviewed the role of the Accreditation Liaison Officers (ALO's). The ALO's for the Colleges include an administrator, the Vice President of Academic Services and a Faculty Member.

Accreditation Update: Las Positas College

Ms. Elena Cole, Faculty Lead/Accreditation Liaison Officer, and Mr. Justin Garoupa, Faculty Lead, provided a PowerPoint Presentation update of the Las Positas College Accreditation:

- Student Learning Outcomes
- Approved Degrees
Anthropology (AA-T); ECD (AA-T); English (AA-T); Geology (AS-T); History (AA-T); Math (AA-T); Geography (AA-T); Philosophy (AA-T); Psychology (AS-T); Sociology (AA-T)
- In-Progress Degrees
Business (AS-T); Communication Studies (AA-T); Computer Science (AS-T); Journalism (AA-T); Kinesiology (AA-T); Music (AA-T); Physics (AS-T); Studio Arts (AA-T); Theater Arts (AA-T)
- Accreditation Calendar

The following key dates were highlighted:

- Standard Team Self-Evaluation Reports - due November 4, 2014
- Self-Evaluation Draft to be posted mid-March 2015
- Completed report - due June 10, 2015
- ACCJC Site Visit - scheduled for Fall 2015.

Accreditation Update: Chabot College

Dr. Stacy Thompson, Vice President of Academic Services, and Mr. Jim Matthews, Accreditation Liaison Officer, provided a PowerPoint Presentation update of the Chabot College Accreditation. Steps completed and next steps, along with a timeline were reviewed.

- Steps Completed – Fall 2013
 - Steering committees appointed
 - Fireside chat to the college
 - Student surveys conducted
 - SLOAC presentation

- Steps Completed – Spring 2014
 - Accreditation Teams formed and trained
 - Staff surveys conducted
 - Teams met throughout the semester
 - Teams submitted first draft end of the semester
- Steps Completed – Summer 2014
 - Drafts reviewed and feedback provided to Standard Chairs
 - Accomplishments highlighted
 - Gaps identified
- Next Steps
 - Accreditation teams received edited drafts – Fall 2014
 - Teams create meeting schedule – Fall 2014
 - Identified gaps addressed
- Timeline
 - Second draft due October 31, 2014
 - Draft to be returned to Standard Chairs on November 7
 - Final draft due from Standard Chairs on December 19
 - January 2015 Report sent to the editor
 - February-April 1, 2015 College Governance Committee Review
 - April 2015 Academic/Faculty Senate and Classified Senate Review
 - June 2015 Report sent to the Board

Also reviewed were 2009 ACCJC Recommendations and responses:

- Recommendation #1 – Student Learning Outcomes
 - Moving all SLO data from eLumin to CNET (CurricuNET) (easier to input data, easier to run reports)
 - Same system used to store curriculum outlines
- Recommendation #2 – Program Review
 - Program Review process has been assessed
 - Based on those results, we will convert to CNET Fall 2015
- Recommendation #3 – Library and Learning Support Services
 - All assessments have been completed
 - Results have been institutionalized
- Recommendation #4 – Institutional Planning
 - Strategic planning has been combined with program review and student learning outcomes
 - Budget allocations are made based on the college strategic plan goal
- Recommendation #5 – College Governance
 - President taskforce is examining decision-making processes
 - College committees are reviewing and assessing their bylaws and charges

The approved Transfer Degrees and number of graduates were also reviewed:

Business Administration (77)	Mathematics (3)	Journalism (2)
Administration of Justice (11)	Music (1)	
Communication Studies (10)	Political Science (6)	
Early Childhood Education (2)	Psychology (3)	

Other Approved Transfer Degrees: Anthropology; Elementary Teacher Education; English; Kinesiology; Spanish; Studio Arts; Theater Arts.

Pending Transfer Degrees: Economics.

Mr. Matthews reported that the Draft Report will be presented to the Board in June 2015; and the ACCJC Visiting Team is scheduled for Fall 2015.

District Recommendations

Ms. Jeannine Methe presented, through a PowerPoint Presentation, a status of what has been done on the District/Colleges Recommendations from the 2009 Accreditation.

Recommendation #1: “To meet the standards the team recommends that the district and the college maintain an updated functional map and that the district and the college engage in a program of systematic evaluation to assess both the effectiveness of district and college functional relationships and the effectiveness of services that support the institution.”

Delineation of the Functional Map:

The Functional Map indicates the level and type of responsibility: Primary Responsibility; Secondary Responsibility; Shared Responsibility, and Not Applicable. She shared a draft of the Delineation of Functional Map. In addition, she provided a Status/Timeline of the Functional Map.

- October 2012 – Reviewed with Chancellor’s Cabinet and Chancellor’s Council for recommendations from governance bodies but no changes made at that time.
- September 2014 – Chancellor’s Senior Leadership Team (SLT) comprised of Chancellor, Presidents, Vice Chancellors, and CTO did a comparison of Functional Map with seven other colleges:
West Valley-Mission, Grossmont-Cuyamaca, San Bernardino, San Jose-Evergreen, Riverside, Peralta, and San Mateo.
- SLT reviewed and validated the indicators in the Functional Map and created a preliminary draft.

- Draft Functional Map will be distributed to the Chancellor's Cabinet and Chancellor's Council for review and suggestions for modifications through the governance bodies.
- Final revisions to be completed by March 2015.

Integrated Planning and Budget Model:

- The new Integrated Planning and Budget Model (IPBM) was adopted and approved by the Board of Trustees March 18, 2014. The development of this new model followed the new Chancellor's listening sessions and resulted in a Chancellor's Work Group.
- The IPBM impact on the Functional Map will result in more shared and collaborative decision-making within an open and transparent process.
- The four new district-wide committees (Educational Support Services Committee; Technology Coordinating Committee; Facilities Committee; Planning and Budget Committee) will better integrate the planning and budget processes to establish a closed loop process that considers all the supporting factors for education services, technology, and facilities.

Review of District Board Policies:

- Board Policies were routed through the Chancellor's Council for review and recommendations for updates by the appropriate constituent groups were made through the shared governance process.
- Review Board Policies is scheduled for completion by May 2015.

Recommendation #2: "To meet the standards the team recommends that the district and the college complete the evaluation of the resource allocation process in time for budget development for the 2010-11 academic year, ensuring transparency and assessing the effectiveness of resource allocations in supporting operations."

Budget Allocation Model (BAM):

- The District Budget and Study Group (DBSG) was given the responsibility in 2010 to make recommendations to the Chancellor on a new budget allocation model.
- At their March 15, 2013 meeting, the DBSG approved and adopted a new Budget Allocation Model (BAM) and forwarded their recommendation to the Chancellor.
- The new BAM was approved by the Board on March 19, 2013.
- The new BAM was utilized in the development of a 3-year budget cycle starting with 2013-14 fiscal year and will be reviewed annually.
- Part of BAM recommendation included an agreement to conduct an external study of the District Operations (District Office and Maintenance and Operations).
- School Services of California completed the Organizational Review and presented the results to the Board on April 15, 2014.
- The Chancellor has started to implement some of the School Services recommendations that are high priority for our district.

Planning and Budget Committee (PBC):

- The new district-wide Planning and Budget Committee (PBC) began meeting in August 2014.
- The PBC will discuss and make recommendations on district-wide budget policies (including the BAM) and issues related to academic, administrative, and regulatory needs.
- The PBC will regularly assess the committee processes and use assessment results for continuous improvement.

ACCJC Special Financial Report:

- ACCJC submitted a request letter on February 5, 2013 for a Special Report from District to require the District/Colleges to develop a long-range budget plan to address deficit spending and low reserve levels.
- The District reported that CLPCCD adopted a new Budget Allocation Model for 2013-14 fiscal year funding.
- The District eliminated deficit spending and increased reserves to the appropriate level through expenditure reductions and increases in revenue.
- ACCJC sent a response on July 3, 2013 that they reviewed and accepted the District Special Report.

Recommendation #6: “In order to improve, the team recommends that the Board establish and formally adopt a clearly delineated orientation program for new Board Members.”

Board of Trustees Training:

- The Board had a series of retreats with the Chancellor on July 31, 2013 and March 4, 2014 to discuss the role of the Board on Accreditation.
- The Board attended the Governance Institute on Student Success (GISS), a 3-day ACCT Training Workshop March 14-16, 2014 that covered the role of the Board in Student Success.
- Following the GISS Workshop, the Board developed a Board Action Agenda for Student Success, reflected in the Board Calendar of Events.
- The Board completed a self-evaluation during the GISS Training Workshop which was a comprehensive model that will serve as a benchmark for the Board. The Board received a summary of the results online.
- A special Board retreat was held on June 24, 2014 focused on the goals and accomplishments at the colleges regarding the steps they have taken to comply with the Student Success Program (SSSP).
- The Board approved the revised District Mission Statement on July 15, 2014.
- The Board passed a resolution endorsing the Community College League of California (CCLC) Leadership Advisory Committee for Educational Services (ACES) who provides the Excellence in Trusteeship Program (ETP). There are 7 different areas for trustees to get certified and one of the key areas is accreditation.

- The Board Chair Workshop in Sacramento is held annually for new Board Members, and new Board Members are encouraged to attend.
- CCLC holds an annual workshop in August for Student Trustees. Also, the Chancellor meets with Student Trustees for an orientation on their role shortly after they assume their position.

Chancellor's Closing Remarks

Chancellor Jackson reported that she is happy with the status of the Self-Studies. She reported that the Colleges are working diligently to make sure we are prepared for the Accreditation Visit; and are examining how we can better improve programs and services for students. She expressed that she believes we will have good Team Visits. She reported that she will continue to monitor as we move forward. She expressed appreciation to the presenters this evening.

Board Comments

Trustee Mr. Gelles expressed appreciation for the Colleges' Accreditation Updates; expressing that their work is greatly appreciated and he knows how hard they work.

Trustee Dr. Gin expressed that each college had a unique approach to the report. He expressed that he looks forward to the outcomes. He questioned at what point does the District make sure it all comes together.

In response, Chancellor Jackson reported that the District convened a meeting with the Accreditation Liaison Officers (ALOs), Vice Presidents, and Presidents so as to not have any "disconnects." She reported that the Colleges can do it differently but in the end, it is how they addressed the Standard. In addition, certain components that can't be met, must have a plan as to how they will be addressed.

ADJOURNMENT

Motion No. 1

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Mr. Gelles, to adjourn the Study Meeting at 4:07 p.m.

Motion carried unanimously, 4-0.

NEXT MEETING

The next meeting of the Board of Trustees is scheduled for October 21, 2014 at 6:30 p.m.

Minutes prepared by:

Beverly Bailey
Recording Secretary

Secretary, Board of Trustees
Chabot-Las Positas Community College District