



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, February 20, 2018, 3:30 p.m., Board Room**

| Voting Members <i>(SEMPC Co-Chairs Count as 1 Vote)</i> | Consultants |
|--|--|
| <input checked="" type="checkbox"/> Dr. Martha Garcia – Acting VP, Academic Services/ALO | <input type="checkbox"/> Dr. Victor Jaime – Superintendent/President |
| <input checked="" type="checkbox"/> Sydney Rice – Dept. Chair, ESL | <input type="checkbox"/> John Lau – VP, Administrative Services |
| <input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW | <input checked="" type="checkbox"/> Dr. Martha Garcia – VP, Student Services |
| <input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English | <input type="checkbox"/> Efrain Silva – Dean, Economic & Workforce Dev. |
| <input type="checkbox"/> Allyn Leon – Dept. Chair, Math and Engineering | <input type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety |
| <input type="checkbox"/> Jose Velasquez – Dept. Chair, ITEC | <input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services |
| <input type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair | <input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences |
| <input checked="" type="checkbox"/> Efrain Silva – SEMPC Co-Chair | <input type="checkbox"/> Dr. Lennor Johnson – Dean of Counseling & Special Projects |
| <input checked="" type="checkbox"/> Cuauhtemoc Carboni – Academic Senate Faculty Rep | <input type="checkbox"/> Victor Torres - Dean, Student Affairs & Enrollment Services |
| <input type="checkbox"/> Erica Aguilar – College Council Rep | <input checked="" type="checkbox"/> Betsy Lane – Assoc. Dean, Workforce Prep. & Community Special Projects |
| <input type="checkbox"/> Luis Caloca – Associated Student Government Rep | <input type="checkbox"/> Cecilia Duron – Director, Fiscal Services |
| | <input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research |
| CART Co-Chairs | <input type="checkbox"/> Kevin Howell – SLO Co-coordinator |
| <input checked="" type="checkbox"/> Dr. James Patterson – Accreditation Coordinator | <input type="checkbox"/> Audrey Morris – Basic Skills coordinator |
| <input type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety | <input checked="" type="checkbox"/> Xochitl Tirado, Distance Education Coordinator |
| | <input type="checkbox"/> Kathy Rodriguez – CTA Representative |
| Visitors | |
| <input checked="" type="checkbox"/> Mary Jo Wainwright – CTA | Recorder |
| | <input checked="" type="checkbox"/> Linda Amidon |

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:35 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.
- Dr. Patterson welcomed Dr. Martha Garcia as the new ALO.

B. Approval of Minutes from December 5, 2017

- The minutes of the December 5, 2017, meeting were approved as presented.

C. Update on Items

- **Substantive Change Inquiry Form and Process**
 - A brief description of the Substantive Change Inquiry Form and process was provided to CART members; the form and process will be shared with Instructional Council at its meeting in March.
 - Two new programs have currently been identified for substantive change inquiry.
 - The committee discussed changes that are considered a substantive change.
- **Advanced ISER Training**
 - Dr. Steven Reynolds, ACCJC liaison, will conduct the training that will potentially take place March 28 in the afternoon; Dr. Garcia will see Dr. Reynolds Thursday at the New ALO Training in Anaheim and will confirm the date.
 - The training will address everything related to the ISER that we need support on; Dr. Garcia has a few topics she would like covered in the training; CART members were encouraged to send to Dr. Patterson any other topics they would like to see addressed.
 - Individuals responsible for the ISER are required to attend the training; faculty are encouraged to attend the training.

➤ **ISER Goals for Fall 2017**

- The following updates were provided:

| Team Leads | Standards | Status |
|----------------------------------|---|---|
| Tina Aguirre and James Patterson | Commission Policies (8 Standards) | Pending: Policies 1, 2, 4, 5, 7, 8 Update: Policy 4 drafted; DE Coordinator will look at Policy 5 |
| Lennor Johnson | I.A. Mission (4 Standards) | Pending: Standards 1-4 |
| Efrain Silva | I.B. Quality (9 Standards) | Pending: Standards 2, 3, 5, 7, 8 Update: All done but need a last review by team; Standard 2 needs considerable work, need SLO Coordinator's input |
| Lennor Johnson | I.C. Institutional Integrity (7 Standards) | Pending: Standards 3, 6, 10 |
| Dave Drury | II.A. Instructional Programs (6 Standards) | Pending: Standards 1-12 Update: 7 Standards have been drafted and will be submitted |
| David Zielinski | II.A. Instructional Programs (6 Standards) | (see response directly above) |
| David Zielinski | II.B. Library and Learning Services (4 Standards) | All Standards drafted and submitted |
| Victor Torres | II.C. Student Support Services (8 Standards) | Outlines prepared for 8 Standards and submitted |
| Clint Dougherty | III.A. Human Resources (15 Standards) | Pending: 11 Standards |
| Rick Webster | III.B. Physical Resources (4 Standards) | 4 Standards drafted; the FEHS reviews one Standard per month; 2 pending FEHS review |
| Jeff Enz | III.C. Technology Resources (5 Standards) | 5 Standards drafted and undergoing review by TPC |
| Cecilia Duron | III.D. Financial Resources (16 Standards) | Pending: 16 Standards |
| Martha Garcia, Acting CIO/ALO | IV.A. Decision-Making Roles and Processes (7 Standards) | 7 Standards drafted and undergoing editing |
| Martha Garcia, Acting CIO/ALO | IV.B. CEO (6 Standards) | Pending: Standards 2 and 3 |
| Martha Garcia, Acting CIO/ALO | IV.C. Governing Board (13 Standards) | Pending: Standards 2, 5, 8, 9 |

- Discussion:

- ✓ Co-chair Patterson will be working with Linda Amidon this summer to link all evidence, and with IT to get the draft ISER posted on the website; thereafter, the superintendent / president will be notified to make the ISER available for public comment, as required under Commission Policy 1.
- ✓ Dr. Garcia reported that in response to information she received, during the annual review of board goals, scheduled to take place this year March 24, 2018, the board will review a goal related to Standard IV.C. Governing Board; if the goal is approved, the ALO will provide training to the board in the fall.
- ✓ Dr. Patterson stated the initial goal was to have two-thirds of the ISER drafted by winter break, but we fell short of that goal; he will have a better idea of where we are in March; he reminded members of the goal to have the complete draft of the ISER by June 1, 2018.
- ✓ Dr. Patterson provided an update on other components of the ISER:
 - Introduction: Vikki Carr is in the process of reviewing; Dr. Patterson will update the tables
 - Student Achievement and Institution-Set Standards: Dr. Patterson will pull all tables from 2012 ISER and send to Jose Carrillo and Oliver Zambrano for updating

- QFE: Information from the Integrated Student Services Plan and the Guided Pathways Work Plan will help to develop a draft of the QFE by March
 - ✓ Dr. Patterson noted that most colleges include two or three projects in their QFE; he acknowledged that IVC might be taking a risk by including only one; however, the Guided Pathways Framework is the one project; he explained there are four pillars to the framework, and within the one project there would be a section for each of the four pillars.
- **CART Recommendation 1 to Academic Senate**
- Cathy Zazueta, Kevin Howell, and Dr. Patterson met in November and developed a list of colleges to look at; they will meet again next Tuesday to formulate a tentative plan to present by the end of February for the Senate's first March meeting.
 - Dr. Patterson reported that five of the six colleges that he looked at established an outcomes committee that looks at operational outcomes across the board, not only student learning outcomes
 - Dr. Patterson suggested that as the Senate considers revising the structure of the SLO Committee, that the reporting structure of the committee also be looked at since operational units don't report to the Senate; he suggested some other mechanism or committee such as the SEMPC that looks at effectiveness and efficiencies.
 - Director of Institutional Research Jose Carrillo stated that discussions have been taking place regarding mapping of institutional-standards for the college; he explained the motive for the discussions was the different sets of standards that are being reported to the various entities (i.e., ACCJC Annual Report, Perkins, IEPI); he and SEMPC Co-chair Efrain Silva are considering developing a presentation to the Academic Senate that addresses the need to develop a method to establish a set of institutional-set standards that are widely used at the institution; he suggested the institutional-set standards and outcomes is a project that CART and SEMPC could work on together; Dr. Patterson concurred and acknowledged the finished project would also be impacted by GP discussions as the work plan is being developed, as the focus is improving student completion.
 - Dr. Michael Heumann asked whether the definition of student completion was different depending upon the entity to whom the data is provided; Jose affirmed this understanding, and provided as an example the different methods for calculating percentages of student body and the number of awards in the ACCJC Annual Report; he also noted the similarities between the IEPI Indicators and Scorecard.
 - Dr. Garcia suggested that we also take into consideration the funding metrics under the new funding formula and the Scorecard; she stated that nothing prevents the college from collecting and looking at all data to set baselines.
 - It was noted that the 2018 Annual Report is due April 2, 2018.

D. Discussion Items

- Presentation on Innovation Configuration (mapping)
- As an introduction to innovation configuration, Dr. Patterson described the "Concerns Based Adoption Model (CBAM)" referenced in the book "Implementing Change" that he shared with the committee; according to CBAM, when implementing a change, certain concerns will arise that are predictable; having an understanding of those concerns helps to anticipate those situations.
 - Dr. Patterson stated the book's authors commented that "oftentimes implementation falters and gets fragmented because the implementers did not have a clear picture of what full implementation looks like." The authors describe what they call an "Innovation Configuration."

This reminded Dr. Patterson of the shared rubric for grading English 101 academic papers developed by the late IVC English Professor Dr. Fred Fischer: the rubric provides a description of what an “A” paper looks like, what a “B” paper looks like, and so on – it provides a clear picture for the instructor and the student on what full implementation looks like.

- The goal for CART this semester is to draft an innovation configuration for the CART Mission, which will inform the committee when we’ve actually brought “all campus areas into an ongoing effort to integrate accreditation standards into the daily function of Imperial Valley College;” the idea is that accreditation will stop being a huge effort once we have accomplished the CART Mission.
- Dr. Patterson stated movement toward the mission was piloted beginning last fall with the Facilities and Environmental Health and Safety Committee and the Technology Planning Committee. The committees are attempting to build Accreditation Standard III.B Physical Resources and Standard III.C Technology Resources into the committees’ regular processes every year, instead of every 6 years when the college prepares to conduct another institutional self-evaluation.
- At the next CART meeting, the committee will discuss the two extremes of an innovation configuration: one where nothing has been integrated, and the other extreme in which all campus areas have been brought together into an ongoing effort to integrate accreditation standards into the daily function of Imperial Valley College.
- Dr. Michael Heumann asked whether innovation configuration is something where everyone understands the terminology, understands the basic concepts, or whether it is something that people do on a regular basis even if they don’t know what it leads to. Dr. Patterson responded that these are the kinds of questions and observations he wants to bring to the discussions as we develop the innovation configuration map for the CART Mission. He stated that while preparing the ISER draft is a short-term immediate target, the CART mission is the broader term that we strive to keep CART aware of.
- Dr. Patterson noted that through the daily Accreditation Standards emails, CART is bringing the college to an awareness of accreditation; the emails and reader responses also represent some level of use of an innovation configuration.
- The authors of the “Implementing Change” book emphasize that an innovation configuration is never finished. Once the innovation configuration map for the CART Mission is drafted, it will remain a draft until we’ve lived with it for a semester and have been collecting assessment data.

E. Other

- Dean David Zielinski announced the Teaching and Learning Center Building 3700 opened today; the center will be open tomorrow and Thursday from 12:00-2:00 p.m.

F. Adjournment

- The meeting was adjourned at 4:17 p.m.
- Next Meeting: Tuesday, March 6, 2018, at 3:30 p.m.