



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, April 21, 2015, 3:30 p.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Nicholas Akinkuoye – CIO	<input type="checkbox"/> John Lau – CBO	<input type="checkbox"/> Sergio Lopez-Interim CSSO	<input checked="" type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> Shawn Larry, CHRO	<input checked="" type="checkbox"/> Tina Aguirre – Dean	<input type="checkbox"/> James Patterson-Dean	<input 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 (Dept. Chairs and Coords.)	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Craig Blek	
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe (NT)
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Co-Chair Aguirre
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Tina Aguirre at 3:33 p.m.
- B. Review and Approval of Minutes of March 24, 2015, Meeting – Co-Chair Aguirre
 - M/S/C White/Dorantes to approve the minutes of the March 24, 2015, meeting as corrected (Jose Carrillo did not attend the meeting)
- C. Update on Previous Discussion Items
 1. 2015 ACCJC Annual Report – Submitted March 31, 2015 – VP Akinkuoye, Linda Amidon
 - The report was submitted March 30, 2015; VP Akinkuoye thanked those individuals who provided information to complete the report; information from the Annual Report will be provided to the visit team chairs at the time of the next comprehensive institutional self-evaluation(i.e., 2019)
 - Discussion was held regarding Service Area Outcomes (SAOs):
 - need to confirm which Service Areas are being addressed and how they are to be handled within SPOL, whether as Planning Unit objectives or as an Outcome within the Assessment Module
 - Institutional Researcher Jose Carrillo will discuss this item with EMPC Co-Chair Ted Ceasar and the SPOL consultant
 2. Status of 2012 Self-Evaluation Report Actionable Improvement Plans – Co-Chair Aguirre
 - The committee reviewed the actionable improvement plans which were presented in detail and summary formats
 - The action plans represent standards which the college reported it partially met in 2012 and the actions the college will take to fully meet the standards; the plans must be addressed in the 2016 Midterm Report, and the college is expected to meet these standards
 - The action plans summary was updated further based on committee input; the summary report will be forwarded to the responsible person(s)/committee(s) identified in the summary

- Discussion was held regarding plans related to SLOs and PLOs and the SPOL Assessment Module:
 - An audit of SPOL is needed to determine what is missing; Planning, Budget, and Accreditation audit reports can easily be generated; an audit report of the Assessment module currently is unavailable but the data can be exported as a start
 - The SLO Committee is considering a tutorial video on SPOL Assessment
 - SPOL training on PLOs (mapping) and SAOs must take place soon
 - VP Akinkuoye will schedule another PLO presentation in October 2015
 - Jose Carrillo will touch base with SLO Coordinator Jill Nelipovich and the SPOL consultant regarding the SPOL Assessment module
- 3. Summary from START Committee/FCMAT Recommendations – START Co-Chair Dr. Martha Garcia
 - No report given - Dr. Garcia was not present at the meeting
- 4. Report from EMPC
 - a. Institutional Effectiveness Progress Report – Ted Ceasar, Efrain Silva
 - Institutional Researcher Jose Carrillo generated a report which showed the status of tasks tied to objectives, which report was reviewed at the last EMPC meeting
 - Again, an audit of SPOL is needed
 - b. Goals and Letter of Interest for Institutional Effectiveness Partnership Initiative (IEPI) – VP Akinkuoye, EMPC Co-Chair Silva
 - If IVC is interested in technical assistance and grant funds to carry out its work plans to meet its goals, a letter of interest signed by the CEO is required; there is no established deadline for the letter of interest; grant funds will be available until the funds run out
 - The college goals are due to the Chancellor’s Office by June 15, 2015, which the Chancellor’s Office will post on its website by June 30, 2015
 - Cabinet will discuss the proposed letter of interest at its next meeting
 - VP Akinkuoye will inquire whether S/P Jaime has received the login information for the baseline data distributed to each college by the Chancellor’s Office
- 5. EMPC – CART: Mission, Vision, and Values Task Force – Gaylla Finnell, Co-Chair McNeece
 - Gaylla Finnell and Co-Chair McNeece were not present at the meeting; Dean Silva reported that Trustee Juanita Salas will serve on the task force
- 6. Student Survey Task Force – Co-Chair McNeece
 - No report given - Co-Chair McNeece was not present at the meeting
- D. New Discussion
 - 1. 2016 Midterm Report Due March 15, 2016
 - The committee reviewed the ACCJC guidelines for preparing a midterm report including the items that must be addressed in the report
 - The short timeline for completing the report is a concern; the due date is a year away, but there are only four full months in which faculty is on campus to help with the report (May, September, October, November), due to the summer and winter breaks
 - Suggestion was made to assign the writing teams from the 2012 Self-Evaluation to write sections of the midterm report, and to assign a Cabinet level administrator to each Standard
 - A notice from ALO Akinkuoye will be sent to all identified team members
- E. Adjournment
 - The meeting was adjourned at 4:45 p.m.
- F. Next Meeting
 - CART meets the first and third Tuesday of each month
 - **The next regular meeting: May 5, 2015, 3:30 p.m., Board Room**