

**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART) Meeting  
10:00 a.m. - 11:00 a.m., Friday, December 6, 2019  
Board Room**

**Approved February 21, 2020**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)		Consultants (Continued)
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair/VP, Student Services	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Daniel Gilison – Dept. Chair, Science	<input type="checkbox"/> Efrain Silva – SEMPC Co- Chair/Dean, Econ. & Workforce Dev.	<input type="checkbox"/> Roberta Webster – Assoc. Dean, Nursing & Allied Health
<input type="checkbox"/> Suzanne Gretz – Dept. Chair, BSS	<input checked="" type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input checked="" type="checkbox"/> Betsy Lane – Assoc. Dean, Workforce Prep & Community Special Projects
<input type="checkbox"/> Carol Hegarty – Dept. Chair, Humanities	<input checked="" type="checkbox"/> Jose Carrillo – College Council Representative	<input type="checkbox"/> Dr. Henry Covarrubias – Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	<input checked="" type="checkbox"/> Roxanne Nuñez, Counseling Representative	<input type="checkbox"/> Victor Torres – Dean, Student Affairs & Enrollment Services
<input checked="" type="checkbox"/> Martinez, Andres – Dept. Chair, Business	<input type="checkbox"/> Human Resources Representative (Clint Dougherty, CHRO)	<input type="checkbox"/> Bianca Bisi – Interim Assoc. Dean, Student Equity & Achievement
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	<input checked="" type="checkbox"/> Cecilia Duron, Administrative Services Representative	<input checked="" type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Associated Student Government Rep (Renee Morales)	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Associated Student Government Rep (Kylee Baker)	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
<input checked="" type="checkbox"/> Dr. Jose Ruiz – Dept. Chair, WLSC	<b>Consultants</b>	<input type="checkbox"/> Kevin Howell – SLO Coordinator
<input checked="" type="checkbox"/> Jose Velasquez, Dept. Chair, ITEC	<input type="checkbox"/> Dr. Martha Garcia – Superintendent/President	<input type="checkbox"/> Mary Jo Wainwright – CTA Representative
<b>CART Co-Chairs</b>	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services	<b>Guests</b>
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Dr. Lennor Johnson, VP, Student Services	
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input checked="" type="checkbox"/> Dr. Robert Price, Acting Dean, Arts, Letters, & Learning Services	
<b>Recorder</b>	<input type="checkbox"/> Efrain Silva - Dean, Economic & Workforce Development	
<input checked="" type="checkbox"/> Linda Amidon	<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	

A. Call to Order

1. Call to Order

- Accreditation Coordinator/CART Co-Chair Dr. James Patterson called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:02 a.m.

B. Approval of Minutes

1. Approval of Minutes from November 15, 2019

- The minutes were approved as presented.

C. Update and Action on Recommendations and Goals

1. Recommendation 1 re: Learning Outcomes Assessment Cycle

- Dr. Patterson proposed the following goal related to the learning outcomes assessment cycle, as it relates to instructional services:

All instructional departments, library, and learning support services will establish a regular schedule for SLO assessment. These assessment schedules will be provided to the Outcomes & Assessment Committee and to CART.

- While some department chairs have schedules for assessment of SLOs, the goal is to have all instructional departments establish schedules. The schedules would serve as evidence the college has a robust learning outcomes assessment process, in response to ACCJC Recommendation 1.
- Following discussion, the goal was revised and a motion made and seconded to approve the revised goal:

M/S Carboni/Heumann: All instructional departments, library, and learning support services will establish a regular schedule for learning outcomes assessment. The department chairs/coordinators/directors will provide their assessment schedules to the Outcomes & Assessment Committee and to CART. The motion carried unanimously.

- Beginning in the spring while the regular schedules are being collected, CART will also work with the Outcomes &

Assessment Committee to ensure that programs are assessing outcomes in accordance with the schedules. This information will also be included in the follow-up report.

- Team members discussed which programs should have SLOs and which should have SAOs. Director Carrillo noted that the library, Admissions and Records, and other student services areas that deal with students currently have SAOs, not SLOs. Dr. Patterson stated his understanding that all programs that deal directly with students must have learning outcomes, have a regular schedule of outcomes assessment, and must conduct regular assessment. VP Tafoya stated she views the terminology as interchangeable. She explained that as long as an area has identified outcomes and is assessing them that is satisfactory.
- Dr. Tafoya revisited the goal of establishing consistent nomenclature; she recalled that Dr. Patterson had recommended “learning outcomes” instead of “SLOs” and “SAOs”. Dr. Patterson stated he had recommended the term “outcomes”. Director Carrillo stated the culture of the college has been to use the term “SLOs”. If the proposal is for the college to transition to the new terminology, he encouraged creating an awareness of the impending change in order to reduce confusion.

## 2. Recommendation 2 re: Evaluation of Processes and Systems Across Campus

- Dr. Patterson reported that the list of 12 processes and systems has been narrowed down to eight, and that he had presented the list at the campus forum on November 19. He stated these items will be addressed in the follow-up report.
- The committee reviewed the list and the parties responsible for reviewing the processes. Following further discussion, committee members agreed to the changes noted.

1) Program Review **and Enhanced Budget Request process** (combined two items from the list of 12)  
(Responsible Party: SEMPC)

2) Strategic Educational Master Plan (Responsible Party: SEMPC)

3) ISER/Accreditation (Responsible Party: CART)

4) Institution-Set Standards (Responsible Parties: IR, Academic Senate, President’s Cabinet)

5) Student Learning Outcomes Assessment Cycle/Service Area Outcomes Assessment Cycle (Faculty, **Administrators**)

- Dr. Patterson proposed holding a campus forum in mid-March to address item 5, at which time he will also address changing the reference from “learning outcomes” to “outcomes”. Dr. Patterson requested that VP Tafoya ask SLO Coordinator Kevin Howell if he would be willing to moderate the mid-March campus forum.
- Director Carrillo pointed out that SLO/SAO assessment involves more than faculty; the responsible parties was updated accordingly.

6) Evaluation of Committees (representatives from College Council, Academic Senate, ASG Senate, and President’s Cabinet) (includes bylaws review)

- Dr. Patterson proposed taking the reps to lunch as a group in January to coordinate the evaluation of standing committees with the goal of developing a similar and consistent process across campus. He will communicate directly with Dr. Garcia regarding President’s Cabinet evaluation process.

7) Campus Hour (Academic Senate, ASG Senate, Instruction Office) [being addressed by instructional council]

- It was noted that ASG would like to increase Campus Hour. Dr. Patterson reported that the addition of a Tuesday or a Thursday campus hour has been proposed. The Academic Senate will revisit this issue.

8) Schedule Development and Catalog Development (Enrollment Management Task Force) [being addressed by Instructional Council]

- VP Tafoya reported that recent actions by Instructional Council would affect items 7 and 8. She stated the group has been working on building the schedule on an annual basis, and changes to Campus Hour would change the timeline.

9) **Employee evaluations** (added back from the list of 12 items)

10) **Funding professional development requests** (added back from the list of 12 items)

M/S/C Heumann/Drury to approve the updated list of 10 processes and systems to review and address in the follow-up report. The motion carried unanimously.

- Dr. Patterson will begin gathering committee minutes related to the 10 processes and systems and begin drafting the follow-up report.

## D. Adjournment

1. Next Meeting - Friday February 21, 2020, at 10:00 a.m., Board Room

2. Adjournment

- The meeting adjourned at 10:31 a.m.