



Continuous Accreditation Readiness Team (CART)

Friday, October 18, 2013, 10:00 a.m.

Board Room

Administrative Council				
	☐ Victor Jaime – Pres.	☒ Kathy Berry - VP	☐ Todd Finnell - VP	☒ John Lau - VP
	☐ Travis Gregory - Dean	☒ Tina Aguirre - Dean	☒ Brian McNeece -Dean	☒ Efrain Silva - Dean
	☒ Ted Ceasar - Dean	☐ Sergio Lopez - Dean	☐ Jeff Cantwell – Dir.	☐ Susan Carreon – Dir.
	☐ Jose Carrillo – Dir.	☐ Jeff Enz – Dir.	☐ Carlos Fletes – Dir.	☐ Becky Green – Dir.
	☐ Betty Kakiuchi – Dir.	☐ Omar Ramos – Dir.	☐ Lisa Seals – Dir.	☐ Rick Webster –Dir.
	☐ Bill Gay – PR Consult.			
Instructional Council	☐ Craig Blek	☐ Rick Castrapel	☐ Dave Drury	☒ Daniel Gilison
(Dept. Chairs and Coord.)	☐ Rick Goldsberry	☐ Becky Green	☒ Carol Hegarty	☐ Allyn Leon
	☐ Jose Lopez	☐ Jill Nelipovich	☒ Terry Norris	☐ James Patterson
	☐ Sydney Rice	☐ Jose Ruiz	☐ Ed Scheuerell	☐ Ed Wells
	☒ Kevin White	☒ Cathy Zazueta		
Other	☐ Trini Arguelles (NT)	☐ Michael Heumann (T)	☐ Alex Cozzani (T)	☐ Eric Lehtonen (T)
	☐ Jessica Waddell (CC)	☐ Oscar Hernandez (T)	☐ Emily Bill (NT)	☐ Patricia Robles (C)
	☐ Norma Nunez (NT)	☐ Mary Carter (CC)	☐ Audrey Morris (T)	☐ Toni Gamboa (C)
	☐ Jeff Beckley (T)	☐ Kevin Marty (T)	☐ ASG Representative	
Visitors:	Melody Chronister	Martha Garcia		
Recorder:	Linda Amidon			

A. Call to Order – Brian McNeece and Tina Aguirre

- Dean McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:10 a.m.
 - There was no formal agenda; the meeting served as a workshop session to determine the status of the draft responses to the recommendations and to provide assistance to team members

B. Review of Draft Responses to Recommendations

- Committee reviewed a draft of the response to Recommendation 1 and an outline of the response to Recommendation 8 and provided input
 - Response to Recommendation 1
 - ✓ Information literacy workshops are currently conducted by faculty using information faculty bring to the library
 - ✓ Incorporate training on information literacy into the professional development plan
 - ✓ Include information literacy in course outline of record; ask the Curriculum Committee to work on this item
 - ✓ Identified professional development as an issue with regard to information literacy
 - ✓ Add pre-and post-tests as evidence
 - ✓ Conduct testing on information literacy in classrooms
 - ✓ Work with the SLO Coordinator on assessment of information literacy in GE
 - ✓ Follow-up with other colleges
 - ✓ Need to address the plan for evaluation of the library and learning services
 - ✓ Expand reference to SPOL
 - ✓ Request summary of SPOL training sessions from trainer Erin Bell
 - ✓ Refer to the campus committee grid that College Council is working on
 - ✓ The Professional Development and Campus Hour Committee is working on a calendar of events/activities
 - ✓ Martha Garcia is working on the integrated planning calendar that will include a regular schedule of evaluation of the decision-making structures and processes; she recommends



Continuous Accreditation Readiness Team (CART)

Friday, October 18, 2013, 10:00 a.m.

Board Room

against evaluating the planning process on an annual basis due to the many components involved

- Response to Recommendation 8

- ✓ Address the 50% law
- ✓ Currently no committee is in place to evaluate what goes in the budget; need a new timeline, new committees, and new processes to address this issue
- ✓ Need base level ownership of budget
- ✓ Per FCMAT, Executive Council has to set overarching enrollment management guidelines; Executive Council is working on the guidelines and should finalize them next week
- ✓ Include the enrollment management plan as evidence
- ✓ Need an actuary as evidence to address OPEB
- ✓ Tina Aguirre took notes on the REC 8 draft regarding evidence needed and returned to J. Lau

- Recommendation 7 team will have a draft by the deadline; the new CTA Contract will be cited as evidence

C. Other

- None

D. Next Meeting: Friday, November 1, 2013, 10:00 a.m., Board Room

ADJOURNMENT

The meeting was adjourned at 11:01 a.m.