



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, May 1, 2018, 3:30 p.m., Board Room**

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"/> <del>Jose Velasquez – Dept. Chair, ITEC</del>	<input 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"/> 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 type="checkbox"/> Karla Espejo-Rodarte – Associated Student Government Rep	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<b>CART Co-Chairs</b>	<input 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 type="checkbox"/> Xochitl Tirado, Distance Education Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
<b>Visitors</b>	
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	<b>Recorder</b>
	<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 3:35 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.
- Co-Chair Patterson noted the attendance of four (4) voting members at today’s meeting which constitutes a quorum.

**B. Approval of Minutes from March 6 and April 17, 2018**

- Co-Chair Patterson reviewed the minutes and provided brief updates, which updates are included in these minutes.
- The minutes of the March 6 and April 17, 2018, meetings were approved as presented.

**C. Update on Items**

- **ISER Goals for Spring 2018 (drafts must be completed by Friday, June 1)**

- The following updates were provided:

Team Leads	Section	Status
James Patterson	Introduction: History, Student Achievement, Institution-Set Standards	Dr. Patterson will work with the President’s Executive Assistant to update the IVC News and History webpage and include the link in the ISER. He will inform Institutional Researcher Jose Carrillo which tables need to be updated. Co-Chair Patterson will write the Organization of the ISER.
James Patterson	Commission Policies (8 Standards)	Pending: Policy 2
Lennor Johnson	Standard I.A. Mission (4 Standards)	Pending: Standards 3, 4 Team will be meeting Thursday.
Efrain Silva	Standard I.B. Quality (9 Standards)	Pending: Standards 2, 3, 5, 7, 8 All Standards drafted but need review by team.
Lennor Johnson	Standard I.C. Institutional Integrity (7 Standards)	Pending: Standards 3, 6, 10 Team will be meeting Thursday.

Dave Drury	Standard II.A. Instructional Programs (6 Standards)	Pending: Standards 2, 5, 8-14 Team is meeting this month
David Zielinski	Standard II.A. Instructional Programs (6 Standards)	(see response directly above)
David Zielinski	Standard II.B. Library & Learning Services (4 Standards)	All Standards drafted and edited.
Victor Torres	Standard II.C. Student Support Services (8 Standards)	Team met last week and narratives for three Standards submitted. Dean Torres will meet with A&R Director on Standard II.C.8 and with Norma Nunez on II.C.7.
Clint Dougherty	Standard III.A. Human Resources (15 Standards)	Pending: 11 Standards No response received from CHRO Dougherty.
Rick Webster	Standard III.B. Physical Resources (4 Standards)	All Standards drafted and edited
Jeff Enz	Standard III.C. Technology Resources (5 Standards)	All Standards drafted, reviewed individually by TPC, and scheduled to be approved today.
John Lau	Standard III.D. Financial Resources (16 Standards)	Pending: 16 Standards Dr. Patterson will meet with John Lau, Matthew Thale, and Melody Chronister. Will be sending individual Standards for feedback..
Martha Garcia, Acting CIO/ALO	Standard IV.A. Decision-Making Roles & Processes (7 Standards)	All Standards drafted and edited.
Martha Garcia, Acting CIO/ALO	Standard IV.B. CEO (6 Standards)	Pending: Standard IV.B.3
Martha Garcia, Acting CIO/ALO	Standard IV.C. Governing Board (13 Standards)	All Standards drafted and edited.

- The committee reviewed and discussed policy 2, and Dr. Patterson noted an area of concern related to institution-set standards within instructional programs. He suggested this concern be set up as a plan of action for discussion. Dr. Patterson stated that based on information provided by the Commission, if no intervention plan is in place to address programs that fall below the institution-set standards, the standard does not exist.
- Dr. Patterson reported he met with A&R Director Vikki Carr and indicated a plan of action would be added to the ISER that addresses procedures for accepting transfer credit.
- The committee was reminded that narratives to all Standards are due June 1. Dr. Patterson will work with Linda Amidon over the summer to finalize the ISER. The ISER will then be posted to the IVC website in early August for public comment.

➤ **CART Recommendation 1 to Academic Senate (Outcomes Committee)**

- Dr. Patterson reported that the proposal is on the May 2, 2018, Academic Senate agenda as a discussion item and will be presented as a resolution at the May 16, 2018, meeting. Following Senate action, the recommendation should be forwarded to SEMPC, Guided Pathways, College Council, and President's Cabinet for feedback to ensure the Outcomes and Assessment Committee does what the college needs it to do.

➤ Dr. Patterson reviewed the timeline for participatory governance approvals of the ISER with committee members:

CART final review/approval	21 August 2018
President's Cabinet review	early September 2018
College Council, first reading	26 September 2018
Academic Senate, first reading	17 October 2018
College Council, second reading	24 October 2018

Academic Senate, second reading                      7 November 2018  
Board of Trustees approval                              12 December 2018

- During the fall, CART will begin review of the Mid-term which is due in four years and will revisit the CART Bylaws, particularly the committee composition.
- Dr. Patterson will be meeting with CIO/ALO Dr. Garcia to review the status of the ISER.

**D. Discussion Item:**

**1. Recommendation to Academic Senate and President’s Cabinet for Instructional Programs’ Comprehensive Program Review: each department’s comprehensive program review should include a faculty review of the program pathway(s) and make specific recommendations for General Education courses. (Fall 2018, Fall 2019, Fall 2020)**

- The committee reviewed and discussed the recommendation. Dr. Patterson stated that under the Guided Pathways initiative the next step is to check that General Education classes address Institutional Learning Outcomes (ILOs).
- The committee reviewed and discussed the resolution and made modifications.

M/S/C Heumann/Leon to approve the resolution with modifications:

*WHEREAS*, the ICCD has made a commitment to plan and implement a Guided Pathways framework to help increase student success and achievement; and

*WHEREAS*, the Guided Pathways framework calls for program pathways for each degree and certificate which include recommendations from the program faculty for general education and/or electives as part of the program pathways; and

*WHEREAS*, the college has developed program pathways which have not been reviewed and/or updated in recent years (and some of which do not contain recommendations for general education and/or electives); and

*WHEREAS*, all academic programs complete a comprehensive program review every three years;

*NOW, THEREFORE, BE IT RESOLVED*, that the Continuous Accreditation Readiness Team (CART) recommends to the Academic Senate and President’s Cabinet that all programs – in conjunction with their comprehensive program reviews for the next three years – should conduct a review and update of their program pathway(s) and include specific faculty recommendations for general education courses (and electives where appropriate).

**2. Recommendation to Academic Senate and President’s Cabinet to Request the Curriculum Committee Develop 3-6 Meta-Majors for Effective Date of Fall 2020**

- The committee reviewed and discussed the resolution and made modifications.

M/S/C Carboni/Leon to approve the resolution with modifications:

*WHEREAS*, the ICCD has made a commitment to plan and implement a Guided Pathways framework to help increase student success and achievement; and

*WHEREAS*, the Guided Pathways framework calls on colleges to develop and offer meta-majors for entering students who have not yet decided upon a declared major; and

*WHEREAS*, the meta-majors should have sufficient common elements to the first-year experience to allow students to shift between meta-majors or move into a declared degree or certificate program without significant delay in the academic progress; and

*WHEREAS*, the IVC Curriculum Committee is charged with the development and approval of courses, degrees, and certificates;

*NOW, THEREFORE, BE IT RESOLVED*, that the Continuous Accreditation Readiness Team (CART) recommends to the Academic Senate and President's Cabinet that the Curriculum Committee begin the research and development of meta-majors with a target completion of 3-6 meta-majors available to students effective fall of 2020.

- Dr. Patterson stated that Ralph Marquez has done a lot of research regarding meta majors, and he has asked him for assistance regarding University Studies as a meta major. Dr. Patterson provided examples of other meta majors.

### **3. Quality Focus Essay (QFE) on Guided Pathways (IEPI Indicator 12)**

- The committee reviewed the QFE. Dr. Patterson explained that the four pillars under the Guided Pathways serve as the four goals of the QFE. He described how the resolutions approved today by CART help to move the college towards these goals.

### **4. Continued Discussion on Innovation Configuration (mapping)**

- This item was tabled.
- Dr. Patterson briefly described the middle column on the map as the midpoint between the two extremes, the left column showing how previous accreditation reports were prepared, and the right column reflecting full implementation of the CART mission (i.e., integrating Accreditation Standards into the daily function of Imperial Valley College).

### **E. Adjournment**

- The meeting was adjourned at 4:30 p.m.
- Next Meeting: May 15, 2018.
- All narratives are due June 1, 2018. The final meeting of the academic year is June 5, 2018.