



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, May 15, 2018, 3:30 p.m., Board Room**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)	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 type="checkbox"/> Dr. Martha Garcia – VP, Student Services
<input 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"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input checked="" type="checkbox"/> Efrain Silva – SEMPC Co- Chair	<input type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	Dr. Lennor Johnson – Dean of Counseling & Special Projects
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input checked="" type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
<input type="checkbox"/> Steven Rosas – Associated Student Government Rep	<input type="checkbox"/> Carlos Fletes – Director, Fiscal Services
	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
CART Co-Chairs	<input type="checkbox"/> Kevin Howell – SLO Coordinator
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Audrey Morris – Basic Skills Coordinator
<input checked="" type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input checked="" type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
Visitors	
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	Recorder
<input type="checkbox"/>	<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 3:30 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.
- Co-Chair Patterson reported he was reappointed as Accreditation Coordinator. Committee members applauded the news and expressed appreciation for Dr. Patterson’s leadership.

B. Approval of Minutes from May 1, 2018

- Dr. Patterson provided a brief summary of the minutes including updates.
- The minutes of the May 1, 2018, meetings were approved as presented.

C. Update on Items

- **Outstanding ISER Materials (drafts must be completed by Friday, June 1)**

Team Leads	Section	Status
James Patterson	Introduction: History, Student Achievement, Institution-Set Standards	Dr. Patterson and Institutional Researcher will meet regarding new data for the ISER.
Lennor Johnson	Standard I.A. Mission (4 Standards)	Pending: Standards 3, 4 In process.
Efrain Silva	Standard I.B. Quality (9 Standards)	Pending: Standards 2, 3, 5, 7, 8 In process.
Lennor Johnson	Standard I.C. Institutional Integrity (7 Standards)	Pending: Standards 3, 6, 10 In process
Dave Drury	Standard II.A. Instructional Programs (6 Standards)	Pending: Standards 2, 5, 8-14
Victor Torres	Standard II.C. Student Support Services (8 Standards)	Pending: Standards 1, 5, 6, 7, 8 Standards 7 and 8 are drafted; 1 is in process.
Clint Dougherty	Standard III.A. Human Resources (15 Standards)	Pending: 11 Standards No response received from CHRO Dougherty.
John Lau	Standard III.D. Financial Resources (16 Standards)	Pending: 15 Standards Progress is slow. D.3 is finished; D.1 has been drafted and is being reviewed.

- Dr. Patterson related his discussion with Acting CIO/ALO Dr. Garcia regarding the ISER and his plans for addressing the introduction section of the ISER, which comprised 30+ pages in the 2012 ISER: Update the “Facts & History” webpage with detail history information and provide a link, along with a brief history statement, in the new ISER.

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

- Dr. Patterson reported the Academic Senate has discussed the proposal and made recommendations regarding the committee structure: Increase part-time faculty members to two, one from Academic Services and the other from Student Services; increase student members to two and make both voting members. A first reading of the resolution reflecting these recommendations will take place at tomorrow’s Senate meeting, the second reading will take place in June. Thereafter, the proposal will be presented for review by the Guided Pathways Steering Committee, SEMPC, and College Council.

➤ **CART Recommendations #3 and #4 (Guided Pathways)**

- Dr. Patterson reported that the recommendations will be presented to the Academic Senate as an information item in June.

D. Discussion Item:

1. CART Self-Evaluation 2017-2018

- The committee discussed CART’s accomplishments in 2017-2018 and identified goals for next year. Primary accomplishments and major goals include the following:

Accomplishments:

- Updated CART Bylaws (committee purpose and membership).
- Worked with Academic Senate and Guided Pathways Steering Committee on review and expansion of SLO Committee into a campus-wide Outcomes Committee. (Dr. Patterson noted that revisions to the SLO Coordinator must first be made; as a result, he anticipates full implementation of the Outcomes Committee in fall 2019.)
- Administrative and faculty leaders attended ACCJC training in September and met with Dr. Stephen Reynolds, ACCJC Liaison to IVC, in April. Dr. Garcia attended new ALO training in February.
- Coordinated efforts to complete the ISER sections.
- Expanded involvement in the accreditation process and ISER development to include Technology Planning Committee (Standard III.B) and Facilities and Environmental Health and Safety Committee (Standard III.C). (Suggestion: Student Services Council addresses Standard II.C; Instructional Council addresses II.A., and Library and Learning Services address II.C.)
- Initiated Innovation Configuration Mapping.

Goals:

- Final approval of the ISER.
- Prepare for March 11-14, 2019, evaluation team visit. (Suggestion: Conduct a mock evaluation visit. Dr. Patterson will discuss with the new CIO.)
- Revise CART Bylaws to further update membership. (Suggestion: Department chairs, or designees, serve on both CART and SEMPC.)

E. Adjournment

- The meeting was adjourned at 3:51 p.m.
- Next Meeting: June 5, 2018. Co-Chair Patterson will present his end-of-year report to CART and Academic Senate.