

Continuous Accreditation Readiness Team (CART)
Friday, November 18, 2011, 10:00 a.m.
Board Room

Attendees: present in yellow

Administrative Council Management Council		Instructional Council (Non-Administrative)	Other Members
Alfredo Cuellar Betty Kakiuchi Bill Gay Brian McNeece# Carlos Fletes Dawn Chun Efrain Silva Gloria Carmona Gordon Bailey Jeff Cantwell Lisa Seals Rick Webster	Sergio Lopez Taylor Ruhl Ted Ceasar Tim Nakamura Tina Aguirre Todd Evangelist Todd Finnell * Travis Gregory* Victor Jaime* John Lau* Janis Magno* Kathy Berry* *Executive Council # CART Co-chair	Becky Green Bruce Seivertson Carol Hegarty Cathy Zazueta Daniel Gilison David Drury David Zielinski Edward Wells Jose Lopez Jose Ruiz Krista Byrd Kseniya Gregory Michael Heumann Rick Castrapel Rick Goldsberry Terry Norris Toni Pfister Valerie Rodgers	Trini Arguelles, Lead Counselor# Alex Cozzani, Teaching Faculty Eric Lehtonen, Academic Senate President Jessica Waddell, College Council President Oscar Hernandez, Teaching Faculty Jim Fisher, Teaching Faculty Bradford Wright, Teaching Faculty Grace Espinoza, Classified Carol Lee, Non-Teaching Faculty Norma Nunez, Non-Teaching Faculty Mary Carter, Confidential Alberto Izarraraz, ASG Representative Paige Lovitt, Non-Teaching Faculty Patricia Robles, Classified Toni Gamboa, Classified Jeff Beckley, Teaching Faculty Kevin Marty, Teaching Faculty Emily Bill, Adjunct Non-Teaching Faculty Angie Ruiz, Teaching Faculty

Recorder: Linda Amidon

Call to Order

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:03 a.m.

Changes to Agenda

Agenda Item B, Employee Survey Results, Sweepstakes Winners, was moved up as the first item on the agenda; Item A, Review Last Meeting Notes, became the second item on the agenda.

A. Employee Survey Results – Brian, Trini, and Dawn:

1. Sweepstakes Winner - Co-chair McNeece introduced Guadalupe Lopez as the sweepstakes winner. Prizes awarded included brownies baked by Geography Professor/Social Science Department Chair Bruce Seivertson, a basket of fruit donated by CART Co-chair/Dean of Arts and Letters Brian McNeece, and a \$50 gift certificate from Fifth Avenue Books provided by Dawn Chun's budget.
- Co-chair McNeece provided a report on the student and faculty surveys:
 - Student Survey
 - A committee consisting of Marilyn Boyle, Bruce Seivertson, Dawn Chun, and CART Co-chair Trini Arguelles met to review comparative data from the last student survey. Marilyn is compiling a summary of the results.
 - 1,319 students participated in this year's survey; 540 participated in the 2010 survey.
 - Demographics for both surveys were similar.

Employee Survey

- A survey subcommittee consisting of Christina Shaner, Michael Cushner, Trini Arguelles, Dawn Chun, and Marilyn Boyle will meet Monday to tabulate the results and prepare a summary. The survey and summary of results will be sent to all.
- 207 faculty and staff participated in the survey. (_31.9_% Full-Time Teaching Faculty; _10.6_% Full-Time Non-teaching Faculty; _21.3_% Classified; 13.0% Administrators/Management/Confidential; 23.7 % Part-Time Teaching; 2.9% Part-Time Non-Teaching)
- Apart from a large concern about poor communications across campus, a brief review of the survey responses seems to indicate a vote of confidence for IVC.
- Discussion was held regarding the need to discuss the survey results with IVC constituents. Recommendations included the following:
 - A follow-up survey should be conducted to target the most important issues identified in the survey.
 - Establish employee focus groups to address specific topics. A question was raised regarding whether the employee focus groups fall under the realm of College Council, rather than CART.
 - Implement focus groups soon in order to include data for accreditation.

B. Review of Last Meeting Notes (in Dropbox) – Linda

- M/S/C Seivertson/Castrapel to approve minutes of the November 4, 2011 meeting as presented.

C. Report from conversation with Jack Pond ACCJC Vice President of Team Operations and Communication – Brian:

1. Manual for Institutional Self-Evaluation
 - Co-chair McNeece reported on his conversation with Jack Pond, ACCJC Vice President of Team Operations and Communications, regarding the format for the self evaluation report. Mr. Pond indicated that IVC was premature in completing its self evaluation, as there is a lot of work ahead of the college before the evaluation visit takes place.
2. Sample Self-Evaluation from Reaffirmed College West Hills College Coalinga
 - Upon the recommendation of Mr. Pond, Co-chair McNeece reviewed the self evaluation report of West Hills College, whose accreditation was recently affirmed. The report will be placed in Dropbox for review by CART members.
3. Training at COD March 2, 2012
 - The training at College of the Desert is by invitation only; however, VP Berry indicated that IVC would be included in the invitation.

D. Editing Team Recommendations –Val and Michael

- Co-chair Michael Heumann described the editing process:
 - The initial review would focus on what's missing in the report.
 - Subsequent reviews would focus on the grammatical.
- VP Berry reported that Val Rodgers would continue as Editing Team Co-chair, but on a consultant basis after her retirement in December.

E. Reports on Individual Standards—--Team Leads

1. **Standard I.A – Alex Cozzani:** The section is finished but the hyperlinks need to be updated.
2. **Standard I.B - Efrain Silva (absent):** VP Berry reported that the section was completed.
3. **Standard II.A – Brian McNeece:** Krista Byrd is updating her section, and Grace Espinoza is working diligently on her section. The team is in the process of obtaining data from Dawn Chun, Researcher.
4. **Standard II.B - Ted Ceasar:** Most evidence has been identified and is in list format. The draft continues to be updated and the gathering of evidence is almost complete. The evidence will be formatted in "list" form at the end of the Standard with references on the body of the document.
5. **Standard II.C - Taylor Ruhl:** The section will be ready to send to the editors by the middle of next week.

6. **Standard III.A - Travis Gregory:** The section is 75% complete. There are two areas that need to be refined.
7. **Standard III.B - John Lau (absent):** VP Berry reported that the team is still gathering evidence and the section will be completed soon.
8. **Standard III.C - Todd Finnell:** The section has been reviewed by the Technology Council and is with the editors now. The team is still working on evidence and will complete a rewrite of the initial draft.
9. **Standard III.D – John Lau:** VP Berry reported that the team is still gathering evidence and the section will be completed soon.
10. **Standard IV.A – Kathy Berry:** The team has dwindled down from six members to three; she will recruit additional members after the Thanksgiving holiday. VP Berry is in the process of reviewing the sections completed by former members and she hopes to be finished soon.
11. **Standard IV.B – Jan Magno (absent):** VP Berry reported that Trustee Norma Galindo has joined the team, and Trustee Karla Sigmond will serve as alternate.

- Associate Dean of Human Resources Travis Gregory informed CART that the outcome of a recent evaluation of the college made by FCMAT (Financial Crisis Management Assistance Team) could significantly impact HR and payroll processes.
- VP of Technology Todd Finnell explained that FCMAT is a state legislative organization that conducts reviews of educational institutions and provides recommendations for improvement. IVC consulted with FCMAT to conduct an independent review of IVC’s technology, organizational support, Business Services and Human Resources from payroll perspectives, best practices, confidential data, and data management. FCMAT will provide recommendations to the district which may touch a few accreditation standards. FCMAT’s report is currently a technical document that is undergoing review for accuracy by Executive Council. The review is an ATLAS Grant activity.

F. Draft deadline for November 18.

- Co-chair McNeece encouraged standard teams to complete their sections soon.

G. Other

- VP Berry reported that an accreditation conference would take place in the spring and an IVC delegation should attend. She plans to attend the conference and recommended that CART Co-chairs, and willing and available standard leads also attend.
- Discussion was held regarding communication issues regarding accreditation, which included the following:
 - Behavioral Science Department Chair Krista Byrd asked whether a presentation on accreditation could be made at the next flex day to address the misperception that administration is taking care of accreditation. She suggested faculty apathy could be a contributing factor to miscommunication or non-communication regarding accreditation. She recommended that faculty that cares about the college be recruited to participate on committees.
 - College Council Chair Jessica Waddell stated that College Council replaced the Marketing Committee with the Communications Committee so that this type of communication can be distributed to the campus community.
 - Social Science Department Chair Bruce Seivertson suggested that a college or campus hour might help to address the communication issue.
 - Co-chair Trini Arguelles noted that previous flex activities provided faculty and staff with networking opportunities.
- VP of Technology Todd Finnell recognized and thanked Trini Arguelles for his work on DegreeWorks, which will launch on Monday for students.

Adjournment

- The meeting was adjourned at 10:48 a.m.
- **Next meeting: December 2, 2011**