

**Continuous Accreditation Readiness Team (CART)**  
**Friday, February 1, 2013, 10:00 a.m.**  
**Board Room**

**Attendees:** **present in yellow**

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

**Guests:** None

**Recorder:** Linda Amidon

**CALL TO ORDER**

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:07 a.m.

**AGENDA ITEMS/DISCUSSION**

- A. Review and Approval of Minutes of September 28, 2012 and November 16, 2012 Meeting (in Dropbox)
  - M/S/C White/Berry to approve the minutes of the September 28, 2012 and November 16, 2012 meetings
- B. Update On Previous Discussion Items
  1. Status of Our Submission to ACCJC - Kathy Berry and Linda Amidon

- a. What Has Been Done
  - The Commission has received the self evaluation
  - The college received the list of team members yesterday (8 so far; up to 4 members may be added); the Team Chair was identified in January; CART members reviewed the team roster; no conflicts of interest or concerns regarding any team member were identified
  - Materials will be sent to team members early next week
  - The President's Office staff is working on the logistics; a meeting with the Team Chair is scheduled for Feb. 15, 2013
- b. What's Left to Do for All Parties on Campus (New Timeline)
  - VP/ALO Berry received a letter from Commission President Barbara Beno informing the college of rubrics which focus on USDE regulations and guidelines related to student learning and achievement
    - The evaluation visit team will use the rubrics to evaluate the college
    - VP Berry described the review as the beginning of accountability measures that will change the institution
    - VP Berry recommended that additional CART meetings be held, or have the Standard teams confirm the college meets the enhanced standards and ensure that supporting evidence is in place
    - The college must look at its institution-set standards for student achievement rates and benchmarks
  - Committee identified the need to hold forums before the evaluation visit to educate faculty, staff, and students about accreditation; ASG President Lisa Tylanda suggested that student forums could be held during college hour with CART reps as speakers
  - VP Berry suggested that visit team members might want to visit classrooms; she will discuss this possibility with Instructional Council
  - Committee identified the need to update committee websites (post current agendas and minutes)
    - Recommendation was made to provide an official directive regarding standardization of minutes and agendas to follow the format used by College Council
    - Further recommendation was made that this proposal be submitted to both College Council and Academic Senate; Daniel Gilson will present this proposal to these shared governance committees
2. Road Map to Next Cycle of Accreditation—Brian McNeece and Trini Arguelles
  - Co-chair McNeece stated that the process will be integrated into a manual
3. Status of SLOs and PLOs and Tracking System – Sydney Rice
4. Sharepoint as File-sharing System - Omar Ramos
  - Co-Chair McNeece reported for Sydney Rice:
    - The SLO website is currently limited but will be expanded after current documents have been uploaded; Sydney is working with Omar Ramos on this issue
    - Research on a database to store SLOs and PLOs has begun and a couple of software demonstrations were held; a TrackDat software demonstration is currently being arranged; software won't be purchased in time for the evaluation visit

#### C. New Discussion

1. Relevance of FCMAT to Accreditation—Kathy

- VP Berry noted that the FCMAT Report is mentioned throughout the self evaluation but it is not referenced as evidence; committee members agreed to include copies of the FCMAT Report with the materials to be provided to evaluation visit team members
  - Recommendation was made that team members be notified that campus groups are addressing recommendations in the report
- 2. Report on ACCJC Newsletter of Fall 2012 Brian and Trini
  - Co-chair McNeece noted that information in the fall Newsletter was superseded by the letter from Dr. Beno; he shared highlights from the Newsletter, notably that the Commission is reviewing the standards to address repetition and redundancy
- 3. Preparations for Upcoming Site Visit – Kathy, Brian, Trini, Linda
  - a. “State of the College” Forum vis-a-vis Accreditation
    - Committee agreed to hold forums on March 5 and March 7 and discussed possible sites (i.e., Room 2734, Room 2131, College Center); it was suggested that students also be invited to these forums
  - b. Brochure for Staff to Prepare for Site Visitors
    - Committee reviewed a draft brochure titled, “About Accreditation,” which will include photos of evaluation visit team members
    - Recommendation was made to distribute the brochure in print and electronic format
    - ASG President Lisa Tylenda suggested that a student version of the brochure could be developed for use during the student forums
- 4. Next Efforts Toward Continuous Program Quality Improvement.
  - a. More Thorough Review of Mission Statement and Philosophy Statement
    - Committee identified the need to review the college’s mission and philosophy statements; Daniel Gilison will present a proposal to College Council and Academic Senate
  - b. Continue to Work on Actionable Improvement Plans
    - Committee briefly reviewed the action plans during review of the draft brochure
- D. Other
  - A special study session is planned for Saturday April 13 or April 27 for the Board to review any recommendations in the evaluation visit team’s report
    - It was noted that CART will need to begin to address any recommendations right away
    - Recommendation was made to hold another forum after the evaluation visit team’s report is published
- E. Next Meeting - Friday, February 15, 2012, 10:00 a.m. Board Room

#### **ADJOURNMENT**

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