Continuous Accreditation Readiness Team (CART) Friday, September 7, 2012, 10:00 a.m. Board Room

Attendees: present in yellow

Administrative Council		Instructional Council	Other Members
Management Council		(Non-Administrative)	
Betty Kakiuchi	Sergio Lopez*	Becky Green	Trini Arguelles, Lead Counselor#
Bill Gay	Taylor Ruhl	Carol Hegarty	Alex Cozzani, Teaching Faculty
<mark>Brian McNeece#</mark>	Ted Ceasar*	<mark>Cathy Zazueta</mark>	Eric Lehtonen, Academic Senate President
Carlos Fletes	Tim Nakamura	<mark>Daniel Gilison</mark>	Jessica Waddell, College Council President
<mark>Efrain Silva</mark>	<mark>Tina Aguirre</mark>	David Drury	Oscar Hernandez, Teaching Faculty
Gloria Carmona	Todd Evangelist	David Zielinski	Jim Fisher, Teaching Faculty
<mark>Jeff Cantwell</mark>	Todd Finnell*	Edward Wells	Bradford Wright, Teaching Faculty
Lisa Seals	Travis Gregory*	<mark>Jose Lopez</mark>	Grace Espinoza, Classified
Omar Ramos	Victor Jaime*	Jose Ruiz	Norma Nunez, Non-Teaching Faculty
Rick Webster	John Lau*	Krista Byrd	Mary Carter, Confidential
Jill Nellipovich	Kathy Berry*	Michael Heumann	Alberto Izarraraz, ASG Representative
		Rick Castrapel	Paige Lovitt, Non-Teaching Faculty
		Rick Goldsberry	Patricia Robles, Classified
		<mark>Terry Norris</mark>	Toni Gamboa, Classified
	*Executive Council	Sydney Rice	Jeff Beckley, Teaching Faculty
	# CART Co-chair	<mark>Leticia Pastrana</mark>	Kevin Marty, Teaching Faculty
		James Patterson	Emily Bill, Adjunct Non-Teaching Faculty
		Craig Blek	Audrey Morris, Teaching Faculty
			Lisa Tylenda, ASG President

Recorder: Linda Amidon

CALL TO ORDER

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:04 a.m.

AGENDA ITEMS/DISCUSSION

A. Review and Approval of Minutes of August 23, 2012 Meeting (in Dropbox) – Brian McNeece:

- M/S/C Silva/Zazueta to approve the minutes of the August 23, 2012 meeting as presented
- B. Regular Discussion: Endnotes, Guide Questions, Links, Evidence All

1. Report from Editing Team

Co-chair McNeece provided a brief report on behalf of absent editing team members: to update the Committee on activity that took place during the summer. Standard IB has made progress and has been reviewd by the editing team and sent back for more corrections and revisions.

2. Repository for Evidence Documents– Linda, Brian

- a) Review of current evidence folders in Team folders and on IVC website
- > Co-chair McNeece informed committee members of issues with WinSCP FTP program
- Committee reviewed the accreditation self evaluation evidence repository, specifically the data posted by the former Institutional Researcher; it was noted that the report of degrees and certificates awarded needs to be updated; it was also noted that PLO and SAO assessment data is needed
- Committee was informed that accreditation basics online training is available on the ACCJC website

- Co-chair McNeece emphasized the need for "big picture-type "evidence to show the viability of the college
- Committee reviewed evidence guide questions and list of type of recommended evidence in the ACCJC guide, "Guide to Evaluating Institutions" which is in Dropbox; VP Berry stated that the evaluation teams use the guide questions and recommended evidence list when evaluating institutions
- Co-chair McNeece again emphasized the importance of incorporating the accreditation standards into our day-to-day operations and way of thinking

C. Update On Previous Discussion Items

- 1. SLO/Cycle Assessment PLO Report– Sydney Rice (absent)
- Data Availability for Accreditation Self-Evaluation Report Jill Nelipovich (absent)
 ➢ No report, no discussion

D. New Discussion

- No report, no discussion
- E. Update From Team Leads-
 - 1. Standard I.A Alex Cozzani: Will upload evidence into repository; will review guide questions
 - 2. Standard I.B Efrain Silva: Completed a second revision based on editor comments; team will meet Monday to review again
 - 3. Standard II.A Brian McNeece: Team met today; team has made a lot of progress; updating SLOs; looking for assessments
 - 4. Standard II.B Ted Ceasar: Is in the process of uploading evidence into repository
 - 5. Standard II.C Taylor Ruhl (absent); Terry Norris: Updates have been made; will coordinate the footnotes with text; evidence is in the repository; will blend sections completed by him and Taylor Ruhl
 - 6. Standard III.A Travis Gregory: No evidence in the repository; need to find data based on the checklist; has a solid narrative except as it relates to the organization as a whole due to changes; the revised organizational chart will be presented to the board next week
 - 7. Standard III.B John Lau (absent): No report
 - 8. Standard III.C Todd Finnell: Has received edited version back from editors; will complete by end of next week; will go through the checklist
 - 9. Standard III.D John Lau (absent); Co-Chair McNeece: CART Co-chairs McNeece and Arguelles met last Thursday; members added to the standard team include Craig Blek, James Patterson, Dave Drury, and Todd Evangelist
 - **10. Standard IV.A Kathy Berry:** Team will meet following today's CART meeting; evidence from first draft will be incorporated into the rewrite
 - 11. Standard IV.B Jan Magno (retired); Sergio Lopez: He is trying to catch up; Trustee Norma Galindo is member of the team; draft has been presented to the Board and will need to be updated

F. Review of Timeline to Prepare for Team Visit March 11, 2013

- Committee was reminded that the timeline is included in the minutes of the August 23, 2012 meeting; key dates include:
 - Friday October 5: all standards to editors with evidence documents linked in the repository
 - Friday October 26: editors finish final clean up
 - Friday November 2: CART approves self evaluation
 - Monday November 5: College Council approves self evaluation
 - Wednesday November 7: Academic Senate approves self evaluation
 - Wednesday November 14: Board ratifies self evaluation

G. Other

- Two model self evaluations (Mt. San Jacinto and West Hills Coalinga) are included in the Guides folder in the Dropbox as reference material
- Broad based participation is needed on the team that will write the introductory section of the self evaluation; the introduction in the 2010 Midterm Report will be updated and included in the self evaluation
- Co-chair McNeece once again demonstrated how to upload documents to the repository; he will send the repository instructions again

H. Next meeting: October 5, 2012 ADJOURNMENT

The meeting was adjourned at 10:35 a.m.