Continuous Accreditation Readiness Team (CART)
Thursday, August 23, 2012, 12:00 p.m.
Board Room

Attendees: present in yellow

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

Recorder: Linda Amidon

CALL TO ORDER
Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 12:05 p.m.

AGENDA ITEMS/DISCUSSION

A. Review of Last Meeting Notes (in Dropbox) – Brian McNeece:
- M/S/C Heumann/Zazueta to approve the minutes of the May 4, 2012 meeting as presented
- Co-chair McNeece referenced the notes of the Self Evaluation Writers Workshop held June 13, 2012:
  - the writers agreed to include a live link in the text and in the endnote at the end of each section
  - if the college meets the standard, just state so

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

1. Report From Editing Team –Activity from Summer -- Michael, Carol, Audrey
- Michael Heumann reported the he had received emails over the summer regarding updated drafts; he again asked writers to notify the editors when a draft is ready for review

2. Repository for Evidence Documents– Linda, Brian

a) Compiling Your Evidence Folder

b) Linking protocols

- Co-chair McNeece provided a summary of the repository process and demonstrated how to access the repository; he urged writers to contact him if they required assistance; he will send the instructions for uploading documents to the repository

C. Update On Previous Discussion Items

1. **SLO/Cycle Assessment PLO Report– Sydney Rice**
   - Co-chair McNeece stated that the SLOs and PLOs are on the SLO website
2. **Data Reliability Committee – Ted Ceasar, Jeff Cantwell, Jill Nelipovich**
   - Co-chair McNeece introduced Jill Nellipovich as the college's new Institutional Researcher
   - Jill announced that DRC will meet September 13, 2012; she recently attended an Extreme Summit meeting
   - DRC Co-chair Ted Ceasar informed CART members that the purpose and expectations of the DRC is to help areas responsible for data, to provide tools, training, etc. to help them; the committee won't be responsible for making sure that data is accurate
   - Brief discussion held regarding IVC data including concern regarding CalPASS data, which includes IVC's student success rates; FCMAT has questioned IVC's data
3. **Building Standards Into Mission Statements of Each Committee –Brian**
   - Co-Chair McNeece included this item on the agenda as a reminder to himself

D. New Discussion

1. **FCMAT and how it relates to Accreditation – Kathy**
   - VP Berry provided background related to the FCMAT study, and its relation to accreditation:
     - Due to the college's financial issues, the Board asked the Fiscal Crisis Management Team (FCMAT) to assist the college; the team has been at the college, off and on, since May
     - A majority of the cost of the study is funded by the state
     - FCMAT will release its study findings on December 15, which will include several recommendations
     - The FCMAT study should be referenced in the college's response to Standard Three related to finances; the planning agenda should indicate that the college will implement the recommendations made by FCMAT, or that IVC plans to implement the recommendation**s**; if the college does not implement the recommendations, it could adversely affect its accreditation status
     - Over the summer, the Commission implemented quarterly financial report requirements due to the number of community colleges in financial trouble
2. **Meeting Times/Days/Frequency - All**
   - the committee agreed to return to Friday meetings and will meet on:
     - September 7
     - September 28
     - October 26 (editors)
     - November 2
3. **Dropbox and Sharepoint - Brian**
   - a new Dropbox has been set up to house the current drafts of the standard sections; due to instability and security issues the college will be migrating from Dropbox to Sharepoint in the near future

E. Update From Team Leads–

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 (absent); Co-chair McNeece:** Business Department Chair Craig Blek, English Department Chair James Patterson, and PE Department Chair Dave Drury have been added to the team; VP Berry volunteered Executive Council members to also serve; the team will meet next Thursday August 30 at noon
8. **Standard III.C – Todd Finnell**
9. **Standard III.D – John Lau (absent); Co-Chair McNeece:** See discussion under Standard III.B
10. **Standard IV.A – Kathy Berry:** ESL Department Chair Leticia Pastrana and ASG President Lisa Tylenda have joined Kathy on the team; the section will be rewritten
11. **Standard IV.B – Jan Magno (retired); Co-chair McNeece and Editor Michael Heumann:** Dean of Enrollment Services Sergio Lopez will take over as lead; Jan sent the draft to the Board before she left

F. Review of Timeline to Prepare for Team Visit March 11, 2013

- members reviewed the self evaluation timeline; key dates include:
  - Friday October 5: all standards to editors with evidence documents linked in the repository
  - Friday October 26: editors finish final clean up
  - Friday November 2: CART approves self evaluation
  - Monday November 5: College Council approves self evaluation
  - Wednesday November 7: Academic Senate approves self evaluation
  - Wednesday November 14: Board ratifies self evaluation
- Discussion ensued which included:
  - concern that the timeline does not allow sufficient time for printing of the self evaluation; committee agreed to have the Board-ratified document printed by December 14 and to mail it to the Commission the first week after the winter recess
  - the possibility of hiring substitute faculty to cover for the editors so they could finalize the self evaluation

G. Other

H. Next meeting: September 7, 2012