

Continuous Accreditation Readiness Team (CART)

Friday, January 20, 2012, 10:00 a.m.

Reading/Writing Lab (Room 2602)

Attendees: present in yellow

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

Recorder: Linda Amidon

Call to Order

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:05 a.m.

Agenda Items/Discussion

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

- M/S/C Gregory, T. / Berry to approve minutes of the November 18, 2011 meeting as presented.

B. Training Opportunities – Brian and Trini:

- Co-Chair McNeece announced the following training opportunities:
 - 2012 Accreditation Institute, Anaheim, February 10 – 11, 2012: CART Co-chairs McNeece and Arguelles will attend (along with VP and Accreditation Liaison Officer Berry and Editing Team Co-Chair Michael Heumann)
 - Training at COD March 2, 2012

C. Finding Evidence – Linda and Brian

- Co-chair McNeece referred committee members to the Dropbox document, "Evidence Index to Document Numbers – Accreditation Self-Study from 2007." Linda Amidon also referred members to the evidence documents from the 2010 Mid-term Report and the 2008 and 2009 Progress Reports, and stated that a lot of the evidence for the 2013 Self Evaluation is available in these reports.

- It was noted that all links on the Accreditation Website are active; however, links within the 2007 Self Study are not.
- Co-chair McNeece reminded standard teams that the “Guide to Evaluating Institutions” includes key questions that team members should address in each standard section of the self evaluation.

D. Review of Endnotes – Brian

- Co-chair McNeece explained the difference between evidence references in the 2007 Self Study and how evidence will be referenced in the 2013 Self Evaluation: The 2007 Self Study documents did not include a description of the document in the reference number (i.e., “Doc. 1.a.1”); the references in the 2013 Self Evaluation will include a description of the document (i.e., “Doc. I.A.1, **Board Minutes 5/8/02**”) and a link to the document.
- The committee reviewed the “Working with Endnotes” guide and how documents in the 2013 Self Evaluation should be named (see preceding bullet). Co-chair McNeece stated that writing the Self Evaluation is similar to writing a research paper; it is written in either MPA or ALA format and includes supporting evidence.

E. Working Meeting on Individual Standards -- Team Leads and Team Members

1. **Standard I.A – Alex Cozzani:** Will review section with a focus on the ideas shared today.
2. **Standard I.B – Angie Ruiz (Efrain Silva absent):** Continuing to make progress.
3. **Standard II.A – Brian McNeece:** Need to update standard.
4. **Standard II.B – Ted Ceasar:** Evidence identified; need to insert endnotes.
5. **Standard II.C – Terry Norris (Taylor Ruhl absent):** The team met before the break; section modified and submitted to Team Lead Taylor Ruhl; narrative completed; in the process of organizing section.
6. **Standard III.A - Travis Gregory:** The narrative is 90% done; however, FCMAT report could change direction of the narrative in terms of HR and Business Services processes; working on evidence.
7. **Standard III.B – Mary Carter (John Lau absent):** Working on evidence.
8. **Standard III.C – Jeff Cantwell (Todd Finnell absent):** Status unknown.
9. **Standard III.D – Mary Carter (John Lau absent):** Working on evidence.
10. **Standard IV.A – Kathy Berry:** The team hasn’t met since the break; working on evidence.
11. **Standard IV.B – Jan Magno:** The narrative for the section on the Board of Trustees is complete; will use Board Retreat info as evidence. The narrative for the section on the President is halfway written; will be completed by June 30, 2012.

F. Other

Adjournment

- The meeting was adjourned at 10:30 a.m.
- **Next meeting: February 3, 2012 in Room 2602**

Following adjournment of the meeting Standard Teams remained in the Reading/Writing Lab to work on their sections. CART Co-chairs McNeece and Arguelles and Editing Team Co-Chair Michael Heumann were available to answer questions and offer guidance.