



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, December 6, 2016, 3:30 p.m., Room 810**

Voting Members		Consultants	
	Dr. Nick Akinkuoye – VP, Academic Services/ALO		Dr. Victor Jaime – Superintendent/President
✓	Dr. James Patterson – CART Co-Chair/Accred Coordinator		John Lau – VP, Administrative Services
✓	Tina Aguirre – Instructional Dean/CART Co-Chair		Dr. Martha Garcia – VP, Student Services
	Efrain Silva – Instructional Dean		Carlos Fletes – Director, Fiscal Services
✓	David Zielinski – Instructional Dean	✓	Jose Carrillo – Director, Institutional Research
✓	David Drury – Interim Instructional Dean		Kevin Howell-SLO Co-Coordinator
✓	Everardo Martinez-Inzunza – Student Svcs. Dean		Jill Kitzmiller-SLO Co-Coordinator
✓	Dr. Lennor Johnson – Student Services Dean		Audrey Morris – Basic Skills Coordinator
✓	Allyn Leon – Chair, Math Department		Xochitl Tirado – Distance Education Coordinator
	Andrew Robinson – Chair, Exercise Science Dept.		Kathy Rodriguez – CTA Representative
	Jose Velasquez – Chair, Industrial Tech. Dept.		
	Dr. Michael Heumann – Chair, English		<b>Visitors</b>
	Sydney Rice – Chair, ESL	✓	Mary Jo Wainwright - CTA
✓	Cuahtemoc Carboni – Academic Senate Faculty Rep		
	Erika Aguilar – College Council and Classified Rep		
✓	Jose Carrillo – Classified Manager Rep		
	Adriana Sano – Confidential Rep		
	Brianna Guzman – ASG Rep		<b>Recorder</b>
✓	Kyle Deol – ASG Rep	✓	Martha Navarro/Linda Amidon

**A. Call to Order**

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:33 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

**B. Update on Previous Discussion Items**

**1. Writing Teams Update**

- The Administrative Council writing team assignments were announced at the November 15, 2016, CART meeting; each assigned administrator has acknowledged receipt of his/her assignment, copy of standards, and basic format for narrative elements (see attachment).
- Administrative writing team leads were assigned tasks to perform during the winter break: (1) review assigned Standards and select four to work on during spring 2017; the goal is to complete draft responses to 48 of the 122 Standards; (2) consider faculty and staff best suited to serve on their writing team and provide a list of names at the February CART meeting; team members will be invited to join CART for the spring semester.
- Full-time faculty service on an accreditation report writing team fulfills the contractual obligation to serve on a committee (i.e., CTA Article 15.5 Committee Assignments).
- CTA President Mary Jo Wainwright sought assurance that full-time faculty would not be pressured to serve on a writing team, especially new faculty.

**2. Strategic Educational Master Plan – SEMPC Chair**

- SEMPC Chair Dr. Lennor Johnson was not present to provide a report.

**3. SLO/PLO Report – SLO Co-Coordinators**

- Neither Kevin Howell nor Jill Kitzmiller was present to provide a report.

**4. SPOL Report – Institutional Researcher/SPOL Lead**

- Before the end of the fall 2016 semester, SLO Co-Coordinator Kevin Howell sent email notification to faculty that, due to technical issues with SPOL, input of fall 2016 assessment data in SPOL would take place in spring 2017.

- Director of Institutional Research Jose Carrillo is working on providing additional technical support and training to SLO Co-coordinator Kevin Howell.
- Despite the technical issues with SPOL, faculty has continued to conduct assessments and collect data, and some data has been entered into SPOL; once the SPOL issues have been resolved faculty will be able to enter their remaining data.
- Committee members expressed concern regarding the amount of time it will take to enter the SLO data in SPOL; members were reminded of the MOU between the district and CTA in which ten office “by appointment” hours per week were exchanged for time for faculty to devote to SLOs throughout the year.
- CTA President Mary Jo Wainwright expressed concern with training.

## 5. Substantive Change Status Check

### a) Distance Education – DE Coordinator

- ✓ DE Coordinator Xochitl Tirado was not present to provide an update. Academic Services Administrative Assistant Linda Amidon reported that Xochitl Tirado drafted a large section of the proposal in mid-November.

### b) Inmate Education – CSSO

- ✓ CSSO Dr. Martha Garcia will draft the substantive change proposal for the inmate education program over the winter break and the report should be available in January.
- Both substantive change proposals should be vetted by CART; Co-chair Patterson proposed that a CART meeting be called in January for that purpose; however, he pointed to provisions in the Bylaws that would create a challenge in acting on the substantive change proposals:
  - CART is composed of 20 voting members – it will be a challenge to assemble even ten voting members in January while faculty are off contract.
  - Any amendments to the Bylaws cannot be voted on at the same meeting at which presented.

## C. Work Group

### 2. Review of CART Bylaws (November 2014)

- The committee reviewed the Bylaws and recommended the following changes:

#### ARTICLE II. PURPOSE

“The CART shall serve in an advisory capacity to the President’s Cabinet **and Academic Senate** regarding matters of strategic and institutional planning...”

#### ARTICLE IV. MEMBERSHIP

...

B. The CART shall be composed of the following voting members:

- 1) Vice President for Academic Services (CIO and ALO)
- 2) Deans: Dean of Arts, Letters & Learning Service; Dean of Health & Science; Dean of Workforce and Economic Development; Dean of Student Affairs & Enrollment Services; and Dean of Counseling; Associate Dean of Nursing & Allied Health

- ~~3)2) One-half of the Department Chairs (determined annually)~~
- ~~4)3) Educational Master Plan Committee (EMPC) Chair~~
- ~~5)4) Academic Senate representative~~
- ~~6)5) College Council representative~~
- ~~7)6) ASG representative~~
- ~~8)1 Representative each from Regular Classified, Classified Confidential Employees, and Classified Managers~~
- ~~9) Two at-large faculty members~~

**C. The CART may include as non-voting members any certificated or classified staff member who wishes to participate.**

- ⊖ **D.** The CART shall include the following CART consultant members as needed:
- 1) Superintendent/President
  - 2) Vice Presidents for Student Services and Administrative Services
  - 3) Deans: Dean of Arts, Letters & Learning Services; Dean of Health & Public Safety; Dean of Workforce & Economic Development; Dean of Math & Sciences; Dean of Student Affairs & Enrollment Services; Dean of Counseling**
  - ~~3)4) Director of Fiscal Services~~
  - ~~4)5) Institutional Researcher~~
  - ~~5)6) Distance Education Coordinator~~
  - ~~6)7) Student Learning Outcomes Coordinator~~
  - ~~7)8) Basic Skills Coordinator~~

ARTICLE V. MEETINGS

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- C. Quorum
- 1) ~~Thirty-three percent (33%)~~ **Fifty-one percent (51%)** of the voting members of the CART shall constitute a quorum at any meeting.

...

- The committee also considered the following proposals:
  - Add other consultants to CART such as the Budget and Fiscal Planning Committee, Enrollment Management Task Force, among others.
- The rationale for the recommended changes includes the following:
  - Article II, Purpose
    - ✓ As accreditation processes is one of the “10+1” items under the purview of Academic Senate, CART would serve in an advisory capacity to the President’s Cabinet on the management side, and to the Academic Senate on academic and professional matters.
  - Article IV, Membership
    - ✓ While the deans would serve as consultant members on CART, as needed, two deans would continue to serve as voting members (i.e., Tina Aguirre, Dean of

Health & Public Safety and CART Co-chair; Dr. Lennor Johnson, Dean of Counseling and SEMPC Chair).

- ✓ The reduced number of voting member includes one-half the department chairs (5 of 10); it's important to note, however, that the Department Chair job description that will be presented to the board provides that department chairs will serve on both CART and SEMPC.
  - ✓ Since there are not enough committees for faculty to serve on currently, a faculty member could participate on CART as a non-voting member and fulfill their contractual committee obligation.
  - ✓ Classified staff will continue to be represented through the College Council voting representative on CART; writing team leads will continue to encourage classified staff to serve as members of writing teams.
  - ✓ Students will continue to be represented through the ASG voting representative on CART; students will continue to be encouraged to become involved in the accreditation process.
  - ✓ Twenty voting members on CART made sense when the college had to write accreditation reports every six years; since the college has moved to continuous accreditation, the large number of voting members has become cumbersome; a committee of 10 voting members is more manageable.
- Article V. Quorum
- ✓ Since the number of voting members will be reduced to 10, change the quorum from 33% to 51%; this proposal will be included in the revised Bylaws submitted to the voting members.
- Co-chair Patterson will send the revised Bylaws to voting members notifying them that a vote on the recommended changes will be take place at the February meeting.

#### **D. Adjournment**

- The meeting was adjourned at 4:17 p.m.

#### **Next Meeting**

- Tuesday, February 21, 2017, 3:30 p.m., Board Room.