

Continuous Accreditation Readiness Team (CART)
Friday, April 20, 2012, 10:00 a.m.
Board Room

Attendees: present in yellow

Administrative Council Management Council		Instructional Council (Non-Administrative)	Other Members
Alfredo Cuellar	Sergio Lopez	Angie Ruiz	Trini Arguelles, Lead Counselor#
Betty Kakiuchi	Taylor Ruhl	Becky Green	Alex Cozzani, Teaching Faculty
Bill Gay	Ted Ceasar	Bruce Seivertson	Eric Lehtonen, Academic Senate President
Brian McNeece#	Tim Nakamura	Carol Hegarty	Jessica Waddell, College Council President
Carlos Fletes	Tina Aguirre	Cathy Zazueta	Oscar Hernandez, Teaching Faculty
Dawn Chun	Todd Evangelist	Daniel Gilison	Jim Fisher, Teaching Faculty
Efrain Silva	Todd Finnell *	David Drury	Bradford Wright, Teaching Faculty
Gloria Carmona	Travis Gregory*	David Zielinski	Grace Espinoza, Classified
Gordon Bailey	Victor Jaime*	Edward Wells	Carol Lee, Non-Teaching Faculty
Jeff Cantwell	John Lau*	Jose Lopez	Norma Nunez, Non-Teaching Faculty
Lisa Seals	Janis Magno*	Jose Ruiz	Mary Carter, Confidential
Omar Ramos	Kathy Berry*	Krista Byrd	Alberto Izarraraz, ASG Representative
Rick Webster		Kseniya Gregory	Paige Lovitt, Non-Teaching Faculty
		Michael Heumann	Patricia Robles, Classified
		Rick Castrapel	Toni Gamboa, Classified
	*Executive Council	Rick Goldsberry	Jeff Beckley, Teaching Faculty
	# CART Co-chair	Terry Norris	Kevin Marty, Teaching Faculty
		Toni Pfister	Emily Bill, Adjunct Non-Teaching Faculty
			Audrey Morris, 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 10:05 a.m.

AGENDA ITEMS/DISCUSSION

A. Review of Last Meeting Notes (in Dropbox) – Brian McNeece:

- M/S/C Castrapel/Heumann to approve the minutes of the March 16, 2012 meeting as presented

B. Regular Discussion: Endnotes, Guide Questions, Links, Evidence – All:

- Co-chair McNeece reminded standard teams to follow the approved naming convention

C. Report from Editing Team -- Michael and Carol (Welcome Audrey Morris):

a. What can we learn to improve our submissions?

- Co-editor Michael Heumann:
 - introduced Audrey Morris as a member of the Editing Team
 - reported that most standard teams have submitted a first draft document
 - described how he is editing standard documents: right now he is just offering feedback to standard leads; hasn't submitted fine tuned for final draft

D. Update on Previous Discussion Items

1. SLO/Cycle Assessment Report – Toni Pfister:

- Toni is working on a draft of the report
- cycle assessments are due the fifth week of the semester following the assessed semester.

- of classes currently taught between fall 2008 to fall 2011, 58% have been assessed at least once; 44% of courses were assessed last academic year
- has provided a status report to the chairs and asked them to remind faculty to complete assessments
- CART Co-chair McNeece reminded faculty that cycle assessment is not the end of the SLO process, program level outcomes must be assessed and improvements in both areas must also be determined
- David Drury recommended utilization of a master calendar with due dates for completion of various SLO tasks as a way to improve SLO processes

2. Repository for Evidence Documents – Brian McNeece:

a. Compiling your Evidence folder

- demonstrated how to access the repository
- recommended organizing the evidence folder in Dropbox so that it can easily be migrated to the repository

3. Building standards into mission statements of each committee – Brian McNeece:

- reported that he has not gotten very far on this project; the Curriculum Committee is done; he has discussed with College Council and Academic Senate

4. CART Campus-wide Newsletter – Brian McNeece

- No report

5. Substantive Change Proposals – Kathy Berry

- In VP Berry's absence, Linda Amidon reported that 16 draft proposals were initially submitted to the Commission; the Commission confirmed that five required formal review by the Commission's Substantive Change Committee, and the five final proposals would be mailed today

6. Cal-PASS training - Kathy Berry and Dawn Chun

- Co-chair McNeece reported that he and Dawn Chun will review the Cal-PASS manual and provide training on May 4

7. Attendance Patterns of CART meetings – Brian McNeece:

- No report

8. Revising program review template – Brian McNeece for Travis, Omar, Carlos

- Staffing Committee Lead/CHRO Travis Gregory reported on the Staffing Committee's recommended revisions to the program review and resource request template: add fields to accurately describe the staff position requested (i.e., position title, classification (full-time, part-time, etc.), months of service for non-faculty requests); limit to one position per request form
- CART Co-chair McNeece stated that the APR has become a budget tool only; its function should be expanded to include some info regarding program performance and relate to EMPC objectives

E. New Discussion

a. Results of student complaint to ACCJC about Spanish class – Brian McNeece:

- reported on the Commission's action on the complaint (resolved in favor of IVC)
- gave kudos to Jose Ruiz, Languages and Speech Communication Department Chair, for his work on the District's response to the complaint

b. How to use Chancellor's Office Data Mart – Dawn Chun (20 minutes):

- demonstrated how to download data from Data Mart on the Chancellor's Office website and convert to a spreadsheet

- stated that most of the data can be used for program review
- emphasized the importance of verifying data after each MIS upload of IVC data, since some committee members have found the Data Mart data to be unreliable
- Co-chair McNeece reported that the Data Reliability Committee would be reviewing and cleaning up IVC's data

F. Update from Team Leads- When did you last meet and when will you again meet?

1. **Standard I.A – Alex Cozzani (Absent):** Brian McNeece reported that the Board reviewed the mission state at its last meeting.
2. **Standard I.B - Efrain Silva:** Will review editor comments.
3. **Standard II.A – Brian McNeece:** The document consists of 45 pages so far.
4. **Standard II.B – Ted Ceasar:** Draft completed; will notify editors.
5. **Standard II.C – Taylor Ruhl:** A few minor updates have been made.
6. **Standard III.A - Travis Gregory.** Brian McNeece reported that he received a draft that was sent to the editors.
7. **Standard III.B - John Lau (Absent).** Brian McNeece reported that he received a draft today and that it needs work.
8. **Standard III.C - Todd Finnell (Absent).** Michael Heumann reported that he had reviewed the draft and provided feedback.
9. **Standard III.D – John Lau (Absent).** Michael Heumann reported that he had reviewed the draft and provided feedback; need evidence.
10. **Standard IV.A – Kathy Berry (Absent):** Alfredo Cuellar reported that he provided his input to Kathy. Michael Heumann stated he hasn't received a draft but will check Dropbox.
11. **Standard IV.B – Jan Magno:** Draft will be ready next Wednesday.

G. Review of Timeline to Prepare for Team Visit March 2013 – Brian McNeece:

- noted that the final draft of self evaluation would not be ready by May 4 to send to the shared governance bodies
- encouraged standard teams to have revised drafts that incorporated editor feedback completed by May 4

H. Other

- SLO Coordinator Toni Pfister reported that the Commission had sent a letter to colleges requesting specific data reports by March 2013
- CTO Todd Finnell reported that the holdup on SharePoint is due to local installation issues; Blackboard includes a collaboration tool, LINK, that will be implemented and tested over the summer, which will result in major changes to collaborating/sharing processes for IVC
- EMPC Co-chair McNeece identified the need for a master calendar for SLO, EMPC, and CART deadlines

I. Next Meeting May 4, 2012, 10:00 a.m. Board Room

ADJOURNMENT

- The meeting was adjourned at 11:05 a.m.