

Continuous Accreditation Readiness Team (CART)
April 15, 2011; 11:00 a.m.
Board Room

Attendees:

Alex Cozzani	David Zielinski	Janis Magno
Michael Heumann	Edward Wells	Jeff Cantwell
Kevin White	Eric Lehtonen	John Lau
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 Gilson	Gloria Carmona	Travis Gregory
David Drury	Gordon Bailey	Alberto Izarraraz (ASG Rep)

Call to Order

Kathy Berry, Vice President for Academic Services, called the meeting to order at 11:05 a.m.

Discussion Topics

CART members reviewed a list of items requiring immediate action:

1. **Confirmation of Attendees of April 22 ACCJC Accreditation Self-Study Training Workshop:** It was noted that a Student Services representative should attend the workshop (Victor Jaime and Ted Ceasar are unable to attend); it was agreed that Lead Counselor Trini Arguelles would attend in John Lau's place. VP Berry announced that the group would depart at 6:00 a.m. and return at approximately 6:00 p.m. on the day of the workshop. Since all attendees are members of a standard team, they are expected to share workshop information with team members in order to determine whether the teams are on track.
2. **Identification of Self-study Writing Team:** Michael Heumann and Val Rodgers volunteered to serve as co-authors/editors. Michael will attend the accreditation workshop. VP Berry explained that it is important that the self-study be written in once voice using the language of the Commission.
3. **Confirmation of Accreditation Standards Self-study Pre-planning Teams:**
 - **Standard I, Institutional Mission and Effectiveness**
There are only two members on the team, Efrain Silva (Lead) and Alex Cozzani (Standard I.A). Kathy asked Dr. Cozzani to contact Lead Efrain Silva and to solicit volunteers to serve on the team.
 - **Standard II, Student Learning Programs and Services**
 - √ **Standard II.A:** Becky Green stepped down, Kseniya Gregory is on leave, and Alex Cozzani was added to the team. Lead Lianna Zhao reported the team has met three

times: (1st) to discuss the plan; (2nd) establish sub-standard committees; and (3rd) to consider other possible team members to join the team.

- √ **Standard II.B:** Lead Ted Ceasar reported that he is in the process of dividing up sections of this sub-standard among the following team members: Jan Magno, Lisa Seals, Trini Arguelles (new), Carol Lee (new), Norma Nunez (new).
- √ **Standard II.C:** Brian McNeece stepped down from this team; he is currently serving on the Standard II.A team. Lead Taylor Ruhl reported that his team has been meeting regularly.
- **Standard III, Resources**

Standard III Lead Todd Finnell reported that the team will meet next Wednesday.

Standard III.A, Human Resources: Travis Gregory is the only member of this sub-standard team.

- √ **Standard III.B, Physical Resources:** Betty Kakiuchi was added to the team consisting of John Lau, Tina Aguirre, and Mary Carter.
- √ **Standard III.C, Technology Resources:** Todd Finnell and David Zielinski will address this sub-standard.
- **Standard IV, Leadership and Governance:** Lead Bill Gay reported that his team will meet after he attends the April 22 accreditation workshop; he proposed meeting the first week of May. Eric Lehtonen, incoming Academic Senate President, replaced Kevin White on the Standard IV.A team. VP Berry asked Bill Gay to check on which Board member will participate on Standard II.B, Board and Administrative Organization.

SLO Coordinator Toni Pfister requested that Standard Leads notify her of team meeting dates. In the meantime, she will continue to think about the role of SLOs in all standards. Toni emphasized the need to document all discussions regarding SLOs in all department meeting minutes. She indicated that she would like to present a workshop to the Board on SLOs, for example, one on how to design an SLO.

VP Berry reported that in reviewing the comprehensive program reviews she discovered that some programs identified late dates for completion of SLOs (i.e., identification, assessment, data used to improve instructional quality). She reminded CART that the college must be at the proficiency level for SLOs by spring 2012. VP Berry emphasized the role and importance of SLOs: SLOs are the cornerstone for all planning and processes for the college. SLOs and SAOs are used for making improvements to programs; they must tie to the college institutional SLOs and goals and objectives. SLO Coordinator Toni Pfister noted that while some colleges assess SAOs, some do not. She expressed concern regarding whether program SLOs are being excluded from comprehensive program reviews, since a prompt isn't included in the comprehensive program review form. She will consider updating the SAO form to address this issue.

Jan Magno referred standard team members to the accreditation website of San Diego City College as a resource. SDCCD was recently reaffirmed accreditation based on a comprehensive evaluation visit. Included on the SDCCD website is a matrix that could be used as a tool to identify information needed for IVC's self-study. CART members agreed that a matrix or grid would be useful and recommended that one be developed as soon as possible. VP Berry recommended that all majors, certificates, and SAOs be included in the grid and that the grid be completed by standard teams by fall 2011.

To emphasize the importance of evidence to support statements in the self-study regarding District decisions, VP Berry cited the Commission’s findings regarding the new science building: The Commission found no evidence to support the construction of the science building; therefore, it was the opinion of the Commission that the building had been built on a whim. Discussion ensued regarding evidence documentation. VP Berry pointed out the need to show recommendations in committee meeting minutes. With regard to facilities, the consultant reports of architect Jimmy Sanders could be used to document the need for new construction and the modernization of existing buildings.

4. **Self-Study Timelines:**

June 1, 2011	2010-2011 Annual Accreditation Report submitted to Commission Drafts of self-study standard sections completed by Accreditation Standards Pre-planning Teams
Summer 2011	Draft Self-study completed
September 2011	Draft Self-study sent to All Users, Academic Senate, and College Council
May 1, 2012	Self-study written editing and evidence gathered <u>AND</u> must have achieved “Proficiency Level” on all SLOs/SAOs
June 1, 2012	2011-2012 Annual Accreditation Report submitted to Commission
*June 2 – August 2012 June – October 2012	Self-study editing and evidence completed and finalized
November 2012	Self-study submitted to Academic Senate and College Council
*September 2, 2012 December 2012	Self-study certified by Board of Trustees
*October 1, 2012 January 2013	Self-study submitted to Commission
Spring 2013	Comprehensive evaluation visit by Commission

**changes made after the meeting*

Adjournment

The meeting was adjourned at 12:00 p.m. The next CART meeting will take place on Friday May 6, 2011, at 10:00 a.m. in the Board room. In the meantime, VP Berry will follow-up on the progress of each resource plan committee.