



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, June 6, 2017, 3:30 p.m., Board Room**

Voting Members (SEMP Co-Chairs Count as 1 Vote )	Consultants
<input checked="" type="checkbox"/> Dr. Nick Akinkuoye – VP, Academic Services/ALO	<input type="checkbox"/> Dr. Victor Jaime – Superintendent/President
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> John Lau – VP, Administrative Services
<input type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Dr. Martha Garcia – VP, Student Services
<input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	Efrain Silva – Dean, Economic & Workforce Dev.
<input checked="" type="checkbox"/> Allyn Leon – Dept. Chair, Math and Engineering	Tina Aguirre – Dean, Health & Public Safety
<input checked="" type="checkbox"/> Jose Velasquez – Dept. Chair, ITEC	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input type="checkbox"/> Efrain Silva – SEMPC Co-Chair	Dr. Lennor Johnson – Dean of Counseling & Special Projects
<input checked="" type="checkbox"/> Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input type="checkbox"/> _____ - Dean, Student Affairs & Enroll. Services
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Carlos Fletes – Director, Fiscal Services
<input type="checkbox"/> Kyle Deol – Associated Student Government Rep	<input type="checkbox"/> Jose Carrillo – Director, Institutional Research
<b>CART Co-Chairs</b>	<input type="checkbox"/> Kevin Howell – SLO Co-coordinator
<input checked="" type="checkbox"/> Dr. James Patterson – Accreditation Coordinator	<input type="checkbox"/> Jill Kitzmiller – SLO Co-coordinator
<input checked="" type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input type="checkbox"/> Audrey Morris – Basic Skills Coordinator
	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
<b>Visitors</b>	<b>Recorder</b>
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	<input checked="" type="checkbox"/> Linda Amidon
<input type="checkbox"/>	

**A. Call to Order**

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:38 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

**B. Approval of Minutes from April 4, 2017; May 2, 2017; and May 16, 2017**

- The minutes of the April 4, May 2, and May 16, 2017, were approved as presented.

**C. Update on Items**

**1. Update on Inquiry/Writing Teams**

- Updates were provided for the following Standards:

Team Leads	Standards	Status
Tina Aguirre James Patterson	ERs, Commission Policies	ERs 1-5 drafted
Martha Garcia	I.A. Mission	Pending
Efrain Silva	I.B. Quality	Pending
Lennor Johnson	I.C. Institutional Integrity	5 completed; working on Standards due fall 2017
Dave Drury	II.A. Instructional Programs	Completed Standards were sent via email earlier today
David Zielinski	II.B. Library and Learning Services	All assigned Standards have been drafted
Lennor Johnson	II.C. Student Support Services	Pending
	III.A. Human Resources	5 completed and sent to new CHRO for review
Rick Webster	III.B. Physical Resources	Working on embedding the Standards in the Environmental Health & Safety Committee meetings; will be a year-long process
Jeff Enz	III.C. Technology Resources	The Technology Planning Committee is working on the Standards and appear to be on the right

		track; Dr. Patterson and CTO will meet again to review progress
John Lau	III.D. Financial Resources	The Team will begin working on next week
Nicholas Akinkuoye	IV. Leadership & Governance	Responses to Standards have been drafted; only 3 of original 6 members remain on the team

**D. Action Item:**

**1. ISER Goals for Fall 2017**

- The original 14 writing teams have been reduced to 11 teams
- Committee members reviewed the goals for fall 2017
- The goals will be included in Dr. Patterson’s report to the Academic Senate tomorrow
- M/S/C Leon/Heumann to approve the ISER goals for fall 2017:

Team Leads	Standards	Goals for Fall 2017
Tina Aguirre James Patterson	Commission Policies	9 Commission Policies
Efrain Silva	I.B. Quality	Continue with remaining Standards
Lennor Johnson	I.C. Institutional Integrity	5 of remaining 9
Dave Drury	II.A. Instructional Programs	6 of remaining 12
David Zielinski	II.A. Instructional Programs	Other 6 of 12
Lennor Johnson	II.C. Student Support Services	Continue with remaining Standards
	III.A. Human Resources	5 of remaining 10, if the 5 completed this spring are approved by new CHRO
Rick Webster	III.B. Physical Resources	Continuing
Jeff Enz	III.C. Technology Resources	Continuing
John Lau	III.D. Financial Resources	Continue with Standards
Nicholas Akinkuoye	IV. Leadership & Governance	Continue with remaining Standards

**2. Recommendation to Academic Senate.**

- Committee members reviewed and discussed the proposed resolution and recommended the changes denoted in red
- M/S/C Leon/Carboni to approve the following resolution for presentation to the Academic Senate:

*Whereas*, the Academic Senate has oversight of the SLO Committee, and  
*Whereas*, the SLO Committee oversees the design, assessment, and dialogue aimed at continuous improvement in student learning and achievement, and  
*Whereas*, the SLO Coordinator’s position description includes Service Area Outcomes in addition to SLOs, and  
*Whereas*, the Institution needs to provide evidence of continuous improvement based upon outcomes assessment;  
*Whereas*, the Continuous Accreditation Readiness Team is an advisory group to the President’s Cabinet and the Academic Senate;  
*Therefore*, the Continuous Accreditation Readiness Team recommends that the Academic Senate undertake a review and revision of the SLO Committee charter and charge to encompass oversight of the design, assessment, and dialogue aimed at continuous improvement for both SLOs and SAOs.  
*Further*, the Continuous Accreditation Readiness Team recommends that department chairs and service area leaders be directed to make regular reports to the SLO Committee to update the committee on efforts toward continuous improvement and that the SLO Coordinator(s) be directed to **attend and** make regular reports to the Academic Senate and to CART.

### 3. Institutional Effectiveness (IE) Goal Setting Recommendation for Quality Focus Essay

- Dr. Patterson reported that a group of IVC stakeholders (IE goal group) met last Friday to establish IE goals for 2017-2018:
  - There are 33 IE District indicator rates that are required to be reported to the California Community Chancellor's Office
  - The group set short-term goals for next year and long-term goals for the next six years
  - Some goals are required and some are optional
  - Some goals deal with completion rates and math and English movement, as well as CTE
  - The college is required to select one of four goals to be the overall institutional goal for 2017-2018, and the group selected the following Indicator 12 with the short-term and long-term goals noted:

Indicator 12. Completion Rate (Scorecard) - Overall (Optional): Percentage of degree, certificate, and/or transfer-seeking students starting first time in 2009-2010 tracked for six years through 2015-2016 who attempted any level of math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate):

Short-term (1 Year) Goal (goal for 2017-2018): 47%

Long-term (6 Years) Goal: 50%

- As part of its self-evaluation, the college is required to write a Quality Focus Essay (QFE); in his end-of-year report to the Academic Senate, Dr. Patterson would like to suggest that the Senate consider these short- and long-term overall completion rate goals for inclusion in the QFE
- The ISER will describe what we want to accomplish in the next four years; the midterm report would describe our achievements towards these goals
- CART will coordinate with College Council and Academic Senate on timelines and responsible parties to work towards these goals
- M/S/C Leon/Akinkuoye to approve the IE Goal Indicator 12 and the short-term and long-term goals for overall completion rates, as recommended by the IE goal group, as an item for the QFE

*Whereas*, Imperial Valley College is required to develop, adopt and post the Institutional Effectiveness (IE) goals framework, and set 2017-2018 IE College/District Goals; and *Whereas*, the college is further required to select one of four goals to be the overall institutional goal for the 2017-2018; and

*Whereas*, college stakeholders, as a group, developed the new indicators, and selected Indicator #12 as the overall institutional goal for the college:

Indicator 12. Completion Rate (Scorecard) - Overall (Optional): Percentage of degree, certificate, and/or transfer-seeking students starting first time in 2009-2010 tracked for six years through 2015-2016 who attempted any level of math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Short-term (1 Year) Goal (goal for 2017-2018): 47%

Long-term (6 Years) Goal: 50%

*Whereas*, as part of its self-evaluation for accreditation, the college is required to identify one to three action projects for further study, in the format of a Quality Focus Essay (QFE), and action that have good potential for improving student outcomes;

*Therefore*, the Continuous Accreditation Readiness Team recommends that IE Indicator 12 be identified as an action item for the Quality Focus Essay.

### 4. CART Committee Self-Evaluation

- Committee members reviewed and completed the CART Committee Self-Evaluation

- M/S/C Leon/Heumann to approve the CART Committee Self-Evaluation as completed

**E. Accreditation Coordinator End-of-Year Report**

- Dr. Patterson shared the end-of-year report he will be presenting to the Academic Senate and President's Cabinet tomorrow

**F. Adjournment**

- The meeting was adjourned at 4:20 p.m.

**Next Meeting: Tuesday, August 15, 2017**