|  | **Continuous Accreditation Readiness Team (CART)** | | |
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|  | **Friday,   November 15, 2013, 10:00 a.m.** | | |
|  | **Board Room** | | |

| **Administrative Council** |  |  |  |
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|  | ☐Victor Jaime – Pres. | ☑**Kathy Berry - VP** | ☑**Todd Finnell - VP** | ☐John Lau - VP |
|  | ☐Travis Gregory - Dean | ☑**Tina Aguirre - Dean** | ☑**Brian McNeece -Dean** | ☐Efrain Silva - Dean |
|  | ☑**Ted Ceasar - Dean** | ☑**Sergio Lopez - Dean** | ☐Jeff Cantwell – Dir. | ☑**Susan Carreon – Dir.** |
|  | ☐Jose Carrillo – Dir. | ☐Jeff Enz – Dir. | ☐Carlos Fletes – Dir. | ☐Becky Green – Dir. |
|  | ☐Betty Kakiuchi – Dir. | ☐Omar Ramos – Dir. | ☐Lisa Seals – Dir. | ☐Rick Webster –Dir. |
|  | ☐Bill Gay – PR Consult. |  |  |  |
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| **Instructional Council** | ☑**Craig Blek** | ☐Rick Castrapel | ☐Dave Drury | ☑**Daniel Gilison** |
| **(Dept. Chairs and Coord.)** | ☐Rick Goldsberry | ☐Becky Green | ☑**Carol Hegarty** | ☐Allyn Leon |
|  | ☐Jose Lopez | ☐Jill Nelipovich | ☑**Terry Norris** | ☐James Patterson |
|  | ☐Sydney Rice | ☐Jose Ruiz | ☑**Ed Scheuerell** | ☐Ed Wells |
|  | ☑**Kevin White** | ☐Cathy Zazueta |  |  |
|  |  |  |  |  |
| **Other** | ☐Trini Arguelles (NT) | ☐Michael Heumann (T) | ☐Alex Cozzani (T) | ☐Eric Lehtonen (T) |
|  | ☐Jessica Waddell (CC) | ☐Oscar Hernandez (T) | ☐Emily Bill (NT) | ☐Patricia Robles (C) |
|  | ☐Norma Nunez (NT) | ☑**Mary Carter (CC)** | ☐Audrey Morris (T) | ☐Toni Gamboa (C) |
|  | ☐Jeff Beckley (T) | ☐Kevin Marty (T) | ☐ASG Representative | ☑**Martha Garcia (NT)** |
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| **Visitors**: |  |  |  |  |
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| **Recorder:** | Linda Amidon |  |  |  |

A.  Call to Order – Brian McNeece and Tina Aguirre
  ➢  Dean McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:05 a.m.
B.  Review and Approval of Minutes of  November 1, 2013 Meeting
  ➢  M/S/C S. Lopez/Berry to approve the minutes of the November 1, 2013 meeting as presented
C.  Update on Previous Discussion Items
  1.  Status of 2014 Warning Follow-Up Report  – Tina Aguirre
    a.  Rec. 1 Team – Todd Finnell
      •  Dean Ted Ceasar reported that a first draft has been submitted
      •  Dean Brian McNeece noted that processes and activities related to information literacy currently exist at the college, however, efforts must be expanded
     i.  Master Planning Calendar Draft – Martha Garcia
      •  Major changes in the planning process are suggested for 2015
      •  Assessment of institutional effectiveness will be conducted every two years
      •  Discussion has been held regarding the committee that will be charged with approving enhanced funding, but a final determination has not been made
      •  A list of planning committees is being developed; Executive Council will review the list and forward to EMPC
      •  The planning calendar will be presented as a work-in-progress to College Council and Academic Senate next week
      •  Discussion:
        -  Recommend that the process for approval of enhanced funding requests be formalized and announcement made at the next campus forum
        -  The committee self-evaluation form can be used to measure institutional effectiveness but more is needed, such as a survey
        -  Recommend that planned committees referenced in the planning calendar be established now

- Response to Recommendation 1 implies that all committees must be included in the planning calendar
- Recommend that planning committees have set meeting schedules
- Recommend that plans have a two or three year assessment cycle but end on a six-year cycle
- Data triggers when the program review cycle can begin; under the original program review timeline data is to be provided in October
- Inquiry made regarding whether key parts of the planning calendar can be automatically added to faculty and staff calendars (a division calendar for deadlines could be considered)
  ii. Status of Evidence
- Evidence has been identified in the response narrative and is available
 b. Rec. 7 Team – Travis Gregory (Absent); SLO Coordinator Sydney Rice (Absent)
- VP Berry reported that major revisions are recommended and the draft response was returned to writers
  i. Status of Evidence
 c. Rec. 8 Team - John Lau (Absent) – No Report
  i. Status of Evidence
- ➢ Discussion regarding all responses to recommendations in general:
  - There are too many "we-are –going-to-do" statements throughout the responses
  - The Commission is interested in what we've done; if we don't carry out our plans this will give the Commission the impression that the college doesn't take the recommendations seriously since the college has had sufficient time to address identified deficiencies
  - Some responses give the impression that the college never realized problems existed
  - Replace "as-we-discussed" statements with statements that summarize previous discussions
  - Accomplishments must be adequately captured in the follow-up report
  - Include tables in the follow-up report to provide a visual for evaluation team members
  - Statements included in the response to Recommendation 1 regarding the committee charged with approving enhanced funding requests must align with statements in the response to Recommendation 8
  - There is a lot of work to be done before the follow-up visit
 d. Critical Dates:

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|---|---|
| November 18 | College Council Reviews Report |
| November 20 | Senate Reviews Report |
| February 19 | Board certifies the Follow-Up Report |

- The follow-up report is not ready for presentation to participatory governance committees
- Recommend that College Council and Academic Senate hold special meetings to approve the follow-up report

2. Status 2012 Self-Evaluation Report – Actionable Improvement Plans – Brian McNeece
   - ➢ A review was conducted of the status of action plans and applicable updates made
   - ➢ It was noted that the Commission may ask about the progress on action plans during the follow-up visit

D. New Discussion

1. Report from START Committee – Martha Garcia
   - ➢ START continues to work on FCMAT recommendations
   - ➢ An action plan will be established for all recommendations
   - ➢ Priority and focus is on actions plans related to human resources and budget
   - ➢ Executive Council has also been addressing FCMAT recommendations

2. Program Review Template – Efrain Silva
   - ➢ The Academic Program Review form was revised and includes input from Instructional Council
   - ➢ The revised form merges elements of the old form with recommendations made by the Commission and FCMAT
   - ➢ The revisions made to the form facilitates the transition to the program review process in SPOL and will serve as a worksheet when SPOL is implemented

3. Other
   - ➢ SPOL Consultant Erin Bell has not responded to inquiry regarding the best way to handle evidence in SPOL, therefore, the process for storing evidence for the follow-up report is currently in limbo
   - ➢ Recommendation made to follow the same process used previously and then store the evidence in SPOL at a later time

## ADJOURNMENT

- ➢ The meeting was adjourned at 10:47 a.m.
- ➢ Next Meeting:  December 6, 2013, 10:00 a.m., Board Room