



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

Attendees: present in yellow

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

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 10:04 a.m.

AGENDA ITEMS/DISCUSSION

- A. Review and Approval of Minutes of February 15, 2013 Meeting (in Dropbox)
 - M/S/C Berry/Blek to approve the minutes of the February 15, 2013 meeting as presented
- B. Update on Previous Discussion Items
 - 1. Status of Upcoming Accreditation Site Visit
 - a. Brochure for Faculty, Staff, and Students - Brian and Trini
 - Committee reviewed the brochure about accreditation that was distributed electronically and in print

- b. Report from Student Forums - Brian and Trini
 - Student Forums held Tuesday Feb. 26 and Thursday Feb. 28; 20 students showed up for the Tuesday forum
 - Co-Chair McNeece will send the PowerPoint presented at the forums to CART members
 - VP Berry recognized ASG for sponsoring the student forums
- c. Planning for All-Campus/Staff Forums (March 5 and 7 in 2131) – Linda
 - Only the March 5th all-campus forum will be held (in Room 2734); the March 7 forum is cancelled
- 2. Status of Website for SLOs/PLOs/SAOs and Tracking System – Brian for Sydney Rice
 - SLOs and PLOs have been posted on the website; SAOs will be posted within the next few days
 - Discussion held regarding ISLOs; committee identified the need for a statement on the website regarding ISLOs
- 3. Report on Proposal to Standardize Minutes and Agendas for All Committees – Trini/Linda
 - Co-chair Trini Arguelles explained that standardization of all committee minutes and agendas would facilitate data searches
 - College Council approved standardization of agendas and minutes; Jessica Waddell is working on a template based on College Council’s agenda and minutes
 - Discussion held regarding timeline and need for training
 - Proposal made to implement standardization requirements next year
 - Proposal made for training to be provided during a CART meeting
- 4. Establishing Benchmarks for Student Success – Kathy/Daniel from Senate Discussions, Enrollment Management, Curriculum
 - Academic Senate Vice President Daniel Gilson reported that Academic Senate discussed benchmarks at its meeting last week:
 - ✓ A committee was established, and the committee met this morning
 - ✓ Committee reviewed the matrix from the Commission and the ARCC and discussed the data and reports needed
 - ✓ Committee will meet next Friday
 - ✓ Committee concurred that while the benchmarks are easy to establish, it will be harder to measure the benchmarks
 - ✓ The benchmarks are needed for inclusion in the 2013 Annual Report, which is due March 31, 2013
- 5. Final Arrangements for Site Visit Team – Kathy for Vikki
 - The visit team is in the process of finalizing the visit schedule
 - The team will interview standard leads and department chairs, among others; interviews will take place March 12, 2013
 - The Meet and Greet will take place March 11, 2013 in the College Center
 - The Campus Forum will take place March 12, 2011 during campus hour
 - The Exit Interview is scheduled for March 14, 2013
 - Standard team leaders were encouraged to review the standards prior to the interviews
- C. New Discussion
 1. SLOs/PLOs/SAOs: Next Stages for Compliance – Brian and Trini for Sydney
 - A new database will be in place by fall and training will be provided
 2. Department Web Pages: How to “Jazz Them Up” - Omar Ramos
 - Online Services Architect Omar Ramos:
 - provided a demonstration on how to make changes to department web pages
 - noted that content hasn’t been well defined for department webpages
 - recommended standardizing naming conventions
 - asked whether standards should be developed for sites
 - Co-chair McNeece suggested that Omar provide a presentation to Instructional Council and division secretaries and Mike Nicholas (IVC photographer) should attend
 3. Updating Staff and Student Surveys – Brian and Trini
 - The last staff survey was conducted in fall 2011
 - Committee discussed timeline for future surveys
 - VP Berry reported that Dr. Jaime plans on re-launching the Visioning meetings in the fall; she recommended that the survey be conducted during the same time

- The survey will developed this April and launched in fall
- 4. General Catalog Updating: Status Report –Brian
 - The 2013-2014 General Catalog will newly include PLOs and SLOs
 - Committee discussed program pathways
- 5. Syllabus Template – Proposal to Instructional Council/Curriculum Committee
 - The syllabus template has been presented to Instructional Council for review and recommendation
- D. Other
 - Co-chair McNeece noted that one-third of the Self-Evaluation Report’s Action Plans have already been achieved, and the visit team should be made aware of this
- E. Next Meeting - Friday, March 15, 2013, 10:00 a.m. Board Room

ADJOURNMENT

The meeting was adjourned at 11:00 a.m.