



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Friday, December 4, 2015, 9:00 a.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Nick Akinkuoye - CIO	<input type="checkbox"/> John Lau - CBO	<input checked="" type="checkbox"/> Sergio Lopez-Interim CSSO	<input type="checkbox"/> CHRO
	<input type="checkbox"/> Jeff Enz - Interim CTO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> David Zielinski-Dean	<input checked="" type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> Ash Naimpally- Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean	<input type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Omar Ramos- Dir.
	<input type="checkbox"/> Lisa Seals- Dir.			
Instructional Council	<input type="checkbox"/> Kevin White (T)	<input type="checkbox"/> Allyn Leon (T)	<input type="checkbox"/> Dave Drury (T)	<input type="checkbox"/> Becky Green - Dir.
(Dept. Chairs and Coords.)	<input type="checkbox"/> Jose Lopez (T)	<input checked="" type="checkbox"/> Gaylla Finnell (NT)	<input type="checkbox"/> Jill Nelipovich (T)	
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Alex Cozzani (T)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Michael Heumann (T)
	<input type="checkbox"/> Adriana Sano (CC)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Maggie Vizcarra (C)
	<input type="checkbox"/> Analisa Veliz (C Alt.)	<input type="checkbox"/> ASG Representative		
Visitors:	Melody Chronister			
Recorder:				

- A. Call to Order
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Tina Aguirre at 9:04 a.m.
- B. Review and Approval of Minutes of October 23, 2015, Meeting
 - The minutes of the October 23, 2015, meeting were accepted as presented
- C. Update on Previous Discussion Items
 1. Summary from START Committee/FCMAT Recommendations - (Superintendent/President Dr. Jaime and START Co-Chair Dr. Garcia did not attend the meeting)
 - A report showing the status of the FCMAT recommendations has been completed and distributed
 2. Report from SEMPC – SEMPC Co-Chairs Ted Ceasar and Efrain Silva
 - a) 2015-2016 Program Review and Planning Cycle
 - A recent report of enhanced budget requests includes items that are not assigned correctly to a resource planning committee, which is attributed to a flaw in SPOL (i.e., some items do not fit under one of the five resource plans); it was recommended that a new “operational” category be added to capture such requests
 - Concern was raised regarding the source of funding for enhanced budget requests of less than \$5,000 which are not approved by President’s Cabinet
 - The enhanced budget requests for 2016-2017 will be organized by area vice president for review by the VP and/or deans prior to submission to the resource planning committees
 - b) 2014-2015 Institutional Effectiveness Progress Report – SEMPC Co-Chair Ted Ceasar:
 - Completion of the report has been delayed due to the SEMPC’s focus on the Strategic Educational Master Plan; the SEMP addresses assessment of organizational effectiveness
 - SEMPC will discuss this item at its meeting today including how to assess and monitor items included in the report

3. SEMPC – CART: Vision, Mission and Values Task Force – SEMPC Co-Chairs Ted Ceasar and Efrain Silva, Task Force Member Gaylla Finnell:
 - The Board of Trustees approved the Strategic Educational Master Plan (SEMP); the SEMPC includes the same Mission and updated Vision and Values statements
 - A condensed version of the SEMPC will be developed for posting and as handouts
 - The website must be updated with the revised SEMPC
 - The 2016-2017 program review cycle in SPOL must also be revised to include the new SEMPC objectives
 4. Midterm Report – CART Co-Chair Tina Aguirre:
 - a) Status Reports from Each Assigned Team
 - The committee reviewed the Midterm Report timeline which shows we are way behind schedule on preparing the Midterm Report; special meetings of the Academic Senate, College Council, and the Board will need to take place to approve the report
 - The committee reviewed the latest version of the Midterm Report; concerns were raised regarding issues with the SPOL Assessment Module (i.e., assessment data has been entered but is not displaying; some faculty do not have access to their courses)
 5. Report on Status of SPOL Assessment Needs – (SLO Coordinator Jill Nelipovich and Director of Institutional Research Jose Carrillo did not attend the meeting)
 - No report was provided
 6. Budget and Planning Calendar Oversight – SEMPC Co-chairs Ted Ceasar and Efrain Silva
 - SEMPC is responsible the planning calendar as it relates to program review and planning
 - Student Affairs is responsible for all other areas of the planning calendar except for committee meetings; SEMPC will notify the committee chairs of their responsibility to maintain the planning calendar
- D. New Discussion
1. Coordination of Process Timelines (Program Review, Curriculum, Scheduling, and Budget)
 - CART Co-Chair Tina Aguirre announced that the process timelines chart and meeting notes are available for review
- E. Adjournment
- The meeting was adjourned at 10:00 a.m.
- F. Next Meeting
- To be announced