

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 10, 2013, San Mateo, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich (by telephone), Trustees Richard Holober (by telephone) and Dave Mandelkern, Student Trustee David Zay Latt

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, and District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz announced that Trustees Richard Holober and Patricia Miljanich will be participating in this meeting by telephone from locations that are not within district boundaries. The Brown Act states that “if a meeting is conducted, in part, by teleconference, then at least a quorum of the board must participate from teleconference locations within the district’s boundaries.”

District staff has been advised by legal counsel that no action items may be considered at this meeting; however, it is permissible for the Board to hear information reports. Therefore, the following action items will be removed from the agenda for tonight’s meeting:

- Approval of minutes as listed on the agenda
- Approval of personnel items
- Recommendation for administrator employment contract renewals

President Schwarz said the closed session of the Board will also be canceled.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

INFORMATION REPORTS

DISCUSSION OF 2013 INSTITUTIONAL SELF EVALUATION PROCESS AND COLLEGE SELF EVALUATION REPORTS (13-7-1C)

Jing Luan, Vice Chancellor, Educational Services and Planning, acknowledged the work done by Board members, faculty, staff, students and others. He also recognized those who prepared the presentation for this meeting, especially Jennifer Hughes, Vice President, Student Services at College of San Mateo.

Vice Chancellor Luan asked the presenters to introduce themselves:

Sarah Perkins, Vice President, Instruction, Skyline College; Accreditation Liaison Officer (ALO)
Laura Demsetz, Professor of Engineering, College of San Mateo; Faculty Co-Chair
Susan Estes, former Vice President, Instruction, College of San Mateo; was ALO and Co-Chair until June 30
Jennifer Hughes, Vice President, Student Services, College of San Mateo; ALO effective July 1
Jing Luan, Vice Chancellor, Educational Services and Planning; District ALO
Donna Bestock, Dean of Social Science/Creative Arts, Skyline College; Administrative Co-Chair
Doug Hirzel, Professor of Biology, Cañada College; Faculty Co-Chair
Robin Richards, Vice President, Student Services, Cañada College; ALO and Co-Chair

Overview

Vice President Perkins said expectations have changed dramatically since the last time the Colleges went through accreditation in 2007, including the use of new manuals for writing the self evaluation reports. In addition to the self evaluation reports, requirements by the Accrediting Commission for Community and Junior Colleges (ACCJC) include: annual report every spring; fiscal report every spring; substantive change reports as required; ongoing Student Learning Outcomes (SLOs) assessment; mid-term reports; and intermittent mandates. Vice President Perkins said all colleges now have committees dedicated specifically to accreditation for organizing and writing reports, collecting evidence, and preparing for site visits.

Vice President Perkins discussed the levels of reaffirmation of accreditation: reaffirm accreditation; reaffirm accreditation with a follow-up report by a certain time; reaffirm accreditation with a follow-up report and visit; defer action on accreditation; issue a warning; impose probation; order show cause; terminate accreditation.

Vice President Miljanich asked who reads all of the material and provides feedback. Vice President Perkins said a team, composed of faculty and administrators from community colleges, is assigned to each College and each has a team chair. The team chairs for the District's and Colleges' 2013 site visits are:

Cañada College – Pamela Luster, President, San Diego Mesa College

College of San Mateo – José Ortiz, Chancellor, Peralta Community College District

Skyline College – Melinda Nish, Superintendent/President, Southwestern Community College District
District – for the first time, a fourth team will be assigned; the team's makeup is not yet known

The team reads the materials and conducts the site visits. The team site chair is responsible for writing a response to the College. The ACCJC meets, reviews the team's recommendations and issues a level of reaffirmation in February. Trustee Mandelkern noted that the ACCJC is not required to follow the team's recommendation and can make any decision they want without disclosing the basis for their decision.

President Schwarz asked if the 2013 accreditation will be affected by previous accreditations. Vice President Perkins said it will because a college or district must show that prior recommendations have been addressed and how they have been addressed, even when the college or district has been removed from sanctions. Vice President Estes added that the ACCJC wants to make sure the college/district has continued to meet the recommendations as well as meeting others that may have been added. Executive Vice Chancellor Keller said all new team members are provided with information regarding prior recommendations and will look to see if those recommendations have been addressed; in that sense, the recommendations stay with a college/district rather than having the slate wiped clean. President Claire said it is important to fully address prior recommendations because that is the first part of the report that the team will read.

Chancellor Galatolo said the College of San Mateo report states that a "majority" of the College's courses, certificates and degrees have established SLOs; he said he is concerned because "majority" could mean as little as 51%. Trustee Mandelkern said he is also concerned about the use of the word "majority," followed by the statement that the College has met the recommendation in full. Vice President Estes said new information in the appendix indicates that the number reaches 97%. President Claire said the suggestion to omit the word "majority" is noted and will be addressed in the revisions.

Vice President Perkins discussed the most common deficiencies leading to sanction since 2009: program review; planning using assessment results; Board roles and responsibilities; internal governance issues; and financial management or stability. Emerging reasons for sanction noted for colleges on sanction as of January 2013 are: SLOs; student services, employee evaluation; use of research for improvement; and mission statements. President Schwarz asked for examples of what the team will be looking at in terms of Board roles and responsibilities. Chancellor Galatolo said examples are Board self evaluation, evaluation of the Chancellor and whether the Board is micromanaging. He said this is the area on which the fourth team will focus.

College Self Evaluation Process

Professor Hirzel said faculty, staff and students from the College communities volunteered countless hours to serve on Standards Writing Committees. Committee members were selected for representation, diversity and expertise. The committees differed in size at each of the Colleges, ranging from 50 to 80 members. The committees were approved through the Academic Senate, CSEA and Student Senates. Input was also provided by District liaisons. Each College went through a multi-draft process; each draft was reviewed by various governance groups, technical experts and by the College communities at large. The College communities were kept abreast of the process through emails, newsletters, participatory governance groups, open College-wide forums, and training and orientation workshops.

Professor Demsetz said a major part of the process is providing evidence showing that the Colleges/District have done what they report they have done. Evidence is drawn from College and District documents, such as institutional plans and reports, research reports, meeting summaries and minutes, websites, catalogs and schedules. The reports contain references to research that has been done at the College and District levels. Professor Demsetz said the Committees have relied on the research offices at the Colleges to help provide evidence.

District Role in Accreditation

Vice Chancellor Luan said District liaisons were assigned to the Colleges and each was assigned a specific area of the accreditation standards. The liaisons are: Kathy Blackwood, Barbara Christensen, Harry Joel, José Nuñez, Karen Powell, John Hashizume, Richard Inokuchi, Frank Vaskelis, Eric Raznick, Sue Harrison and Jing Luan. The District liaisons participated in College meetings and provided information that is consistent across all three Colleges. They also brought back input and requests to the District Accreditation Coordinating Council (DACC), which is co-chaired by Executive Vice Chancellor Keller and Vice Chancellor Luan. The work of DACC is to address District recommendations in collaboration with the Colleges; contribute to the College self evaluation reports; share information Districtwide; maintain the web page in reference to Districtwide information; and provide periodic briefings to the Board of Trustees. In addition, one meeting of the Chancellor's Council per month has been dedicated to accreditation.

Vice Chancellor Luan said the Delineation of Functions Review is a new requirement beginning with the last accreditation cycle. The District formed a Delineation of Functions Review Committee, co-chaired by Vice Chancellor Luan and Vice President Hughes; other members are Ray Hernandez of Skyline College and Jan Roecks of Cañada College. The Committee developed a review process in 2008 which was reviewed by the shared governance bodies and approved by the Chancellor's Council. The Committee also developed a Delineation of Functions document showing whether the District and the Colleges play a primary, secondary or shared role for each of the accreditation standards and substandards. The Committee agreed to review the document on a regular basis (every three years) as required by the ACCJC.

Organization of the Self Evaluations

Vice President Estes said the self evaluations include:

- Introduction
- Overview of the College
- Organization of the self evaluation
- Thematic Abstract (optional)
- College and District Organization
- Certification of Continued Compliance
- Responses to 2007 Recommendations
- Standards I – IV, which include a new emphasis on financial information
- Appendices, requiring expanded evidentiary information in areas such as student achievement data, SLOs, international education, and college integrity

Recommendations from the 2007 Self Study

Vice President Richards said all three Colleges have fully addressed previous recommendations from the ACCJC. The recommendations were in key areas: Planning and Institutional Effectiveness; SLOs; Distance Education; Student Services and Student Learning; Decision Making; and Evaluation.

Dean Bestock said District-related recommendations were: Evaluation Procedures for Chancellor and College Presidents; Evaluation Procedures for Faculty (include student learning outcomes into the evaluation process); Evaluate Delineation of Functions; and complete review of all District policies and procedures. Dean Bestock said all of the recommendations have been fully addressed.

Next Steps and Timeline

Vice President Hughes said the latest version of the self evaluations will be posted on the accreditation website by July 19. After the site visits, the initial report from the Team Chair will be sent to the College Presidents. The Colleges are allowed to respond with regard to any factual errors. The ACCJC will take action in January and the results will be sent to the Colleges and District in early February.

In summary, Executive Vice Chancellor Keller said the self evaluations were completed with broad participation from all constituents and District liaisons; all recommendations from the 2007 self studies have been addressed; and all accreditation standards have been met. Executive Vice Chancellor Keller said all new team members must attend one training session and there is great variance in experience among members.

Trustee Holober said he applauds and thanks everyone who put a tremendous amount of work into this process.

Trustee Mandelkern said the reports are very thorough and thoughtful. He asked if the ALOs believe the Colleges or District fall short in addressing any of the 2007 recommendations or in meeting the accreditation standards. Vice President Perkins said the 2007 recommendations are fully addressed. She said the responses are well documented with strong data and the Colleges collaborated to address them in the same way.

Vice President Hughes said she is confident that College of San Mateo addressed the 2007 recommendations and she is also confident that the standards have been met. She said plans for improvement are included. Vice President Estes added that it may be considered suspicious if there are no plans for improvement.

Vice President Richards said she is confident that Cañada College has addressed all of the 2007 recommendations and has met all standards. She said she has been impressed with everything Cañada's staff and faculty do to help assure that this is the case.

Trustee Mandelkern said there is wide variance in the format and level of detail in the reports; he asked if this could be a concern. Vice President Perkins said this can reflect the character and size of the College and is not a concern. Vice President Richards said Cañada College uses graphs and charts instead of words in many cases and this makes the report shorter. She said it is a matter of style for each individual College. Vice President Perkins added that the reports are closer in size in the sections that address the four standards; most of the difference is in the evidence sections. Trustee Mandelkern said the Skyline College report relies on a large number of hyperlinks and asked if that is sufficient for the printed report. Vice President Perkins said she understands that the ACCJC is moving toward digital usage because of this problem. She said that Skyline College will include more hard copy evidence in the next version of the report.

Trustee Mandelkern suggested that Cañada College and Skyline College include detailed information on SLOs as College of San Mateo did in an appendix. Vice Presidents Perkins and Richards said they will incorporate this in their revised versions.

Trustee Mandelkern asked that the College Presidents share feedback from the site visit team chair with the Board. President Claire said the Board will be provided copies of the team reports. He said the report will include opinions and each College will have until approximately December 15 to provide additional information to try to address any concerns. The Colleges can also comment on errors of fact.

President Schwarz thanked everyone involved with working on the self evaluation. She said she is concerned about the amount of time it takes away from other things. She said it appears that the ACCJC is continually adding requirements and this may need to be addressed in terms of budget.

Student Trustee Latt said he is impressed with the depth of the reports. He asked if the Colleges/District need to work on any of the common deficiencies mentioned earlier. Vice President Perkins said there is documentation which shows that these ten areas are not issues for the Colleges or District.

Student Trustee Latt asked if the reports are available digitally. Vice President Perkins said the ACCJC will receive a digital copy to distribute to team members, as well as a hard copy. There will be hard copies at each campus and it will also be posted on the websites which are accessible to the public.

Trustee Mandelkern said the reports are impressive and asked if a press release should be issued to announce that the documents are accessible on the website. Trustee Miljanich and Trustee Schwarz were supportive of making the documents accessible to the public but did not believe a press release was necessary.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 24, 2013 meeting.

Patricia Miljanich, Vice President-Clerk