



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, March 24, 2015, 3:30 p.m., Board Room**

<b>Administrative Council</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye – VP ("Dr. Nick", CIO/ALO)	<input type="checkbox"/> John Lau – VP	<input type="checkbox"/> Sergio Lopez-Interim VP	<input checked="" type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre – Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon – Dir.	<input type="checkbox"/> Jeff Cantwell – Dir.	<input type="checkbox"/> Gloria Hoisington– Dir.
	<input type="checkbox"/> Jose Carrillo – Dir.	<input type="checkbox"/> Jeff Enz – Dir.	<input type="checkbox"/> Carlos Fletes – Dir.	<input type="checkbox"/> Becky Green – Dir.
	<input type="checkbox"/> Betty Kakiuchi – Dir.	<input type="checkbox"/> Omar Ramos – Dir.	<input type="checkbox"/> Lisa Seals – Dir.	<input type="checkbox"/> Rick Webster –Dir.
	<input type="checkbox"/> Bill Gay – PR Consult.			
<b>Instructional Council (Dept. Chairs and Coords.)</b>	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Craig Blek	
<b>Other</b>	<input checked="" type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe (NT)
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input checked="" type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
<b>Visitors:</b>				
<b>Recorder:</b>	Tina Aguirre	Brian McNeece		

- A. Call to Order – Brian McNeece
  - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:35 p.m.
- B. Review and Approval of Minutes of March 3, 2015, Meeting – Co-Chair McNeece
  - M/S/C Aguirre/Carreon to approve the minutes of the March 3, 2015, meeting as presented
- C. Update on Previous Discussion Items
  1. Report from Site Visit of March 16-17, 2015 – CIO/ALO Dr. Nick, Dean/Co-Chair Aguirre
    - The committee received a summary of the ACCJC visit:
      - The visit team members were impressed with the work completed by the District and provided positive feedback
      - SPOL was the focus of the team’s follow-up questions
      - The team was also very interested in the Enrollment Management processes and updates on the college’s fiscal status
  2. Status of 2012 Self-Evaluation Report Actionable Improvement Plans – Co-Chairs McNeece and Aguirre
    - The committee’s next steps include preparing the Midterm Report, which will address activity completed on the 2012 Actionable Improvement Plans and update with summaries or brief review of the status on the other five recommendations from the site visit team of March 2013
    - The committee reviewed highlights of the 2012 Actionable Improvement Plans and received a status report on the plans:
      - II.A.6. PLOs for all programs is in progress, specifically on entering assessments in SPOL
      - II.A.6.c. Developing and codifying roles and procedures specific to updating the District website and roles and procedures; membership for the Marketing

Committee and its role has been completed and was presented at College Council on March 23, 2015

- III.A.5.a. Campus Hour and Professional Development changes – 4 days a week and hour change approved by Board between November and January; surveys of students, staff, faculty, and administrators sent via email March 23, 2015
  - III.B. Evidence needed for regular safety inspections; Fire Department has a routine inspection cycle which Director of Maintenance Rick Webster may have
  - III.D.1.a. The college now has a growing, not declining, student population
3. Report from START Committee/FCMAT Recommendations – START Co-Chair Martha Garcia
- Committee received an update on the FCMAT recommendations:
    - 40% of the recommendations have been addressed and resolved completely
    - All action plans are available in the President’s Office and have been assigned to area leads; the area leads will be responsible for follow-up for ongoing compliance or further resolution as some of these will take time to complete; follow-up will take place at the President’s Cabinet level
    - The START Committee will be suspended once Co-Chair Garcia has submitted a final summary to the President’s Cabinet with evidence; Co-Chair McNeece asked that a summary be sent to CART with correlation to the 2012 Actionable Improvement Plans as appropriate
4. Institutional Effectiveness Progress Report – EMPC Co-Chair/Dean Ceasar
- Director of Institutional Research Jose Carrillo is still gathering data from SPOL and will be summarizing the data shortly
  - Co-Chair McNeece asked that all Chairs and Coordinators discuss SPOL status at each department meeting and at Instructional Council
5. EMPC – CART: Mission, Vision, and Values Task Force – Co-Chair McNeece
- Task Force members McNeece and Gaylla Finnell are seeking a Board member to serve on the Task Force to update the college’s Mission, Vision, and Values
6. Student Survey Task Force – Co-Chair McNeece, Math Dept. Chair Leon
- The data from the Student Survey of November 2014 has been released to a task force for summary and statistical correlation; member Leon anticipates an initial draft of the data summary will be available by the end of this week
  - Once the data summary is final and complete, the results will be sent to the entire campus, including students to ensure they receive feedback
- D. New Discussion
1. 2015 ACCJC Annual Report Due March 31, 2015 – CIO/ALO Dr. Nick
- The ACCJC Annual Report is nearly final; all of the various reporters have completed their assignments; the report will be submitted within the next week
2. Goals for Institutional Effectiveness Partnership Initiative – Co-Chair McNeece
- i. Four basic indicators, plus Student Learning Outcomes (Assessment)
  - ii. Letter of interest for Team Visit - \$150,000 seed money
    - Legislature has provided \$2.5 million per year to help California Community Colleges improve effectiveness across the state
    - The framework has a total of 18 indicators; four of the Overarching Indicators are listed below, and the 18 indicators are found within each of these areas
      - Completion Rates
      - Accreditation Status
      - Fund Balance

- Overall Audit Opinion (Audit Findings)
  - The college must set goals for the four overarching indicators and submit to the Chancellor's Office by June 15, 2015; the Chancellor's Office will post the goals by June 30, 2015
  - Director of Application Services Jeff Cantwell suggested the college record a baseline status on all 18 separate indicators
  - The Institutional Effectiveness Partnership Initiative provides up to \$150,000 to engage peer experts to help a campus with its goals to improve institutional effectiveness
  - The CEOs from 16 Colleges completed their letters of Interest to engage a team; IVC needs to send its Letter of Interest soon
  - The site visits from expert teams will begin in April of this year.
- E. Adjournment
- The meeting was adjourned at 4:12 p.m.
- F. Next Meeting
- CART meets the first and third Tuesday of each month at 3:30 p.m. in the Board Room
  - **The next regular meeting: Rescheduled from April 7, 2015 (falls during spring recess) to April 21, 2015, 3:30 p.m., Board Room**