



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, December 5, 2017, 3:30 p.m., Room 804**

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 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 type="checkbox"/> David Drury – Dean, Math & Sciences
<input 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"/> Victor Torres - Dean, Student Affairs & Enrollment Services
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input checked="" type="checkbox"/> Luis Caloca – Associated Student Government Rep	<input type="checkbox"/> Jose Carrillo – Director, Institutional Research
	<input type="checkbox"/> Kevin Howell – SLO Co-coordinator
<b>CART Co-Chairs</b>	<input type="checkbox"/> Audrey Morris – Basic Skills coordinator
<input checked="" type="checkbox"/> Dr. James Patterson – Accreditation Coordinator	<input type="checkbox"/> Xochitl Tirado, Distance Education Coordinator
<input checked="" type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
<b>Visitors</b>	<b>Recorder</b>
<input 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 3:31 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson

**B. Approval of Minutes from November 7, 2017**

- The minutes of the November 7, 2017, meeting were approved as presented

**C. Update on Items**

➤ **ISER Goals for Fall 2017**

- The following updates were provided:

Team Leads	Standards	Status
Tina Aguirre James Patterson	Federal Regulations and related Commission Policies (8)	Dr. Patterson has drafted 1 of 8 policies; he planned to complete the policies in the fall and the QFE in the spring; however, because the activities of the Guided Pathways Steering Committee and the work plan that is being developed overlap with the QFE, Dr. Patterson has been spending time on Guided Pathways
Martha Garcia Lennor Johnson	I.A. Mission (Standards 1-4)	Dean Johnson has taken over Standard I.A and has completed 1 Standard; the rest will be completed next week
Efrain Silva	I.B. Quality (4 remaining)	Dean Silva has some narratives that haven't been turned in
Lennor Johnson	I.C. Institutional Integrity (5 remaining)	The team has completed narratives for 9 of the Standards, with 5 remaining to be completed
Dave Drury	II.A. Instructional Programs (6 Standards)	Draft narratives for 6 Standards are undergoing review; the remaining 6 will be completed in spring
David Zielinski	II.A. Instructional Programs (6 Standards)	(see response directly above)
David Zielinski	II.B. Library and Learning Services	All assigned II.B Standards have been drafted and submitted

Victor Torres	II.C. Student Support Services	A team of 3 individuals has been established; team members include Temo Carboni, Trini Arguelles, Austen Thelen
Clint Dougherty	III.A. Human Resources	Narratives for 5 Standards were drafted last spring; CHRO Clint is aware of what needs to be done but he's working on a couple of documents that must be completed (e.g., EEO) before he begins work on the remaining Standards
Rick Webster	III.B. Physical Resources	Work on this Standard continues; Dr. Patterson raised questions regarding the 5-year capital outlay plan mentioned in the 2012 ISER
Jeff Enz	III.C. Technology Resources	The TPC meeting to review Standard III.C.2 was postponed until February 2018
Cecilia Duron	III.D. Financial Resources	Dr. Patterson will review the narrative for Standard III.D in the 2016 Midterm Report to begin work on the Standard in the spring
Nicholas Akinkuoye	IVA, IVB, IVC. Leadership & Governance	Dr. Patterson has received the narratives completed by Xochitl Tirado and Frank Hoppe

- Discussion:

✓ Co-chair Patterson shared his concerns regarding the ISER:

- There is a marked absence of classified staff participation on the ISER
- The participatory governance committees haven't been meeting regularly

➤ **CART Recommendation 1 to Academic Senate**

- Dr. Patterson provided a description of Recommendation 1: To review and revise the SLO Committee structure and charge; he noted the need to have a body on campus that would not only gather and support assessment across campus but also have some evaluation and authority to get things done; he explained that the SLO Committee charter speaks directly to SLOs for classroom teachers, but the SLO Coordinator duties expand to all assessments including SLOs, SAOs, and AUOs
- Academic Senate has appointed Librarian Cathy Zazueta to work with SLO Coordinator Kevin Howell and Accreditation Coordinator/CART Co-Chair Patterson to review and revise the SLO Committee duties; they have met and identified 16-18 colleges that they will look at for possible ideas; they will also look at the remaining SDICCCA colleges on the coast, the colleges identified in the FCMAT Report, and colleges whose accreditation was recently reaffirmed under the 2014 Standards; the group will meet in late February and prepare a recommendation for the Academic Senate; Dr. Patterson stated he had reported the group's activities to College Council and suggested that since assessment extends beyond faculty and the classroom to all campus organizations perhaps College Council would be interested in identifying a classified staff member or manager of an operations unit to join Cathy, Dr. Patterson, and Kevin Howell so that their interests are represented

**D. Discussion Items**

➤ Look ahead to Spring 2018 – Spring 2019

- The committee reviewed the list of ISER components, assignments, and current status; in addition to the Eligibility Requirements, Commission Policies, and Standards, other assignments include:
  - ✓ Introduction – Former Executive Assistant to the Superintendent/President and current Director of Admissions and Records Vikki Carr
  - ✓ Student Achievement Data – Director of Institutional Research Jose Carrillo

- ✓ Organization of the ISER– CART Co-Chair Dr. Patterson
- ✓ Organizational Information – Human Resources
- ✓ Quality Focus Essay – Guided Pathways Steering Committee and Academic Senate
- ✓ Changes and Plans
- Dr. Patterson will coordinate completion of the Commission Policies with the following:
  1. Public Notification of an Evaluation Team Visit and Third-Party Comment - Superintendent/President’s Office
  2. Standards and Performance with Respect to Student Achievement – Director of Institutional Research
  3. Credits, Program Length, and Tuition (Dr. Patterson has drafted)
  4. Transfer Policies (Dr. Patterson will draft)
  5. Distance Education and Correspondence Education - DE Coordinator
  6. Student Complaints - Dean of Student Affairs/Enrollment Services
  7. Institutional Disclosure and Advertising and Recruitment Materials - Public Relations/Marketing Consultant, HR, curriculum and schedule specialists
  8. Title IV Compliance - Financial Aid Director
- Committee members also reviewed the Dynamic ISER on Dr. Patterson’s faculty webpage, which reflects all components of the ISER and links to draft narratives completed to date
- Dr. Patterson summarized ISER activities and provided a general timeline:
  - ✓ The drafting of the ISER will be completed in the spring; Dr. Patterson requested that drafts be submitted to him by June 1, 2018
  - ✓ Dr. Patterson will begin editing materials received so far in the spring and finish editing the ISER this summer
  - ✓ Dr. Patterson will work with Linda over the summer to link evidence, etc.
  - ✓ Following review/approval by CART at its first meeting in August, a draft of the ISER will be posted to the Accreditation website to make it available for public comment; the posting will include a disclaimer that the ISER is a draft that is currently undergoing participatory governance and public review
  - ✓ Next fall, the first meeting of CART will take place August 21, 2018, for the purpose of approving the ISER
  - ✓ The ISER certified by the board will be submitted electronically to ACCJC in December
- Dr. Patterson informed the committee of the following:
  - ✓ ACCJC President Dr. Winn would like to see ISERs uploaded as a PDF in the future, but it is anticipated this process will not be ready in time for submission of IVC’s ISER
  - ✓ ACCJC Vice President Steven Reynolds is IVC’s assigned liaison with ACCJC who will work with the college to complete the ISER and help prepare for the site visit; Dr. Reynolds will be on campus during the site visit to act only as a liaison between the president’s office and the Commission chair
  - ✓ Changes to the Standards approved by the Commission at its January 2018 Commission meeting must be reflected in IVC’s ISER
- Dr. Patterson stated that beginning in the fall CART will have a dual focus:
  1. Short-term focus: finalize the ISER and help the college prepare for the site visit to take place in March 2019
  2. Long term focus: begin work on the midterm report and any follow-up or special reports
- CART Co-Chair Tina Aguirre informed the committee she would be retiring June 30, 2018, and recommended that CART review committee membership and administrative assignment of

Standards; Dr. Patterson also suggested looking at assignment of Standards to certain committees; he explained that currently the Facilities and Environmental Health & Safety Committee is assigned Standard III.B Physical Resources and the Technology Planning Committee is assigned III.C Technology Resources

- Dr. Patterson informed the committee that he plans to seek another two-year term as Accreditation Coordinator to help the college get through the site visit and to get started on the midterm report
- Committee members commended Dr. Patterson for his work as Accreditation Coordinator

**E. Adjournment**

- The meeting was adjourned at 4:14 p.m.
- Next Meeting: Tuesday, February 20, 2018, at 3:30 p.m.; discussion will include structure of the CART meetings under the new campus hour schedule