

## Proposed Process for Evaluating Delineation of Functions

(for DSGC September 15 2008 meeting)

### Background

In the 2007-2008 Accreditation Self Studies, the three Colleges incorporated a Function Map, which had been developed and adopted by the District Accreditation Coordination Committee\* based on the Accrediting Commission for Community and Junior Colleges (ACCJC) policy directives. The Function Map was reviewed by the District Shared Governance Council in April 2007 and was later adopted by the Chancellor's Council. At the conclusion of the 2007 Accreditation site visits, one of the recommendations from ACCJC states that

*"The district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college's effectiveness and institutional success. (Standard IV.B.3.g)".*

The District Accreditation Coordination Committee met on Wednesday August 13, 2008 to address this recommendation. The committee recommended that the Colleges and the District review the Delineation of Functions Agreement every three years with the first round of review commencing during the spring 2010 semester and before the three Colleges Mid-term Accreditation Report period (Reports due to the Commission Oct 15, 2010). The committee further recommended that a committee, tentatively named "Delineation of Functions Review Committee" (DFRC) be established that coordinates the Districtwide delineation of function review efforts, including communicating findings and seeking approval.

### Process

The District Accreditation Coordination Committee proposes that the following **review process** be adopted by the College Councils and the District Shared Governance Council (DSGC)\*\*:

February 2010 – each College Council appoints a representative or a designee to the Delineation of Functions Review Committee (DFRC) and also begins review of the Delineation of Functions at the College level. Additionally, the Vice Chancellor of Educational Services and Planning or a designee reviews the Delineation of functions at the District Level.

Mid-spring 2010 - DFRC convenes to communicate the findings made by the individual College Councils and the District and to prepare one coordinated response. The results of their work will be sent back to both the College Councils and the District Shared Governance Council for review and information and dissemination to their respective constituents. The DFRC will meet again to prepare a compilation of the final input along with a revised version of the findings, and these will be forwarded to the Chancellor for adoption by the Chancellor's Council.

Fall 2010 – findings are widely communicated to the Colleges and the District Office for the purpose of enhancing the District's and Colleges' effectiveness and success.

Spring 2013 - the next review process convenes and will continue on a three-year cycle.

\*Consisting of College and District Accreditation Liaison Officers (ALOs) and Self-Study Co-chairs.

\*\* Board Policy 2.09 District Shared Governance Council, section 5.c "Appropriate roles and involvement in accreditation."

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