Attendees: <mark>present in yellow</mark>

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

Guests: None

Recorder: Linda Amidon

CALL TO ORDER

Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:08 a.m.

AGENDA ITEMS/DISCUSSION
A. Review and Approval of Minutes of February 1, 2013 Meeting (in Dropbox)
  ➤ M/S/C Fisher/Hernandez to approve the minutes of the February 1, 2013 meeting
B. Update On Previous Discussion Items
    1. Status of Our Submission to ACCJC - Kathy Berry and Linda Amidon
        a. Brochure for Faculty, Staff, and Students - Brian and Trini
            - The brochure will be distributed electronically and in print at the forums
        b. PowerPoint for Students - Brian and Trini

- The PowerPoint will be presented at the student forums on February 26 and 28
- Recommendations:
  - Add the IVC logo
  - Add a statement that if IVC is not reaffirmed accreditation, students will not be able to transfer to accredited institutions
    c. Campus Forums (March 5 and 7 in College Center) - Linda to Schedule
    - Recommendations: Hold the campus forums in Room 2131
2. Status of Website for SLOs and PLOs and Tracking System – Sydney Rice
    ➢ Co-chair McNeece reported for SLO Coordinator Sydney Rice:
    - A CurricUNET-generated file with SLOs and PLOs will be posted on the SLO webpage
3. Next Efforts Toward Continuous Program Quality Improvement
    a. More Thorough Review of Mission Statement and Philosophy Statement
    b. Continue to Work on Actionable Improvement Plans
    ➢ This item was tabled until after the site visit
4. Report on Proposal to Standardize Minutes and Agendas for Standing Committees - Trini
    ➢ Co-chair Arguelles provided a brief report on his research regarding the proposal
    ➢ College Council Vice Chair and Academic Senate Vice President Daniel Gilison reported that the College Council has discussed the proposal and will take action at its next meeting; Academic Senate will discuss this item next week
    ➢ Recommendations:
    - Provide training
    - Develop a template for minutes and agendas
    - The President's Office should provide the official campus-wide notice regarding standardization of department and committee minutes and agendas
5. Establishing Benchmarks for Student success - Kathy
    ➢ The visit team will use the new rubrics in its evaluation of IVC and measure its progress against the benchmarks
    ➢ The Enrollment Management Task Force and the Curriculum Committee have discussed the college's benchmarks; discussion by Academic Senate will take place at its meeting next week
    ➢ VP Berry and Academic Senate President Eric Lehtonen have reviewed the 2013 Annual Report (due March 31, 2013) which requires the college to provide institution-set standards
    ➢ Recommendations:
    - Guidelines are needed to determine what the benchmarks should be
    - A standardized syllabus template is needed (Dean Tina Aguirre has created a template)
C. New Discussion
    1. Who are Site Visit Team Members? Photos available? - Kathy
    ➢ Photographs of visit team members won't be available in time for inclusion in the brochure
    2. Arrangements for Site Visit Team – Kathy
    ➢ The team chair and assistant are on campus today to select a team room and develop the visit schedule, which will include meetings with certain individuals and committees
    ➢ The team's findings will be shared with the college at the exit interview Thursday March 14
    3. What Can CART Members Do to Further the Process? All Members
    ➢ Co-chair McNeece again encouraged members to update department and committee websites
    ➢ Recommendations: Invite Online Architect Omar Ramos to the next meeting to provide advice and guidance on improving the look of department websites
D. Other
    ➢ None
E. Next Meeting - Friday, March 1, 2013, 10:00 a.m. Board Room
ADJOURNMENT
The meeting was adjourned at 10:55 a.m.