Accreditation
Work group #7
08/27/12 Meeting Notes

Reviewed RECAP

**TASK 1: Accurately assess the preparedness & experience of staff and administrators**

Discussion: What evidence is the group showing in addressing TASK 1?

**Recommendation:** Seek outside counsel to conduct a review of the background and experience of current administrators serving in: a) Interim only OR b) Interim and Permanent positions.

**Consensus has not been reached** as to whether this review should be for administrators serving in Interim positions OR for administrators serving in both Interim and Permanent positions.

**TO DO:**
Discuss options for integrating/re-instating a hiring process for interim/acting administrative appointments.
Review and propose a hiring process for interim/acting administrative appointments.

**TASK 2: Propose options for improving appointments for professional development for staff**

Discussion:
**Consensus reached** on: Reinstate Professional Development, and mandate funding as part of the planning and budget process for all employees.

**Funding amount was debated** –
**TO DO:**
David Dore’, Andre’ Barnes, and Dr. Agrella will review comparable Districts’ professional development budget allocation and bring info back to group to present to Planning Group.
Meet with Planning Group and present recommendation with funding amount.

**TASK 3: Build on Chancellor’s efforts to create a required Leadership Developmental program for current administrators and other College leaders**

COMPLETED – see RECAP page 3

**TASK 4: Determine process for ensuring needed administrative and staff positions are included in the college’s planning process**

Discussion:
**Consensus reached** with addition of incorporating the VRG input in mechanism (Refer to RECAP page 4).

**TO DO:** Meet with Workgroup #2 Planning Process to reviewing incorporating a STAFF PLAN in the Program Review and Planning & Budget process
**TASK 5: Identify Barriers to administrators having needed authority to carry out their roles**

Discussion:
*Consensus reached* with additional of adding link to professional development / training (Refer to RECAP page 5)
dysfunction in decision making process (Workgroup #13 – Governance Structures...’ task)

**TO DO:** Share list of observations with Group 13 - Governance Structures/Barriers to Decision Making

**TASK 6: Review progress and make recommendations to change the current administrative evaluating process to ensure fairness & accountability**

**TO DO:** Research best practices for employee Evaluation and recommend rigorous evaluation across ALL employee groups

Clara will meet with the Administrators’ Association

Discussion: Recommend adding to the evaluation process for supervisors as a component of their evaluation – “Do they perform timely evaluations of their staff.” – (Negotiable item for some employee groups).

**TASK 7: Assess the effectiveness of the current administrative organizational structures in terms of logical reporting lines appropriate for decision making.**

**TASK 8 – Instruction – TO DO**

**ONGOING:** Refer to RECAP pages 7 - 12

**REFERENCE:** PROPOSED ORGANIZATION CHARTS BY DIVISION
**TASK 9: Within Student Success, identify options for bringing all student services together as one unit to more effectively serve students**

Discussion:
Group reviewed Counselor Enrique Mireles’ proposal and discussed concerns and various perspectives. Group agreed that counseling services should be consistent and integrated throughout the College (Ocean and other Campuses/Centers)

Group recommends:
Bringing the following Counseling areas under one Counseling Department and reporting to a Dean:
New Student Counseling
Continuing Student Counseling
Career Counseling
Transfer Center

Keeping the following specialized areas separate:
International Student Counseling
Financial Aid
   CalWorks
EOPS
Veterans Center
   recommend that this Office be managed by a high-level Classified Manager, preferably a veteran

Multicultural Retention Programs (4) - Discuss when we work on TASK 8 - Instruction