

**Continuous Accreditation Readiness Team (CART)  
November 5, 2010, 11:00 a.m.  
Board Room**

**Attendees:**

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

Vice President for Academic Services called the meeting to order at 11:00 a.m.

**Discussion Topics**

VP Kathy Berry:

- shared with the committee the letter from the Commission notifying IVC that, based on the mid-term report evaluation, the warning would be removed and accreditation reaffirmed
- stated that the next comprehensive evaluation visit by the Commission is scheduled for spring 2013; writing of the self-study will begin in spring 2012, and the self-study report will be submitted in fall 2012; the Commission expects IVC to be at the proficiency level on its SLOs by the time the report is submitted
- explained that in its mid-term report, IVC indicated it would implement CART; defined the CART acronym as “Continuous Accreditation Readiness Team”, a standing committee consisting of administrators and department chairs as required members, and faculty and staff as voluntary members
- reviewed 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
- explained that during a comprehensive evaluation visit, the Commission will assess IVC based on items listed in the standards; Executive Council members have been assigned responsibility for the standards, as noted below.

- explained that participation in the preparation of the self-study must be broad-based, extending across all employee groups and students; the self-study is data based; as an example, Kathy related the concerns raised by the Commission regarding the science building construction: physical resources require data; where's the data to support the need for the building?
- explained that "A-student" California community colleges conduct self-study pre-planning activities such as the preparation of a summary report on the college's progress on each standard; IVC will implement such a pre-planning process in preparation for IVC's accreditation self-study report due fall 2012
- described the deficiencies for which other colleges were sanctioned by the Commission
  - micro-managing by Board members
  - reserves below 5%
  - lack of shared governance decision making process
  - lack of SLOs
- explained the reason for the Commission's numerous sanctions against community colleges: The Commission and California Community Colleges have not had a good relationship over the last five years – the first battle cry was terminating Compton Community College's accreditation; the federal government is putting pressure on the Commission
- coordinated the establishment of the accreditation self-study pre-planning teams, which consist of the following:

#### **STANDARD I: INSTITUTIONAL MISSION AND EFFECTIVENESS**

##### **Responsible Executive Administrator:**

**Kathy Berry, Vice President for Academic Services**

**Standard Lead:** Efrain Silva, Dean, Division of Economic and Workforce Development

##### **Members:**

###### **A. Mission**

Dr. Alex Cozzani, Faculty, Physics/Math

###### **B. Improving Institutional Effectiveness**

#### **STANDARD II: STUDENT LEARNING PROGRAMS AND SERVICES**

##### **Responsible Executive Administrators:**

**Kathy Berry, Vice President for Academic Services; Dr. Victor Jaime, Vice President for Student Services**

###### **A. Instructional Programs**

**Standard II.A. Lead:** Dr. Lianna Zhao, Dean, Division of Science, Math and Engineering

**Members:** Brian McNeece, Dean, Division of Arts and Letters; Dr. Daniel Gilson, Chair, Science Department; Becky Green, Director, Child, Family and Consumer Sciences; Kseniya Kareva, Chair, ESL Department

###### **B. Student Support Services**

**Standard II.B. Lead:** Ted Ceasar, Dean, Counseling

**Members:** Jan Magno, Dean, Enrollment Services; Lisa Seals, Director, Financial Aid

###### **C. Library and Learning Support Services**

**Standard II.C. Lead:** Dr. Taylor Ruhl, Dean, Division of Learning Services and Instructional Technology

Members: Cathy Zazueta, Head Librarian; Brian McNeece, Dean, Division of Arts and Letters; Terry Norris, Reading/Writing Lab Tutorial Specialist; Dr. Bruce Seivertson, Chair, Social Science Department

### **STANDARD III: RESOURCES**

#### **Responsible Executive Administrators:**

**John Lau, Vice President for Business Services; Todd Finnell, Vice President for Technology;**

**Travis Gregory, Associate Vice President for Human Resources**

**Standard Lead: Todd Finnell, Vice President for Technology**

Members: A. Human Resources - Travis Gregory, Associate Vice President, Human Resources;

B. Physical Resources - John Lau, Vice President for Business Services; Tina Aguirre, Dean, Health and Public Safety; Mary Carter, Administrative Assistant, Business Services; C.

Technology Resources - Todd Finnell, Vice President for Technology; David Zielinski, Distance Education Coordinator

### **STANDARD IV: LEADERSHIP AND GOVERNANCE**

#### **Responsible Executive Administrator:**

**Dr. Victor Jaime, Vice President for Student Services**

**Standard Lead: Bill Gay, Director of Community and Media Relations**

Members: A. Decision-Making Roles and Processes - Dr. Michael Heumann, President, College

Council; Kevin White, President, Academic Senate; Student; Dr. Alfredo Cuellar, Dean, Division of Behavioral and Social Sciences; B. Board and Administrative Organization

- provided instructions to the pre-planning teams:
  - prepare a summary report on college's progress on the four standards
  - write to evidence and outcome
  - themes will run throughout what we do, i.e., mission statement; SLOs; integrated planning (must show that the Educational Master Plan and the Strategic Plan drive what we do, that we are fiscally responsible)
  - statements evidencing IVC's compliance with the standards must tie back to meeting minutes and data
  - show that programs and staff support student success rates, retention rates, and transfer rates
  - the collection, organization, and posting of the mid-term report evidence documents on the accreditation website for review by the Commission was a massive process, so start keeping evidence in electronic format; during the evaluation visit, the Commission will ask to see evidence that is not available in electronic format
  - refer to the IVC accreditation website for history since the 2007 self study was written; standard rubrics and other accreditation publications are available on the Commission website
- set the CART meeting schedule as follows:
  - January 27, 2011 and at the beginning of the spring 2011 semester to check on status of pre-planning teams summary reports
  - at the end of the spring semester to review pre-planning teams summary reports

#### **Adjournment**

The meeting was adjourned at 11:40 p.m.