Continuous Accreditation Readiness Team (CART)
Friday, November 16, 2012, 10:00 a.m.
Board Room

Attendees: **present in yellow**

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

Guests: Mike Nicholas, Publications Design Coordinator
Recorder: Linda Amidon

CALL TO ORDER

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:07 a.m.

AGENDA ITEMS/DISCUSSION

A. Review and Approval of Minutes of September 28, 2012 Meeting (in Dropbox)
   - The minutes of the September 28, 2012 meeting were unavailable

B. Discussion:
   1. Final steps prior to sending the Self-Evaluation to the Commission – Linda, Brian, Kathy
      - the deadline for all corrections to the report is 12/6/12
      - all evidence must be placed in the repository and linked to endnotes
      - it won't be necessary to provide hard copies of evidence documents to the evaluation team
      - the report will be submitted to the shared governance groups (VP Berry will notify shared governance groups that the report is a draft)
        - Academic Senate 11/21/12
        - College Council 11/26/12
        - Board of Trustees 12/12/12
   2. Review the Self-Evaluation Process – All
      a. What went right?
         - we started the process very early

- teams were formed and standards assigned to team members
- Dropbox facilitated collaboration and updated files appearing on screen validated and encouraged work.
- regular meetings were held
- there was wide commitment and participation, great effort was put forth in writing the report
- the use of endnotes is an improvement over previous process
- the winscp program helped team leaders upload evidence to the repository.

b. What could have been improved?

- provide a standard template regarding program review and SLOs which writers can refer to
- a better "dropbox" system (CART Co-chair reported that the college is looking at SharePoint to replace the dropbox system)
- more classified employee involvement
- tie standards to campus committees and involve committees in the writing process
- include accreditation as a standard item on committee meeting agendas

3. Proposal: create a road map for the next self-evaluation cycle – Brian and Trini
   - integrate standards in the day-to-day operations of the college
   - use text in 2012 self evaluation for next self evaluation and update when appropriate
   - follow the current trend of narrowing the mission statement, which is too broad
   - vet college values and philosophies
4. What do we still need to accomplish prior to the site visit of March 13? Kathy Berry
   - VP Berry briefly explained the evaluation visit process:
     - The purpose of the site visit is primarily to verify evidence referenced in the self evaluation report
     - The evaluation team does not have the authority to notify the college of its findings/actions
     - The Commission will make a determination in July
     - If accreditation is not reaffirmed, a site visit will take place in October 2013 or March 2014
   - hold open and/or "state of the college" forums
   - conduct workshops to prepare the campus for the site visit
   - the shared governance committees should discuss the self evaluation and pending visit at meetings

C. Action Items: Approve Self-Evaluation as presented – Kathy Berry

➢ M/S/C Blek/Sergio to approve the Institutional Self Evaluation Report as presented. The motion carried.

D. Other

➢ VP Berry recognized the following for their work on the self evaluation report:
- CART Co-chairs Brian McNeece and Trini Arguelles
- Standard Team Leads and writers
- Editors
- Linda Amidon for assembling the draft report
- Administrative Assistants and Administrative Secretaries for their help with evidence

E. Next meeting: January 2013 - date TBA, 10:00 a.m., Board Room

ADJOURNMENT

The meeting was adjourned at 10:55 a.m.