



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, September 4, 2018, 3:30 p.m., Room 804**

Voting Members <i>(SEMPC Co-Chairs Count as 1 Vote)</i>	Consultants
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input type="checkbox"/> Dr. Martha Garcia – Superintendent/President
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services
<input type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	Dr. Lennor Johnson– Interim VP, Student Services
<input type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	Efrain Silva – Dean, Economic & Workforce Dev.
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	Dr. Robert Price – Dean, Health & Public Safety
<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Efrain Silva – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input type="checkbox"/> Roberta Webster – Interim Associate Dean, Nursing & Allied Health
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Sergio Pesqueira – Interim Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Alan Lara– Associated Student Government Rep	<input checked="" type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
	<input type="checkbox"/> Kevin Howell – SLO Coordinator
CART Co-Chairs	<input type="checkbox"/> Cynthia Spence – Basic Skills Coordinator
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input type="checkbox"/> Mary Jo Wainwright – CTA Representative
Visitors	
<input type="checkbox"/> Angel Sandoval – Asst. Professor - English	Recorder
<input type="checkbox"/>	<input checked="" type="checkbox"/> Linda Amidon

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:49 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

B. Approval of Minutes from August 21, 2018

- Dr. Patterson presented a summary of the minutes and provided brief updates.
- The minutes were revised to reflect that members Carboni and Johnson attended the meeting.
- In response to inquiry, a review of the CART Bylaws confirmed the role of the CTA President.
- The minutes from the August 21, 2018, meeting were approved as modified.

C. Update on Items

- **Beta test for the ISER**
 - Dr. Patterson received feedback from a majority of the individuals that participated in the beta test of the ISER. He will finish up the remaining items.
- **The 2018 Institutional Self Evaluation Report: pieces still missing**
 - The ISER is still missing 19 items.
 - Members reviewed the list of items and provided updates.
 - The need for a generic faculty job description was identified, but there is concern that the job description won't work for recruitment.
- **CART Recommendation #1 to Academic Senate (Outcomes Committee)**
 - Dr. Patterson provided a status report: Recommendation #1 is currently undergoing the shared governance process. The item is on the agenda for the next meetings of SEMPC and ISSC.
 - Dr. Patterson noted that at most colleges the outcomes committee not only checks that outcomes exist but also gives feedback to the units.
- **CART Recommendations #3 and #4 (Guided Pathways)**
 - Dr. Patterson reported that Recommendations #3 and #4 are on the agenda for tomorrow's Academic Senate meeting. He will be unable to attend the Senate meeting as he will be

participating in ACCJC evaluation team training. However, he has asked CART members Carboni and Heumann if they would attend the Senate meeting and speak to the recommendations.

D. Action Item

1. Recommendation to Dr. Garcia for campus and public invitations to review ISER

- **Campus announcement: Wednesday, 5 September**
- **Public invitation to review and comment: Monday, 10 September**
 - Dr. Patterson noted the public invitation to review and comment on the ISER will be made via press release.
 - The first opportunity for the public to comment on the ISER is September 26, 2018, during the open meeting of the College Council.
 - Discussion included a recommendation to change the date for the invitation to the public from Monday, September 10, to Wednesday, September 12, to allow for a full week of public comment.
 - ***M/S/C Nelipovich/Carboni that a recommendation be made to Superintendent/President Dr. Martha Garcia to send invitations to the campus on September 5, 2018, and to the public on September 12, to review the ISER.***

E. Moving forward: scheduling informational forums for the campus community re: ISER

- **CLC, Faculty/Staff, Student forums...community forums?**
 - Dr. Patterson recommended that a brief PowerPoint be created and provided to the College Leadership Council (formerly Administrative Council) and to Instructional Council for dissemination prior to the evaluation visit in March 2019. He also proposed that a similar PowerPoint be provided to the Associated Student Government.
 - Members discussed other ideas for dissemination of information:
 - ✓ Presentations at a campus-wide forum or town hall meeting
 - ✓ Have department chairs or deans present the PowerPoint at department meetings
 - ✓ Presentations at student forums in the college center or at other student events
 - ✓ Run a “Did-you-know” campaign
 - ✓ Distribute a brochure
 - ✓ Provide a handout with a brief paragraph for faculty to announce to students
 - ✓ Create a short video to communicate with students

F. Adjournment

- The meeting was adjourned at 4:20 p.m.

Next Meeting: 18 September 2018

- Members reviewed the participatory governance approvals schedule and were informed that President’s Cabinet is currently reviewing the ISER. The date for Board of Trustees approval needs to be confirmed.