

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.