



**Approved Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, August 15, 2017, 3:30 p.m., Board Room**

Voting Members (SEMPC 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 checked="" type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> John Lau – VP, Administrative Services
<input checked="" 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 type="checkbox"/> Jose Velasquez – Dept. Chair, ITEC	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" 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 checked="" 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
CART Co-Chairs	<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
Visitors	Recorder
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	<input checked="" type="checkbox"/> Linda Amidon
<input checked="" type="checkbox"/> Matthew Thale, BFPC Co-Chair	

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:32 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson

B. Approval of Minutes from June 6, 2017

- The minutes of the June 6, 2017, meeting were approved as modified (i.e., p. 3, second Whereas, “two or three action projects...” changed to “one to three action projects...”)
- Dr. Patterson will present CART’s recommendations to the Academic Senate at its second meeting (September 6)

C. Update on Items

1. ISER Goals for Fall 2017

- The following updates were provided:

Team Leads	Standards	Status
Tina Aguirre James Patterson	Federal Regulations and related Commission Policies (8)	Clarification regarding the Commission Policies will be made at the next meeting
Martha Garcia	I.A. Mission (Standards 1-4)	Dr. Garcia is currently working on the Standards and will submit soon
Efrain Silva	I.B. Quality (4 remaining)	5 Standards completed; working on remaining 4
Lennor Johnson	I.C. Institutional Integrity (5 remaining)	5 Standards completed; the list of Standards to be worked on this fall will be provided at the next meeting
Dave Drury	II.A. Instructional Programs	6 Standards completed, 12 Standards remaining; II.B Team Lead Zielinski will join Team II.A
David Zielinski	II.B. Library and Learning Services	All assigned II.B Standards have been drafted and submitted
?	II.C. Student Support Services	A replacement team lead will be identified by October 1 or after the September board meeting
Clint Dougherty	III.A. Human Resources	5 Standards drafted and awaiting CHRO review; Dr. Patterson will meet with Clint to determine how he wants to proceed with the remaining Standards

Rick Webster	III.B. Physical Resources	Continuing. Dr. Patterson will meet with Rick before the next CART meeting
Jeff Enz	III.C. Technology Resources	Continuing. Dr. Patterson will meet with Jeff Enz before the next CART meeting
John Lau	III.D. Financial Resources	BFPC Co-chair Matthew Thale reported that he and CBO John Lau have been meeting and are making progress, currently have bullet points for all Standards and will submit some drafts soon
Nicholas Akinkuoye	IVA, IVB, IVC. Leadership & Governance	Submitted 7 of 26 Standards

- The list of all Standards to be addressed this fall will be confirmed at the next CART meeting
- Standards II.A, III.D, and IV could use additional help; Dr. Patterson will present this need at the August 16, 2017, Academic Senate meeting
- It was suggested that department chairs on SEMPC be approached to assist with the ISER
- SEMPC Co-Chair Efrain Silva reported that SEMPC will resume its regular meeting schedule; SEMPC's primary goals are to address progress on the SEMP goals and adhering to program review timelines; he announced that this year's deadline for program review including enhanced budget requests is December 1, 2017, and that SPOL will be locked after this time

2. Dynamic Institutional Self Evaluation (D-ISER) Presentation

- Dr. Patterson presented the Dynamic Institutional Self Evaluation as an outline of the self-evaluation report; the report is currently a webpage on Dr. Patterson's faculty webpage; draft responses to Standards completed to date are linked in the D-ISER
- CART will work this year with President's Cabinet, the Academic Senate, and College Council to assign all pieces of the ISER to different groups on campus, e.g., Standard III.B-Physical Resources would be assigned to the Environmental Health & Facilities Committee, and to review the Standards on an annual basis so the college is continually ready
- CART will address recommendations made or action plans identified during review of the Standards before the ISER is submitted
- Clarification regarding the ISER submission date will be obtained

D. Creating a Culture of Continuous Improvement

- Dr. Patterson noted that CART held discussions regarding this subject last year, and "Creating a Culture of Assessment" was the topic of a breakout session at the 2017 Accreditation Conference;
- Dr. Patterson purchased a book, *Transforming Schools: Creating a Culture of Continuous Improvement*, which presents a plan with six major steps for moving from an "incompetent system" to a "competent system;" he offered to purchase additional copies of the book for interested voting CART members for review and discussion

E. Adjournment

- The meeting was adjourned at 3:57 p.m.

Next Meeting: Tuesday, August 29, 2017