

## Continuous Accreditation Readiness Team (CART)

Friday, February 3, 2012, 10:00 a.m.

Reading/Writing Lab (Room 2602)

**Attendees:** present in yellow

| Administrative Council<br>Management Council |                        | Instructional Council<br>(Non-Administrative) | Other Members                              |
|----------------------------------------------|------------------------|-----------------------------------------------|--------------------------------------------|
| Alfredo Cuellar                              | <b>Sergio Lopez</b>    | <b>Angie Ruiz</b>                             | <b>Trini Arguelles, Lead Counselor#</b>    |
| Betty Kakiuchi                               | Taylor Ruhl            | Becky Green                                   | <b>Alex Cozzani, Teaching Faculty</b>      |
| Bill Gay                                     | Ted Ceasar             | <b>Bruce Seivertson</b>                       | Eric Lehtonen, Academic Senate President   |
| <b>Brian McNeece#</b>                        | Tim Nakamura           | Carol Hegarty                                 | Jessica Waddell, College Council President |
| Carlos Fletes                                | <b>Tina Aguirre</b>    | Cathy Zazueta                                 | <b>Oscar Hernandez, Teaching Faculty</b>   |
| Dawn Chun                                    | Todd Evangelist        | <b>Daniel Gilison</b>                         | <b>Jim Fisher, Teaching Faculty</b>        |
| Efrain Silva                                 | <b>Todd Finnell *</b>  | David Drury                                   | Bradford Wright, Teaching Faculty          |
| Gloria Carmona                               | <b>Travis Gregory*</b> | David Zielinski                               | <b>Grace Espinoza, Classified</b>          |
| Gordon Bailey                                | <b>Victor Jaime*</b>   | Edward Wells                                  | Carol Lee, Non-Teaching Faculty            |
| Jeff Cantwell                                | <b>John Lau*</b>       | Jose Lopez                                    | Norma Nunez, Non-Teaching Faculty          |
| Lisa Seals                                   | <b>Janis Magno*</b>    | Jose Ruiz                                     | Mary Carter, Confidential                  |
| Omar Ramos                                   | <b>Kathy Berry*</b>    | Krista Byrd                                   | Alberto Izarraraz, ASG Representative      |
| Rick Webster                                 |                        | Kseniya Gregory                               | Paige Lovitt, Non-Teaching Faculty         |
|                                              |                        | <b>Michael Heumann</b>                        | Patricia Robles, Classified                |
|                                              |                        | <b>Rick Castrapel</b>                         | Toni Gamboa, Classified                    |
|                                              |                        | Rick Goldsberry                               | Jeff Beckley, Teaching Faculty             |
|                                              |                        | Terry Norris                                  | Kevin Marty, Teaching Faculty              |
|                                              |                        | <b>Toni Pfister</b>                           | Emily Bill, Adjunct Non-Teaching Faculty   |
|                                              |                        |                                               | Alberto Izarraraz                          |

**Recorder:** Trini Arguelles/Linda Amidon

### Call to Order

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:00 a.m.

### Agenda Items/Discussion

#### **A. Review of Last Meeting Notes (in Dropbox) – Linda**

- M/S/C Seivertson/Hernandez to approve the minutes of the January 20, 2012 meeting as presented

#### **B. Review of Timeline to prepare for team visit March 2013**

- Co-chair McNeece noted that we are behind schedule
- Discussion held regarding deadlines in Timeline
  - March 2, 2012: draft standard sections submitted to editor Michael Heumann (he requests that standard team leads notify him when a draft section is ready for editing)
  - April 1, 2012: editor returns drafts to teams for correction/revision
  - May 11, 2012 (before end of spring semester): first draft of self evaluation completed
  - End of September 2012: SLO/PLO/SAO cycle assessment data added to self evaluation
- Two Timeline activities clarified:
  - 12/9/2011: Develop Template for Division/Program web pages for posting of SLOs, PLOs, SAOs (see San Diego City College website for example)
  - 8/1/2012: Post SLOs, PLOs, SAOs to every department web page

- Discussion held regarding implementation of Share Point for use in the long-term by CART and other committees; in the meantime, old method (i.e., accreditation evidence repository) could be utilized to meet hard deadlines
- Recommendation made to establish a committee to discuss how to present SLOs, PLOs, and SAOs on website for accreditation and in general
  - committee volunteers include Trini Arguelles, Brian McNeece, Todd Finnell, Rick Castrapel
  - committee will create a system for referral to SLOs, PLOs, and SAOs
  - Linda Amidon to set up a meeting of the committee
- Timeline updated and current version saved in Dropbox
- Co-chairs McNeece and Arguelles will meet with team members over the next two weeks to encourage them to finish up work on standards

#### **C. Review of one Standard work submitted to date**

##### **1. Guide questions**

- Committee members reviewed questions from the *Guide to Evaluating Institutions* related to Standard II.A.1
- Co-chair McNeece noted the emphasis of the questions in the Guide: How can we help our students?

##### **2. Evidence and**

##### **3. Endnotes**

- Committee members again reviewed how to name evidence documents and were directed to the Dropbox for reference materials, i.e., Working With Endnotes, Naming Conventions, Index to 2007 Self-Study, Mid-term Report
- Committee members were reminded:
  - to link directly to actual documents, not to a web page where the link to the document could be found
  - to update any links to the old IVC website
    - o VP Todd Finnell stated that all content could be transferred from the old website to the new website, but departments would have to review and update content
- Recommendation made to schedule training on updating web pages for all department secretaries
  - Linda Amidon to set up training

#### **D. Working Meeting on Individual Standards – Team Leads and Team members**

- The few team members that were in attendance did not require assistance on their standard sections
- Dean Sergio Lopez provided a brief update on Standard II.B, stating that the section was near completion

#### **E. Other**

- Co-chairs McNeece and Arguelles, Editor Michael Heumann, and CIO/ALO Kathy Berry will be attending a two-day accreditation training Feb. 10 – 11, 2012

#### **Adjournment**

- The meeting was adjourned at 10:56 a.m.
- **Next meeting: February 17, 2012, Place TBA**