

DRAFT

Timeline - Response to District Accreditation Recommendation 6 Mike Orkin, Lead

District Recommendation 6. In order to meet the Standards, the team recommends that the District *clearly delineate and communicate* the operational responsibilities and functions of the district from those of the colleges and consistently adheres to the delineation in practice; and regularly assess and *evaluates the District role and delineation and governance decision-making structures and processes* to assure effectiveness in assisting the colleges in meeting educational goals. Standard IV. B. 3.

Actions	Timeline
1) Prepare initial draft of interactive function chart of District Service Center Units and functions they perform for colleges, based on information provided by Service Center leads.	December 2015
2) Develop and administer District Service Centers Customer Satisfaction Survey to evaluate service provided by District.	December 2015
3) Obtain initial feedback for interactive function chart and make updates.	January 2016
4) Begin writing District Service Centers manual	January 2016
5) Analyze results of Customer Satisfaction survey and compare with results of previous survey done in 2013.	January 2016
6) Obtain org charts for District Service Centers.	January 2016
7) Prepare draft of District-College governance decision-making flow chart	February 2016
8) Post results of survey and some other documents on Peralta Accreditation website.	February 2016
9) Finalize function chart and flow charts and post on website	February 2016
10) Circulate draft of District Service Centers manual for feedback	February 2016
11) Discuss manual and other documents at DEC, VP/Deans, Cabinet, Academic Senate, and college governance groups	March 2016
12) Finalize Manual and other documents and post on Accreditation website	April 2016

Recommendation 6 Team

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Heads of District Service Centers (for input on functions of their units)