



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, October 2, 2018, 3:30 p.m., Board Room**

Voting Members <i>(SEMPC Co-Chairs Count as 1 Vote)</i>	Consultants
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input type="checkbox"/> Dr. Martha Garcia – Superintendent/President
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services
<input type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Dr. Lennor Johnson– Interim VP, Student Services
<input type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	Efrain Silva – Dean, Economic & Workforce Dev.
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	Dr. Robert Price – Dean, Health & Public Safety
<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Efrain Silva – SEMPC Co- Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input type="checkbox"/> Roberta Webster – Interim Associate Dean, Nursing & Allied Health
<input checked="" type="checkbox"/> Linda Amidon – College Council Rep	<input type="checkbox"/> Sergio Pesqueira – Interim Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Alan Lara – Associated Student Government Rep	<input type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
	<input type="checkbox"/> Betsy Lane – Associate Dean, Workforce Prep & Community Special Projects
<b>CART Co-Chairs</b>	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input type="checkbox"/> Kevin Howell – SLO Coordinator
	<input type="checkbox"/> Cynthia Spence – Basic Skills Coordinator
<b>Visitors</b>	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
Clint Dougherty, CHRO	<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA Representative
	<b>Recorder</b>
	<input type="checkbox"/> Linda Amidon

**A. Call to Order**

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:33 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

**B. Approval of Minutes from September 18, 2018**

- Dr. Patterson provided a summary of the minutes including brief updates.
  - Participatory Governance Approvals of ISER in Fall 2018:
    - ✓ The Board of Trustees accreditation presentation on November 14 has been changed to a retreat on October 29 at 5:30 p.m.
    - ✓ The time for the public forum on Wednesday, November 7, which was changed from 1:00-2:00 pm to campus hour upon CART recommendation, will revert to the original time. CIO/ALO Dr. Tafoya explained the 1:00-2:00 pm time was chosen specifically so as not to compete with other campus hour meetings.
- The minutes from the September 18, 2018, meeting were approved as presented.

**C. Status Update on IVC Institutional Self Evaluation Report**

- Members reviewed Dr. Patterson’s list of remaining items needed and provided status updates:
  - Dean Dave Drury informed members that per the Commission on Athletics, IVC is in the clear with regard to the out-of-state tuition waiver for co-curricular activities.
  - CHRO Clint Dougherty stated that results of the employee demographics survey will be included in the EEO Plan, which will be completed this fall. The Professional Development and Staffing plans will also be completed this fall.
- Consultant Mary Jo Wainwright reported that the Budget & Fiscal Planning Committee had reviewed the report that shows salaries and benefits accounting for 90% of the overall budget, but CBO Deedee Garcia had stated the percentage is lower. Dr. Patterson will follow-up with CBO Garcia regarding the correct percentage figure.
- Members briefly reviewed the schedule of participatory governance approvals.

## D. Discussion

### 1. Change to bylaws voting membership to include all department chairs or designee. This would increase voting membership to 15. (This will match similar move by SEMPC.) Review CART membership in AP 3200 – Accreditation.

- Dr. Patterson reported that SEMPC had approved adding all department chairs or designees to the SEMPC voting membership. He stated that CART had discussed a similar proposal last spring, explaining the changes were proposed as a way to improve participation on both SEMPC and CART. At its last meeting, CART discussed adding the following representatives to the CART voting membership:
  - ✓ A Human Resources representative (does not necessarily require an administrator in this role)
  - ✓ An Administrative Services representative (does not necessarily require an administrator in this role)
  - ✓ A Student Services representative
  - ✓ One additional Associated Student Government (ASG) representativeCurrently there are 10 voting members on CART; adding the noted representatives would bring the voting membership to 14 (5 members constitute a quorum).
- The logic behind the proposal to increase the CART membership was presented to members:
  - ✓ In the preparation of the current ISER, an administrator or manager was assigned to lead each section of the ISER. A disconnect was created under this process as leads were not part of CART and sometimes did not attend meetings.
  - ✓ Under the proposed CART membership, a CART member would be responsible for each of the sections.
- Dr. Patterson will revise the Bylaws and present the revisions as the next meeting as an action item.
- Members reviewed the 11 sections of the ISER and the current assignments. Dr. Patterson pointed out that Standard III.B. Physical Resources and Standard III.C. Technology Resources are now built into the routine activities of the Facilities and Environmental Health and Safety Committee and Technology Planning Committee, respectively. Dr. Patterson explained that as Accreditation Coordinator, he would oversee the ISER process but assistance from a CART member would be helpful.
- In response to inquiry regarding whether ACCJC is still revising the Standards, Dr. Patterson stated that ACCJC made small but significant changes last January and is considering another overhaul of the Standards. Current ACCJC President indicated at a recent event that he envisions 11 Standards.
- The goal is to finalize the ISER for the December board meeting.

### 2. Campus and Community Information Presentations (PowerPoint)

- Math Department Chair Jill Nelipovich was recognized for her work on the ISER PowerPoint presentation.
- Members reviewed and discussed the PowerPoint and identified areas requiring clarification. The PowerPoint will be revised to define/explain what accreditation is and why it's required, and to clarify the connection to financial aid and transfer credit.
- The PowerPoint, along with script prepared by Dr. Patterson, will be presented to department chairs and College Leadership Council (CLC) for presentation to faculty and staff. CART will review the PowerPoint once more prior to presentation to the chairs and CLC.
- ASG representative Alan Lara will present the student PowerPoint to CART at its next meeting. Dr. Patterson proposed making a video of the student ISER presentation. He will work with Alan on the PowerPoint.

### **3. Review of Innovation Configuration Map**

- The Innovation Configuration Map of CART's mission was presented to members along with a brief background on the development of the map.
- The map consists of three columns: The first column represents the process used in developing past accreditation reports; the second column describes recent efforts to integrate the accreditation standards and reflects partial implementation of the CART mission; the third column represents full integration of the accreditation standards into CART functions and achievement of the CART mission.
- Dr. Patterson will provide the Innovation Configuration Map to CART members.

### **E. Adjournment**

- The meeting was adjourned at 4:21 p.m.

**Next Meeting:** 16 October 2018