

Continuous Accreditation Readiness Team (CART)
Friday, September 2, 2011, 10:00 a.m.
Board Room

Attendees: present in yellow

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

Recorder: Linda Amidon

Call to Order

Brian McNeece, Dean of Arts and Letters Division, called the meeting to order at 10:03 a.m.

A. Review of Last Meeting Notes (in Dropbox)

Minutes of the June 3, 2011 meeting were approved as presented.

B. Accreditation Individual Standard Planning Team Membership Update (in Dropbox) – Team Leads

Additions:

I.B – Angie Ruiz (Faculty)

III.A – HR Staff (4 Confidential), Carol Lee (Counselor)

III.B – Rick Webster (Manager), Carlos Fletes (Manager), Jan Magno (Administrator)

III.C – Technology Planning Council members (3 Administrators, 3 Faculty, 3 Classified, 1 Confidential, 1 Manager, 1 Student)

III.D – Rick Webster (Manager), Carlos Fletes (Manager), Jan Magno (Administrator), Kevin White (Faculty)

IV.A – Allyn Leon (Faculty), Daniel Gilison (Faculty)

Deletions:

II.A – Sandie Noel (Classified)

Changes:

IV.B – Jan Magno (Administrator) replaced Victor Jaime (Administrator) as Lead

C. Review Sample Pages in Editing Team Folder (in Dropbox) – Michael Heumann, Val Rodgers, Linda Amidon, Jessica Waddell

Brief descriptions of the sample pages and naming convention guide were provided to CART members, including an explanation of the endnote process. The self-evaluation will include hyperlinks to referenced evidence documentation.

D. Reports on Individual Standard Planning Grids Due on 6/1/11 and on Progress Toward a First Draft – Team Leads

1. Standard I.A. Lead Alex Cozzani: A first draft of report completed; currently looking at evidence.
2. Standard I.B. Linda Amidon on behalf of Lead Efrain Silva: The committee now consists of seven members and they will meet next week or the following. Status of grid and first draft is unknown.
3. Standard II.A. Lead Brian McNeece: Work on first draft has begun. Provided a description and demonstration of process followed to prepare first draft.
4. Standard II.B. Lead Ted Ceasar, Norma Nunez for Member Trini Arguelles: First draft completed. The Student Services mission will be updated for inclusion in the report. Considering a Student Services survey. Primary goal is to include survey results in the report.
5. Standard II.C. Lead Taylor Ruhl absent; Member Bruce Seivertson: The committee has met this semester and a rough first draft is in the dropbox. Work continues; the draft will be updated before Thanksgiving.
6. Standard III.A. Jessica Waddell for Lead Travis Gregory: Grid started; will have first draft in two weeks.
7. Standard III.B. Lead John Lau: Work on the first draft will begin next Tuesday.
8. Standard III.C. Lead Todd Finnell, Member David Zielinski: Grid completed. Compiling data for report. Will bring up at next Technology Planning Council meeting.
9. Standard III.D. Lead John Lau: Work on first draft will begin next Tuesday.
10. Standard IV.A. Lead Kathy Berry: Kathy and Eric met last week; the team has grown to seven members. A rough draft was provided to standard team members for review.
11. Standard IV.B. Member Ted Ceasar: Jan Magno replaced Victor Jaime as lead. Grid completed.

Discussion:

- Co-chair McNeece related his experience with dropbox issues related to a “conflicted file” error message. He cautioned members to make changes only to files in their respective standard file. Delete your conflicted files after checking both files for accuracy.
- Standard team members were asked to refer to accreditation documents from previous self-evaluation to ensure that every issue is addressed in the current self-evaluation. The current self-evaluation should include information that has been updated since the last self-evaluation.
- The committee noted the need for new surveys (student and employee satisfaction) in order to obtain updated data for the self-evaluation; student email will make the student survey much easier. CART would sponsor the surveys. Recommendations made included the following:
 - establish a committee to develop the surveys
 - ✓ Brian McNeece, Jan Magno, and Dawn Chun appointed to the committee
 - ✓ timelines established:
 - o 9/23/11 draft survey and circulate to team leads
 - o 10/17/11 – 10/28/11 launch surveys
 - o 11/23/11 evaluate survey results
 - involve ASG
 - shorten the surveys (there were complaints that the last surveys were too long)
 - conduct student survey during the same time
 - offer prizes
 - use Survey Monkey
 - involve psychology instructors in the development of the surveys
- The editing team requested that each standard team consolidate the sections within their assigned standard before submission to the editing team. Standard leads were reminded to follow the style sheet guidelines.

- Reminders regarding the first draft deadline will be sent periodically.
- Standard team members are to consult with Toni Pfister regarding SLOs. It was recommended that the SLO Coordinator work with the editing team.
- Toni Pfister is working with IT to develop a repository for SLO cycle assessments. CTO Todd Finnell asked members to think about other content to add to the website, which would be accessed using a login similar to that used for annual program review.
- Researcher Dawn Chun reminded members to submit data requests to her.

E. Update Deadlines on Timeline – CART Committee

The due date for the first draft was extended from September 1 to September 15, 2011. The extension will allow standard teams to develop a draft that should include everything but the data. The timeline was updated to include the tasks related to the student and employee satisfaction surveys. The committee recognized that a draft of the self-evaluation could not be submitted to the campus community until after the surveys were completed, evaluated and the results incorporated into the draft; the timeline was updated accordingly and placed in the dropbox.

F. Other

None.

Adjournment

The meeting was adjourned at 11:04 a.m. Next meeting: September 16, 2011.