

Continuous Accreditation Readiness Team (CART)
Friday, October 7, 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	Vikki Carr	David Zielinski	Bradford Wright, Teaching Faculty
Gloria Carmona	Todd Finnell *	Edward Wells	Grace Espinoza, Classified
Gordon Bailey	Travis Gregory*	Jose Lopez	Carol Lee, Non-Teaching Faculty
Jeff Cantwell	Victor Jaime*	Jose Ruiz	Norma Nunez, Non-Teaching Faculty
Lisa Seals	John Lau*	Krista Byrd	Mary Carter, Confidential
Rick Webster	Janis Magno*	Kseniya Gregory	Alberto Izarraraz, ASG Representative
	Kathy Berry*	Michael Heumann	Paige Lovitt, Non-Teaching Faculty
		Rick Castrapel	Patricia Robles, Classified
		Rick Goldsberry	Toni Gamboa, Classified
		Terry Norris	Jeff Beckley, Teaching Faculty
		Toni Pfister	Kevin Marty, Teaching Faculty
		Valerie Rodgers	Emily Bill, Adjunct Non-Teaching Faculty
	*Executive Council		
	# CART Co-Chair		

Recorder: Linda Amidon

Call to Order

CART Co-chair Trini Arguelles, Lead Counselor, called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:06 a.m.

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

- M/S/C Seivertson/Gilison to approve minutes of the September 16, 2011 meeting as presented.

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

- Co-Chair Arguelles asked standard team leads whether their section drafts were ready for editing. Reports from standard team leads are provided below.
- Co-Chair Arguelles asked Editing Team Member Val Rodgers whether team leads should begin sending their drafts to the editors. Editing Team member Val Rodgers explained that each standard section should undergo several revisions before they are submitted to the editors.

- Standard I.A – Alex Cozzani:** Draft has been updated; will continue to update as additional evidence is gathered.
- Standard I.B - Efrain Silva:** All seven team members have completed a first draft of their respective sections; a second draft will be completed next week.
- Standard II.A – Brian McNeece (absent):** Team member Grace Espinoza reported that the draft is not edit ready; the team is working on gathering evidence.

4. **Standard II.B - Ted Ceasar:** The team is gathering evidence; Student Services Council adopted a Student Services mission statement; a point of service survey is being developed for Student Services areas.
5. **Standard II.C - Taylor Ruhl (absent):** CART Co-Chair Arguelles reported that everything is up to date.
6. **Standard III.A - Travis Gregory (absent):** No report.
7. **Standard III.B - John Lau (absent):** CART Co-Chair Arguelles reported that he met with John Lau and the team is on track to prepare a more complete draft.
8. **Standard III.C - Todd Finnell (absent):** Linda Amidon reported that Todd had indicated there was no recent activity on Standard III.C.
9. **Standard III.D – John Lau (absent):** CART Co-Chair Arguelles reported that he met with John Lau and the team is on track to prepare a more complete draft.
10. **Standard IV.A – Kathy Berry (absent):** No report.
11. **Standard IV.B – Jan Magno:** A new draft of the section related to the Board of Trustees has been completed and the team is working on gathering evidence. As reported at the last CART meeting, Jan is having difficulty writing the section related to the president while there is an interim president in place. She stated the district’s plan is to have a president in place in early spring.

C. Team Leader input on Student and Faculty Surveys based on each standard.

Student Survey

- The link to the updated student survey was provided to CART members prior to the meeting.
- The student survey was shortened from 60 questions to 35 questions and includes references to the applicable standards.
- A committee consisting of Trini Arguelles, Dawn Chun, and Oscar Hernandez met to determine how to randomize the student survey. The committee’s proposals include the following:
 - Randomize the survey by email: Send the survey via email to randomly selected students (10% of the student population). CART members suggested that 20% of the student population should be sampled to ensure a better return. To address the concern that many students don’t read their email, the committee proposed that an incentive be offered: The last question of the survey would ask the student to provide G# to enter a drawing for a prize.
 - Add the survey to the IVC home page and the student portal. Following discussion CART members rejected the proposal since the survey must be anonymous.
 - Do not conduct survey in classes because it is too disruptive; send email notice to faculty asking that they to announce the random survey during class. It was the consensus of CART teaching faculty that faculty would be amenable to making an announcement about the survey in class.
 - Post announcement about the random survey on the student portal. It was recommended that CART work with ASG to publicize the random survey.
- SLO Coordinator Toni Pfister requested that the SLO questions she placed in the dropbox be included in the survey. The questions are based on the “Strive for Five” document that is on the SLO webpage.

Faculty Survey

- The link to the updated faculty survey was provided to CART members prior to the meeting.
- The faculty survey was shortened from 90 to 43 questions.
- SLO Coordinator Toni Pfister requested that questions regarding SAOs and SLOs that she placed in the dropbox be included in the survey.
- In regards to the questions and response options that are based on the 5-point Likert scale, CART members agreed to remove the numbers corresponding to the response options (“1 = Strongly Agree”), to make the wording consistent and to change the order of the responses as follows:
 - Strongly Agree
 - Agree

- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

D. Action Items

- **Student Survey**
M/S/C Rodgers/Hegarty to approve the Student Survey, with modifications. The motion carried.
- **Faculty Survey**
M/S/C Rodgers/Krista to approve the Faculty Survey, with modifications. The motion carried.

E. Other

- **Data Provided by Researcher**
 - Data placed in the dropbox included the following:
 - ✓ Completion Rates by Program
 - ✓ Degrees and Certificates Awarded
 - ✓ Demographics
 - ✓ Enrollment by Program
 - ✓ Success Rates by Program
 - Discussion included:
 - ✓ definition of completion rate (“everything but a ‘W’”)
 - ✓ completion rate data is meaningless because it’s not weighted
 - ✓ enrollment at census includes duplicated numbers, it should be seat count
 - ✓ the data is helpful for program review to show expansion or contraction of a program

Adjournment

The meeting was adjourned at 11:50 a.m. **Next meeting: October 21, 2011.**