

**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Friday, April 3, 2020, 10:00 a.m., Location: Zoom Online Conference  
Approved May 1, 2020**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)		Consultants (Continued)
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair/VP, Student Services	<input type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Daniel Gilison – Dept. Chair, Science	<input type="checkbox"/> Efrain Silva – SEMPC Co-Chair/Dean, Econ. & Workforce Dev.	<input type="checkbox"/> Roberta Webster – Assoc. Dean, Nursing & Allied Health
<input type="checkbox"/> Suzanne Gretz – Dept. Chair, BSS	<input type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input checked="" type="checkbox"/> Betsy Lane – Assoc. Dean, Workforce Prep & Community Special Projects
<input checked="" type="checkbox"/> Carol Hegarty – Dept. Chair, Humanities	<input checked="" type="checkbox"/> Jose Carrillo – College Council Representative	<input checked="" type="checkbox"/> Dr. Henry Covarrubias – Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	<input type="checkbox"/> Roxanne Nuñez, Counseling Representative	<input type="checkbox"/> Victor Torres – Assoc. Dean, EWD/Non-Traditional Instruction
<input checked="" type="checkbox"/> Martinez, Andres – Dept. Chair, Business	<input type="checkbox"/> Human Resources Representative (Clint Dougherty, CHRO)	<input type="checkbox"/> Bianca Bisi – Interim Assoc. Dean, Student Equity & Achievement
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	<input checked="" type="checkbox"/> Cecilia Duron, Administrative Services Representative	<input checked="" type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Associated Student Government Rep (Renee Morales)	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Associated Student Government Rep (Kylee Baker)	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
<input checked="" type="checkbox"/> Dr. Jose Ruiz – Dept. Chair, WLSC	<b>Consultants</b>	<input checked="" type="checkbox"/> Kevin Howell – SLO Coordinator
<input checked="" type="checkbox"/> Jose Velasquez, Dept. Chair, ITEC	<input type="checkbox"/> Dr. Martha Garcia – Superintendent/President	<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA Representative
<b>CART Co-Chairs</b>	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services	<b>Guests</b>
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Dr. Lennor Johnson, VP, Student Services	Hope Davis, IVC Music Professor
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input checked="" type="checkbox"/> Dr. Robert Price, Acting Dean, Arts, Letters, & Learning Services	
<b>Recorder</b>	<input type="checkbox"/> Efrain Silva - Dean, Economic & Workforce Development	
<input checked="" type="checkbox"/> Linda Amidon		

### A. Call to Order

1. Accreditation Coordinator/CART Co-Chair Dr. James Patterson called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:00 a.m.

### B. Approval of Minutes

1. Approval of Minutes from March 6, 2020
  - Coordinator Patterson and Director of Institutional Research Jose Carrillo provided a detailed update regarding Institution-Set Standards:
    - Coordinator Patterson: The Senate requested review of the March 6 CART minutes. In his summary of the March 6 meeting, Dr. Patterson stated that the ISS numbers represent what the department chairs and administrators are comfortable with as a starting point. Once the minutes are approved, he will forward the minutes to the Senate.
    - Director Carrillo: There was an issue with the March 25 Zoom meeting link, and by the time he joined the meeting this item had been skipped. And this week's Senate meeting had adjourned before he could make his presentation. The Senate has had the revised goals recommended by CART as well as the presentation for more than a week so it is just a matter of the Senate reviewing the information.
    - Director Carrillo asked whether the ISS goals developed by CART should be presented to Academic Senate as a CART item or as an institutional item, and sought clarification regarding the ISS approval process. Coordinator Patterson recommended that the ISS goals be presented to the Senate as an information item. With regard to approval of ISS goals, he stated that VP Tafoya attended the March 25 Senate meeting and presented the Senate's purpose in reviewing, approving, and implementing ISS, as proposed under administrative procedure AP 3225 Institutional Effectiveness. Dr. Patterson clarified that CART has a place in the ISS process but its role is not determinative, it serves an advisory role to the Senate and President's Cabinet.
  - The committee approved the minutes as presented.

### C. Update and Action on Follow Up Report

- SLO Coordinator Kevin Howell has been preparing evidence for the report as it relates to Recommendation 1.
- Coordinator Patterson shared a brief timeline for approval of the Follow Up Report:
  - May: CART
  - Fall: College Council and Academic Senate
  - September: Board of Trustees

- Coordinator Patterson has updated the draft Follow Up Report and will work with Linda to post the report in Google Docs.
- Linda will confirm the format and submission requirements for the Follow Up Report.

### **1. Recommendation 1 re: Learning Outcomes Assessment Cycle**

- SLO Coordinator Kevin Howell reported as follows:
  - 1) 3-year SLO Assessment Schedule/Calendar for all Instructional Programs
    - All programs will be on a three-year cycle. All SLOs should be assessed within the three-year period so they can be used for PLOs. PLOs are used in comprehensive program review. Programs can assess more often than every three years as the more data that is available the more improvements that can be made.
  - 2) SLO Assessment Schedule for Library; and
  - 3) SLO Assessment Schedule for Learning Services Department
    - The Library and Learning Services are currently assigned to complete SAOs, which is in alignment with most other colleges. However, based on information provided by Dr. Patterson, both will switch to SLOs.
    - Currently, the following programs fall under Learning Services: The Tutoring Center (the lab located in the back of the library), Embedded Tutoring, and the Reading/Writing Lab.
      - Of the three tutoring SLOs created last year, two focus on embedded tutoring and the third on the tutoring that occurs in the lab.
      - The Reading/Writing Lab has one SLO for the services. Since the Reading/Writing Lab will be switching to SLOs, Kevin recommends expanding to two SLOs – one for the services and one for the tutoring – with a focus on the tutoring.
    - He is currently working with part-time librarian Helen Quintana on the Library SLOs. They have narrowed seven SAOs down to two new SLOs – one for services offered at the reference desk and one for library instruction services provided by former librarian Frank Hoppe.
    - Once the Library and Learning Services switch to SLOs he recommends the programs continue to follow the SAO timeline of annual assessment to align with annual program reviews.
    - All SAOs have been completed by the Library and Learning Services and are current.

### **2. Recommendation 2 re: Evaluation of Processes and Systems Across Campus**

- 1) Program Review (SEMPC)
  - SEMPC completed an evaluation of the program review process last spring. He will request the minutes for that meeting. He will remind SEMPC regarding the evaluation to be completed this spring.
- 2) Strategic Educational Master Plan (SEMP)
  - The SEMPC Bylaws indicate the SEMP is to be reviewed annually. Coordinator Patterson will notify new SEMPC Co-chair Henry Covarrubias of this requirement.
- 3) ISER/Accreditation (CART)
  - CART reviewed the process to prepare the ISER last May. CART will review the process to prepare the Follow Up Report when it completes its committee self-evaluation at the last meeting in May.
- 4) Institution-Set Standards (IR, Academic Senate, President's Cabinet)
  - Director Carrillo is working with the Academic Senate on the ISS. Coordinator Patterson has gathered minutes of several Academic Senate meetings to be used as evidence for the Follow Up Report.
- 5) Student Learning Outcomes Assessment Cycle/Service Area Outcomes Assessment Cycle (Faculty, Administrators)
  - The faculty survey was launched before the campus closure. The forum will not take place because of campus closure. The data collected from the faculty survey will be used as evidence for the Follow Up Report.
- 6) Evaluation of Committees (representatives from College Council, Academic Senate, ASG Senate, and President's Cabinet) (includes bylaws review)
  - The scheduled dinner meeting was cancelled because of campus and restaurant closure. Dialogue will continue via email.
- 7) Campus Hour (Academic Senate, ASG Senate, Instruction Office)
  - Campus closure has shifted the priority for this process. Development of the annual schedule for 2020-21 is in process so any changes to campus hour wouldn't go into effect for another year.
- 8) Schedule Development and Catalog Development (Enrollment Mgmt. Task Force [EMTF])
  - It was noted that schedule development was discussed during a joint meeting of Instructional Council and EMTF on October 8, 2019. Linda will provide the minutes to Coordinator Patterson.
  - During the joint meeting the decision was made to develop an annual schedule. Development of the 2020-21 schedule has been progressing, but due to the crisis the schedules will need to be re-evaluated.
  - The improvements that were being made to the existing catalog development process have also been impacted by the crisis.
- 9) Employee Evaluation Process and Procedures

- Coordinator Patterson has drafted language addressing this item which states that the CHRO will provide a report at the end of the year with the number of evaluations scheduled for the fall and spring semesters this year, and the number of evaluations completed. He will ask CHRO Dougherty to provide additional narrative language to address how the campus closure has impacted the evaluation process.
- CTA President Mary Jo Wainwright commented that per recent MOUs, faculty and staff evaluations scheduled for this spring will not take place due to campus closure.

#### 10) Professional Development Funding Request Process

- TALCAS Grant Academic Coordinator Steven Cauchon has been providing the Academic Senate with regular updates regarding Teaching and Learning Center professional development activities.
- Coordinator Patterson will request that the TALCAS Grant coordinators provide a final professional development report to the Academic Senate at the end of the year, which can be captured in the Follow Up Report.

#### **Other**

1. Annual Report
  - VP Tafoya presented a draft of the Annual Report with CART members. She stated the report is still undergoing minor revisions. The report is due today.
2. Annual Fiscal Report
  - Director of Fiscal Services Cecilia Duron reported that the Annual Fiscal Report has been completed. She will inform CBO Deedee Garcia to forward the report to President Martha Garcia for certification.

#### **D. Adjournment**

1. Next Meeting: Friday, May 1, 2020, 10:00 a.m.
2. Adjournment
  - The meeting adjourned at 10:34 a.m.