



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, October 21, 2014, 3:30 p.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Nicholas Akinkuoye - VP	<input checked="" type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon - Dir.	<input checked="" type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input checked="" type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Jeff Enz - Dir.	<input type="checkbox"/> Carlos Fletes - Dir.	<input type="checkbox"/> Becky Green - Dir.
	<input type="checkbox"/> Betty Kakiuchi - Dir.	<input type="checkbox"/> Omar Ramos - Dir.	<input type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster -Dir.
	<input type="checkbox"/> Bill Gay - PR Consult.			
Instructional Council	<input type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
(Dept. Chairs and Coords.)	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Jill Nelipovich		
Other	<input checked="" type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input checked="" type="checkbox"/> Frank Hoppe
	<input type="checkbox"/> Jessica Waddell (CC)	<input checked="" type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input checked="" type="checkbox"/> ASG Rep*	
			*Priscilla Ortiz	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:34 p.m.
- B. Review and Approval of Minutes of October 7, 2014 Meeting – Brian McNeece
 - M/S/C Lau/Akinkuoye to approve the minutes of the October 7, 2014, meeting as presented.
- C. Update on Previous Discussion Items
 1. Report from Follow-Up Writing Team for Recommendation 1 and Status of Evidence
 - Report from Recommendation 1 Team Lead/EMPC Co-Chair Ted Ceasar:
 - The team met last week and reviewed editor and reader comments on the first draft response. The structure of the response was reorganized to align with the evaluation team report and the team’s conclusion. Each of the evaluation team’s comments will be addressed beginning with an executive summary, and successes and additional activities since the March 2014 Follow-Up Report. The response addresses program review and resource allocation, the planning calendar, campus committees, and complete cycle of assessment. In addition, a major section on SPOL is included along with a section on the online planning calendar, which Online Architect Omar Ramos is writing. A final draft will be ready by tomorrow afternoon. Evidence is being noted as the team progresses through the sections. CART Co-Chair McNeece noted that some evidence would be better presented through screen shots and/or entering the evidence directly in the body of the response.
 2. Report from Follow-Up Writing Team for Recommendation 8 and Status of Evidence
 - Report from Recommendation 8 Team Lead and CBO John Lau:
 - Approximately 90% of the report is written. CBO Lau provided a status report of the items to be addressed and which are to be cited as evidence in the response:

- ✓ Child Day Center. Options were presented to the Board at its last meeting. The Board has agreed to continue funding and to establish a task force to evaluate the program and explore further options.
- ✓ OPEB Liability. The college has consulted with financial advisory firm Backstrom McCarley Berry & Co., LLC. The firm's Executive Vice President Hector Reyes-Eraza will attend tomorrow's BFP Committee meeting to discuss the firm's scope of services for assisting IVC in developing and managing its OPEB strategy. A tentative plan to manage the OPEB liability has been developed, which Hector will be asked to review. The scope of services agreement will be reviewed by Cabinet and subsequently presented to the Board in November. A Board workshop on OPEB management is planned for December, which Hector will be asked to attend.
- ✓ Projections. Assumptions have been developed. CBO Lau stressed that the assumptions have indicated the college will have to maintain 'flat' operational costs for the next couple of years due to the conservative assumptions in projected growth of revenues (1%) with built-in cost escalators. CBO Lau referenced the Evaluation Team report which indicated IVC's best scenario projection of 3% growth was not likely, and without it the college would not succeed. He explained this is the reason flat operational costs for the next couple of years is critical.

The writing team is working on graphs or data elements to incorporate in the body of the response. Team 8 member Matthew Thale noted that while the first draft response did address FTES projections and managing instructional costs, controlling costs for all other areas of the college was not sufficiently addressed. These costs will be addressed in the response, along with the impact of negotiations with CSEA and other negotiated actions. CBO Lau suggested adding a section in the response regarding the impact of Student Support Program funding on the General Fund (i.e., shifting of costs from General Fund to SSP funding).

- A primary issue related to evidence was identified: Some of the items to be cited are still in flux/process.
 - The final draft response is anticipated to be completed by Friday October 24; the BFP Committee will review the draft on October 22.
3. Review Timelines
 - The timeline was updated based on status reports provided by assigned leads and CART member input
 - Key dates: The final Follow-Up Report is approved by College Council, Academic Senate, and the Board by December 17, 2014
 4. Review Initial Cross-walk of Old to New Standards
 - Item removed from the agenda; Co-Chair McNeece will forward the crosswalk to committee members
- D. New Discussion
1. Randomization Process for Student Survey and Anticipated Distribution Date
 - Institutional Research Jose Carrillo indicated the easiest way would be to populate a spread sheet with the student G-numbers and send an email to each of them. Following discussion, the consensus was to send the email to all students and to ask all faculty to present the survey to their students during class. The student representative concurred it would be best to send the survey to all students. It was recommended that several reminders to be sent to all students. Co-Chair McNeece reported he is still waiting for the upgrade to the Survey Monkey account, which will

occur after the first of the month. Jose noted there are several Survey Monkey campus accounts including one from ATLAS; he was tasked with confirming the number of IVC accounts

2. Actionable Achievement Plans – Review of Assignments
 - Item Tabled
 3. EMPC Update
 - EMPC Co-Chair Ted Cesar reported the committee is working on the committee self-evaluation and a mission statement; CART Co-Chair McNeece reported he has drafted bylaws for the EMPC. Dean Cesar was reminded that the committee evaluation should include the website update
 4. Review of Mid-term Writing Team Assignment Detail and Assignments for Each of the Sub-standards
 - Item Tabled
 - Dr. Nick reported he had sent an email to ACCJC President Barbara Beno asking which standards – existing or new – the college must address in the Mid-Term Report; he has not received a response but will follow up
 5. Committee Self-Evaluation
 - Item Tabled
 6. CART Bylaws and Standing Rules
 - A major item of discussion was committee membership
 - Co-Chair McNeece suggested that Dr. Nick obtain Cabinet’s input regarding the role and function of CART
 - ALLS Dean James Patterson was tasked with merging the bylaws and standing rules and presenting the document for action at the next meeting
- E. Action Items
1. Approval of Revised CART Membership
 - Item tabled (will be addressed when action is taken on the merged CART Bylaws and Standing Rules document at the next CART meeting)
- F. Adjournment
- The meeting was adjourned at 4:34 p.m.
- G. Next Meeting
- CART meets the first and third Tuesday of each month at 3:30 in the Board Room
 - The next regular meeting: November 4, 2014