



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, March 3, 2015, 3:30 p.m., Board Room**

Administrative Council	<input type="checkbox"/> Nicholas Akinkuoye - VP	<input type="checkbox"/> John Lau - VP	<input type="checkbox"/> Sergio Lopez-Interim VP	<input 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 checked="" type="checkbox"/> Susan Carreon - Dir.	<input type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input 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 type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster -Dir.
	<input type="checkbox"/> Bill Gay - PR Consult.			
Instructional Council	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
(Dept. Chairs and Coords.)	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich	<input checked="" type="checkbox"/> Craig Blek	
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input checked="" type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe (NT)
	<input type="checkbox"/> Jessica Waddell (CC)	<input 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:				
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 December 9, 2014 Meeting – Brian McNeece
 - M/S/C Aguirre/Carreon to approve the minutes of the December 9, 2014, meeting as presented
- C. Update on Previous Discussion Items
 1. Status of Follow-Up Report
 - The report was sent to both the ACCJC and visit team members last week for delivery on Monday March 2, 2015, and receipt was acknowledged
 2. Review Timelines – Most Completed or on Target
 - 01-30-15 Deadline for review of progress on 2014-2015 objectives as part of the Institutional Effectiveness Progress Report:
 - Instructional Council and Student Services Council representatives received training on January 8, 2015
 - Institutional Researcher Jose Carrillo is working with SPOL on an institutional effectiveness report and will have the report this week
 - Status of programs that have updated their objectives is unknown at this time
 - CART Co-Chair Aguirre is conducting one-on-one training on updating objectives in SPOL
 - 2014-2015 program review and planning documentation which was board approved August 20, 2014, will be posted on the college Accreditation website
 - Committee received information regarding the Institutional Effectiveness Partnership Initiative (IEPI) workshop to be held on Friday, March 20, 2015, at San Diego Mesa College
 - 03-05-15 Student Survey Task Force to Report on Student Comments:

- A task force has been established and will meet next Tuesday at 3:30 p.m. (Brian McNeece, Jill Nelipovich, Allyn Leon, Holly Chase; students and staff will also be asked to serve on the committee)
 - Co-Chair McNeece and Allyn Leon met regarding cross-correlation of data related to access
 - Survey results will be available in a few weeks
 - 03-15-15 Site visitors arrive and will stay through 17th
 - Committee discussed possible activities that could take place during the visit
3. Preparation of Site Visit
- Mock questions will be developed to prepare the campus community for the site visit
 - Co-Chair Aguirre presented the proposed questions at the Administrative Council meeting held earlier today; Administrative Council had agreed to keep all the questions presented
 - Committee reviewed the questions which were developed for each group (board, administrators, department chairs/coordinators; faculty), including related areas such as the IVC website and Blackboard
 - ✓ Committee reviewed the START Blackboard site; Martha Garcia will be asked to update the site
 - ✓ Committee was informed that START Co-Chair Martha Garcia had presented a PowerPoint at the February 28th Board Retreat; action plans exist for all recommendations; not all plans have been completed but they are in progress
 - ✓ Committee reviewed the interactive planning calendar on the IVC webpage; if the Campus Hour and Professional Development Plan is approved (it is pending Academic Senate approval), the calendar will reflect campus hour events four days per week, Monday – Thursday, 12:50 – 1:50, with certain days of the week reserved for student events, department and committee meetings; committee agreed that division and department meetings should be included in the calendar; the calendar is currently free – Online Services Architect Omar Ramos wants to give it one year’s activity to see what the kinks are; the district will look into a purchasing contract, if it finds the calendar meets its needs; Rosanna Lugo should be contacted regarding any changes to events on the calendar
 - Other Ideas
 - A survey was not developed; the mock questions were integrated into a brochure
 - It was suggested that a special meeting of Instructional Council should be held to review the mock questions, planning calendar, and SPOL; Co-Chair McNeece will forward the brochure with questions included following discussion with CIO/ALO Akinkuoye
 - It was suggested that experts in SPOL be on standby to explain processes and/or provide a SPOL demonstration, as needed
4. Review of CART’s Role on Campus vis-à-vis START Committee, Especially Related to Actionable Improvement Plans
- Co-Chair McNeece emphasized the need for START Co-Chair Martha Garcia to attend the next CART meeting
 - Work on the Mid-Term Report, which is due March 2016, will begin after the site visit is completed
 - The rest of the recommendations (8 total) and self-identified improvement plans (12 total) will be addressed in the Mid-Term Report
5. Review of SPOL as it Relates to Accreditation
- The SPOL accreditation module is being used primarily for (1) program review, (2) SLOs, and (3) budget at this time; however, the capability exists to write an accreditation self-study

- It was recommended that the college focus on and become proficient at using SPOL for program review and planning before using SPOL to prepare accreditation reports
- It is anticipated that SPOL will be utilized to prepare the 2019 self-evaluation
- Committee was informed that disaggregation of data will be required under the new Accreditation Standards; this means that SLO data will need to be entered in SPOL per student, not per class, which will mean more work on the part of faculty in the future; some colleges are currently dealing with this requirement, including CCSF; it was noted that this feature is currently available in SPOL, however, it hasn't been activated

D. New Discussion

- Mission, Purpose, and Values – Proposed Revision Deadline April 2015
 1. Task Force Status Report (Task Force established in Fall 2014; Members: Brian McNeece, Bill Gay, Jill Nelipovich, Jose Carrillo, Sergio Lopez)
 - Committee was informed that EMPC is currently working on this task
 - Superintendent/President Jaime has also asked EMPC to review the comments from the 2013-2014 visioning meetings and organize them by themes and objectives that could be used for the strategic plan
 - EMPC Co-Chair Ceasar described the activities to date that will lead up to a review and revision of IVC's mission, vision, and values, and ultimately development of a new six-year strategic plan:
 - ✓ Review of comments from visioning meetings (it was determined the data would not be the right set of information to play a big role in developing the strategic plan)
 - ✓ Presentation of a PowerPoint to the Board at the February 28th Board Retreat that showed
 - the components of an ideal strategic plan:
 - common 2013 visioning meeting comments organized by themes, some of which have already been addressed
 - a timeline for development of the strategic plan
 - Spring 2015 – conduct surveys, complete SWOT analysis; develop vision, mission and values statements; develop strategic priorities
 - Summer 2015 – develop goals and outcomes for each strategic priority; prepare draft Strategic Educational Master Plan
 - Fall 2015 – process proposed SEMPC through participatory governance; seek board approval of SEMPC, including new vision, mission and values statements
 - ✓ the PowerPoint will be presented to EMPC this Friday March 6th
 - ✓ workgroups need to be established for the different components of the strategic plan, including the vision, mission and values statements; broad involvement of all groups on campus is needed

E. Adjournment

- The meeting was adjourned at 4:18 p.m.

F. Next Meeting

- CART meets the first and third Tuesday of each month at 3:30 p.m. in the Board Room
- **The next regular meeting: No Regular Meeting on March 17 (Site Visit); Special Meeting on March 24, 2015, 3:30 p.m., Board Room**