



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)**

**Convened: Tuesday, October 18, 2016, 3:30 p.m., Board Room**  
**Reconvened: Tuesday, November 15, 2016, 3:30 p.m. Board Room**

10/18	11/15	Voting Members	10/18	11/15	Consultants
✓		Dr. Nick Akinkuoye – VP, Academic Services/ALO			Dr. Victor Jaime – Superintendent/President
✓	✓	Dr. James Patterson – CART Co-Chair/Accred Coord			John Lau – VP, Administrative Services
		Tina Aguirre – Instructional Dean/CART Co-Chair	✓		Dr. Martha Garcia – VP, Student Services
✓	✓	Efrain Silva – Instructional Dean			Carlos Fletes – Director, Fiscal Services
✓	✓	David Zielinski – Instructional Dean	✓	✓	Jose Carrillo – Director, Institutional Research
	✓	David Drury – Interim Instructional Dean			Kevin Howell-SLO Co-Coordinator
✓	✓	Everardo Martinez-Inzunza – Student Svcs. Dean	✓		Jill Kitzmiller-SLO Co-Coordinator
✓	✓	Dr. Lennor Johnson – Student Services Dean			Audrey Morris – Basic Skills Coordinator
	✓	Allyn Leon – Chair, Math Department	✓		Xochitl Tirado – Distance Education Coordinator
✓		Andrew Robinson – Chair, Exercise Science Dept.	✓		Kathy Rodriguez – CTA Representative
✓	✓	Jose Velasquez – Chair, Industrial Tech. Dept.			
	✓	Dr. Michael Heumann – Chair, English			<b>Visitors</b>
		Sydney Rice – Chair, ESL	✓	✓	Mary Jo Wainwright - CTA
✓	✓	Cuauhtemoc Carboni –Senate Faculty Rep		✓	Kevin White – Chair, BSS Dept.
		Erika Aguilar – College Council and Classified Rep			
		– Classified Manager Rep			
		Adriana Sano – Confidential Rep			
✓		Brianna Guzman – ASG Rep			<b>Recorder</b>
	✓	Kyle Deol – ASG Rep			Linda Amidon

**MEETING CONVENED TUESDAY, OCTOBER 18, 2016, 3:30 P.M., BOARD ROOM**

**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.

**B. Review and Approval of Minutes of October 4, 2016, Meeting**

- Co-chair Patterson reviewed the minutes and provided brief updates.
- VP Akinkuoye provided an update on the self-evaluation report writing team assignments: **The proposed administrative writing team assignments were presented to President's Cabinet earlier today and approved.**
- In response to VP Garcia inquiry, clarification was provided regarding the position responsible for the crosswalk of plans; VP Garcia invited Co-chair Patterson to a workshop on integrated planning at College of the Desert on December 2, 2016.
- The minutes of the October 4, 2016, meeting were approved as presented.

**C. Presentation of 2014 Standard II – Accreditation Liaison Officer**

- ALO Akinkuoye presented a PowerPoint on Accreditation Standard II, Student Learning Programs and Support Services:
  - Standard II is very extensive and represents the bulk of what we do as a college.
  - Standard II is comprised of three main sections: A. Instructional Programs; B. Library and Learning Support Services; C. Student Support Services; and 16 subsections (condensed from 30).
  - Under the current Accreditation Standards there are only two options regarding compliance: an institution 1) meets the Standard, or 2) it does not meet the Standard. Previously there were three options: 1) meets the Standard, 2) partially meets the Standard, 3) does not meet the Standard.

## Adjournment

- The meeting was adjourned at 4:29 p.m., until November 1, 2016, when CART will reconvene to continue the meeting.

## **MEETING RECONVENED TUESDAY, NOVEMBER 15, 2016, 3:30 P.M., BOARD ROOM**

### Call to Order

- CART did not reconvene on November 1, 2016, as planned. CART instead reconvened on November 15, 2016, to continue the regular meeting of CART which began on October 18, 2016; CART Co-Chair James Patterson called the meeting to order at 3:32 p.m. The meeting commenced with agenda item D, Update on Previous Discussion Items.
- Co-chair Patterson stated he had attended accreditation evaluator training on October 31, 2016. He noted the need to verify whether Student Services programs is doing service area outcomes or student learning outcomes. He stated that because counselors work directly with students, counseling programs should be working on student learning outcomes.

### D. Update on Previous Discussion Items

#### 1. Strategic Educational Master Plan – SEMPC Chair

- SEMPC Co-chair Dr. Lennor Johnson reported that in his absence SEMPC Co-chair Efrain Silva chaired the SEMPC meeting held last Thursday, November 10, 2016. Items discussed included comprehensive program review and enhanced budgets.
- Director of Institutional Research Jose Carrillo reported that additional discussion items included integrated planning and the need to do more to begin integrating existing plans, identification of what is needed and challenges and solutions, and creation of a master calendar to integrate institutional activities and committee activities. These items will be discussed at the next SEMPC meeting.
- Co-Chair Patterson stated that based on his discussions with Co-chair Dean Tina Aguirre he would like to suggest that the college try not have one integrated calendar, but rather two calendars: 1) a planning calendar; and 2) an activities calendar. Dean of Student Affairs Martinez-Inzunza currently has responsibility of the activities calendar. Co-chair Patterson stated that determining who would be responsible and where the planning calendar would be housed would require working with SEMPC. He suggested that perhaps the Accreditation Coordinator could be responsible for the planning calendar.
- Dean Martinez-Inzunza reported that at the last Professional Development Committee IVC Online Services Architect Omar Ramos was asked to look into the practicality of consolidating the campus-wide calendar into a single computer process with different access levels depending upon responsibility. This would allow all calendars to be housed in one area.
- Dean Silva agrees with the concept of separating the activities from the existing planning calendar as it not user friendly. However, it is important to note that ACCJC wants to see within our planning calendar the integration of college plans and related activities. Suggestion was made at the last SEMPC meeting to find a calendar that has already met ACCJC approval, and ALO Akinkuoye had agreed to conduct this search. While the college's focus must be integrated planning, all the other activities such as community events should also be available.
- Co-Chair Patterson will meet with Omar Ramos to discuss the direction given to him and how he thinks it would work, and provide a report at the next CART meeting on December 6, 2016. He will also touch base with VP Akinkuoye regarding his search for a model planning calendar.
- Dean of Math & Sciences David Drury expressed his preference for one document, one that department chairs and deans can easily reference that includes deadlines, instead of

two or three that he has to be filtered. He found the simple calendar handed out to Instructional Council helpful, but he'd like to see everything on one calendar.

- Linda Amidon reported that the simple calendar was extracted from a more detailed calendar that the deans had worked on.

## 2. SLO/PLO Report

### a) What's been done?

### b) What needs to be done?

- No report available. SLO Co-coordinators were absent from the meeting.

## 3. SPOL Report

### a) Update on Program Review Process and Deadlines

- Director of Institutional Research Jose Carrillo stated there are approximately 60-70 programs that should complete a program review; he will provide a list at the next CART meeting.
- As of last week, only a small number of program reviews have been completed. He has sent a reminder to programs regarding the deadline.

## 4. Substantive Change Status Check

### a) Distance Education

- Linda Amidon reported on behalf of Distance Education Coordinator Xochitl Tirado: 70% of the Substantive Change Proposal has been completed; a final draft will be completed before winter recess.

### b) Inmate Education

- Dean Johnson reported that Eduardo Pesqueira was recently hired as the Minority Male Collaborative Coordinator, and he will oversee the inmate education program. Dr. Johnson will report further at the December 6, 2016, CART meeting.

## a. New Discussion

### 1. Planning Calendar and Crosswalk of Plans

#### a. Planning Calendar

- See discussion in item D.1. Strategic Educational Master Plan

#### b. Crosswalk of Plans (SEMP, SSSP, SE, Technology Plan, BSI, Strong Workforce)

- Co-Chair Patterson has obtained a copy of the SEMP, SSSP, SE, and BSI plans. He will contact the Chair of the Technology Planning Committee regarding a current version of the Technology Plan so that he and Department Chair Dr. Michel Heumann can begin work on the crosswalk of plans. He noted that Technology Plan goals are linked with SEMP goals.
- Director Carrillo reported that VP Garcia plans to meet with the SSSP, SE, and BSI Coordinators regarding integration of these plans. He obtained a template from a recent RP Group workshop on integrated planning which he is willing to share. He also offered to assist with the crosswalk.
- There was discussion regarding whether the Title 5 TALCAS Grant should be included in the crosswalk; the difference between the TALCAS Grant and the other plans was noted. Dean David Zielinski suggested that information from the grant narrative and annual report he is working on could be included in the crosswalk.
- Co-Chair Patterson will be in contact with VP Garcia to discuss the crosswalk.

### 2. Writing Teams

- As reported at the beginning of the meeting, the 13 writing team assignments were approved by President's Cabinet, and the writing team members were notified of their assignments.
- Co-chair Patterson will be contacting the administrators and classified managers assigned to the Standards individually over the next two weeks to confirm their assignments. He encouraged writing team members present to review their assigned Standards and to

think about faculty and staff to recruit for their teams beginning in February. When the number of faculty and classified employees needed to staff the teams is determined, he will notify CTA President Mary Jo Wainwright, Academic Senate President Mary Lofgren, and CSEA President Yethel Alonso.

- The assignment list was reviewed by the committee. In addition to the first five Eligibility Requirements (the remaining 16 ERs are addressed in the Standards), Co-chairs Patterson and Aguirre will write the Quality Focus Essay and complete the Federal Regulations Checklist.

#### **Other**

- Starting with the next CART meeting, Co-chair Patterson's goal is to move CART in a new direction, to start developing a team mentality, a team vision as opposed to thinking and acting like a committee. He emphasized that CART is the "Accreditation Team," and he encouraged team members to consider the accreditation process as an exercise in best practices. He noted the 122 ACCJC Accreditation Standards mirror the standards of the other regional accrediting agencies across the country, and the Standards reflect the best practices at efficient institutions. The accreditation process gives IVC an opportunity to compare itself against the Standards to see how the college is doing and how it can improve.

#### **Adjournment**

- The November 15, 2016, CART meeting was adjourned at 4:10 pm.

#### **Next Meeting**

- Tuesday, December 6, 2016, 3:30 p.m., Board Room.