

Responsible Party: SEMPC; CART; Outcomes Committee; ASG; Institutional Researcher.

- Discussion:
  - Co-Chair Patterson reports that the college received a recommendation for improvement from the ACCJC evaluation team to evaluate all processes and services. He states the college will receive the ACCJC action letter with final recommendations in July. Co-Chair Patterson suggests that if we take the initiative and begin working on a plan, we could be ready to evaluate processes and services in the fall semester.
  - As it is not feasible to evaluate all processes and services, the committee identifies specific processes and services to evaluate (see above).
  - Dean Drury suggests that a "Coordinating Council" similar to the committee in place at College of the Desert (COD) would help in the coordination of committees. The COD Coordinating Council is composed of chairs of all COD committees, meets once a month, and coordinates reports, projects, grants, and utilization of funding, among other things. CART members consider whether to make a recommendation to President's Cabinet and Academic Senate regarding implementation of a Coordinating Council at IVC.
  - Co-Chair Patterson proposes that CART review the self-evaluation process (ISER) beginning in May.
  - To address the evaluation team's inquiry regarding how the college evaluates its processes, CART members recommend using the committee self-evaluation form as the start of a generic template to evaluate processes and services. Discussion of this item will be continued at the next CART meeting.

## 2. Recommendations for Improvement: Evaluation of All Employees

Recommended Action Plan: To document completion of employee evaluations.

Responsible Party: CHRO Clint Dougherty.

## 3. Recommendations for Improvement: Evaluation of Professional Development Efforts

Recommended Action Plan: Create a mechanism to capture individual faculty/staff professional development via the deans to HR.

Responsible Party: EEO and Diversity Advisory Committee; Faculty Teaching and Learning Committee; Professional Development Committee; Academic Senate; deans.

- Discussion:
  - Members discuss how to address professional development efforts outside of the Professional Development Committee process and identifies the need for a mechanism to capture individual faculty/staff professional development activities.
  - Dean Price suggests adding a check box to the travel request and expense statement form to designate the travel for individual professional development.
  - The committee reviews the Professional Development Plan in BoardDocs and finds a proposed form for this purpose, the Individual Professional Development Activity Request Form.

## 4. Recommendations for Improvement: Communication with the Broader Community

Recommended Action Plan: Document all communications and channels used to deliver information to the broader community. Schedule regular town hall forums and faculty/staff forums on fifth Mondays.

Responsible Party: President's Office; Public Relations and Marketing Committee.

- Discussion:
  - Dean Drury suggests planning regular town halls in months where there is a fifth Monday, which occurs three to four times a year. These town halls could take place during campus hour where the President, Academic Services, and other areas could provide updates.
  - Members note that currently planned updates are provided only during convocation.
  - Co-Chair Patterson concurs that if the college holds regular town hall meetings every fifth Monday, it will help to build awareness into the community that they can find out information about IVC on a regular basis.

## 5. Recommendations for Improvement: "A More Robust SLO Process"

Recommended Action Plan:

Responsible Party:

- Discussion:
  - Dean Drury notes the new SLO assessment form does not reflect linkages from SLO discussion and recommendations for improvement, to program review, to budget recommendation, to enhanced budget request, and to budget allocation.
  - Dean Silva notes the evaluation team had also asked about linkages from the SLO discussion to PLOs.
  - Members revisit the issues related to the SPOL planning tool and note the improvement plan in the 2018 ISER states that the college will conduct an evaluation of SPOL. Members identify SEMPC as the committee to conduct the evaluation of SPOL.
  - Co-Chair Patterson suggests returning to a paper process for learning outcomes assessment.
  - Discussion will be continued at the next CART meeting.

## E. Adjournment