Continuous Accreditation Readiness Team (CART) Friday, September 16, 2011, 10:00 a.m. Board Room

Administrative Council		Instructional Council	Other Members
		(Non-Administrative)	
Alfredo Cuellar	<mark>Kathy Berry</mark>	Becky Green	Trini Arguelles (CART Co-Chair)
Betty Kakiuchi	Lisa Seals	Bruce Seivertson	<mark>Alex Cozzani</mark>
Bill Gay	Rick Webster	Carol Hegarty	Eric Lehtonen (Academic Senate President)
Brian McNeece (CART Co-Chair)	Sergio Lopez	Cathy Zazueta	Jessica Waddell (College Council Chair)
Carlos Fletes	Taylor Ruhl	Daniel Gilison	Oscar Hernandez
<mark>Dawn Chun</mark>	Ted Ceasar	David Drury	Jim Fisher
Efrain Silva	Tim Nakamura	David Zielinski	Bradford Wright
Gloria Carmona	Tina Aguirre	Edward Wells	Grace Espinoza
Gordon Bailey	Todd Evangelist	Jose Lopez	Carol Lee
<mark>Janis Magno</mark>	<mark>Todd Finnell</mark>	<mark>Jose Ruiz</mark>	Norma Nunez
Jeff Cantwell	Travis Gregory	<mark>Krista Byrd</mark>	Mary Carter
John Lau	Victor Jaime	Kseniya Gregory	Alberto Izarraraz (ASG Rep)
	Vikki Carr	Michael Heumann	
		Rick Castrapel	
		Rick Goldsberry	
		Terry Norris	
		Toni Pfister	
		<mark>Valerie Rodgers</mark>	

Recorder: Linda Amidon

Attendees: present in vellow

Call to Order

CART Co-chair Brian McNeece, Dean of Arts and Letters Division, called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:03 a.m.

A. Review of Last Meeting Notes (in Dropbox) - Linda

- Minutes of the September 2, 2011 meeting approved as presented.
- B. Individual Standard Team Membership and email Distribution List (Checklist in Dropbox) Update Team Leads
 - Reviewed and compared Microsoft Outlook CART distribution list, CART membership roster included in minutes, and standard team membership rosters; discrepancies noted.
 - Linda Amidon reported that she had submitted a service ticket to update Microsoft Outlook distribution list to correspond with the CART membership roster; she will resubmit ticket to include standard team members.

C. Team Leader input on Student and Faculty Surveys based on each standard.

- Written comments from CART members regarding employee satisfaction survey were distributed. No comments made regarding student survey.
- Committee acknowledged need to shorten the new student survey due to complaints that last survey was too long.
- Reviewed and discussed each question from the student survey conducted in spring 2010 (60 questions). Committee determined the questions to repeat and those to eliminate from the student survey to be conducted fall 2011. Following discussion, the committee agreed to the following:

- <u>Questions 1 20</u> = Demographics: Keep 1–6; Delete 7–12; Combine 13-15; Compare 16-18 with Bill Gay's proposed questions; Modify 19 (ask if student has access to Internet outside of college); Delete 20
- <u>Questions 21 29</u> = Student Profiling: Delete 21; Keep 22; Delete 23-24; Revise 25 (to include core, transfer, CTE); Delete 26-27; Keep 28; Delete 29
- <u>Questions 30 51</u> = Student General Opinions: Revise 30 (add mission; ask whether IVC is meeting mission); Keep 31-35 (SLO Coordinator to review for possible revision); Delete 35-36; Revise 37; Delete 38; Combine 39-42; Revise 43; Combine 44 and 45 (general satisfaction survey; identify service area); Delete 46-50; Keep 51
- <u>Questions 52 56</u> = Campus Aesthetics: Combine 52-53 (address non-classroom facilities); Keep 54; Combine 55-56 (safety on campus)
- <u>Questions 57 58</u> = Student Representation: Keep 57; Revise 58 (add comment box)
- Questions 59 60 = Winter/Summer Session Opinion: Delete 59-60

Discussion:

- demographics data is needed, otherwise the survey data doesn't mean anything
- if the survey is anonymous, then demographics data is needed
- conduct the survey in class and post online
- how to monitor whether a student completed the survey only once?
- if the survey is offered in class, be prepared for pushback by faculty
- if the survey is completed on the student portal, demographics data will be extracted by G#
- if the survey is not anonymous, must disclose that it is not
- length of age bands are usually in two-year increments; the age bands in the last survey follow the Chancellor's Office age range for data (need to confirm)
- service areas should conduct individual satisfaction surveys
- offer a prize for completing the survey (student to provide G# to enter drawing)
- A taskforce was established to discuss how to randomize the survey; members include Dawn Chun, Krista Byrd, Eric Lehtonen, Rick Castrapel, Alberto Izarraraz, Oscar Hernandez.
- CART will review the staff survey later.

D. Reports on Individual Standard first draft status and needs -- Team Leads

- 1. **Standard I.A Alex Cozzani:** First draft completed but needs more work; committee will meet next Thursday.
- 2. **Standard I.B Efrain Silva (Absent):** Linda Amidon reported on behalf Efrain Silva: The committee met Wednesday; each member assigned one section to complete (seven sections available); draft will be updated by middle of next week.
- 3. Standard II.A Brian McNeece: Draft completed.
- 4. **Standard II.B Ted Ceasar (Absent):** Member Jan Magno reported that the committee met yesterday; the first draft is completed; working on evidence list and looking at links.
- 5. **Standard II.C Taylor Ruhl:** Draft completed.
- 6. **Standard III.A Travis Gregory:** A rough draft completed; will have ready by next Friday.
- 7. **Standard III.B John Lau:** First draft completed; requested assistance to expand. (Co-Chairs will meet with John and team members.)
- 8. **Standard III.C Todd Finnell:** Draft completed but would like the Technology Planning Council's review.
- 9. **Standard III.D John Lau:** First draft completed; requested assistance to expand. (Co-Chairs will meet with John and team members.)
- 10. **Standard IV.A Kathy Berry:** Rough draft completed but need additional time to work on; will have completed by next Friday.

11. **Standard IV.B – Jan Magno (replaced Victor Jaime):** Reported that section is difficult to write to with an interim Superintendent/President in place; recommended that this section be written next summer when a permanent Superintendent/President is in place; the section related to the Board has been completed.

E. Update deadlines on Timeline – Committee

- The timeline was reviewed and updated and placed in the drop box. Update includes tasks related to compiling of evidence, compiling standard sections into first draft of self evaluation, and development and launch of staff survey November 7 18.
- Co-chairs will compile standard sections and send to the editing team, and continue to work with individual standard teams.
- Val Rodgers, Michael Heumann, and Co-chairs will meet to review first draft.
- Standard teams were given more time to work on assigned section.
- Standard teams directed to continue meeting with standard members and to compile evidence.
- Student Survey taskforce will meet and randomize the student survey.

F. Review meeting schedule and start time.

• Current bi-monthly meeting schedule will be maintained for a while longer; anticipate that meetings will move to once a month.

<u>Adjournment</u>

The meeting was adjourned at 11:26 a.m. Next meeting: September 30, 2011.