Continuous Accreditation Readiness Team (CART)
Approved Minutes
Friday, March 16, 2012, 10:00 a.m.
Board Room

Attendees: <mark>present in yellow</mark>

Administrative Council Management Council		Instructional Council (Non-Administrative)	Other Members
Alfredo Cuellar	Sergio Lopez	Angie Ruiz	Trini Arguelles, Lead Counselor#
Betty Kakiuchi	Taylor Ruhl	Becky Green	Alex Cozzani, Teaching Faculty
Bill Gay	Ted Ceasar	Bruce Seivertson	Eric Lehtonen, Academic Senate President
Brian McNeece#	Tim Nakamura	Carol Hegarty	Jessica Waddell, College Council President
Carlos Fletes	Tina Aguirre	Cathy Zazueta	Oscar Hernandez, Teaching Faculty
Dawn Chun	Todd Evangelist	Daniel Gilison	Jim Fisher, Teaching Faculty
Efrain Silva	Todd Finnell *	David Drury	Bradford Wright, Teaching Faculty
Gloria Carmona	Travis Gregory*	David Zielinski	Grace Espinoza, Classified
Gordon Bailey	Victor Jaime*	Edward Wells	Carol Lee, Non-Teaching Faculty
Jeff Cantwell	John Lau*	Jose Lopez	Norma Nunez, Non-Teaching Faculty
Lisa Seals	Janis Magno*	Jose Ruiz	Mary Carter, Confidential
Omar Ramos	Kathy Berry*	Krista Byrd	Alberto Izarraraz, ASG Representative
Rick Webster		Kseniya Gregory	Paige Lovitt, Non-Teaching Faculty
		Michael Heumann	Patricia Robles, Classified
		Rick Castrapel	Toni Gamboa, Classified
	*Executive Council	Rick Goldsberry	Jeff Beckley, Teaching Faculty
	# CART Co-chair	Terry Norris	Kevin Marty, Teaching Faculty
		Toni Pfister	Emily Bill, Adjunct Non-Teaching Faculty

Recorder: Linda Amidon

CALL TO ORDER
Co-chair Brian McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:05 a.m.

AGENDA ITEMS/DISCUSSION
A. Review of Last Meeting Notes (in Dropbox) – Brian McNeece
- M/S/C Castrapel/Byrd to approve the minutes of the March 9, 2012, meeting as presented

B. Report from Attendees of ACCJC Training of March 9, 2012 – Kathy, Ted, Linda:
- Cal-PASS is available to all districts; users must sign an agreement that data will not be released to the news media
- the Commission wants to see tables in program review and institutional planning documents that show what has been accomplished
- the Commission wants to see evaluation of processes; in order to show evidence of Sustainable Continuous Quality Improvement, program review and planning must be an ongoing process in which an institution continuously looks at and analyzes data to make improvements
- program review and planning processes at most California community colleges are generally very similar (in comparing IVC's program review processes with those of other colleges, it became apparent that IVC's annual program review process has become mechanical: programs just enter their budgets for the next year without assessing their programs; IVC's program review and planning processes need to be revamped)

- other schools tie PLOs to success and retention rates (IVC will use success rates, student satisfaction surveys, and look at trend data)
- IVC has too many "programs", e.g., Astronomy is not a program, the Astronomy course is part of the General Education and science programs
- Rancho Santiago Canyon Community College is a good model for assessment of PLOs

C. **Regular Discussion: Endnotes, Guide Questions, Links, Evidence – All**
- no discussion

D. **Update on Previous Discussion Items**
1. **Repository for General Evidence, SLO/SAO – Linda Amidon, Brian McNeece:**
   a. **Training for Uploading and Architecture of Site – Brian McNeece:**
      - Omar Ramos created a repository for accreditation evidence; Brian added an evidence folder for every standard team and for WASC Guides; Brian provided a demonstration on how to navigate through the repository
      - discussion held regarding whether to link to a website or link to the evidence list; Linda Amidon explained the process followed for the 2010 mid-term report: all evidence was included in the repository and documents were linked to the evidence list/repository; some evidence consisted of a coversheet with a link to IVC's or other website
2. **Cycle Assessment Report – Brian McNeece on behalf of Toni Pfister:**
   - PLOs should be on every program website prior to the Accreditation Team visit
   - PLOs will be added to the IVC General Catalog by 2013-2014
   - Toni working with IT to design a Sharepoint Repository for Cycle Assessments
   - the current SLO assessment cycle was recently closed out; 44% of courses have completed cycle assessments (CART members found this to be too low; VP Berry suggested that departments are likely completing cycle assessments but not completing the paperwork)
3. **Building standards into mission statements for each committee – Brian McNeece:**
   - a College Council subcommittee was established to address this issue
   - Brian noted that visits with each committee are needed
4. **Campus – wide Dissemination of CART News – Brian McNeece:**
   - requested committee input for a newsletter
   - described items that would be included in the newsletter
   - emphasized the importance of documenting that dialogue is taking place
   - will send a draft newsletter to the committee for feedback
5. **Substantive Change Proposals – Kathy Berry:**
   - one substantive change proposal has been completed to date
   - proposals are due next week
   - drafts will be submitted to the Commission beginning next week
6. **Attendance Patterns of CART Meetings – Brian McNeece:**
   - would like to send a checklist to CART to show attendance

E. **Update from Team Leads- When did you last meet and when will you again meet?**
1. **Standard I.A – Alex Cozzani:** No report
2. **Standard I.B - Efrain Silva (Absent):** No report
3. **Standard II.A – Brian McNeece:** Compared draft with Westhills College self evaluation and noted differences. Recommended that SII.A team leads review Mt. San Jacinto and Weshills College self evaluation and report.
4. **Standard II.B – Ted Ceasar:** Will have fully completed by early next week.

5. **Standard II.C - Taylor Ruhl (Absent).** Exchanges between editors and lead have taken place
6. **Standard III.A - Travis Gregory (Absent).** No report
7. **Standard III.B - John Lau (Absent).** No report
8. **Standard III.C - Todd Finnell (Absent).** Exchanges between editors and lead have taken place
9. **Standard III.D – John Lau (Absent).** No report
10. **Standard IV.A – Kathy Berry:** No report
11. **Standard IV.B – Jan Magno:** No report

F. **Review of Timeline to Prepare for Team Visit March 2013 – Brian McNeece:**
- no changes made to timeline
- encouraged standard teams to submit drafts to the editors

G. **Other**
- no discussion

H. **Next Meeting April 6, 2012 10:00 a.m. Board Room**

ADJOURNMENT
- The meeting was adjourned at 10:55 a.m.