

**Continuous Accreditation Readiness Team (CART)**  
**April 16, 2010, 11:00**  
**Board room**

**Attendees:**

Kathy Berry	Bill Gay	John Lau	Toni Gamboa (for T. Ruhl)
Carlos Fletes	David Zielinski	Lianna Zhao	Becky Green
Betty Kakiuchi	Alex Cozzani	James Patterson	Robin Ying
Gloria Carmona	Jan Magno*	Jose Ruiz*	Michael Heumann*
Tina Aguirre*	Val Rodgers*	Suzanne Gretz*	Jeff Cantwell
Todd Evangelist			

\*left early to work on EMPC assignments

**Call to Order**

The CART meeting was called to order at approximately 10:50 a.m.

**Agenda and Discussion Topics**

- Kathy explained that the Educational Master Plan Committee has been serving unofficially as the Continuous Accreditation Readiness Team (CART) for the past two years. However, there is a need to have two separate committees. The idea for the CART came from the realization that the college will always have to prepare for accreditation. The Commission was notified of the proposal to establish the CART and was pleased with the college's decision to do so. Kathy described the importance of the CART: The committee plays a key role in keeping the college doors open.
  
- Kathy described briefly the four accreditation standards:
  - Standard I: Institutional Mission and Effectiveness
  - Standard II: Student Learning Programs and Services
  - Standard III: Resources
  - Standard IV: Leadership and Governance

She explained that moving forward the standards would be assigned to various individuals who would be responsible for continually collecting data for accreditation. She emphasized the need for the college to move away from waiting until the next visit from the Commission to collect data. CART would also be responsible for providing input on the Annual Accreditation Report, which is due every June.

- The frequency of the CART meetings will depend on the outcome of the upcoming accreditation visit. If the college does well, meetings will take place monthly; if the college does not do well, meetings will take place weekly. The meetings will be held on Fridays at

11:00 a.m. The committee will meet on April 30 to rehash the accreditation visit, which will be based on the Commission's debriefing with the president. Kathy stated that next year there should be a CART Co-chair. Also, Human Resources should be required to attend the CART meetings.

Kathy referenced the following resources, which are among several available to CART members from the Commission's website:

- Accreditation Reference Handbook
- Distance Education & Correspondence Education Manual
- Substantive Change Manual
- Guide to Evaluating Institutions

Kathy would like for CART members to be able to attend accreditation workshops next year.

She related the recent accreditation status of some of the California community colleges, and the issues noted by the Commission. She stated that three colleges are required to show cause as a result of deficiencies ranging from financial issues, issues related to the college's board of trustees (trustees not getting along), and union issues.

Kathy reported that the accrediting team members that would be visiting in April to evaluate the college based on the Midterm Report are the original team members that evaluated the college based on the 2007 Self-Study. The team will be here at 2:00 p.m. Thursday April 22 and will depart at 1:00 p.m. Friday April 23. In preparation for the evaluation team visit, Kathy distributed copies of the Midterm Report to CART members and reviewed and briefly explained the accreditation process. She stated that while substantive changes have occurred, substantive change reports could not be submitted to the Commission while the college was on warning status. When the college is reaffirmed accreditation, it will submit substantive changes to the Commission. Kathy assigned review of various sections of the Midterm Report to the following individuals:

**Betty Kakiuchi, Director of Purchasing; Carlos Fletes, Director of Fiscal Services** – review the Financial Resources Section and IVC's response to Standard III.D, (Kathy cautioned Betty and Carlos to be prepared for questions from the accrediting team members regarding reserves, and the link between program review and the budget.)

**Human Resources Dept** – Kathy noted that the response included in the Midterm Report is weak.

**Robin Ying, Dean of Technology** – review the Technology Resources section under Standard III and be prepared to talk about it. (Kathy directed that nothing new should be added to the IVC Website until after the evaluation visit.)

**Gloria Carmona, Director of Admissions and Records** – review Standard II as it relates to Admissions and Records and students.

**Becky Green, Director of CFCS** – review the relationship between the childcare center and the college.

**Library Dept** – review the current collection.

**James Patterson, English Professor; Alex Cozzani, Physics/Mathematics Instructor** – review questions in the academic section of Standard II.

**Bill Gay, Director of Public Relations** – review the leadership and governance sections of Standard IV.

Some of the concerns discussed included the possibility that victims of the Easter earthquake would be sheltered in the IVC gym during the accreditation visit. Carlos Fletes expressed concern with the trends on use of reserves.

### **Adjournment**

The meeting was adjourned at 11:35 a.m.

**Continuous Accreditation Readiness Team (CART)**  
**Friday, May 6, 2011, 10:00 a.m.**  
**Board Room**

**Attendees:**

Alex Cozzani	David Zielinski	Janis Magno
Michael Heumann	Edward Wells	Jeff Cantwell
Kevin White	Eric Lehtonen	John Lau ( <i>Mary Carter</i> )
Alfredo Cuellar	Jose Lopez	Kathy Berry
Becky Green	Jose Ruiz	Lianna Zhao
Betty Kakiuchi	Krista Byrd	Lisa Seals
Bill Gay	Kseniya Kareva	Rick Webster
Brian McNeece	Rick Goldsberry	Sergio Lopez
Carlos Fletes	Victor Jaime	Taylor Ruhl
Dawn Chun	Vikki Carr	Ted Ceasar
Ed Gould	Bruce Seivertson	Tim Nakamura
Efrain Silva	Terry Norris	Tina Aguirre
Carol Hegarty	Toni Pfister	Todd Evangelist
Cathy Zazueta	Valerie Rodgers	Todd Finnell
Daniel Gilison	Gloria Carmona	Travis Gregory ( <i>Jessica Waddell</i> )
David Drury	Gordon Bailey	Alberto Izarraraz (ASG Rep)

**Call to Order**

Kathy Berry, Vice President for Academic Services, called the meeting to order at 10:05 a.m. She introduced volunteer CART co-chairs Lianna Zhao, Dean of Science, Math and Engineering, and Brian McNeece, Dean of Arts & Letters. VP Berry explained that she will continue as the Accreditation Liaison for the college, as this is a major duty of the Vice President.

Dean Zhao thanked committee members in advance for helping and supporting the co-chairs and CART activities.

**A. Report on April 22, 2011 Accreditation Self evaluation Workshop**

Workshop participants shared their observations about the workshop and the information they obtained:

- The workshop was different from other accreditation self evaluation workshops in that the Commission went over in detail the specific expectations of institutions.
- Data is extremely important. The workshop provided a better understanding of the data required for each standard. The Commission wants to see both qualitative and quantitative data as evidence.
- By fall 2012 all region community colleges must be at the proficiency level for SLOs and SAOs. To be considered at the proficiency level, a college must show evidence that SLOs and SAOs are woven into all processes.
- In fall 2012 all community colleges will be required to complete an SLO report similar to the annual accreditation report and annual fiscal report which are submitted every June. The Commission will use the SLO report to determine where colleges are with their SLOs/SAOs. Colleges below the proficiency level will automatically be sanctioned.
- There are some problems with the Commission's rubric for SLOs and SAOs. The Commission has acknowledged the issues but the issues won't be corrected.
- The Commission cautioned colleges that it will look closely at the financial stability of institutions to ensure that colleges are not using reserves for ongoing costs. Colleges with reserves below 5% will automatically be sanctioned. The Commission will be looking for a college's financial stability plan.
- Several colleges have been sanctioned for having dysfunctional Boards. Others have received warnings for interfering with hiring. Board members are restricted from acting individually. College governing boards only sets policy; they are prohibited from being involved in the day-to-day operations of the college.

- The Commission has replaced the term “self-study” with “self evaluation.”
- A functional map showing who does what is required.
- A well organized evidence repository is a must. The Commission will provide a list of evidence it wants to see (hard copy and electronic formats) in advance of the visit.
- The self evaluation is due in January 2013. The evaluating team will visit IVC in spring 2013. (IVC initially understood that the self evaluation report was due, and the visit would take place, in fall 2012. With a January 2013 due date, the Board won’t have to certify the report until December 2012.)
- The workshop gave attendees some good ideas:
  - Encourage the use of Moderated All Users listserve and use of the archiving feature to archive emails that could be used as accreditation evidence.
  - Encourage the use of the terms “accreditation” and “SLOs/SAOs” as words of the day at all meetings as meeting minutes will be used as evidence.
  - Include a prompt in the comprehensive program review form that will address how SLOs have impacted program decisions. Include statements such as, “based on an evaluation of SLOs identified for this program, we made the decision to. . .”
  - Develop a list of statistical data that the Commission expects a college to provide as evidence and work with program heads to determine individual program data needs.
  - Start the self evaluation process early.

**B. Accreditation Standards Pre-planning Team Reports**

CART members reviewed team membership composition, progress checklist, self evaluation timeline, and an accreditation standard grid developed by Daniel Gilson.

Standard I.A Alex Cozzani volunteered to serve as Standard Lead (replaced Efrain Silva who is now Standard I.B Lead), but his participation on Standard II.A will be limited. He has begun looking at the self evaluation reports of other colleges. Co-Chair Zhao will seek volunteers to assist Alex with Standard I.A.

Standard I.B Efrain Silva will serve as Standard Lead.

Standard II.A Several members were added to the team. Dean Zhao and Dean McNeece presented a grid developed by Daniel Gilson for use by Standard Leads as a pre-writing tool. Members agreed that the grid would be helpful in writing the self evaluation and would also serve as a tool to show processes for making decisions.

Standard II.B Lead Ted Ceasar reported that Sergio Lopez was added to the Team. Team members received a copy of the Standard subsections.

Standard II.C Members Terry Norris and Bruce Seivertson reported that the team has met once already and is scheduled to meet every Monday.

Standard III.A Jessica Waddell was added to the team.

Standard III.B Member Mary Carter reported that the team will meet Monday.

Standard III.C Linda Amidon stated she had received a written report from Lead Todd Finnell indicating that Tina Aguirre and David Zielinski were coordinating the team’s work and could provide an update; however, both were absent from today’s meeting.

Standard IV.A VP Berry replaced Bill Gay as Lead. Jessica Waddell replaced Michael Heumann as College Council Chair.

Standard IV.B VP Victor Jaime will replace Bill Gay as Lead.

Discussion was held regarding the June 1 due date for the first draft of standard sections. The committee agreed to postpone the first draft of the standard sections until July 1 since a template for the self evaluation report hasn't been developed. The committee requested that the self evaluation writing team provide a template by June 1. The committee also agreed to utilize the grid template developed by Daniel Gilson and that all standard teams complete a grid by June 1.

**C. Meeting Dates and Time**

The committee agreed to meet the first and third Fridays of each month at 10:00 a.m. (EMPC meetings will be changed to the second and fourth Fridays of each month.)

**D. Other**

See discussion above regarding the standard grid developed by Daniel Gilson and the revised timeline for preparation of the self evaluation. Additional activities to include in the timeline were identified. The committee will work further on the timeline details at its next meeting. The issue regarding the absence of 199-day faculty in July was raised. The committee suggested that faculty could continue to participate in the self evaluation process via email and Dropbox. Dean McNeece described how Dropbox works; he suggested that CART and standard team members set up a Dropbox account so that accreditation documents could be shared.

**Adjournment**

The meeting was adjourned at 11:10 a.m.

**Continuous Accreditation Readiness Team (CART)**  
**Membership as of September 2, 2011**

Administrative Council	Instructional Council (Non-Administrative)	Other Members
Alfredo Cuellar Becky Green Betty Kakiuchi Bill Gay Brian McNeece (CART Co-Chair) Carlos Fletes Dawn Chun Efrain Silva Gloria Carmona Gordon Bailey Janis Magno Jeff Cantwell John Lau Kathy Berry Lisa Seals Rick Webster Sergio Lopez Taylor Ruhl Ted Ceasar Tim Nakamura Tina Aguirre Todd Evangelist Todd Finnell Travis Gregory Victor Jaime Vikki Carr	Bruce Seivertson Carol Hegarty Cathy Zazueta Daniel Gilison David Drury David Zielinski Edward Wells Eric Lehtonen Jose Lopez Jose Ruiz Krista Byrd Kseniya Gregory Michael Heumann Rick Castrapel Rick Goldsberry Terry Norris Toni Pfister Valerie Rodgers	Trini Arguelles (CART Co-Chair) Alex Cozzani Eric Lehtonen (Academic Senate President) Jessica Waddell (College Council President) Oscar Hernandez Jim Fisher Bradford Wright Grace Espinoza Carol Lee Norma Nunez Mary Carter Alberto Izarraraz (ASG Rep)