



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, April 17, 2018, 3:30 p.m., Room 804**

Voting Members (<i>SEMPC Co-Chairs Count as 1 Vote</i>)	Consultants
<input type="checkbox"/> Dr. Martha Garcia – Acting 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 checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input checked="" 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 type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input 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"/> Victor Torres - Dean, Student Affairs & Enrollment Services
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Betsy Lane – Assoc. Dean, Workforce Prep. & Community Special Projects
<input checked="" type="checkbox"/> Karla Espejo-Rodarte – Associated Student Government Rep	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
CART Co-Chairs	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input checked="" type="checkbox"/> Dr. James Patterson – Accreditation Coordinator	<input type="checkbox"/> Kevin Howell – SLO Co-coordinator
<input type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input type="checkbox"/> Audrey Morris – Basic Skills coordinator
	<input checked="" type="checkbox"/> Xochitl Tirado, Distance Education Coordinator
Visitors	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	Recorder
	<input checked="" type="checkbox"/> Linda Amidon

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.
- Co-Chair Dr. Patterson announced that he anticipates he will not complete today's meeting agenda.

B. Approval of Minutes from March 6, 2018

- This item was tabled as a quorum was not present at today's meeting.

C. Update on Items

- **Follow UP to Advanced ISER Training**
 - Co-Chair Patterson referenced the notes from the training taken by Co-Chair Tina Aguirre.
- **ISER Goals for Spring 2018 (drafts must be completed by Friday, June 1)**
 - The following updates were provided:

Team Leads	Standards	Status
Tina Aguirre and James Patterson	Commission Policies (8 Standards)	Pending: Policies 1, 2, 7, 8
Lennor Johnson	I.A. Mission (4 Standards)	Pending: Standards 3, 4 Dr. Patterson will follow up with Dr. Johnson.
Efrain Silva	I.B. Quality (9 Standards)	Pending: Standards 2, 3, 5, 7, 8 All Standards drafted but need review by team.
Lennor Johnson	I.C. Institutional Integrity (7 Standards)	Pending: Standards 3, 6, 10
Dave Drury	II.A. Instructional Programs (6 Standards)	Pending: Standards 2, 5, 8-14 Dr. Patterson will meet with Deans Drury and Zielinski.
David Zielinski	II.A. Instructional Programs (6 Standards)	(see response directly above)
David Zielinski	II.B. Library and Learning Services (4 Standards)	All Standards drafted and undergoing editing.
Victor Torres	II.C. Student Support Services (8 Standards)	The team is working on drafts of all Standards.
Clint Dougherty	III.A. Human Resources (15 Standards)	Pending: 11 Standards

		Dr. Patterson will follow-up with CHRO Dougherty.
Rick Webster	III.B. Physical Resources (4 Standards)	All Standards drafted and all will be approved at next meeting of FEHS.
Jeff Enz	III.C. Technology Resources (5 Standards)	All Standards drafted and reviewed individually by TPC. All Standards will be approved at next TPC meeting.
John Lau	III.D. Financial Resources (16 Standards)	Pending: 16 Standards Dr. Patterson, John Lau, and Melody Chronister met last Friday to begin review of responses and evidence from 2012 ISER for updating.
Martha Garcia, Acting CIO/ALO	IV.A. Decision-Making Roles and Processes (7 Standards)	All Standards drafted and edited.
Martha Garcia, Acting CIO/ALO	IV.B. CEO (6 Standards)	Pending: Standard IV.B.3 Linda Amidon will revise Standards she worked on to align with guidelines from ISER training.
Martha Garcia, Acting CIO/ALO	IV.C. Governing Board (13 Standards)	All Standards drafted and undergoing editing. Linda Amidon will revise Standards she worked on to align with guidelines from ISER training.

- Discussion:

- ✓ Dr. Patterson stated that it took him six hours to review and edit the narrative, locate, secure, and attach evidence for Standard IV.A. The bulk of the editing will take place over the summer. Since he will be off contract during the summer, it will require an extra duty contract. CTA President Mary Jo Wainwright identified areas of the CTA Contract that may affect this proposal.
- ✓ While ALO Liaison Dr. Steven Reynolds recommends that ISERs be kept to 100 pages, Dr. Patterson estimates IVC's ISER will consist of at least 200 pages based on the allotment of a minimum of one page for each of the 119 Standards. In addition, other sections of the ISER such as student achievement data and history of the college have consisted of multiple pages in previous ISERs. Dr. Patterson suggested one way to trim some of the responses to Standards and other sections of the ISER would be to post information on the IVC website and link to that information in the ISER.

D. Discussion Item:

1. CART Recommendation 1 to Academic Senate (Outcomes Committee)

- As the proposal did not make it on the agenda for the April 18, 2018, Academic Senate meeting, it will be placed on the agenda for the May 2, 2018, meeting.
- After hearing presentations and discussions regarding the GP Work Plan at meetings of the GPS Committee and Academic Senate, particularly in reference to creating an outcomes committee, Dr. Patterson made adjustments to the CART recommendation that he, Kevin Howell, and Cathy Zazueta developed, and these adjustments were approved by Kevin and Cathy.
- Dr. Patterson reviewed the current proposed recommendation with committee members. He updated the recommendation further based on committee discussion and indicated he would present this latest version to the Academic Senate.
- Discussion:
 - Dr. Patterson explained that the proposed Outcomes and Assessment Committee would cover all outcomes assessment on campus. The committee would report to the Academic

Senate and advise the Strategic Educational Master Plan Committee (SEMPC) and College Council. He explained the work of the Outcomes and Assessment Committee would affect operations outside of Academic Senate purview, which are under the jurisdiction of College Council, and outcomes assessment which ties into program review and is under the jurisdiction of SEMPC.

- Dr. Patterson stated that every department with a budget should conduct a program review, and every program review should have a deficiencies or effectiveness outcomes assessment. He identified the categories of outcomes assessments as: Learning, operational and service. He quoted the language in the Standard related to student learning outcomes: "Any faculty with direct student contact needs to have student learning outcomes."
- It was noted that all non-academic departments and programs were previously identified as "service areas".
- Director of Institutional Research Jose Carrillo noted that the focus of the outcomes committee referenced in the Guided Pathways Work Plan is student achievement.

2. Recommendation to Academic Senate for Instructional Programs' Comprehensive Program Review

- Dr. Patterson premised the discussion by expressing his concern regarding the GP Work Plan. He explained that by addressing four or five Key Elements of the plan each year, the Work Plan will not be fully implemented within the five-year timeframe. However, he stated there are some pieces that could be started next fall, namely, program pathways and development of meta-majors.
- Dr. Patterson explained the proposed recommendation that would be made to President's Cabinet and the Academic Senate: Beginning next fall, the Comprehensive Program Review process will include review and update of program pathways, specifically having the discipline faculty suggest General Education classes.
- Dr. Patterson will write up the recommendation for the next CART meeting.

3. Recommendation to Academic Senate to Request the Curriculum Committee Develop Meta-Majors for Effective Date of Fall 2020

- Co-Chair Patterson reported that GPS Committee Co-Chair Ralph Marquez has done a lot of research regarding meta-majors. He proposed that a recommendation be made to President's Cabinet and the Academic Senate that the Curriculum Committee begin developing meta-majors. He suggested that University Studies could be considered a meta-major.
- Dr. Patterson will write up the recommendation for the next CART meeting.
- Dr. Patterson noted that two of the four Guided Pathway pillars have been addressed by the Integrated Student Success Plan.

4. Quality Focus Essay on Guided Pathways (IEPI Indicator 12)

- Dr. Patterson defined "cohort" as the group of first-time students enrolled in classes every fall. He reported that of the fall 2017 cohort of students, the goal is for 50% of these students to complete within six years.
- The Quality Focus Essay (QFE) will be reported in the Midterm Report which will be completed at the four-year mark of the seven-year accreditation cycle.

5. Continued Discussion on Innovation Configuration (mapping)

- Dr. Patterson explained the adjustments made to the innovation configuration map: A central column was added to represent a mid-point.

E. Adjournment

- The meeting was adjourned at 4:21 p.m.
- Next Meeting: May 1, 2018.
 - Three meetings remain for this semester: May 1, May 15, and June 5. The last meeting will provide an opportunity to determine status of the Standards.
 - Dr. Patterson summarized the items he will address before the next meeting:
 - ✓ Complete drafts of Standards III.B and III.C.
 - ✓ Follow-up with Dave Drury, David Zielinski, Clint Dougherty, and Lennor Johnson regarding the status of pending Standards assigned to them.
 - ✓ Review CART Bylaws again in the future to include department chairs *or department designees* on the committee. He explained that if department chairs are unable to attend a meeting, a department representative should attend.