



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, May 5, 2015, 3:30 p.m., Board Room**

<b>Administrative Council</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye - CIO	<input type="checkbox"/> John Lau - CBO	<input type="checkbox"/> Sergio Lopez-Interim CSO	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> Shawn Larry, CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon - Dir.	<input type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Jeff Enz - Dir.	<input type="checkbox"/> Carlos Fletes - Dir.	<input type="checkbox"/> Becky Green - Dir.
	<input type="checkbox"/> Betty Kakiuchi - Dir.	<input checked="" type="checkbox"/> Omar Ramos - Dir.	<input type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster -Dir.
	<input checked="" type="checkbox"/> Bill Gay - PR Consult.			
<b>Instructional Council (Dept. Chairs and Coords.)</b>	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Craig Blek	
<b>Other</b>	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe (NT)
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input checked="" type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
<b>Visitors:</b>				
<b>Recorder:</b>	Linda Amidon			

- A. Call to Order – Co-Chair Brian McNeece
  - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:30 p.m.
- B. Review and Approval of Minutes of April 21, 2015, Meeting – Co-Chair Brian McNeece
  - M/S/C Aguirre/Carreon to approve the minutes of the April 21, 2015, meeting as presented
- C. Update on Previous Discussion Items
  1. Status of 2012 Self-Evaluation Report Actionable Improvement Plans – Co-Chair McNeece
    - See discussion under item D.1
  2. Summary from START Committee/FCMAT Recommendations – START Co-Chair Dr. Martha Garcia
    - A summary of the FCMAT recommendations with status of progress on action plans was completed and is pending review and approval by Superintendent/President Dr. Jaime, thereafter the summary will be made available to the campus community; Dr. Garcia anticipates the summary will be released by the next CART meeting on May 19<sup>th</sup>; the action plans have been assigned to the appropriate area leaders; therefore, Dr. Garcia will no longer have responsibility for updating the action plans
    - A FCMAT Recommendations webpage does not exist, only a START Blackboard shell; Dr. Garcia cannot commit to developing a webpage, if that is the plan
  3. Report from EMPC
    - a) Institutional Effectiveness Progress Report – EMPC Co-Chair Ted Ceasar
      - EMPC will meet next week to review a midyear report on the status of objectives in SPOL; a final report will be available by the end of the year
    - b) Goals and Letter of Interest for Institutional Effectiveness Partnership Initiative (IEPI) – VP Akinkuoye, EMPC Co-Chair Silva
      - A meeting to confirm the IEPI goals will take place Thursday May 7; the goals are due June 15, 2015; three of the goals have been confirmed (fund balance, audit findings, accreditation status); the fourth goal, successful course completion rate, will be determined at the Thursday meeting; CIO Akinkuoye will write a letter of

interest for technical assistance and grant funds on behalf of Dr. Jaime; the goals must be confirmed before the letter is submitted

4. EMPC – CART: Mission, Vision, and Values Task Force – Co-Chair Brian McNeece
  - Board of Trustee Member Juanita Salas has been appointed to the EMPC and task force
5. Student Survey Task Force – Co-Chair Brian McNeece
  - 871 students responded to the survey
  - Co-Chair McNeece presented a PowerPoint which included general facts about the students and their educational goals, and a summary of the survey results
  - The survey results will be posted on the college website and distributed to faculty, staff, and students

D. New Discussion

1. 2016 Midterm Report Due March 15, 2016
  - a) Timelines
  - b) Structure
  - c) Teams
  - d) Process
    - The committee reviewed the timeline and Midterm Report shell which included writing team assignments
    - The Midterm Report shell, actionable improvement plans progress report, guide questions, and timeline will be provided to writing team leads
  - e) Glip as Possible Tool to Prepare the Midterm Report
    - Online Services Architect Omar Ramos demonstrated how Glip could be used to prepare the Midterm Report, following the process currently in place
    - The standard repository system for evidence will be applied to the Midterm Report
    - Training on Glip will be scheduled for writing teams

E. Adjournment

- The meeting was adjourned at 4:30 p.m.

F. Next Meeting

- CART meets the first and third Tuesday of each month
- **The next regular meeting: May 19, 2015, 3:30 p.m., Board Room**