



Continuous Accreditation Readiness Team (CART)

Friday, March 7, 2014, 10:00 a.m.

Board Room

Administrative Council	☒ Kathy Berry - VP	☐ John Lau - VP	☐ Todd Finnell - VP	☐ Efrain Silva - Dean
	☒ Marion Boenheim, CHRO	☒ Tina Aguirre - Dean	☒ Brian McNeece - Dean	☒ Ted Ceasar - Dean
	☒ Sergio Lopez - Dean	☐ Susan Carreon - Dir.	☒ Jeff Cantwell - Dir.	☐ Gloria Hoisington - 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	☒ Gaylla Finnell
	☐ 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)	☐ Norma Nunez (NT)	☐ Patricia Robles (C)
	☐ Martha Garcia (NT)	☒ Mary Carter (CC)	☒ ASG Rep*	
			*Diana Ibarra	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 10:08 a.m.
- B. Review and Approval of Minutes of February 21, 2014, Meeting – Brian McNeece
 - The minutes were unavailable for review
- C. Update on Previous Discussion Items
 1. Preparation for Follow-Up Report Site Visit (April 14, 2014)
 - The Follow-Up Report was mailed March 5 and is scheduled to arrive at the ACCJC Office on March 7
 - The President's Office will handle the logistics related to the visit
 - The purpose of the visit is to confirm statements in the Follow-Up Report
 - The exit interview will involve only the Superintendent/President
 - It is likely the team will want to see a demonstration of SPOL; completed Service Area Outcomes will be available in SPOL
 - Forums should be held before the visit to prepare faculty, staff, and students for the visit
 - Proposed dates for the forums:
 - Students: April 1 during Campus Hour (Dean Sergio Lopez anticipates a low turnout, he will explore other options)
 - Campus Community: April 3 during Campus Hour
 - Recommendation was made to discuss the Special Report at the forums, including review of the PowerPoint which was presented to the Board and participatory governance groups
 2. Special Report to ACCJC – Finance (Due April 15, 2014)
 - a. Timeline and Assignments
 - The time to prepare the Special Report is very short
 - The chart of assignments, which is currently incomplete, was presented to the Committee; the assignments were established by CBO John Lau, and CART Co-

Chairs/Deans McNeece and Aguirre; any changes to assignments should be submitted to VP Berry or Deans Aguirre and McNeece by March 14, 2014

- Director of Application Services Jeff Cantwell reported that a group consisting of administrators and staff from Business Services, Academic Services, and IT met yesterday to discuss the data needed for the Special Report; the group is scheduled to meet again next week; IT staff has begun to work on the data
- The proposed date for presentation of the Special Report to the Board is March 19 or at a special meeting of the Board
- Discussion was held regarding a possible Show Cause sanction based on the ACCJC's review of both the Follow-Up Report and Special Report, and due to the possibility that ACCJC will want to see plans in place to "stop the bleeding"
- VP Berry issued warning that having the mentality that the ACCJC will understand and that the college will be okay is a fallacy; as emphasis, Dean McNeece made reference to City College of San Francisco's Show Cause letter from the ACCJC
- VP Berry provided encouragement that getting off sanction is not the end of the world and cited College of the Siskiyous as an example (the institution was placed on Show Cause and was reaffirmed accreditation a year later); however, she cautioned that next year will be crucial for IVC and emphasized the need for everyone to think about the institution as a whole

3. Annual Report

- The online report is due March 31, 2013
- The ACCJC will use the internal benchmarks established and reported in the Annual Report in its evaluation of the college

4. Status of 2012 Self-Evaluation Report Actionable Improvement Plans

- Dean Aguirre explained that:
 - the college identified areas of weakness and developed action plans to address them in its 2012 Self-Evaluation
 - the college must show that it is addressing the action plans
 - resolution of the identified weakness/completion of the action plans must be reflected in the Mid-Term Report due in 2016
 - addressing the action plans as we go along will make it easier to prepare the Mid-Term Report
- Committee members reviewed the chart of assignments and were asked to provide input to Deans McNeece and Aguirre by April 18, 2014; Dean Aguirre will forward an updated version of the chart to committee members
- Person(s)/Committee(s) responsible for the various action plans will be required to submit a formal written action plan response to CART when the action plan is completed
- The Committee was reminded that CART was established to address compliance with accreditation standards on an ongoing basis
- Lively discussion was held concerning Campus Hour:
 - The college is losing the availability of classrooms for minimal benefit to the college
 - There is a large gap between classes before and after Campus Hour
 - Raises overtime issues for classified staff
 - Professor Gaylla Finnell conducted a survey of students in her classes and 95% of the students stated that Campus Hour cuts into their schedule and their ability to take additional classes
 - Proposals to change or eliminate Campus Hour are not for the benefit of students
 - There is a need to strike a better balance between academics and student life

D. New Discussion

1. Institutional Student Learning Outcome Statements

- It was reported that a survey was conducted and there were 37 responses
- SLO Coordinator has provided assurance that "SLOs will sparkle" by the time of the site visit

E. Adjournment

- The meeting was adjourned at 10:55 a.m.

F. Next Meeting (CART meets the first and third Friday of each month)

- The next regular meeting: March 21, 2014, 10:00 a.m., Board Room