Continuous Accreditation Readiness Team (CART)
Friday, September 28, 2012, 10:00 a.m.
Board Room

Attendees: <mark>present in yellow</mark>

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

Guests: Mike Nicholas, Publications Design Coordinator
Recorder: Linda Amidon

CALL TO ORDER

Co-chair Trini Arguelles called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:08 a.m.

AGENDA ITEMS/DISCUSSION

A. Review and Approval of Minutes of September 7, 2012 Meeting (in Dropbox) – Trini
   ➢ M/S/C Berry/S. Lopez to approve the minutes of the September 7, 2012 meeting as presented
B. Regular Discussion: Endnotes, Guide Questions, Links, Evidence – All
   1. Report From Editing Team
      ➢ Co-Editor Michael Heumann-
         - The editing team met this week and divvied up the standards to review; the group will meet on a regular basis from here on out; after the initial editing process is completed, Linda and Michael will review the standards further
         - Provided a brief status on the standards
      ➢ VP Berry emphasized that evidence must support statements made in the report
   2. Repository for Evidence Documents– Linda, Trini
      a) Review of current evidence folders in Team folders and on IVC Website
         - Committee reviewed the evidence repository
            o VP Berry related the difficulty she experienced in searching Academic Senate minutes for evidence: she had to view the agenda and minutes side-by-side in

order to determine actions taken; the statement "discussion held" is not enough to show that authentic dialogue took place at the meetings
- o VP Berry and Linda Amidon have had discussions with the executive and administrative assistants regarding standardization of committee minutes
- o Linda Amidon noted that scanned documents cannot be searched electronically; whenever possible convert evidence documents to .pdf

C. Update On Previous Discussion Items
  1. SLO/Cycle Assessment PLO Report– Sydney Rice, SLO Coordinator:
     - ➢ Noted that this is the fifth week of the semester and it is time to assess outcomes data from the last spring cycle
     - ➢ She has received assessments from three departments; department chairs and faculty are working diligently on assessments
     - ➢ Once she receives all assessments she will know the status of outcomes; she is going through records again to determine what we have and don't have
     - ➢ She discovered that the SLOs on some syllabi did not match the SLOs in CurricUNET and she is addressing this issue with department chairs
     - ➢ PLOs are the next big hurdle; deadline is in the month of October; departments are meeting to review; the process is taking place and is being documented in department minutes; faculty recognize the importance of the process
     - ➢ VP Berry reminded CART that if SLOs and PLOs are not completed by March, the college will be sanctioned
  2. Data availability for Accreditation Self-Evaluation Report – Jill Nelipovich (written report)
     - ➢ CART members reviewed a written report provided by Institutional Researcher Jill Nelipovich
     - ➢ VP Berry explained that a lot of the data elements are prescribed by the Commission; the data is aggregated in the data elements presented in the report

D. New Discussion
   - ➢ VP Berry reported that the introduction to the self evaluation report needs to be written
     - - The introduction sets up the evaluation team's impression of the college
     - - The introduction will consist of the abstract, recommendations, planning agendas, and other items
     - - Writing must begin soon – we can't wait until all standard sections are in to begin writing; a writing team will be established

E. Update From Team Leads:
   1. **Standard I.A – Alex Cozzani**: Need to link evidence
   2. **Standard I.B – Efrain Silva**: Close to a final draft; asked standard team members to re-review to and address editor comments
   3. **Standard II.A – Brian McNeece (absent):** Daniel Gilison reported that Team Lead McNeece is soliciting additional volunteers to help; he noted that Standard II.A is the largest standard
   4. **Standard II.B – Ted Ceasar:** Narrative is complete and evidence has been linked
   5. **Standard II.C – Taylor Ruhl:** Co-editor Michael Heumann discussed identified issues with Team Lead Taylor Ruhl; there is a lot of editing required but he will finalize the section next week
   6. **Standard III.A – Travis Gregory**: Submitted narrative on Monday 9/24/12; has a lot of evidence but not yet linked; acknowledged there are issues with professional development
   7. **Standard III.B – John Lau:** Narrative will be completed today; linking of evidence will be completed by the deadline; the standard reflects that the college recognizes there are issues and is addressing them with corrective action plans

8. **Standard III.C – Todd Finnell:** The narrative is complete; evidence is in a local drive and will be linked next week
9. **Standard III.D – John Lau:** Director of Maintenance Rick Webster provided major input into the standard; the narrative will be completed today
10. **Standard IV.A – Kathy Berry**: Sections 3 and 4 are done; 1, 2 and 5 will be completed next week
11. **Standard IV.B – Sergio Lopez:** The narrative is almost done; evidence is linked except for one item.
    - ➢ Co-editor Michael Heumann instructed standard team leads to notify the editors when drafts were completed and available for editing
    - ➢ VP Berry noted the need to have a cutoff date for evidence; if evidence is not available for reference in the report by the cutoff date, note in the report that the issue is under review and evidence will be provided to the visiting team
F. Review of Timeline to Prepare for Team Visit March 11, 2013
    - ➢ The "drop dead" deadline for completion of the standard sections is 10/5/12
    - ➢ Suggestion made to consider an addendum to include activities after 10/5/12 and/or mentioning the cutoff date in the introduction
    - ➢ The introduction must be completed by 10/26/12
    - ➢ The timeline is aggressive to allow sufficient time for Reprographics to assemble the report
    - ➢ It may be necessary to excuse editors from class in order to complete review of the standard drafts
    - ➢ Committee reviewed Standard IV.A.4 as an example of a completely linked standard section
G. Other
    - ➢ None
H. Next meeting- Friday, November 2, 2012, 10:00 a.m. Board Room

ADJOURNMENT

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