



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, October 7, 2014, 3:30 p.m., Board Room**

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|-----------------------------------|----------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|
| Administrative Council | <input type="checkbox"/> Nicholas Akinkuoye - VP | <input checked="" 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 type="checkbox"/> Sergio Lopez - Dean | <input type="checkbox"/> Susan Carreon - Dir. | <input checked="" type="checkbox"/> Jeff Cantwell - Dir. | <input type="checkbox"/> Gloria Hoisington- Dir. |
| | <input type="checkbox"/> Jose Carrillo - Dir. | <input type="checkbox"/> Jeff Enz - Dir. | <input checked="" type="checkbox"/> Carlos Fletes - Dir. | <input type="checkbox"/> Becky Green - Dir. |
| | <input type="checkbox"/> Betty Kakiuchi - Dir. | <input checked="" type="checkbox"/> Omar Ramos - Dir. | <input type="checkbox"/> Lisa Seals - Dir. | <input checked="" type="checkbox"/> Rick Webster - Dir. |
| | <input type="checkbox"/> Bill Gay - PR Consult. | | | |
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| Instructional Council | <input checked="" type="checkbox"/> Kevin White | <input checked="" type="checkbox"/> Allyn Leon | <input type="checkbox"/> Dave Drury | <input type="checkbox"/> Ed Scheuerell |
| (Dept. Chairs and Coords.) | <input type="checkbox"/> Rick Goldsberry | <input type="checkbox"/> Becky Green | <input checked="" type="checkbox"/> Kathleen Dorantes | <input type="checkbox"/> Ed Wells |
| | <input type="checkbox"/> Jose Lopez | <input checked="" type="checkbox"/> Jill Nelipovich | | |
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| Other | <input checked="" type="checkbox"/> Trini Arguelles (NT) | <input checked="" type="checkbox"/> Michael Heumann (T) | <input checked="" type="checkbox"/> Brian McNeece (T) | |
| | <input type="checkbox"/> Jessica Waddell (CC) | <input checked="" type="checkbox"/> Oscar Hernandez (T) | <input type="checkbox"/> Norma Nunez (NT) | |
| | <input type="checkbox"/> Martha Garcia (NT) | <input type="checkbox"/> Mary Carter (CC) | <input type="checkbox"/> ASG Rep* | |
| | | | | |
| Visitors: | <input checked="" type="checkbox"/> Matthew Thale | <input checked="" type="checkbox"/> Frank Hoppe | | |
| | | | | |
| Recorder: | Linda Amidon | | | |

- A. Call to Order – Brian McNeece
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:32 p.m.
- B. Review and Approval of Minutes of September 16, 2014 Meeting – Brian McNeece
 - M/S/C Heumann/White to approve the minutes of the September 16, 2014, meeting as presented
- C. Update on Previous Discussion Items
 1. Report from Follow-Up Writing Team for Recommendation 1
 - Report from Recommendation 1 Team Lead/EMPC Co-Chair Ted Ceasar:
 - The team has prepared a draft response; Dean Ceasar provided a summary of items included in the response:
 - ✓ follows the points raised in the external evaluation team’s report and includes more than what is cited in the recommendation
 - ✓ touches on items that have already been addressed
 - ✓ describes revision of the program review templates and alignment with SPOL and links to institutional goals, including revision of the Program Review Handbook
 - ✓ closes the loop in resources and feedback
 - Dean Ceasar and EMPC Co-Chair Efrain Silva made a presentation on the status of the response to Recommendation 1 at the Board retreat held October 8, 2014; the presentation included a demonstration of the Teamup online interactive calendar provided by Online Architect Omar Ramos; the calendar is readily accessible and should improve adherence to the various program review and planning deadlines
 - a) Status of Evidence

- The team has developed a list of evidence which includes meeting minutes of EMPC, College Council, and the Academic Senate, and committee self-evaluations among other items; the team now needs to cite the evidence in the response
2. Report from Follow-Up Writing Team for Recommendation 8
 - Report from Recommendation 8 Team Lead and CBO John Lau:
 - The latest draft response has been submitted to the reviewers and editors; a meeting to further review the response is scheduled for this Friday October 10
 - The budget element of the response is solid
 - Categorical program costs is a primary issue; a presentation regarding the child care center will be made to the Board on October 15, 2014
 - OPEB will be solidly addressed soon; it is very doable and includes using a bond in 2018 with funds that go into a restricted fund; the college has contracted with a financial advisor to assist with this endeavor (Academic Senate President Michael Heumann noted that the Board seemed reluctant on the bond proposal)
 - a workshop will take place in November to address OPEB, management, and unmet needs
 - a) Status of Evidence
 - The team is currently looking at evidence
 - It was suggested that more tables and charts, and other documentation be included to show the college is moving forward
 3. Review Timelines
 - The committee reviewed key dates:
 - **October 10** - Load program reviews into SPOL
 - **October 23** - Instructional Council will prioritize instructional faculty positions - (the Staffing Committee must be reminded to review the prioritization lists)
 - **October** - submit 2013-2014 Report of Institutional Effectiveness to Academic Senate and College Council as an information item (the Board approved the report on August 20, 2014; it was recommended that the 2014-2015 report be circulated in spring 2015)
 - **By December 17** - Submit the final Follow-Up Report to the Board
 - ✓ Academic Senate will need one meeting to review the report and a second to approve it; College Council will also need to schedule a special meeting in December to review the report
 - ✓ Faculty has a mandatory service day on January 5, 2015; it was suggested that meetings to approve the Follow-Up Report could be held at that time if necessary
 - Director of Fiscal Services Carlos Fletes noted a discrepancy in the timeline: The 2016-2017 and 2017-2018 budget projections are not in SPOL
 4. Create crosswalk of Old to New Standards
 - A cross-walk is available on the ACCJC website; Michael Heumann will forward the cross-walk to CART Co-Chairs McNeece and Aguirre
- D. New Discussion
1. Randomization Process for Student Survey
 - The survey is complete and ready to be launched; Director of Institutional Research Jose Carrillo will devise a methodology to pull students from day, afternoon, and night classes to complete the survey. We are waiting for an upgrade of Survey Monkey account to use the "award" feature to get more participation.
 2. Actionable Achievement Plans: Document for stipulating roles and process for updating of IVC website
 - Issues with the IVC website were noted:
 - A lot of the information posted is obsolete

- Procedures for updating the website are available but do not include persons responsible and a maintenance schedule. It was suggested to add a maintenance schedule to each committee's self-evaluation form.
 - The Actionable Achievement Plans related to the IVC website were reviewed, along with a chart identifying pages to be maintained, persons responsible, and maintenance frequency; the chart was updated following committee discussion
3. EMPC Update
- See Item C.1, Report of Recommendation 1 Team Lead/EMPC Co-Chair Ted Ceasar
- E. Action Items
1. Suggested assignment list for Midterm Writing teams:
- Work on the Mid-Term Report will begin immediately following submission of the Follow-Up Report due March 15, 2015
 - M/S/C Leon/Nelipovich to accept the standard teams and representatives as presented
 - Discussion:
 - Add names and titles of team members
 - Send a call for volunteers
 - Assign faculty without committee assignments to ad hoc committees
 - Appoint faculty to a standard team
 - Following discussion, the resolution was revised to read: "To accept the standard teams and representatives as modified;" the motion carried. Revisions include:

Standard 1. Mission and Effectiveness: CSSO; EMPC Chairs; representatives from Academic Senate, College Council, and Classified Staff

Standard 2. Student Learning Programs and Services: Instructional Deans; Student Services Deans; Lead Counselor; ~~Dean over the Library~~ **Lead Librarian; Learning Services Coordinator;** Jill Nelipovich, Basic Skills Coordinator; **SLO Coordinator;** representatives from Academic Senate, **College Council,** and Classified Staff

Standard 3. Resources: CHRO; CBO; CTO; Directors Rick Webster, Carlos Fletes, Jeff Cantwell, Omar Ramos, Jeff Enz, and Jose Carrillo; representatives from Academic Senate and Classified Staff; Jessica Waddell; **representatives from the Budget and Fiscal Planning Committee**

Standard 4. Leadership and Governance: **CEO, Board Member,** CIO as the ALO; Vikki Carr; ~~representatives from Academic Senate~~ **President,** College Council **President,** and Classified Staff
 - Brian added that the teams should be broken down by sub-standards, i.e., for Standard 2. Instruction; Student Services; Library and Learning Services.
- F. Adjournment
- The meeting was adjourned at 4:28 p.m.
- G. Next Meeting (CART meets the first and third Tuesday of each month)
- The next regular meeting: October 21, 2014, 3:30 p.m., Board Room
 - Mid-Term Report Writing Team assignments will be detailed