

**Minutes of Continuous Accreditation Readiness Team (CART)
10:00 a.m. (Friday, March 18, 2022)**

Approved April 29, 2022

Voting Members		Resource Members (Continued)
<input checked="" type="checkbox"/> David Drury-Interim VP, Academic Svcs/ALO	<input checked="" type="checkbox"/> Jose Carrillo-Prog Review Cmte.Co-Chair	<input checked="" type="checkbox"/> Dr. Cuauhtemoc Carboni-Interim Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Daniel Gilson-Dept. Chair, Science	<input type="checkbox"/> Yolanda, Cataño-IEDC Chair	<input type="checkbox"/> Daniel Ortiz-Allied Health/Nurs Progs Coord/ADON
<input checked="" type="checkbox"/> Austen Thelen-Dept. Chair, BSS	<input type="checkbox"/> _____-Academic Senate Faculty Rep	<input type="checkbox"/> Betsy Lane-Dean, Arts, Letters & Learning Svcs
<input checked="" type="checkbox"/> Carol Hegarty-. Chair, Humanities	<input type="checkbox"/> Roxanne Morales-Counseling Rep	<input type="checkbox"/> Lillian Finnell-Acting Dean, Counselg & Spec Proj
<input checked="" type="checkbox"/> Michael Heumann-Dept. Chair, English	<input type="checkbox"/> Clint Dougherty-Human Resources Rep	<input checked="" type="checkbox"/> Victor Torres-Assoc. Dean, Wkforce Dev/Nontrad Instr
<input checked="" type="checkbox"/> Andres Martinez-Dept. Chair, Business	<input checked="" type="checkbox"/> Stacey Browning-Admin Services Rep	<input type="checkbox"/> Alexis Villa-Assoc. Dean, Stu Equity & Achievement
<input checked="" type="checkbox"/> Jill Nelipovich-Dept. Chair, Math and Eng	<input checked="" type="checkbox"/> Isabel Landeros-ASG Rep	<input type="checkbox"/> James Dalske-Dean, Student Affairs & Enroll Svcs
<input checked="" type="checkbox"/> Sydney Rice-Dept. Chair, ESL	<input checked="" type="checkbox"/> Daniela Hernandez-ASG Rep	<input checked="" type="checkbox"/> Stacey Browning-Director, Fiscal Services
<input checked="" type="checkbox"/> Andrew Robinson-Dept. Chair, ESW		<input checked="" type="checkbox"/> Jose Carrillo-Director, Institutional Research
<input checked="" type="checkbox"/> Dr. Jose Ruiz-Dept. Chair, WLSC	Resource Members	<input checked="" type="checkbox"/> Xochitl Tirado-Distance Ed Coordinator
<input checked="" type="checkbox"/> Jose Velasquez-Dept. Chair, ITEC	<input type="checkbox"/> Dr. Lennor Johnson-Interim Super/Pres	<input type="checkbox"/> Kevin Howell-SLO Coordinator
CART Co-Chairs	<input type="checkbox"/> Cesar Vega-VP, Administrative Svcs	<input type="checkbox"/> Norma Nunez-CTA Representative
<input checked="" type="checkbox"/> Dr. Jia Sun-Accreditation Coordinator	<input type="checkbox"/> Dr. Henry Covarrubias-Acting VP, Stud Svcs.	<input type="checkbox"/> _____-Pathways to Student Success Coord.
<input checked="" type="checkbox"/> David Drury-Interim VP, Academic Svcs/ALO	<input checked="" type="checkbox"/> Gail Warner-Dean, Health & Public Safety	
Recorder	<input type="checkbox"/> Efrain Silva-Dean, Econ & Workforce Dev	
<input checked="" type="checkbox"/> Linda Amidon-Admin. Asst. Academic Svcs		

A. Call to Order

Procedural: 1. Call to Order

- The meeting was called to order at 10:02 a.m.

B. Approval of Minutes

Minutes: 1. Approval of February 18, 2022, Minutes

- M/S/C Gilson/Robinson: The minutes of February 18, 2022, were approved as presented.

C. Update/Reports

Discussion, Information: 1. Accreditation Standards Training

- J. Sun shared the information he has gathered to date:
 - ACCJC Liaison Dr. Catherine Webb informed him that formal ISER training is offered to colleges gearing up to prepare the ISER. This training is offered around the time the midterm report is due; the training for IVC would be offered in spring 2023. Dr. Webb suggested the following options that are available at this time:
 - The short training video available on the ACCJC website.
 - A Q&A session with Dr. Webb that could take place near the end of this spring semester, depending on her schedule and availability.
- Discussion:
 - J. Sun: The Q&A session is an option CART could consider, but he prefers the session take place in fall 2022 after work on the Midterm Report has progressed and to allow time to develop a set of specific questions.
 - J. Carrillo: He found the self-paced training course he completed a few years ago on the ACCJC website, but the link doesn't work. He hasn't had a chance to follow up with ACCJC.

D. Information/Discussion

Discussion: 1. Midterm Reporting Writing Groups

- J. Sun presented a Midterm Report shell reflecting proposed leads for each section of the report. Each section lead will assemble their writing group as applicable.
 - 5. Plans Arising from the ISER
 - ACCJC recommends use of a table for the plan updates. The committee reviewed tables completed by other colleges as examples.
 - J. Sun will .
 - LEAD: CART will gather updates on each of the plans
 - 6.A. Response to Recommendations for Improvement

- The ISER evaluation team made three recommendations for improvement:
 - Recommendation 3: ...the college document its review process to ensure accuracy, clarity, and integrity of information provided to the public and community. (I.C.1)
 - Recommendation 4: ...the college follow its performance evaluation cycle and process for all employees. (III.A.5)
 - Recommendation 5: ...the college improve the evaluation and assessment of the professional development efforts. (III.A.14)
- Discussion:
 - J. Sun: Recommendations 4 and 5 correspond to the Human Resources accreditation standards but are also under the reach of the Institutional Effectiveness and Development Committee (IEDC).
 - J. Carrillo:
 - Recommendation 3: The PRC Co-Chairs have discussed the program review evaluation process.
 - Recommendation 4: The performance evaluation process extends to the participatory governance structure rather than to just Human Resources.
 - Recommendation 5: Professional development is also under the IEDC. The IEDC has developed a new Professional Development Plan.
 - He feels strongly that IEDC should be heavily involved in writing the response to section 6.A.
 - D. Gilson:
 - Concurs with J. Carrillo. IEDC should take the lead, and PRC could help out with a small subset of the review process.
 - J. Sun will speak with IEDC Co-Chair Y. Catano regarding IEDC taking the lead on section 6.A.
 - LEAD: IEDC, PRC
- 6.B. Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards
 - 6.B.1. Student Learning Outcomes (Standard I.B.2).
 - 6.B.2. Institution Set Standards (Standard I.B.3)
 - J. Sun stated the responses to these sections are basically reflective narratives. He will reach out to SLO Coordinator Kevin Howell.
 - LEAD: SLOs - Outcomes and Assessment Committee; ISS - CART/IEDC.
- 6.C. Report on the Outcomes of the Quality Focus Essay (QFE)
 - J. Sun will meet with C. Carboni to discuss, and reach out to the Guided Pathways Coordinators.
 - LEAD: C. Carboni/GP Coordinators Leticia Pastrana and Veronica Figueroa
- 6.D. Fiscal Reporting
 - To provide an update on IVC's fiscal conditions and copy of recent ACCJC Annual Fiscal Report.
 - LEAD: CBO, Director of Fiscal Services
- Updates and progress reports will be made at the next CART meeting. J. Sun asked that leads email him with this information if they will be unable to attend.

Follow-Up Item:	Assigned to:	Action/Discussion Timeline:
Table of progress on plans	CART Co-Chair J. Sun	Update/Info: 4/29/22
Midterm Report section leads	CART Co-Chair J. Sun	Update/Info: 4/29/22
Updates/progress reports on assigned Midterm Report sections	Section Leads	Update/Info: 4/29/22

Discussion: 2. Midterm Report Timeline

- J. Sun presented the timeline for review:
 - Spring 2022: Formation of writing teams. Evidence gathering/cataloging. Start writing sections
 - Summer 2022: Writing sections. Draft building
 - Fall 2022 - Draft proofreading/rewriting (Goal: Report is 80-85% completed by October for committee 1st Reads)
 - Oct. 21- CART 1st Read
 - Nov. 16 - Board 1st Read
 - Nov. 30 - Senate 1st Read
 - Dec. 9 - ICC 1st Read
 - Spring 2023 (Goal: Report is 100% or as close to 100% completed prior to committee approvals)

- Feb. 15 - Board 2nd Read/Action
- Feb. 24 - CART 2nd Read/Action (Special meeting Feb. 17)
- Mar. 1 - Senate 2nd Read/Action
- Mar. 10 - ICC 2nd Read/Action
- Mar. 15 - Submit to ACCJC
- L. Amidon will verify the board and ICC meeting dates.
- J. Sun will send the proposed timeline to CART members for closer review. He emphasized the importance of adhering to the timeline as closely as possible, but adjustments will be made if necessary. He proposed that CART revisit the timeline at the end of the spring semester.

Follow-Up Item:	Assigned to:	Action/Discussion Timeline:
Midterm Report Timeline	CART Co-Chair J. Sun; L. Amidon	Update/Info: 4/29/22

Discussion: 3. Institutional Set Standards (ISS)

- J. Sun reported that ISS values were updated for 2021. He provided an overview of the ISS review process as shown below, which process was implemented last spring. This year's ISS review will address the accreditation goal of discussing ISS and also the requirements of section 6.B.2 of the Midterm Report, which asks institutions to reflect on ISS values.
 - CART will begin the discussion today and continue discussion at the next meeting.
 - A task force will be convened to review the data.
 - The task force report will be presented to CART for review and final recommendation.
 - The report and recommendation will be submitted to the participatory review groups.
- J. Carrillo provided background on the ISS and reported on the fall 2021 data:
 - The current institution-set standards were adopted by Academic Senate in September 2020, but the process to develop the standards began with CART.
 - ACCJC requires institutions to set standards (floor) and aspirational goals for course retention, course success, degrees awarded, certificates awarded, and number of transfers. The floor is defined as the lowest expected value the institution is willing to set; the aspirational goal for each standard is defined as where the institution ideally wants to be.
 - Due to issues with 2019-20 data resulting from changes made in response to the pandemic, it was decided that the fall term would be used as the indicator for course success and retention rates.
 - From fall 2020 to fall 2021, course success rates dropped from 68% to 66% (the floor is 70%). While IVC met the floor of 85% for course retention, the rate dropped from 88% in fall 2020 to 86% in fall 2021.
 - The drop in course success and course retention is likely due to changes in the course modalities - an increase in online course offerings which traditionally have lower success rates - and other changes that were made in response to the pandemic. Previously course offerings were 90% on ground and 10% online; currently, the balance of course offerings is 50/50.
 - It is anticipated that changes made due to the pandemic will also impact the remaining standards, and rate drops are anticipated over the next few years.
 - As the ISS were set prior to the pandemic, J. Carrillo suggested that it might be time for CART to begin discussing whether the floor and aspirational goals for course success and course retention are still attainable, or whether it is time to revise the standards.
- J. Sun will convene task force meetings to take place this spring to analyze the data and identify the reason for the drop in course success and retention rates. Based on the composition of last year's task force, J. Sun, D. Drury, J. Carrillo, Y. Catano, O. Sambrano, and L. Amidon will serve on the task force. C. Carboni volunteered to serve on the task force. Anyone else interested in participating on the task force should contact J. Sun.
- Discussion:
 - T. Carboni:
 - Asked if specific course level data was reviewed to determine whether certain courses are skewing the success rate. J. Carrillo responded that this review can be done through the use of Tableau.
 - A. Robinson:
 - Pointed out the question that needs to be answered: What will be done to address these specific outcomes?
 - J. Sun:
 - Stated that for the Midterm Report we will need to answer the set of questions under section 6.B.2. (i.e., "Has the college met its floor standards? Has the college achieved its stretch [aspirational] goals? What initiative(s) is the college undertaking to improve its outcomes? ...")
 - J. Carrillo:
 - Concurred with the point raised by A. Robinson's question: We talk about the standards, but no one is ever held accountable for the outcomes.