

Bylaws of the Imperial Valley College Continuous Accreditation Readiness Team (CART)

ARTICLE I. NAME

The name of this organization shall be the Continuous Accreditation Readiness Team, hereinafter referred to as the CART.

ARTICLE II. PURPOSE

The CART shall serve in an advisory capacity to the President's Cabinet and the Academic Senate regarding matters of strategic and institutional planning to remain in compliance with eligibility and accrediting standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) and to move the College toward continuous program quality improvement.

ARTICLE III. DUTIES

The CART shall

- 1) initiate, direct, and monitor campus-wide activities, including report writing and completion of ACCJC recommendations and self-identified actionable achievement plans, to maintain on-going compliance with accreditation standards and eligibility requirements;
- 2) complete other duties as appropriate to the purpose of maintaining institutional accreditation.

ARTICLE IV. MEMBERSHIP

- A. The CART is directed by the Vice President for Academic Services and one or two co-chairs.
- B. The CART shall be composed of the following voting members:
 - 1) Vice President for Academic Services (CIO & ALO)
 - 2) One-half of the Department Chairs (determined annually)
 - 3) Educational Master Plan Committee (EMPC) Chair
 - 4) Academic Senate representative
 - 5) College Council representative
 - 6) ASG representative
- C. The CART shall include the following CART consultant members as needed:
 - 1) Superintendent/President
 - 2) Vice Presidents for Student Services and Administrative Services
 - 3) Instructional and Student Services Deans
 - 4) Director of Fiscal Services
 - 5) Institutional Researcher
 - 6) Distance Education Coordinator
 - 7) Student Learning Outcome Coordinator
 - 8) Basic Skills Coordinator

- D. The CART may include – as non-voting members – any certificated or classified staff member who wishes to participate.
- E. All members of CART have speaking privileges at meetings. Only voting members may present motions.
- F. Rights and Responsibilities
 - Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function unless specifically disclosed at the meeting.
- G. Non-members
 - The CART will hold open meetings, and visitors are welcome.

ARTICLE V. MEETINGS

A. Schedule of Meetings

The CART normally meets the first and third Tuesday of every month at 3:30 p.m. in the IVC Board Room.

Special meetings may be called at the discretion of the Chair. Advance notice of such meetings shall be given.

B. Order of Business

- I. Call to order
- II. Approval of minutes
- III. Old business
- IV. New business
- V. Action Items
- VI. Adjournment

C. Quorum

- 1) Thirty-three percent (33%) of the voting members of the CART shall constitute a quorum at any meeting.
- 2) At meetings where a quorum is not present, business may still continue at the discretion of the Chair.
- 3) Voting members will work to achieve consensus. If the voting members cannot achieve consensus, a vote will be taken. Record of dissenting and minority opinion will be included in the final recommendation to the President's Cabinet.
- 4) A vote can only take place if there is a quorum present.

D. Robert's Rules of Order shall be used for reference.

E. Secretary of the CART

- 1) An Administrative Assistant shall be designated as Secretary to the CART.
- 2) The Secretary of the CART shall be responsible for recording, transcribing, and disseminating the minutes of CART meetings, keeping CART records and Bylaws, recording and updating CART membership, and acting as an ex-officio member of the CART.
- 3) Copies of the agenda and minutes will be posted to the College website.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended after prior written notice to members of CART.
- B. An amendment shall not be voted upon at the same meeting at which it is presented.
- C. An amendment requires a 2/3 vote of voting members present and voting at the meeting in which it is acted upon. Any voting member of CART may propose a change to these Bylaws.