



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, May 16, 2017, 3:30 p.m., Board Room**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)	Consultants
<input checked="" type="checkbox"/> Dr. Nick Akinkuoye – VP, Academic Services/ALO	<input type="checkbox"/> Dr. Victor Jaime – Superintendent/President
<input checked="" type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> John Lau – VP, Administrative Services
<input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Dr. Martha Garcia – VP, Student Services
<input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	Efrain Silva – Dean, Economic & Workforce Dev.
<input checked="" type="checkbox"/> Allyn Leon – Dept. Chair, Math and Engineering	Tina Aguirre – Dean, Health & Public Safety
<input type="checkbox"/> Jose Velasquez – Dept. Chair, ITEC	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Efrain Silva – SEMPC Co-Chair	Dr. Lennor Johnson – Dean of Counseling & Special Projects
<input checked="" type="checkbox"/> Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input type="checkbox"/> _____ - Dean, Student Affairs & Enroll. Services
<input checked="" type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Carlos Fletes – Director, Fiscal Services
<input type="checkbox"/> Kyle Deol – Associated Student Government Rep	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
CART Co-Chairs	<input type="checkbox"/> Kevin Howell – SLO Co-coordinator
<input checked="" type="checkbox"/> Dr. James Patterson – Accreditation Coordinator	<input type="checkbox"/> Jill Kitzmiller – SLO Co-coordinator
<input checked="" type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input type="checkbox"/> Audrey Morris – Basic Skills Coordinator
	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
Visitors	Recorder
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	<input checked="" type="checkbox"/> Linda Amidon
<input type="checkbox"/>	

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:34 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.
- Dr. Patterson shared with the committee information discussed at the 2017 ACCJC Conference including information related to the WASC merger and the Accreditation Reform and Enhanced Accountability Act.

B. Update on Items

1. Update on Inquiry/Writing Teams

- Updates were provided for the following Standards:
 - Eligibility Requirements (ERs), Quality Focus Essay (QFE), Policies and Federal Regulations** – CART Co-chairs Patterson and Aguirre have looked at draft language for the first five ERs. Dr. Patterson described the QFE as a 500-word essay that addresses one to three institutional projects the college will work on over the coming years. Dr. Patterson will attend meetings of College Council and Academic Senate in the fall to begin the dialogue to identify the institutional projects to include in the QFE. Dr. Patterson and Dean Aguirre have discussed getting assessments back on track as a potential project for the QFE.
 - Standard 1A Mission** – Dr. Patterson is awaiting a response from Team Lead Dr. Martha Garcia.
 - Standard IB Quality** – Team Lead Dean Silva provided resource materials to team members, and they have begun working on draft responses to four of the nine Standards.
 - Standard IC Institutional Integrity** – The team has completed draft responses to the four Standards chosen by team members.
 - Standard IIA Instructional Programs** – Team Lead Dave Drury reported via email to Dr. Patterson prior to today’s meeting that the team is working on four of the 16 Standards. Dr. Patterson suggested that the Standard IIB team could provide assistance as there are only four Standards under Standard IIB.
 - Standard IIB Library and Learning Support Services** – Team Lead David Zielinski has received drafts from team members and will put the document together.

Standard IIC Student Support Services – Dean of Counseling and Special Projects Dr. Johnson will be working on this Standard until the new Dean of Student Affairs and Enrollment Services is hired.

Standard IIIA Human Resources – Co-Chair Patterson will be meeting with HR staff this Friday, May 19, 2017, to determine the four or five of the 15 Standards to work on this spring. Dr. Patterson will work with the new CHRO once he is on board.

Standard IIIB Physical Resources – Co-Chair Patterson has been working directly with Director of Maintenance Rick Webster on identifying updated evidence for the four Standards. Work on the Standards will progress slowly with the Facilities and Environmental Health and Safety Committee in order to fold the Standards in the committee's annual processes to ensure the Standards are constantly ready.

Standard IIIC Technology Resources – Co-chair Patterson is also working directly with CTO Jeff Enz to identify updated evidence for the Standards. Work on the Standards will progress slowly with the Technology Planning Committee in order to fold the Standards in the committee's annual processes to ensure the Standards are constantly ready.

Standard IIID Financial Resources – Co-chair Patterson reported that Team Lead John Lau will meet with team members starting in June.

Standard IVA Decision Making; Standard IVB Chief Executive Officer, Standard IVC Governing Board – Linda Amidon reported that Dr. Akinkuoye had contacted team members via email and telephone regarding a proposed meeting. The team is working on seven of the 26 Standards (Standard IVA - 2, Standard IVB - 3, and Standard IVC - 2).

C. Action Item:

1. Develop Goals for Fall 2017 Semester Work on the Institutional Self-Evaluation Report (ISER)

- Co-chair Patterson informed CART members that Superintendent/President Dr. Jaime would like to have a launch of the ISER project; since the project has already begun, Dr. Patterson will suggest folding the launch of the ISER work into the IVC convocation in August as a breakout session for all team members.
- Part of the launch will be establishing goals for the fall 2017 semester. Dr. Patterson will review the remaining Standards and develop a plan for each team and present the plan as an action item at the next meeting.

2. Continue discussion regarding outcomes assessment, both student learning outcomes and service area outcomes, with regard to demonstration (evidence) of assessment data being used to improve student learning and/or institutional effectiveness.

- SLO Co-coordinator Kevin Howell is preparing a report for Dr. Patterson on the status of SLOs which will include information on SAOs.
- Co-chair Patterson provided background regarding the closing-the-loop discussion held by CART two weeks ago: The resolution on the table proposed that CART become the overseer and gatherer of SLO evidence for the accreditation report; the proposal didn't go anywhere as there was no motion; he explained the reason for bringing it up again is to allow members to share any additional thoughts on the matter.
- Co-chair Patterson shared with CART members that the mission in the Academic Senate Constitution and Bylaws for the SLO Committee is not the mission reflected on the SLO Committee meeting agendas. This shows a disconnect between what the Senate has commissioned the SLO Committee to do and what the SLO Committee is actually doing.
- Dr. Patterson suggested that CART's recommendation to the Academic Senate would be to encourage the Senate to review the charter and mission for the SLO Committee, and to look at the SLO Committee structure to determine whether it is commissioned well enough to

also collect SAO data; the Senate would lead this review and faculty-driven discussion including an examination of the SLO Coordinator job position; CART could make its recommendation to the Senate at the end of the school year for discussion in the fall.

- During the discussion that ensued it was noted that the SLO Coordinator job description makes reference to SAOs, which raised the question: does this imply that the SLO Coordinator is responsible for gathering SAO information, not the SLO Committee? CART members acknowledged that former SLO Coordinators collected both SLO and SAO data.

D. Adjournment

- The meeting was adjourned at 4:11 p.m.
- English Department Chair Dr. Michael Heumann commented that this is the best start with accreditation that he's seen to date, and he credited Dr. Patterson for his organization of the process; however, he is concerned about losing momentum over the summer and especially during the fall semester due to program review, scheduling, and other important tasks.

Next Meeting: Tuesday, June 6, 2017

- Dr. Patterson encouraged voting members to attend the next CART meeting to vote on the recommendation to the Academic Senate described above.
- A status report on the Standards received and those outstanding will be presented to CART; thereafter, ALO Dr. Akinkuoye will present the report to President's Cabinet.
- Dr. Patterson will also present an Accreditation Coordinator report at the meeting.
- It was noted that CART will need to complete a committee self-evaluation.