



**Minutes of the Special Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, August 26, 2014, 3:30 p.m., Room 402**

Administrative Council	<input type="checkbox"/> Nicholas Akinkuoye - VP	<input type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input checked="" type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input checked="" type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon - Dir.	<input checked="" type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington - Dir.
	<input checked="" type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Jeff Enz - Dir.	<input type="checkbox"/> Carlos Fletes - Dir.	<input type="checkbox"/> Becky Green - Dir.
	<input type="checkbox"/> Betty Kakiuchi - Dir.	<input type="checkbox"/> Omar Ramos - Dir.	<input checked="" type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster - Dir.
	<input checked="" type="checkbox"/> Bill Gay - PR Consult.			
Instructional Council (Dept. Chairs and Coords.)	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Scheuerell
	<input type="checkbox"/> Rick Goldsberry	<input checked="" type="checkbox"/> Becky Green	<input type="checkbox"/> Carol Hegarty	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Jill Nelipovich	<input checked="" type="checkbox"/> Terry Norris	<input checked="" type="checkbox"/> Kathleen Dorantes
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input checked="" type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Mary Jo Wainwright (T)
	<input type="checkbox"/> Jessica Waddell (CC)	<input checked="" type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	<input type="checkbox"/> Patricia Robles (C)
	<input checked="" type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input checked="" type="checkbox"/> ASG Rep*	
			<input checked="" type="checkbox"/> Lydia Sambrano	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The special meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:30 p.m.
- B. Review and Approval of Minutes of May 2, 2014 Meeting – Brian McNeece
 - M/S/C Aguirre/Leon to approve the minutes of the May 2, 2014 CART meetings as presented.
- C. Update on Previous Discussion Items
 1. Follow-Up Report March 15, 2015
 - i. Team members and Timeline Recommendations 1
 - ii. Rec. 1. Integrated Calendar, Program review deadlines, SPOL integration
 - The college is still on warning
 - There are two recommendations, Recommendation 1 and Recommendation 8, that the college must respond to in the Follow-Up report due March 15, 2015
 - Recommendation 1 will be addressed in today’s Special CART meeting; next week’s regular meeting of CART will address Recommendation 8
 - CART reviewed the timeline as of today for the Follow-Up Report, program review, and Mid-Term Report
 - The timeline for program review and completion of the Follow-Up Report is compressed due to (1) the report is due March 15, 2015; (2) the three-week winter recess cuts into the schedule; and (3) review and approval by the participatory governance groups and the board must be completed by the end of the fall semester
 - Key Tasks and Dates:
 - Program reviews completed and forwarded to Deans – September 24
 - Budgets completed and forwarded to Deans – September 26
 - 2015-2016 Schedule Development Deadline – October 3

- 2015-2016 Class Selection – November 21
 - A clearer picture of the college's finances will emerge as the noted tasks are completed
 - CART reviewed the list of academic program reviews that are 90% complete in SPOL as of today; almost all service area program reviews are incomplete in SPOL
 - All 2013-2014 program reviews must be entered in SPOL before 2014-2015 program reviews can be entered
 - In the Follow-Up Report due March 15, 2015, the college must respond to the recommendation that a complete cycle of program review is completed in SPOL
 - CART received a brief description of the program review process:
 - ✓ Past Goals: Include Past Goals from 2013-2014
 - ✓ Present: Analyze data provided by the Institutional Researcher, which includes data from the last six semesters including Spring 2014; since the 2013-2014 program review cycle was completed just six months ago, it is too early to evaluate 2014-2015 Future Goals; those programs that have made some progress can make mention in this section of the program review template
 - ✓ Future Goals: Identify Future Goals for 2015-2016
 - ✓ Complete 2014-2015 program reviews using program review templates, support staff will enter information in SPOL
 - iii. Add Follow-Up Cycle to SPOL for March 15, 2015
 - The cycle will be added in SPOL
 - iv. Report from START specific to Recommendation 1 and status of pertinent Action Plans
 - START Co-Chair Martha Garcia noted the alignment of FCMAT Recommendation 24/IVC Action Plan 22 with accreditation Recommendation 1 related to the planning calendar "...that identifies all planning activities, committees, and the roles of various College plans, and includes institutional effectiveness assessment and improvement cycles."
 - Supporting evidence is the updated paper planning calendar and the new online calendar (pilot)
- 2. EMPC Report on Assessment of Institutional Effectiveness—Summary - Ted & Efrain
 - Dean Ted Ceasar reported that a summary progress report for the 2013-2014 Educational Master Plan was completed which:
 - Summarizes the 2013-2014 program review/planning cycle
 - Documents completion of the program review/planning cycle
 - Includes a document that outlines the process to approve program budget requests
 - In response to accreditation Recommendation 1, which requires the college to link resource allocation with "...institutional goals and objectives detailed in the Educational Master Plan with operational plan goals...", a report on the Evaluation of Institutional Goals and Objectives was completed that shows how objectives improve effectiveness and student success
 - The progress report and evaluation were submitted to the board last week
- 3. Campus Climate Survey
 - The last survey was conducted in November 2011
 - The proposed survey draft has been reduced from 90+ questions to 38 questions
 - It was recommended that the campus climate survey be comprehensive and a prize offered to encourage survey participation (Dean of Student Affairs Sergio Lopez will present a proposal for a prize to ASG)
 - It was suggested that other service areas such as the library and student services could conduct their own surveys
 - Institutional Researcher Jose Carrillo reported that he and PR Consultant Bill Gay are also discussing development of another different type of survey

- A task force was established to work on a comprehensive survey to be conducted in October; task force members include Jose Carrillo, Bill Gay, Allyn Leon, and Jill Nelipovich

D. New Discussion

4. CART Committee Effectiveness Self-Evaluation

- Academic Senate President Michael Heumann sent email with the committee self-evaluation form to all committees to complete
- The CART committee self-evaluation form, which was completed by CART Co-Chair Tina Aguirre and Academic Services Administrative Assistant Linda Amidon, was presented to CART for input
- CART Co-Chair Aguirre had recommended that CART members complete an evaluation form at the end of every CART meeting

5. CART Membership

- It was noted that instructional department chairs and coordinators were given the option of serving on CART or EMPC
- The CART membership roster has been revised to remove those chairs and coordinators who chose to serve on the EMPC
- Discussion and recommendations:
 - Give classified managers the option of serving on CART or EMPC
 - It's not a good idea to have administrators and managers serve on both committees
 - Schedule CART meetings during Campus Hour
 - Faculty are obligated to serve on a committee
 - Give faculty other options for meeting the contractual obligation for committee work; some ideas:
 - ✓ Serve as discipline experts on the Equivalency Committee
 - ✓ At-large faculty serve on accreditation report writing teams
 - Review committee assignments
 - Faculty selected a committee to serve on but never heard the outcome
 - Automate the committee selection process

E. Action Items

1. New Institutional Student Learning Outcome Statements

- CART reviewed a first reading of the ILO statements on May 2, 2014
- The SLO Committee made some revisions to the ILO statements and approved them yesterday
- Since the ILO statements will be included in the General Catalog, the revisions must be submitted to the Curriculum Committee for action
- This item was tabled pending receipt of the amended statements

2. EMPC Board Resolution to Review of Mission, Vision, and Philosophy Statements

- CART reviewed the EMPC resolution which recommended that the Board of Trustees consider re-evaluating the College's Mission Statement to ensure alignment with the mission of California Community Colleges; the resolution was approved at the August 20, 2014, board meeting
- The Board reapproved the Mission Statement in 2012 but it is not integrated with Vision Philosophy and Value Statements
- M/S/C Aguirre/Leon to approve the recommendation that the college's Mission Statement be re-evaluated
 - Brian McNeece, Bill Gay, Jill Nelipovich, Jose Carrillo, and Sergio Lopez volunteered to serve on the committee to review the Mission Statement
 - A deadline date of April 2015 was established for a draft of the revised Mission Statement, pending direction from the President's Cabinet

3. CART Committee Effectiveness Self-Evaluation

- M/S/C Leon/Nelipovich to approve the CART Committee Effectiveness Self-Evaluation as modified:

- Add Recommendations for Improving the Process:
 - ✓ Revise committee composition
 - ✓ Complete an evaluation form after every meeting
 - Add to Major Accomplishments: Established detailed timelines with tasks and assignments and monitored for completion
 - Add to CART Goals for 2014-2015: Campus climate and student surveys
M/S/C Aguirre/Green to approve the addition of the campus climate and student surveys as CART Goals for 2014-2015
 - It was noted that the 2016 Mid-Term will be based on the new Accreditation Standards
4. CART Committee new meeting hours
- M/S/C Leon/Hernandez to approve the new CART meeting schedule: The first and third Tuesdays of the month at 3:30 p.m.
- F. The meeting was adjourned at 4:33 p.m.
- G. Next Meeting (CART meets the first and third Tuesday of each month)
- The next regular meeting: September 2, 2014, 3:30 p.m., Board Room