

Continuous Accreditation Readiness Team (CART)
Friday, May 4, 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
		Rick Goldsberry	Jeff Beckley, Teaching Faculty
		Terry Norris	Kevin Marty, Teaching Faculty
		Toni Pfister	Emily Bill, Adjunct Non-Teaching Faculty
			Audrey Morris, Teaching Faculty
	*Executive Council # CART Co-chair		

Recorder: Linda Amidon

CALL TO ORDER

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:04 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 April 20, 2012 meeting as presented

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

1. Report From Editing Team -- Michael, Carol, Audrey

What Do Most Teams Need to Work On Toward A Final Draft?

- Committee received status report from editing team
 - Michael Heumann: all first drafts are done; he is almost finished with the first round of editing; he hasn't done anything on formatting of endnotes; found that some standards are in need of work; suggested that standard teams review editor comments, which are primarily questions and suggestions for revisions; commended Ted Ceasar and Trini Arguelles for their work on Standard II.B.
 - Audrey Morris: noted primarily structural issues with the draft documents
 - Carol Hegarty: questioned the inclusion of statements related to negotiations in Standard III.A.

C. Update On Previous Discussion Items

1. SLO/Cycle Assessment Report – Toni

- SLO Coordinator Toni Pfister sent an SLO/Cycle Assessment status report to CART Co-chair McNeece; PLO and SLO reports will be completed before the end of the AY; all reports will be posted on the SLO website; data from old website has been migrated to the new website but needs updating; asked chairs to request data from faculty before the end of the semester
- VP Berry sent email to faculty directing completion of PLOs, and assessment and incorporation of improvements by next fall; the report due to the Commission in November should include assessment of more than one PLO; the Commission will want to look at the general education program first; by March 2013, all colleges must be at the proficiency level on SLOs and use data to make program improvements and informed decisions; Toni, Michael and VP Berry will meet next week to plan June 22 flex activities related to SLOs and PLOs
- committee discussed the data to be considered when assessing PLOs

2. Data Reliability Committee – Jan Magno

- Interim VP Jan Magno reported that Ted Ceasar and Jeff Cantwell are chairs of the Data Reliability Committee (DRC); she related concerns with the data reported to the Chancellor's Office through MIS; to address this issue, DRC is considering pairing up functional users with IT to confirm the data; DRC is also considering inviting representatives from committees such as EMPC and CART, among others, to DRC meetings; DRC would meet at least six times per year; she strongly encouraged attendance by department representatives at DRC meetings if a department's operations rely on data

3. Repository for Evidence Documents – Linda, Brian

a. Compiling Your Evidence Folder

- committee reviewed the repository and received instructions for accessing
- committee instructed to place all evidence in the repository; a reference to a specific section of board minutes should link to a .pdf in the repository of only those page(s) of the board minutes containing that section; if referring to board minutes in general, then link to a page in the repository containing the link to the board minutes or to the board website

4. Building Standards Into Mission Statements of Each Committee –Brian

- No report

5. Campus wide Master Calendar – Brian

- Co-chair McNeece inquired regarding the feasibility of adding key deadlines to everyone's Outlook calendars en masse
- Michael Heumann reported that IT has a project in the works with that capability

a. Adjunct Faculty Handbook

- Co-chair McNeece would like to use the adjunct faculty handbook as a model to develop a full-time faculty handbook

D. New Discussion

E. Cal-PASS Training - Brian, Dawn

- CART Co-chair McNeece reported that he had reviewed CalPASS data for IVC and expressed concern regarding reliability of the data; he related his difficulty in navigating in the CalPASS database; he cited a need for training and more oversight of IVC data in the future

F. Campus News Related to Accreditation – Brian

1. Re-Org. No report

2. New Leaders

- Committee received update on status of chairs and coordinators including Sidney Rice, SLO Coordinator; Michael Heumann, Curriculum Coordinator
- chairs and coordinators will be members of CART
- Brian McNeece and Trini Arguelles will continue as CART Chairs; it is crucial that they continue their roles especially because of the self-evaluation
- the district and CTA are negotiating the method of compensation for chairs and coordinators (i.e., release time or stipends)
- committee identified the need for training for new leaders to help them in their new roles, especially training on accreditation and program review; VP Berry recommended that CalPASS training take place at the beginning of the year

G. Update From Team Leads–

- No reports
1. **Standard I.A – Alex Cozzani**
 2. **Standard I.B – Efrain Silva**
 3. **Standard II.A – Brian McNeece**
 4. **Standard II.B – Ted Ceasar**
 5. **Standard II.C – Taylor Ruhl**
 6. **Standard III.A – Travis Gregory**
 7. **Standard III.B – John Lau**
 8. **Standard III.C – Todd Finnell**
 9. **Standard III.D – John Lau**
 10. **Standard IV.A – Kathy Berry**
 11. **Standard IV.B – Jan Magno**

H. Review of Timeline to Prepare for Team Visit March 2013

- No changes.

I. Other

- VP Berry announced that she was invited to serve on an accreditation team in October; she encouraged all to apply to serve on a team
- EMPC recognized for completing Educational Master Plan; EMPC Co-chair Ted Ceasar reported that the plan was completed two months earlier than last year and that the goals and objectives were aligned with the accreditation standards

J. Next Meeting May 18, 2012 10:00 A.M. Board Room

ADJOURNMENT

- The meeting was adjourned at 10:45 a.m.