

DRAFT
District Planning and Accreditation Committee
June 25, 2015 Minutes
District Office, Board Hearing Room

Present: Michael Allen (Mission), Stephanie Atkinson-Alston (Harbor), Oleg Bepalov (Pierce), Lawrence Bradford (Southwest), Phyllis Braxton (West), Karen Daar (Valley), Barbara Dunsheath (East), Angela Echeverri (Mission), Bobbi Kimble (ESC), Stan Levin (ESC), Maury Pearl (ESC), Earic Peters (Pierce), Margarita Pillado (Pierce), Isabelle Saber (Mission), Jim Stanbery (Harbor), Alice Taylor (West), Rebecca Tillberg (West)

The minutes of the February 27th meeting were reviewed and approved.

DPAC Annual Evaluation—Charter and Membership Revisions:

The committee reviewed the proposed changes in the “District Planning and Accreditation Committee: Proposed Charter Revisions”. Changes were suggested to improve and clarify the charter by adding review of district governance and accreditation evidence. In addition, membership was expanded to include representatives from shared governance and other District-level committees including the District Administrative Council, CSSOs, CIOs, and Student Success. The charter was approved with the suggested changes.

Data Template for Accreditation:

Stanislav Levin, Research Analyst in EPIE, presented a proposed template for displaying student achievement data for accreditation. The template was developed in response to college requests for a standardized way of displaying student achievement data in the accreditation self-studies. The template includes the data elements and disaggregations requested by the ACCJC. In addition, Stanislav provided data sources for this information and a cross-walk of data elements required by the ACCJC and the IEPI (Institutional Effectiveness Partnership Initiative).

Governance Survey Update:

Maury reported that the Governance and Decision-Making Survey was sent to approximately 400 individuals identified as having a role in District-wide governance. The survey, distributed on June 15th, uses the same instrument and sample as the previous two surveys. A preliminary report will be available for review at the next meeting.

IE&SS Committee Update:

Maury and Bobbi reviewed the preview of the 2015 Student Success Scorecard presented at the last IE&SS Committee. Bobbi also recapped the Accreditation Update she provided to the IE&SS Committee. Maury will email the presentation and the data appendix, which provides more detail on the specific Scorecard measures, to DPAC.

District Strategic Plan Review:

Maury introduced the update of the District Strategic Plan by pointing to the need to align the plan objectives and metrics in light of recent state initiatives such as IEPI and Student Equity. He discussed the review process and will bring a preliminary analysis for committee discussion to the next DPAC.

District Responses to Accreditation Standards:

Bobbi stated that the draft of District provided responses to accreditation standards would be distributed at the end of June and that her office is also compiling District accreditation recommendations going back to 2009. She is also setting up the process for reviewing the District functional maps. As before, the IE&SS Committee will visit each college in the fall to review their accreditation reports and it is expected that the reports will be approved at the Dec. 9th Board Meeting.

Next Meeting:

Friday, July 24, 2015, 1:00 p.m. to 2:30 p.m.
Board Hearing Room



**District Planning and Accreditation Committee
July 24, 2015 Minutes
District Office, Board Hearing Room**

Present: Aracely Aguiar (West), Karen Daar (Valley), Barbara Dunsheath (East), Angela Echeverri (Mission), Bobbi Kimble (ESC), Carol Kozeracki (East), Kennadi Le (Trade-Tech), Stan Levin (ESC), Edward Pai (Harbor), Maury Pearl (ESC), Margarita Pillado (Pierce), Bobbi Villalobos (Harbor), Isabelle Saber (Mission), Alice Taylor (West), Daniel Wanner (City)

The minutes of the June 26th meeting were reviewed and approved.

2015-16 Meeting Calendar:

The committee reviewed the 2015-16 calendar dates. Meetings are scheduled for the 4th Friday of the month except for the following: September meeting September 18, 2015 and December 18, 2015.

Governance Survey Update:

Maury reviewed the results of the Governance and Decision-Making Survey for 2012-13 and 2014-15. Observations were made regarding low favorable responses to questions on the Bond and Budget Planning. There was also discussion of DPAC's role in communicating and disseminating results, recommending actions, and ensuring follow up. A three-year comparison of the survey results and a more detailed analysis, focusing on strengths and weaknesses, will be prepared for discussion at the next meeting. In addition, a work plan for the process of evaluating governance will be developed for the next meeting.

Board Approval of College Strategic Plan Revisions:

Carol asked if minor changes (e.g., revision of an objective or metric) in college strategic plans needed to be approved by the Board. Currently, Board approval is required when college plans are revised following the end of the planning cycle or if there is a major change (e.g., change to or addition of a goal). It was agreed that minor changes in plans could be folded into the annual college effectiveness reporting cycle.

IE&SS Committee Update:

IE&SS did not meet in July. The 2015 Student Success Scorecard is planned for presentation to the full Board in September.

Standard III Evidence:

Bobbi reported that the district-level responses to Standard III had been distributed and that the Administrative VPs are reviewing and integrating these responses to their work on this standard. District-level responses to Standard IV will be completed and distributed next month. Bobbi also reminded DPAC that the functional maps had been sent out for review.

Barbara asked about the status of each college's Quality Focus Essay (QFE). She referenced examples she had seen from Texas A&M and Napa Valley College. College's discussed their processes for developing the QFE, with some noting that they were based on the colleges' Educational Master Plan and Strategic Plan. Bobbi noted that each college has been allocated 10 hours with Bob Pacheco for specialized assistance with their accreditation reports and QFEs and can schedule this time directly with him.

District Strategic Plan Review:

Maury discussed the review process for the District strategic plan and will bring a work plan for the committee to review at the next meeting.

Next Meeting:

Friday, August 28, 2015, 1:00 p.m. to 2:30 p.m.
Board Hearing Room



District Planning and Accreditation Committee
August 28, 2015 Minutes
District Office, Board Hearing Room

Present: Adriana Barrera (ESC), Oleg Beshpalov (Pierce), Barbara Dunsheath (East), Angela Echeverri (Mission), Don Gauthier (ESC), Deborah Kaye (Valley), Moon Ko (ESC), Carol Kozeracki (East), Kennadi Le (Trade-Tech), Maury Pearl (ESC), Margarita Pillado (Pierce), Jim Stanberry (Harbor), Bobbi Villalobos (Harbor), Alice Taylor (West), Allison Tom-Miura (ESC), Daniel Wanner (City)

The minutes of the July 24th meeting were reviewed and approved.

Accreditation Check-In:

Bobbi confirmed that the final draft of the college accreditation reports (content only—no evidence) will be on the Dec. 9th Board Agenda and are needed in the EPIE office ten days prior to this date. She is working with the new IE&SS Committee members (Fong, Hoffman, and Pearlman) to obtain their available dates for the campus-based meetings to review each college's report. The dates will be sent out as soon as the schedule is finalized. For these meetings, the report should be as close to final as possible. Since these meetings are actually official IE&SS meetings, materials are due to the EPIE office ten days in advance of each meeting. The committee also agreed to begin the Sept. 18th DPAC meeting earlier (11:00 a.m.) to undertake a complete review of the district-level portions of Standards III and IV and the functional maps. ESC Senior Staff will be invited to attend to help clarify the responses or answer questions.

DPAC Work Plan:

Maury presented the DPAC work plan for 2015-16. The meeting schedule will focus on several topics: the review of District-level governance, updating the planning section of the Governance and Planning Handbook, review of the District Strategic Plan, review of the Governance website, review College Effectiveness Reports, review of the 2016 Student Success Scorecard, the Annual DSP Report, the IEPI Framework of Indicators, and planning for the 2016 District Student Survey.

IE&SS Committee Update:

Angela provided a summary of the Board Annual Planning retreat held on August 19th. She noted the Board's focus on 2013-14 student completion rate data and discussion of 2015-16 Board goals for improving these rates as well as expanding student support services (tutoring, counseling, and library), increased professional development, and obtaining successful accreditation for all colleges. Bobbi is developing a presentation on student success initiatives to provide the Board with context concerning possible goal setting. Maury noted that the presentation of the 2015 Student Success Scorecard is being planned for the Board's Committee of the Whole on Sept. 2nd.

Governance Survey:

Maury reviewed the LACCD District-Level Governance and Decision-Making Survey 3-period comparison, noting the questions that received low favorable responses, over all three 3 periods and in the 2014-15 survey (e.g., communication of decisions made through participatory governance, effectiveness of district-level decision-making in regard to budget development and resource allocation, effectiveness of district-level decision-making in regard to Bond Program planning and oversight). Disaggregated results (by college and employee group) were also presented for the 2014-15 survey. A report will be developed highlighting weaknesses and strengths in District-level governance. Review of the report by DPAC and strategies for its dissemination and communication of results will be discussed at the next DPAC.

Next Meeting:

Friday, September 18, 2015, 11:00 a.m. to 3:00 p.m.
6th Floor Conference Room, ESC