



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, June 2, 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 CSO	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> Shawn Larry, CHRO	<input type="checkbox"/> Tina Aguirre - Dean	<input type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input type="checkbox"/> Susan Carreon - Dir.	<input type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input 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 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 checked="" 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:	Gaylla Finnell	Mary Jo Wainwright		
Recorder:	Linda Amidon			

- A. Call to Order – CART Co-Chair Brian McNeece:
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:41 p.m.
- B. Review and Approval of Minutes of May 5, 2015, Meeting – CART Co-Chair Brian McNeece:
 - M/S/C Akinkuoye/Leon to approve the minutes of the May 5, 2015, meeting as presented
- C. Update on Previous Discussion Items
 1. Summary from START Committee/FCMAT Recommendations – CART Co-Chair Brian McNeece:
 - START Co-Chair Dr. Martha Garcia submitted a summary of the FCMAT recommendations with status of progress on action plans to Dr. Jaime
 - Dr. Jaime will be presenting the summary to President’s Cabinet for review
 - The summary will serve as an important piece of evidence for the Midterm Report, as many of the actionable improvements plans are related to the FCMAT recommendations
 2. Report from SEMPC
 - a) Institutional Effectiveness Progress Report – SEMPC Co-Chair Ted Ceasar:
 - SEMPC Co-Chairs will work on the progress report over the summer
 - The report will include a review of the goals and tasks, and a summary of what objectives were met
 - b) Goals and Letter of Interest for Institutional Effectiveness Partnership Initiative (IEPI) – SEMPC Co-Chair Ted Ceasar; CIO/ALO Dr. Nicholas Akinkuoye:
 - There are four required goals for this first year of the IEPI: short-term (1 year) goals, or long-term (6 years) goals that are optional this year; more goals will be required next year and the college may consider some of the optional goals
 - IVC established the following four goals:
 - Accreditation Status (short-term: fully accredited, sanction removed-reaffirmed; long-term: maintain fully accredited-no action status)
 - Fund Balance (short-term: maintain 7% reserves)
 - Successful Course Completion (short-term: 72%)

- Audit Findings (short-term and long-term: maintain unmodified audits)
 - VP Akinkuoye drafted a letter of interest in technical assistance and grant funding and forwarded it to Dr. Jaime for finalization; grant funds of up to \$150,000 are available; the focus of the assistance is SPOL activities, particularly assessment
3. SEMPC – CART: Vision, Mission and Values Task Force – CART Co-Chair Brian McNeece, Task Force Member Gaylla Finnell:
 - Gaylla reviewed the websites of 112 California community colleges for each college’s vision, mission, and values statements and presented a spreadsheet of her findings and a PowerPoint to the CART Committee
 - The committee was provided a brief description of vision, mission, and values statements:
 - Our **VISION** is our dream, who we want to become, it is a short and concise statement; some colleges develop their vision statement as their motto
 - Our **MISSION** statement is a clear and concise specific description of our purpose;
 - Our **VALUES** statement clarifies how we will conduct our activities
 - Gaylla described the statements as the critical foundation to the development of IVC’s Strategic Educational Master Plan
 - IVC has mission and values statements but does not have a vision statement; through the recent community visioning process the college learned that the community sees IVC as the last choice for higher education; our vision is to become the first choice for the people we serve
 - The current plan expires in 2015; based on the timeline presented to the Board, the task force has through fall to complete the Strategic Educational Master Plan, which includes incorporating community input from the recent visioning process, surveys, and the shared governance process; the task force will work on the plan over the summer
 - The next steps: Develop a survey to obtain faculty input on the vision, mission, and values statements; the survey will be presented to EMPC this Friday and distributed to faculty no later than Monday
 - Suggestion was made to bring up the Strategic Educational Master Plan at the fall convocation every year to remind everyone what we’re about, to inspire faculty and staff to maintain focus on our purpose
 4. Student Survey Task Force – CART Co-Chair Brian McNeece:
 - Co-Chair McNeece will present a report on the survey results, including recommendations, to Academic Senate; the report should also be presented to President’s Cabinet and College Council
 - Co-Chair McNeece has revised the survey for the next cycle
 5. Midterm Report – CART Co-Chairs Brian McNeece, CART Member Linda Amidon:
 - a) Review Timelines
 - The deadline for team leads to submit an outline of his/her assigned section(s) is June 1, 2015; to date, Gaylla Finnell and James Patterson have completed outlines
 - b) Report on Progress with the Collaboration Tool Glip
 - The Committee reviewed the Glip site, including reference materials available to all teams
 6. Report on Status of SPOL Assessment Needs – CART Co-Chair Brian McNeece:
 - SLO Coordinator Jill Nelipovich developed a timeline of 2015-2016 SLO activities:
 - August 14, 2015: assessment workshops or working meetings in which departments decide on course and program SLOs
 - Fall 2015: assessment data for 2014-2015 program level outcomes will be uploaded into SPOL
 - There is concern that Jill may require assistance with SPOL assessment activities

D. New Discussion

1. CART Committee Self-Evaluation

- The committee reviewed the draft committee self-evaluation; the self-evaluation will be updated with recent CART meeting information and forwarded to members electronically for review and input
- CTA President Mary Jo Wainwright explained the process to select faculty to serve on committees; she cited the need for oversight of the process
- The committee discussed activities that faculty could participate in in lieu of serving on a committee

E. Adjournment

- The meeting was adjourned at 4:15 p.m.
- This is the last meeting for Co-Chair Brian McNeece, who will retire at the end of the spring semester; the committee thanked Brian for his work on the committee

F. Next Meeting

- CART meets the first and third Tuesday of each month. The recently approved campus hour meeting schedule for participatory governance committees, which goes into effect 2015-2016, reflects that CART will meet the first and third Fridays of the month during campus hour (12:50 p.m. – 1:50 p.m.). However, CART is not a participatory governance committee.