



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, November 6, 2018, 3:30 p.m., Board Room**

Voting Members <i>(SEMPC Co-Chairs Count as 1 Vote)</i>	Consultants
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input checked="" type="checkbox"/> Dr. Martha Garcia – Superintendent/President
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services
<input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> 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 checked="" type="checkbox"/> Efrain Silva – SEMPC Co- Chair	<input type="checkbox"/> David Drury – Dean, Math & Sciences
<input type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input type="checkbox"/> Roberta Webster – Interim Associate Dean, Nursing & Allied Health
<input checked="" type="checkbox"/> Linda Amidon – College Council Rep	<input type="checkbox"/> Sergio Pesqueira – Interim Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Alan Lara (Moises Hernandez) – Associated Student Government Rep	<input type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
	<input checked="" type="checkbox"/> Betsy Lane – Associate Dean, Workforce Prep & Community Special Projects
CART Co-Chairs	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input type="checkbox"/> Kevin Howell – SLO Coordinator
	<input type="checkbox"/> Cynthia Spence – Basic Skills Coordinator
Visitors	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
Clint Dougherty, CHRO	<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA Representative
	Recorder
	<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 3:31 p.m. by Accreditation Coordinator/CART Co-Chair Dr. James Patterson.

B. Approval of Minutes from October 16, 2018

- The minutes from the October 16, 2018, meeting were approved as presented.
- Superintendent/President Dr. Martha Garcia thanked Dr. Patterson, and she and CART members expressed appreciation for his commitment and dedication in drafting the ISER.

C. Update

1. Report on Presentation to Board of Trustees on 29 October

- Dr. Patterson reported briefly on the presentation that he and Dr. Tafoya made to the Board.

2. Report on Evaluation Team Visit to HCC

- Dr. Garcia shared her experience serving on the evaluation team visit to Kapi’olani Community College. She was responsible for evaluating Standard II.A. She stated it was a great experience that will enable her to be better prepared for IVC’s site visit. She stated that two publicly stated concerns of Kapi’olani are: 1) SLO assessment and how the assessments are utilized to lead to improvement, and 2) institutional integrated planning. Dr. Garcia identified these as her primary areas of concern for IVC. She emphasized the importance of connecting what happens in the classroom to planning and improvement, and to demonstrate this with documented evidence. She stated the college must show that assessments 1) have been conducted, 2) are correlated to budget requests, and 3) are utilized for evaluation of student learning and lead to improvement, if needed. With regard to institutional integrated planning, Dr. Garcia emphasized that IVC must demonstrate that planning is leading to decision making and is tied to financial decisions and implications, and that all planning is brought together to enhance student learning and student success.

- In response to inquiry regarding service area outcomes (SAOs), Dr. Garcia stated SAOs must be tied to budget and correlated to assessment which should lead to improvement of services, or the addition of services, based on assessment.
- Dr. Patterson also served on a team that evaluated Hawaii Community College (HCC) during the same time period and shared his observations.

3. Update on Recent Changes to ISER

- Dr. Patterson reported on recent changes and pending evidence items:
 - Standard III.D. was revised but the revision hasn't been posted to the web; receipt of a chart is pending.
 - Standard I.B. was submitted but hasn't been reviewed.
 - One piece of evidence from IT is pending for Standard III.C.
 - CHRO Clint Dougherty stated that the Staffing Plan is being drafted; he will send the draft to Dr. Patterson.

4. CART Bylaws (added agenda item)

- Dr. Patterson stated he will confirm the changes to the voting membership in the CART Bylaws and send the revised Bylaws to President's Cabinet and Academic Senate.

D. Discussion

1. Third Party Comments (added agenda item)

- Dr. Patterson reported that a third party comment was received which appeared to be a student request for registration information for next spring semester. It will be noted in the ISER that a third party comment was received, but that no further action was taken. The public forums, presentation to the board, and first and second readings of the ISER to the Academic Senate and Board will provide further opportunity for public comment.

2. Public Forums and Presentation to Board of Trustees and First Reading

- Two public forums are scheduled for November 7, at 1:00 pm and 5:30 pm.
- The Academic Senate will conduct its first and second reading of the ISER tomorrow, November 7. CART Co-Chair Dr. Bob Price reported the first reading has been tabled twice as the item has been at the end of the agenda. He asked whether this item could be moved up for tomorrow's Senate meeting. Dr. Patterson, as Academic Senate Secretary, indicated he would take care of it.
- The first reading of the ISER by the board will take place November 14. Dr. Patterson suggested the ISER be finalized before the first reading. Dr. Tafoya recommended that the vision for success goals be incorporated into the presentation to the board. Dr. Garcia concurred and will provide a slide to Dr. Tafoya.
- Dr. Patterson will attend the ASG meeting on November 26. He will work with the Senators Lara and Hernandez to ensure the new ASG President understands what his signature on the ISER Certification represents.

3. Preparations for the Team Visit in March

- Dr. Patterson stated that Linda will need access to the draft ISER as soon as possible so that she can identify and number the evidence number in the proper format and place everything on a flash drive.
- An electronic copy of the ISER will be available for the board's first reading on November 14.
- Dr. Garcia requested a minimum of three printed copies of the ISER by the December board meeting: 1 for ACCJC, 1 for IVC, and 1 extra copy.

4. Other

- Dr. Garcia thanked all those that contributed to the ISER.

E. Adjournment

- The meeting was adjourned at 4:00 p.m.

Next Meeting: 4 December 2018