

**Minutes of the Continuous Accreditation Readiness Team (CART) Meeting  
10:00 a.m., Friday, April 29, 2022, Via Zoom**

**APPROVED MAY 20, 2022**

**A. Call to Order**

**Procedural: 1. Call to Order**

- J. Sun called the meeting to order at 10:04 a.m.

**B. Approval of Minutes**

**Action, Minutes: 1. Approval of March 18, 2022, Minutes**

- M/S/ Thelen/Ruiz to approve the minutes of March 18, 2022, as presented. The motion carried.

**C. Update/Reports**

**Discussion, Information: 1. Midterm Report Timeline**

- J. Sun reported as follows:
  - Shared that Dr. Johnson has concerns with the report timeline. Dr. Johnson would like to see the second read/vote by the board as the final action taken before submission of the Midterm Report to ACCJC.
  - Presented the original timeline with updates and explained that if the change requested by Dr. Johnson is made:
    - the timeline will have to be moved forward;
    - the report will have to be finished earlier -- 100% completed by Thanksgiving or earlier;
    - all participatory governance committees will need to vote on a finished product before winter break as committees don't meet during winter intersession and there won't be enough time when we return from break for the spring semester.
  - He will present the updated timeline to Dr. Johnson and ICC at its next meeting in May.

**Discussion, Information: 2. Midterm Report Writing Groups**

- J. Sun reported as follows:
  - Shared the outcome of his contacts with the writing group leads:
    - IEDC Co-chair Y. Catano confirmed that IEDC will work on Section 6.A.
    - SLO Coordinator K. Howell confirmed he will work on Section 6.B.1.
    - Math & Science Division Dean/Former Guided Pathways Co-Chair C. Carboni and current Guided Pathways Co-chairs V. Soto and L. Pastrana have begun working on Section 6.C.
  - CART will work on Section 5.
  - IEDC and CART will work on Section 6.B.2.
  - The writing group leads and responsible committees will reach out to other groups and individuals as needed for assistance in completing the Midterm Report sections.

**Discussion, Information: 3. Midterm Report Section Lead Updates**

- The following updates were provided:

**Section 5. Plans Arising from the Self-Evaluation Process:**

J. Sun reported as follows:

- Presented a chart reflecting the information collected to date.
- Received SLO information from K. Howell and D. Krimm for Standard I.B.2.
- Received AB 705 information related to ESL from S. Rice for Standard II.A.4. Information for English and Math is pending.
- PRC Co-chairs J. Carrillo and D. Gilson will be working with PRC regarding the process to evaluate SPOL for Standard III.C.1.
- Is awaiting info from IT for Standard III.C.5 (IT policies and procedures in response to security audit).
- Hasn't yet begun editing the information received. He will invite CART members to review the chart presented.

**Section 6.A. Response to Recommendations for Improvement**

The following updates were provided:

- Recommendation 3:
  - J. Carrillo reported that PRC has put out a number of surveys. Every committee is getting its own survey to evaluate activities and the impact of each committee. The surveys are a tool to evaluate how our shared governance structure fits into the larger picture.
- Recommendation 4:
  - Y. Catano stated that IEDC will address this recommendation in collaboration with HR, but the employee evaluation process is housed under HR. Y. Catano will touch base with CHRO C. Dougherty.
- Recommendation 5:
  - Y. Catano reported she has met with the professional development leads. The group is considering using TeamDynamix for submission and analysis of all professional development requests. Each entity - CSEA, classified, faculty, and administration - will have its own individual process for review and approval of professional requests. The implementation process will be documented soon.

**Section 6.B.1. Reflection on Improving Institutional Performance: SLOs**

J. Sun reported that K. Howell is working on this section.

**Section 6.B.2. Reflection on Improving Institutional Performance: Institution Set Standards (ISS)**

J. Sun reported that a lot of work has been done. The ISS Task Force has started to meet; the first meeting took place April 8, and a second meeting will take place today. He provided a summary of the first meeting: The Task force discussed ideas for:

- infusing the institution set standards into college processes to have it permeate in the departmental and lower levels.
- having introspective conversations regarding ISS at the departmental and lower levels to gather input from department level faculty about the ISS and the metrics that are set.

Discussion:

- J. Sun:
  - Suggested adding review of ISS to the program review process and asked the PRC Co-Chairs for feedback.
- J. Carrillo:
  - PRC met yesterday and discussed:
    - improving the data to ensure it better serves the needs of each department and program;
    - infusing ISS discussion into program review to be able to have a point of reflection or benchmark for each program as they engage in meaningful conversation on what the standard is for the college;
    - using tools, specifically the dashboard O. Zambrano created to allow faculty to see how their success and retention rates compare to the college as a whole, to measure against ISS, and to ensure ISS data is infused in the discussions.
- J. Sun:
  - Infusing ISS into program review would provide a way for faculty to have a say on the ISS. He noted the current process for setting ISS involves only Senate faculty. Under the proposed process departmental level input can be obtained from faculty that work on program review or faculty that attend department meetings.
- J. Carrillo:
  - Faculty department chairs usually complete program review, but sometimes the information doesn't reach all faculty.
- O. Zambrano:
  - Shared the link to the dashboard and provided a brief background:
    - The tool focuses on data for the Strong Workforce Faculty Institute and the questions asked of faculty. The tool allows faculty to analyze their own data sets (success and retention, enrollment by demographics, race, ethnicity, gender, and age groups, longitudinal analysis by course format and term, day or evening class, course length).
    - A demo of the tool was provided. Because the data takes awhile to load, Oliver is considering transitioning to Tableau or using one-day old data to speed it up.
    - The tool was initially provided to only faculty involved with the Strong Workforce Faculty Institute. Access could be expanded to include all faculty, but the tool is still being tested. J. Carrillo wants to ensure the tool runs faster and is operational in a way that faculty will use it.
- C. Carboni:
  - Need to provide data coaching to faculty so they can interpret the data. He offered to help with the training.
- J. Sun:
  - Development of this tool will help the college answer the question in Section 6.B.2 of the Midterm Report, "What initiative(s) is the college undertaking to improve its outcomes?" He shared a proposed response to the question: "The college is developing a dashboard that will allow individual faculty to query their own course metrics providing valuable insights for discussion and improvements."
  - The ISS task force will discuss this item further at its meeting today.

### Section 6.C. Report on the Outcomes of the QFE

C. Carboni reported that he and the Guided Pathways Coordinators have met. He hopes to have a first draft by the end of next week.

### Section 6.D. Fiscal Reporting

J. Sun noted that Section 6.D is the annual fiscal report; he is not expecting draft narrative from the section lead.

- J. Sun stated:
  - The Midterm Report Section Lead Updates will be a standing agenda item at each CART meeting.
  - He will report on the progress on the Midterm Report to IEDC and ICC so the whole college is aware that CART is building the report and making good progress.
  - He will have a better idea of the areas that might need additional help once the writing groups complete drafts of their sections.
  - He hopes to have a large body of text completed before the draft Midterm report is shared with CART for input. He anticipates this will take place around the end of spring-beginning of the fall semester but noted that the earlier draft sections are completed, the earlier CART can begin review and provide input.

### Discussion, Information: 4. Institutional Set Standards - Task Force Report

- See earlier discussion under agenda item C.3., Section 6.B.2.
- J. Sun briefed the committee on the ISS Task Force meeting of April 8, 2022:
  - The only ISS deficiency is course completion and the outcome is based on fall 2021 data.
  - The task force discussed what might have caused the deficiency and considered the possibility the data might already be outdated and no longer an issue based on the following:
    - we have more in person classes for 2022 than 2021;
    - the course completion average is for every single course;
    - in-person classes generally pull the average up;
    - having 300+ online courses vs. 100+ courses;
    - online instructors are now certified and trained.
  - The task force also considered the question, "should we recommend lowering the set standard of 70%?" Almost everyone on the task force agreed the standard should not be lowered in anticipation the value will rebound for the reasons given above. Further, going forward, once ISS discussion is infused in program review and goes to the departments, we will have more input regarding where the standard should be set.