Continuous Accreditation Readiness Team (CART)
Friday, October 21, 2011, 10:00 a.m.
Board Room

Attendees: **present in yellow**

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

Recorder: **Mary Carter**

Call to Order
CART Co-chair Brian McNeece, called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:04 a.m.

A. Review of Last Meeting Notes (in Dropbox)

- M/S/C Castrapel/Berry to approve minutes of the October 7, 2011 meeting as presented.

B. Student and Employee Surveys

Student Survey

- Co-chair McNeece recommended that the survey be sent to all students as there is no additional cost, and a greater chance of participation.
- The committee recommended that the survey results state that the survey respondents were self-selecting.
- ASG has donated an IPod Touch as a reward; the survey system will pick the winner randomly.
- The closing date of the survey will be November 11, 2011.
- According to the contest rules, winner must be 18 years old and a legal resident.
- The student survey has already been piloted by 15 students.
- There is no version of the survey in Spanish.
- The committee approved sending out the student survey to all students and approved the reward.

Employee Survey

- The recommended changes have been made to the employee survey. There are now 42 questions using the Likert scale.
- The committee recommended revising the categories as follows:
  - Administration/management/confidential
  - Full-time teaching faculty
  - Part-time teaching faculty
  - Full-time non-teaching faculty
  - Part-time non-teaching faculty
  - Classified
- The committee recommended sending out the survey several times.
- The committee discussed a gift card or other prize; there is a $15 fee by the survey company to select the winner. Kathy Berry and Brian McNeece will follow-up with ASG and Foundation regarding possible donation of a prize.

C. Reports on Individual Standard first draft status and needs --Team Leads

1. **Standard I.A – Alex Cozzani:** Draft has been updated; some additional information is needed and then it should be ready to be edited.
2. **Standard I.B – Efrain Silva (absent): Angie Ruiz:** A rough draft has been submitted, but it is not yet ready to be edited.
3. **Standard II.A – Brian McNeece:** Not ready for editing; the rough draft needs to be reviewed.
4. **Standard II.B – Ted Ceasar (absent):** Brian McNeece reported that Ted Ceasar is still working on the standard.
5. **Standard II.C - Taylor Ruhl (absent):** Terry Norris reported that the standard it not ready to be edited yet.
6. **Standard III.A - Travis Gregory (absent):** Jessica Waddell reported that the standard is being updated. There are changes due to the recently adopted Staffing Plan and Wellness Program.
7. **Standard III.B - John Lau (absent):** Mary Carter reported that the draft is almost ready to be edited.
8. **Standard III.C - Todd Finnell (absent):** No report.
9. **Standard III.D – John Lau (absent):** Mary Carter reported that the draft is on track and almost ready for editing.
10. **Standard IV.A – Kathy Berry:** The different parts of the report have been submitted, and a draft has been put together for review. It still needs work before being ready for editing.
11. **Standard IV.B – Jan Magno (absent):** Kathy Berry reported that a meeting will be called in the next two weeks. Trustee Norma Sierra Galindo has volunteered to help with the standard and will be joining CART.

D. Review of Timeline

- Student survey: October 25 – November 11, 2011
- Faculty survey: October 25 – November 11, 2011
- First draft from edit team: November 18, 2011

E. **Other:** Toni Pfister reported that there is some confusion regarding SLOs and Student Learning Programs and Services. Brian McNeece recommended teams look through the initial evaluation from 2007 and review recommendations. VP Berry reported that SLOs are coming in, but that C&I will be discussing making courses inactive if SLOS are not completed by the deadline.

Adjournment The meeting was adjourned at 10:52 a.m. **Next meeting: November 4, 2011**.