

DVC Accreditation Oversight Task Force

The Accreditation Oversight Task Force is overseeing all aspects of integrating the work in response to the October 15th report required by the ACCJC February 3, 2009 letter placing DVC on Show Cause.

Charge: Oversight and coordination of DVC's responses to the ACCJC letter recommendations specific to the October 15, 2009 Show Cause Report. This includes responses to recommendations from the Evaluation Team Report, which were not listed as specific recommendations, but fall under the October 15th timeline.

Membership:

Academic Senate President: Laurie Lema
Classified Senate President: Jocelyn Iannucci
ASDVC President (or designee): Francisco Hinojosa, ICC Chair
Accreditation Liaison Officer: Susan Lamb
Lead of Work Group One: Ted Wieden
Lead of Work Group Two: Mohamed Eisa
Lead of Work Group Three: John Baker
Co-Leads of Work Group Four: Claudia Hein and John Mullen
Co-Leads of Work Group Five: Rachel Westlake and Robert Burns
Co-Leads of Work Group Six: Ben Seaberry and Mark Steidel
Additional Members: Chris Leivas, *Kevin Horan, *Russ Holt, Leo Lieber, Diana Ernowati, Tiffany Putri
Facilitator: Richard Livingston
Ex Officio: Judy Walters, President
Resource: Deborah Blue
Note taker: Jeanie Dewhurst

Meeting Dates: Every other Friday beginning with February 27, 2009, (additional meetings will be scheduled as needed).

*representative from SRC

DVC Accreditation Oversight Task Force

Tasks	Timelines	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • President forms group composed of work group leaders and others. • Task force convenes to go over (and accept) charge and begin to organize the work. • Adopt tasks. • Set tentative timeline(s) • Set up process to collect, organize evidence. • Share work group progress and issues. • Provide necessary community and collaboration between/among work groups. • Update the college community and external community on a regular basis. • Provide feedback on work groups' drafts. • Provide feedback on various drafts of entire report (including District portion) • Give input on organization of the follow-up visit. • Celebrate removal from "show cause"! 	<p>February 13, 2009</p> <p>February 27, 2009</p> <p>February 27, 2009</p>		

Work Group One for Recommendation 1 and 7

Recommendation 1: *The team recommends that the college clarify the decision making roles of constituent groups in the establishment of the campus organizational structure and implement a participatory process to advance the mission and goals of the institution. (Standards: IA3, IB1, IB2, IVA1, IVA2a, IVA3, IVB2b)*

Recommendation 7: *The team recommends that the college further improve communication to increase collaboration across organizational structures by promoting transparent decision making, honest dialogue and widespread dissemination of internal college documents. (Standards: IIIB2b, IIIC, IIIC2, IIID1a, IIID1d, IVA1, IVA2, IVA2b)*

Charge: Design decision-making and organizational structures and processes that are clear, collaborative and participatory, and characterized by transparency, honest dialogue, and widely disseminated communications and documents that advance the college mission and goals.

Membership:

- Lead: Ted Wieden**
- Faculty: Laurie Lema
- Faculty: Patricia (Tish) Young
- Faculty: Kathleen Costa
- Classified: Maria Barno
- Classified: Sue Handy
- Classified: Teresa Molnar
- Manager: Beth Hauscarriague
- Manager: Michael Almaguer
- Manager: *Julie Walters
- Student: Lindsay St. Hill

Meeting Dates: February 20, 2009

*representative from SRC

Work Group One for Recommendation 1 and 7

Tasks	Timelines	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • Review existing decision-making, governance and organizational structures and processes. • As necessary, revise and draft new structures and processes, which meet the Standards as cited in recommendations 1 and 7. • Submit the drafts to the college community for dialogue and feedback; revise as necessary. • Document and Implement the decision-making and organizational structures and processes, and identify when they will be evaluated to ensure ongoing evaluation and continuous improvement. • Write draft responses for recommendations 1 and 7. 			

Work Group Two for Recommendation 2

The team recommends that the college must develop and implement college wide planning that is tied to the Strategic Plan, mission, and resource allocation that:

- *Integrates all aspects of planning, evaluation, and resource allocation (Standards IB3, IB4, IIA1, IIA2, IIB1, IIB4, IIC2, IIIA6, IIIC2, IIID1a, IIID2g, IIID3, IVA5, IV2b)*
- *Is well defined, widely disseminated and discussed through reflective college wide dialogue (Standards: IB4, IB5, IIID4, IVA2a)*
- *Includes faculty, staff, students and administration from Diablo Valley College's main campus and its San Ramon Campus (Standards: IB4, IIA1, IIB1, IIC1c, IIIA, IIIB, IIIC, IIID, IVA1, IVA2, IVA3)*

Charge: Develop and implement college-wide planning structures and processes that tie the Strategic Plan to the revised college mission and to resource allocation. They should integrate all aspects of planning and evaluation; be reflective of college-wide dialogue; and include widespread participation.

Membership: **Lead: Mohamed Eisa**
Faculty: Becky Opsata
Faculty: Carolyn Seefer
Faculty: Keith Mikolavich
Classified: Dale Craig
Classified: Jason Cherry
Classified: Coleen Lento
Manager: Chris Leivas
Manager: Cindy Goga
Manager: Emily Stone
Student: Aleksandr Levin

Meeting Dates: Every Friday, 8:00-9:00 a.m. in the Business Services Conference Room

Need a representative from SRC

Work Group Two for Recommendation 2

Tasks	Timeline	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • Review September 2008 planning model and the DVC mission statement. • Revise, as necessary, to meet the Standards as cited in recommendation 2. • Disseminate the revised documents widely for college wide dialogue; get feedback; revise as necessary. • (All along, coordinate work with group doing the Technology Plan, and, as necessary, the SLO and program review groups.) • Implement planning model. • “Publish” revised mission statement – catalog, website, etc. • Write draft response for recommendation 2. 			

Work Group Three for Recommendation 3

The team recommends that Diablo Valley College fully implement Recommendation 1 in the 2002, Accreditation Evaluation Report which states: "Implementation of a uniform process of program review which includes direct evidence of student learning and is used to inform and influence planning and resource allocation and leads to improvements in programs and services." (Standards: IB3, IB4, IIA1, IIA2, IIB1, IIB4, IIIA6, IIC2, IIID1a, IVA5, IV2b)

Charge: Review and revise the Program Review processes, including direct evidence of student learning. Tie the processes to planning and resource allocation, leading to improvements in programs and services.

Membership: Lead: John Baker

Faculty: Ray Goralka

Faculty: Milagros Ojermark

Faculty: Ellen Kruse

Classified: Sue Rohlicek

Classified: Dona DeRusso

Classified: Ligia Morcillo

Manager: Kim Schenk

Manager: Ann Patterson

Manager: *Yvonne Canada

Student: Kimberly Sarah Yo

Meeting Dates: Every Friday, 12:00 -2:00 p.m.

*representative from SRC

Work Group Three for Recommendation 3

Tasks	Timelines	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • Review existing process(es) and ensure there is program review for instruction, student services and administrative services. • Revise processes to include required linkage to planning, resource allocation and the curriculum process (needs to be coordinated with groups working on those topics). • Disseminate the revised/new program review documents widely for college wide dialogue; get feedback; revise as necessary. • Establish and publish schedule for implementation. • Begin implementation Fall, 2009 and follow schedule as published. • Write draft response for recommendation 3. 			

Work Group Four for Recommendation 6

The team recommends that Diablo Valley College fully implement recommendation 2 from the 2002 Accreditation Evaluation Report which states, "Improvement of the existing curriculum process to include a timely, systematic review and efficient procedures for course and program approval with adequate technology and staff support." Furthermore, the team recommends that the curriculum process be fully integrated with the program review process. (Standards IIA2a, IIA2e)

Charge: Review and improve the existing curriculum process, with a focus on course and program approval, supported by adequate staff and technology. The process should also be linked to the Program Review process.

Membership: Leads: Claudia Hein and John Mullen

Faculty: Obed Vazquez

Faculty: Tim Murphy

Faculty: *Joe Gorga

Classified: Lesley Agostino

Manager: Lyn Krause

Student: Pradya Laohapornsvan (Ben)

Ex Officio: Susan Lamb (ALO)

Meeting Dates:

*representative from SRC

Work Group Four for Recommendation 6

Tasks	Timeline	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • Review existing curriculum development and approval process (from originator through Board approval), with a focus on clarity, effectiveness/efficiency and adequacy of support. • Revise as necessary. • Arrange for adequate resources to support revised approach. • One specific: include a plan to get in compliance with Title 5 updating requirements. • Disseminate the revised/improved curriculum and program approval process documents widely for college wide dialogue; get feedback; revise as necessary. • Implement • Write a draft response for recommendation 6. 			

Work Group Five for Eligibility Requirement 10 – Student Learning and Achievement

The visiting team confirmed that Diablo Valley College defines and publishes the programs of study leading to an associate degree, certificate, and program of study leading to transfer. Program expected learning and achievement outcomes, however, have yet to be developed and published.

Charge: Develop and publish instructional program-level student learning outcomes. Develop a plan to assess these SLOs.

Membership: Lead: Rachel Westlake and Robert Burns

Faculty: Judy Foster

Faculty: Claudia Hein

Faculty: Robert Abele

Manager: Dennis Smith

Classified:

Student: Antonia Oen

Ex Officio: Susan Lamb (ALO)

Resources to Work Group:

Division Deans

Department Chairs

Members of Curriculum Committee

Members of Faculty Senate

Meeting Dates:

*representative from SRC

Work Group Five for Eligibility Requirement 10 – Student Learning and Achievement

Tasks	Timeline	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • Research other similar colleges' approach to developing and assessing Program SLOs. • Develop a process for development and approval of Program SLOs during spring '09. Process should include how to "align" institutional-level, program-level and course-level SLOs. • "Publish" Program SLOs in catalog addendum and on college website. • Write a draft response for this ER 10 recommendation. 			

Work Group Six for Eligibility Requirement 19 – Institutional Planning and Evaluation

The visiting team confirmed that Diablo Valley College has a documented Educational Master Plan, Facilities Master Plan and technology master plan. However, planning processes and outcomes need to be consistent, integrated, evaluate, and updated. Technology planning is not integrated with institutional planning. The institution does not systematically assess the effective use of technology resources or use the results of evaluation as the basis for improvement. Diablo Valley College completed its last technology master plan in 2001. The plan was comprehensive and included implementation timelines over a three year period through 2004. Since that time, there has been no comprehensive and integrated effort to guide the development and implementation of technology resources over the last four years.

Charge: Update the Technology Plan and integrate it with other planning processes.

Membership: Lead: Ben Seaberry/Mark Steidel

Faculty: Cheryl Martucci

Faculty: *Mario Tejada

Faculty: Leslie Month

Classified: Michael Gong

Classified: Neal Skapura

Classified: Eng Saw

Manager: Stacey Shears

Manager: Terry Armstrong

Manager: Chrisanne Knox

Student: Febby Wangke

Ex Officio: Susan Lamb (ALO)

Resources to Work Group: Technology Committee

Meeting Dates:

*representative from SRC

Work Group Six for Eligibility Requirement 19 – Institutional Planning and Evaluation

Tasks	Timeline	Progress Reports to Oversight Task Force/Dates of Reports	Completion Date
<ul style="list-style-type: none"> • Review existing Technology Plan. • Write new Technology Plan, tied to other planning processes (needs to be coordinated with general planning work group). • Disseminate; get feedback; revise as necessary. Disseminate the revised/new Technology Plan widely for college wide dialogue; get feedback; revise as necessary. • Publish the revised /new Technology Plan. • Implement the plan. • Write a draft response for this ER 19 recommendation. 			

District Recommendation 8

In order to improve its resource allocation process, the district should expedite development of a financial allocation model including the following: (Standards: IIIC1, IIID1a, IIID2a, IIID3, IV3c)

- a. *The model as a whole;*
- b. *Funding for adjunct faculty in a way that will support the district and college intentions to increase student enrollment;*
- c. *Technology funding.*

Charge: Have the Revenue Allocation Formula developed by October 15, 2009, with the intent of implementing in the 2009-2010 fiscal year.

Membership: Lead: Kindred Murillo
Roy Stuzman
College Business Officers
Chancellor’s Cabinet

Meeting Dates:

Tasks	Timeline	Progress to Date	Completion Date