

Continuous Accreditation Readiness Team (CART)
Friday, May 20, 2011, 10:00 a.m.
Board Room

Attendees:

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

Recorder: Martha Navarro

Call to Order

Lianna Zhao, Dean of Science, Math and Engineering Division, called the meeting to order at 10:01 a.m.

A. File Repository in Dropbox

Brian McNeece, Dean of Arts and Letters Division, gave a presentation to the members on the Dropbox. He explained the purpose of the Dropbox and demonstrated how it works. There are currently 30 members who have joined the Dropbox. Some members did not receive the invite because they were not included as members of the CART or standard pre-planning teams. Those members have since been included; corrections will be made to the some of the email addresses.

Dean Lianna Zhao explained how accreditation documents can be viewed in the Dropbox. She also stated that any member who has accepted to join the Dropbox can make modifications to any of the documents saved. Members expressed concern regarding modification of the documents. Dean Zhao added that at this point, CART is using the Dropbox as a mean of sharing documents and she advised members to save the original documents the members created in their PC hard drive. In response to Toni Pfister's inquiry regarding whether there is way of tracking who made changes to a document, Dean McNeece explained that only the date the change was made could be tracked. Michael Heumann suggested that anyone making changes should type his/her name in the document title after each change. Dean Zhao will seek Todd Finnell's input

regarding whether there is way of tracking who made changes to a document. Dean Zhao also suggested not to save back the document but to save the document with a new date in the document title in the event someone re-writes it, so that the old or previous document is maintained. Michael Heumann suggested copying the folder in a different part of the Dropbox in order to keep the original version. Dean Zhao advised again saving the original document in the originator's desktop.

Dean Zhao asked members whether each team prefers to save completed tasks in a team folder or in a standard folder. All agreed to save in the standard folder. In response to a concern, Dean Zhao stated that following today's meeting she'll drop the 2007-2010 self-study report, progress reports and evaluation reports from ACCJC into the "2007-10 IVC Reports & ACCJC Evals" folder in Dropbox.

Dean Zhao encouraged members to review the 2007-2010 self-evaluation report, progress reports, and ACCJC evaluation reports. She noted that completing the Individual Standard Planning Grid is not time consuming but reviewing 2007-2010 documents is time consuming but very helpful. Brian added that it would be good brainstorming.

Dean Zhao suggested to the Standard III team that all documents that were originally in one folder be separated into each of the new folders for Standard IIIA, IIIB, IIIC and IIID.

B. Review of Last Meeting Notes (in Dropbox)

Minutes were approved as presented.

C. Accreditation Individual Standard Pre-planning Team Membership (in Dropbox) Update – Lianna

Dean Zhao announced that Oscar Hernandez volunteered to join the CART team. He will be assigned to assist with Standard IA. Dean Zhao made a plea to members to recruit more members, especially classified and students since there are only a few currently participating on a CART team. She suggested that faculty consider inviting students from their classes.

D. Accreditation Standards Pre-planning Timeline (in Dropbox) Update - Brian

Dean McNeece stated that the deadlines were too premature. Dean Zhao stated that at the last CART meeting members expressed concern that the timeline was not realistic. She questioned whether July 1, 2011 would be a more reasonable deadline for each individual standard team to submit the first draft of 2013 self-evaluation report. She estimated that each standard team should complete its section of the self-evaluation sometime between June 15 and August 15. Carol Lee suggested a deadline of July 15. The committee agreed to a deadline of June 1, 2011 for each individual standard tem to submit the Individual Standard Planning Grid to the CART. The following issues regarding the deadline were identified and discussed by the committee:

- The campus will be closed during the summer
- Faculty will not be on campus between June and August
- Faculty compensation (for work on the self-evaluation report during the summer)

Dean Zhao has suggested that a small group including Kathy, Lianna, Brian, Val and Michael meet and come up with a new timeline draft, and submit to CART for its review in its next meeting.

Carol Lee expressed concern regarding the type of data her team should request from Dawn Chun, Researcher. She stated that her team has not met that much and only two members attended yesterday's meeting. Discussion was held regarding the data to be used in the self evaluation. Dean Zhao stated that the data should be for a period from 2006/2007-2012/2013.

Lianna encouraged team members to work in small groups. She reminded members that the self-evaluation report must be submitted to College Council, Academic Senate, and the Board in Fall 2012 to certify the report.

E. Accreditation Individual Standard Pre-planning Team Progress Reports – Lianna

1. Standard I.A. Alex Cozzani was not present to provide a report.
2. Standard I.B. Efrain Silva was not present to provide a report.
3. Standard II.A. Lianna Zhao stated that her team met last week; members are still working on the grid.
4. Standard II.B. Ted Ceasar stated that his team should be able to meet the deadline.
5. Standard II.C. Taylor Ruhl stated that the first draft should be completed by June 1. The grid hasn't been completed.
6. Standard III.A. In Travis Gregory's absence, Tina Aguirre reported that Travis has met with the Standard IIIb and IIID teams to work on the annual report except the self study portion. The team has not worked on the grid. Tina will notify Standard III.A of the deadline.
7. Standard III.B. John Lau was not present to provide a report.
8. Standard III.C. Todd Finnell was not present to provide a report.
9. Standard III.D. John Lau was not present to provide a report.
10. Standard IV.A. Kathy Berry was not present to provide a report.
11. Standard IV.B. Victor Jaime was not present to provide a report.
12. Reminder: Individual Standard Planning Grid needs to be completed by each of the Accreditation Individual Standard Pre-planning Teams above by June 1, 2011. Dean McNeece emphasized the importance of the planning grid and having it in the Dropbox by June. Dean Zhao will notify the Standard I, III, and IV teams about the deadline.

F. Writing Template for Individual Standard Pre-planning Team Updates – Michael and Val

Michael Heumann stated that the writing template is in the Editing Team folder in Dropbox. He explained that it's the same template the accreditation team has created and used. He notified members that the teams must submit more than one page in order for Valerie and him to work on. Valerie notified the members that she will have the template for citations by next week.

G. Faculty Working on CART after June 11, 2011 Updates – Kathy

Dean Zhao reported that Kathy indicated she would have a definitive answer next week.

H. Other

None.

Adjournment

The meeting was adjourned at 10:46 a.m. Next meeting: June 3, 2011.