



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, September 20, 2016, 3:30 p.m., Board Room**

Voting Members	<input checked="" type="checkbox"/> Nick Akinkuoye - CIO/ALO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> Everardo Inzunza - Dean	<input type="checkbox"/> Dean/SEMP Co-Chair
	<input checked="" type="checkbox"/> Efrain Silva - Dean	<input checked="" type="checkbox"/> David Drury - Dean	<input checked="" type="checkbox"/> David Zielinski - Dean	<input type="checkbox"/> Adriana Sano - Conf. Rep.
	<input type="checkbox"/> Academic Senate Rep	<input checked="" type="checkbox"/> Erika Aguilar - College Council Rep/Classified Rep	<input type="checkbox"/> Faculty Rep	<input type="checkbox"/> Faculty Rep
	<input checked="" type="checkbox"/> Jose Velasquez (Chair)	<input type="checkbox"/> Allyn Leon (Chair)	<input checked="" type="checkbox"/> Andrew Robinson (Chair)	<input checked="" type="checkbox"/> Sydney Rice (Chair)
	<input checked="" type="checkbox"/> Michael Heumann (Chair)	<input checked="" type="checkbox"/> Trini Arguelles (Coordinator)	<input type="checkbox"/> Classified Manager Rep	
	<input type="checkbox"/> Benjamin Barajas-ASG Rep			
Consultants	<input type="checkbox"/> Victor Jaime - CEO	<input type="checkbox"/> John Lau - CBO	<input type="checkbox"/> Martha Garcia - CSSO	<input type="checkbox"/> Carlos Fletes - Dir.
	<input checked="" type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Kevin Howell-SLO Co-Coord.	<input type="checkbox"/> Jill Kitzmiller-SLO Co-Coord.	<input type="checkbox"/> Audrey Morris - BSI Coord.
	<input checked="" type="checkbox"/> Xochitl Tirado-DE Coord.	<input checked="" type="checkbox"/> M. Wainwright-CTA Rep		
Visitors:				
Recorder:	Linda Amidon			

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:30 p.m. by CART Co-Chair/Accreditation Coordinator, Dr. James Patterson.

B. Review and Approval of Minutes of February 26, 2016, Meeting

- The minutes of the February 26, 2016, meeting were approved as presented.

C. Welcome and Membership Roster Changes

- Co-chair Patterson introduced himself as the Accreditation Coordinator; he will serve as faculty Co-chair of CART, along with administrative Co-chair Tina Aguirre.
- The membership roster was reviewed and updated; CTA President Mary Jo Wainwright attended today's meeting as a consultant (non-voting) since a CTA faculty representative has not yet been identified; the Academic Senate will appoint a representative to CART at the Senate's next meeting; Dean Inzunza will follow up with the ASG representative appointed to the team.
- Co-Chair Patterson pointed out that CART is a team, not a committee, and he will work on team building over the next coming months.
- Dr. Nick reported on the President's Cabinet action on CART's request to use the board room as its regular meeting site: Regular meetings of CART (the first and third Tuesday of the month, 3:30-4:30 p.m.) overlap with Administrative Council meetings (2:00-4:00 p.m.), and both committees meet in the board room; since Administrative Council meetings usually end before 3:30 p.m., CART can continue to schedule its meetings in the board room but must meet elsewhere on those occasions when Administrative Council has trainings and other events that extend past 3:30 p.m.

D. Update on Previous Discussion Items

1. ACCJC Midterm Report, Final Status

- CIO/ALO Dr. Nick reported that the college's accredited status is maintained, and there is nothing further to be done related to the Midterm Report; he gave kudos to those involved in preparation of the report.
- Members were reminded that accreditation is a continuous process, and while the next report is due in 2019, now is the time to begin laying the foundation.
- Co-Chair Patterson stated his goal is to complete the self-evaluation by the end of his two-year appointment.

2. Report from SEMPC

a) 2015-2016 Program Review and Planning Cycle

b) 2014-2015 Institutional Effectiveness Progress Report

- Dr. Lennor Johnson will fill the role of Dean of Counseling on an interim basis effective October 3, 2016, and will serve as SEMPC Co-chair.
- SEMPC Co-chair Efrain Silva stated that the first meeting of SEMPC will take place in October after Dr. Johnson is on board.

3. SLO/PLO Report

a) What's been done?

b) What needs to be done?

- Item tabled as new SLO Co-coordinators Kevin Howell and Jill Kitzmiller become accustomed to their new roles.

4. SPOL Report

a) Upload of 2014 Standards and SEMP Goals

- The uploads in SPOL have been made for use in the 2016-2017 program review cycle.

b) Status on Program Completions

- Director of Institutional Research Jose Carrillo presented two slides showing a status update of 2015-2016 program review objectives including a list of status update options; the plan is to trim the list of options but SPOL does not allow changes to be made if any of these options were selected previously.
- Of the 206 objectives identified, 6 have been completed, or 3%; "complete" is defined as having all tasks for an objective completed; 29% are "incomplete;" 21% have "not started" which shows that the update process is seen more as a once-a-year process rather a continuous process.
- Director Carrillo will update the status report when the 2016-2017 program review cycle is completed in late fall 2016; the status update report gives the college a better understanding of its institutional effectiveness.
- Program review has been changed from annual comprehensive program review for all programs to comprehensive program every three years for identified programs, and annual updates for all programs; the revised schedule will lessen the burden on departments with numerous programs to review and hopefully increase the number of completions. The program review process consists of three parts: 1) Update last year's goals, 2) establish future goals, and 3) budget enhancements. SLO/PLO assessment is also part of the overall process.
- CTA President Mary Jo Wainwright asked who is responsible for continuous review of objectives – department chairs, deans, discipline faculty? Committee members responded with the following:
 - most of the program review information is going to the chairs;
 - chairs or their support staff enters the program reviews in SPOL, while faculty enters SLO/PLO information in the assessment module of SPOL;
 - discussions related to program review should be held at the departmental level;
 - department chairs received an outline of the program review process at the Instructional Council retreat held in August including the tools to get started (program review schedule, timeline and program review templates for this year's cycle);
 - the deans acknowledgement they should conduct follow-up and play a stronger role;

- a check of objectives in early May or June should be added to the planning calendar;
- ALO/CIO Dr. Nick noted the need for a professional development day to address this concern and others.
- Members were reminded that Accreditation Standards require that institutions show how results of program review are used to make program improvements.
- Director Carrillo will send notice regarding SPOL trainings on program review.

5. Report on Planning Calendar

- Dean of Student Affairs and Enrollment Services Everardo Inzunza stated his understanding is that the planning calendar serves as a tool for dissemination of deadlines and expected outcomes.
- Co-Chair Patterson explained that ACCJC has cited IVC multiple times for its inability to show integration of its planning activities, and the evidence ACCJC looks for as evidence of compliance is an integrated planning calendar; IVC's response to recommendations made by ACCJC was to implement the existing Team-Up Calendar, which is maintained by the office of the Dean of Student Affairs and Enrollment Services.
- Because the planning calendar has been difficult to maintain, recommendation was made to have SEMPC and CART representatives meet with Dean Inzunza to review the process for getting information to him for inclusion in the planning calendar.
- It was noted that the crosswalk of all plans, referenced in agenda item E.4, appears to align more with Dean Inzunza's vision of the planning calendar.

E. New Discussion

1. Self-Evaluation Process and Timelines

- The next accreditation report the college must prepare is the Comprehensive Institutional Self-Evaluation, which is due in fall 2018, and will be followed by a visit in spring 2019.
- Co-Chair Patterson will introduce CART to the new Accreditation Standards, beginning with Standard I, at the next CART meeting.
- A request will be made to the Academic Senate for at least one faculty representative to serve on CART as a critical reader of the self-evaluation report; a couple of CART members should also serve in this role.
- Co-Chair Patterson proposed establishing a small task force composed of faculty, staff, and administrators to conduct a mock visit in spring 2018; he noted that some institutions bring in people from other colleges to conduct the mock visit; English Department Chair Michael Heumann noted that the state Academic Senate provides this service.
- The writing process will begin in the next two weeks with development of a timeline and report template developed by the CART Co-chairs and Linda Amidon, administrative assistant to ALO Dr. Nick.

2. Strategic Educational Master Plan

- SEMPC will meet in October.

3. Crosswalk of all Plans (SEMP, IT, SSE, SSSP, etc.)

- Other plans were identified for inclusion in the crosswalk: BSI and SLO; it was noted that the SLO plan is part of the SLO Committee's program review, i.e., the student learning outcomes assessment cycle.
- The goal of the crosswalk is to show integration of the various plans, to ensure the plans are communicating with each other.

4. Substantive Change Status Check

- Two substantive change proposals are pending for the following programs: 1) Distance Education, and 2) Inmate Education (Inside/Out Program, and Calipatria and Centinela Prisons).
- Information regarding the proposals have been provided to new Distance Education Coordinator Xochitl Tirado and new Vice President for Student Services Dr. Martha Garcia, for assignment to the Minority Male Collaborative Coordinator once the position is filled.
- Two reference documents were offered to DE Coordinator Tirado to assist her in writing the DE substantive change proposal: 1) The recently approved substantive change proposal for the Diesel program, which addresses the 2014 Accreditation Standards and includes the required report elements; and 2) the DE substantive change proposal written by former DE Coordinator David Zielinski.

F. Adjournment

- The meeting was adjourned at 4:25 pm.

Next Meeting

- October 4, 2016.