

**Continuous Accreditation Readiness Team (CART)**  
**Friday, March 9, 2012, 10:00 a.m.**  
**Board Room**

**Attendees:** present in yellow

| Administrative Council<br>Management Council |                                       | Instructional Council<br>(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                    |
|                                              |                                       | Rick Goldsberry                               | Jeff Beckley, Teaching Faculty             |
|                                              |                                       | Terry Norris                                  | Kevin Marty, Teaching Faculty              |
|                                              |                                       | Toni Pfister                                  | Emily Bill, Adjunct Non-Teaching Faculty   |
|                                              | *Executive Council<br># CART Co-chair |                                               |                                            |

**Recorder:** Grace Espinoza

**Call to Order**

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:09 a.m.

**Agenda Items/Discussion**

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

- M/S/C Seivertson/Norris to approve the minutes of the February 17, 2012, meeting as presented.

**B. Report from Editors on status of Current Draft – Michael & Carol**

- Editor Michael Heumann commented on how he has handled the review of a sample draft from Taylor and Terry
  - is not rewriting any materials at this time
  - is not working on endnotes at this time
  - is correcting minor grammatical mistakes and sentence structure
  - is utilizing the “tracking” system to make notes
  - does recommend that you email him when your document is ready for review.
  - does recommend that the data and justification correlate
  - does recommend that you look at his notes, highlighted areas and make changes
  - does recommend that you work on changes or revisions promptly
  -

**C. Regular Discussion: Endnotes, Guide Questions, Links, Evidence – All – no discussion**

**D. Update on Previous Discussion Items**

1. **Updating new web pages with relevant committee and division/division minutes or other materials**
  - Co-chair Brian McNeece
    - stated that Omar provided training to Silvia Murray, Elvia Camillo, Grace Espinoza, Sara Hernandez, Maria Sell, and Brian McNeece on uploading files to the new website.
    - recommends that support staff be encouraged to have an active role in updating their department websites.
    - stated that the new website has specific file folders. Uploaded files must follow the current naming conventions
  - Bruce Seivertson thanked Omar for his expertise and involvement in this project.
2. **Repository for General Evidence, SLO/SAO – Linda, Brian, Omar**
  - **Co-chair Brian McNeece**
    - informed members of the creation of a secure website by Omar Ramos
    - recommends that team leads and support staff receive training prior to uploading files
    - stated that Linda Amidon recommends that **all** documents relevant to the accreditation be centralized in the new website.
  - **Webmaster Omar Ramos**
    - has created a new accreditation website: [accreditation.imperial.edu](http://accreditation.imperial.edu)
    - disseminated the instructions: "Centralized Public CART File Repository"
    - gave a brief training on uploading documents to the repository
      - o Installation of an FTP tool is required
      - o A folder will be created for each standard
      - o Website is available both on or off campus
      - o Recommended precaution when working with files. Do not delete another person's file.
3. **PLO to Academic Programs' websites**
  - Co-chair Brian McNeece (on behalf of Toni Pfister)
    - reminded members that PLOs should be on every program website prior to the Accreditation Team visit
    - confirmed that by 2013-2014, PLOs will be added to the IVC General Catalog
    - is currently working with IT to design a Sharepoint Repository for Cycle Assessments
4. **Progress on Cycle Assessments**
  - Co-chair Brian McNeece (on behalf of Toni Pfister)
    - confirmed that migration of the SLO Committee Website has been completed. As reports are done, they will be uploaded to the websites.
    - confirmed that all submitted Cycle Assessments for 2010-2011 have been checked in
    - gave May 2011-2012 as the target date to provide deans and chairs with a list of Cycle Assessments that have been submitted.
    - plans to collect data and submit 100% of Cycle Assessments by the 5<sup>th</sup> week of Fall 2012
5. **Building standards into mission statements for each committee**
  - **Co-Chair Brian McNeece**
    - requests that committees review their mission statements as they relate to an accreditation standard and integrate it to their agenda at each meeting
    - plans to send summaries of CART committee progress to the campus community

- was gratified to hear Jessica Waddell's report from College Council to the Board of Trustees regarding the integration of accreditation standard into the mission statements to the College Council agenda

**6. Campus – wide Dissemination of CART news**

- **Co-chair Brian McNeece**

- stated that in order to promote awareness of the upcoming Accreditation visit he will be disseminating notes from the CART committee meeting via “all users”

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

1. **Standard I.A – Alex Cozzani:** Reviewing Board Docs for evidence.
2. **Standard I.B - Efrain Silva (Absent):** No report
3. **Standard II.A – Brian McNeece:** Will be meeting next week
4. **Standard II.B – Ted Ceasar (Absent):** No report
5. **Standard II.C - Taylor Ruhl:** Final draft is in Dropbox.
6. **Standard III.A - Travis Gregory:** Work in progress
7. **Standard III.B - John Lau (Absent).** Work in progress
8. **Standard III.C - Todd Finnell (Absent).** No report
9. **Standard III.D – John Lau (Absent).** Work in progress
10. **Standard IV.A – Kathy Berry (Absent):** No report
11. **Standard IV.B – Jan Magno (Absent):** No report

**F. Review of Timeline to Prepare for Team Visit March 2013**

- **Co-chair Brian McNeece**

- reviewed the timeline for accuracy

**G. Other**

- **Faculty Bruce Seiverston**

- expressed concern over the current article in Imperial Valley Press “Censure of Board Member Sought”
- disseminated document “Why Civility Matters” by Sara Hacala
- encouraged members to practice civility and change the corporate climate of Imperial Valley College.

- **Co-chair Brian McNeece**

- proposed that attendance patterns be examined
- in order to increase awareness and urgency of completion, will be using a proactive approach by inviting participants who have not recently attended CART meetings

**H. Next Meeting March 16, 2012 10:00 a.m. Board Room**

**Adjournment**

- The meeting was adjourned at 11:03 a.m.