

## Continuous Accreditation Readiness Team (CART) Friday, April 19, 2013, 10:00 a.m.

## **Board Room**

Attendees: present in yellow

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Administrative Council		Instructional Council	Other Members
Management Council		(Non-Administrative)	
Betty Kakiuchi	Sergio Lopez	Becky Green	Trini Arguelles, Non-Teaching
Bill Gay	Taylor Ruhl	Carol Hegarty	Faculty#
Carlos Fletes	Ted Ceasar	Cathy Zazueta	Brian McNeece, Teaching Faculty#
Efrain Silva	Tim Nakamura	Daniel Gilison	Michael Heumann, Teaching Faculty
Gloria Carmona	<mark>Tina Aguirre</mark>	David Drury	Alex Cozzani, Teaching Faculty
Jeff Cantwell	Todd Finnell*	David Zielinski	Eric Lehtonen, Academic Senate
<mark>Lisa Seals</mark>	Travis Gregory*	Edward Wells	President
Omar Ramos	Victor Jaime*	<mark>Jose Lopez</mark>	Jessica Waddell, College Council
Rick Webster	John Lau*	Jose Ruiz	President
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 Council	Leticia Pastrana	Norma Nunez, Non-Teaching Faculty
	# CART Co-chair	<mark>James Patterson</mark>	Mary Carter, Confidential
		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

## **AGENDA ITEMS/DISCUSSION**

- A. Call to Order Brian
  - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 10:10 a.m.
    - a. Co-chair McNeece thanked the Instruction Office for the post-site visit luncheon of March 15, 2013 (the luncheon was organized by the Instruction Office, sponsored by the President's Office, and hosted by Superintendent/President Dr. Jaime and VP of Academic Services Kathy Berry)
- B. Review and Approval of Minutes of March 1, 2013 Meeting (in Dropbox)
  - ➤ M/S/C Blek/White to approve the minutes of the March 1, 2013 meeting as presented
- C. Update on Previous Discussion Items
  - a. Report from campus wide forum of March 5 Brian
    - The accreditation forum, which was combined with a Town Hall Meeting, was well attended
  - b. Website for SAOs and ISLO Statement; Track Dat Brian for Sydney Rice (she teaches class and is unable to attend the meetings)
    - SAOs are posted on the SLO website
    - All SLOs, PLOs, and SAOs are updated after every term

- Only topic statements for ISLOs are posted on the website; the plan is to tackle this project next year including defining the ISLOs
- c. Standardize Minutes and Agendas: Template and Training –Linda
  - College Council Chair Jessica Waddell has begun development of templates for the minutes and agendas
  - Discussion:
    - ✓ VP Berry recommended that training take place next year beginning in August
- d. Establishing Benchmarks for Student Success Kathy
  - The committee was informed that the Chancellor's Office released the Student Success Scorecards for community colleges a couple of weeks ago and since that time has provided three updates to correct inaccuracies; the Scorecard does not include ESL data for IVC
  - VP Berry shared with the committee the benchmark information provided by ACCJC President Dr. Barbara Beno at the April 3 5, 2013 CIO conference:
    - ✓ benchmarks aren't required for this year's cycle of evaluations, and institutions will not be sanctioned for not meeting its established benchmarks; ACCJC will evaluate institutions based on benchmarks during the next evaluation cycle; however, institutions will need to develop strategies for improvement of benchmarks
    - ✓ every community college and four-year university will be required to meet benchmarks
    - ✓ in the future funding will be tied to benchmarks
    - ✓ mandates regarding student success and benchmarks is coming from the Department
      of Education
  - Discussion:
    - ✓ Academic Performance Indicators (API) for K-12 institutions is similar to benchmarks required of higher education institutions
    - ✓ K-12 APIs will have a direct impact on community colleges in the near future; in addition, textbooks for K-12 will change across the nation which will also impact college curriculum for 2015
    - ✓ California is considered to be a "smart-balance" state; high school students will be required to take an exam in the 11<sup>th</sup> grade, which will take the place of college-board tests such as the Accuplacer, and community colleges will be required to accept the exam results for placement
    - ✓ Colleges may need to consider changing their admissions standards
      - community colleges are required to have open access
      - open access will be debated it is unethical to hold organizations accountable without input
    - ✓ Success rates drill down to individual instructor evaluations
    - ✓ Governor Brown is pushing for community colleges to handle adult education, which proposal is not supported by community college CEOs
    - ✓ There will be major changes to accreditation in the next three years
- e. Department Web Pages: How to "Jazz Them Up" Status of Training
  - The committee was informed that Omar Ramos, Online Services Architect, has expressed concern that he does not have the expertise to help faculty with webpage content; Omar recommends training on websites
- D. New Discussion
  - a. SLOs/PLOs/SAOs: Next Stages for Compliance Brian for Sydney
    - No report; no discussion
  - b. CART Process Survey Brian
    - 65 individuals received the survey and 27 participated in the survey
    - The responses overall are positive
    - The committee reviewed the responses including comments made by participants
    - Discussion:
      - ✓ We should have gotten in touch earlier with an ALO from a college that just went through the accreditation process
      - ✓ Since the college will be spending a lot of time on accreditation, every team leader needs to go through training
      - ✓ The SLO Coordinator should have been on the Standard II.A team

- ✓ All documents saved on the website need to be saved as searchable documents (i.e., Word, Excel, etc. documents converted to .pdf as opposed to scanned documents which also creates .pdf documents but they are not searchable)
- c. Response to Draft Recommendations from ACCJC Site Visit Kathy
  - The committee was apprised of ACCJC's comments on the college's self-evaluation report:
    - ✓ IVC didn't pay attention to themes
    - ✓ The study did not have a clear consistent voice
    - ✓ Planning is disjointed; the college is not showing linkages
  - Discussion:
    - ✓ We need more than one author, individuals who are aware of the accreditation themes
    - ✓ How often CART should meet depends on the sanction(s)
    - ✓ The college will not survive accreditation without a researcher
      - i. Past v. Present Recommendations (see attached and in Dropbox)
        - The committee was informed of ACCJC's process for making recommendations:
          - ACCJC looks at recommendations made over the last 12 years
          - ACCIC becomes concerned if there are recurring recommendations
        - Discussion:
          - The report comparing ACCJC recommendations in 2001, 2007, and 2013 is a good tool to use going forward
- E. Action Items
  - a. Form Committee to Update Student and Staff Surveys
    - Item tabled
    - Discussion:
      - ✓ Need to update the student and staff surveys in the fall when strategic planning activities will take place
      - ✓ VP Berry will check with President Jaime regarding the strategic planning calendar
- F. Other
  - > Trini Arguelles has stepped down as CART Co-chair; VP Berry will replace him as Co-chair
- G. Next Meeting: Friday, May 3, 2012, 10:00 a.m., Board Room

## **ADJOURNMENT**

The meeting was adjourned at 11:05 a.m.