



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, October 4, 2016, 3:30 p.m., Room 304A**

Voting Members	<input checked="" type="checkbox"/> Nick Akinkuoye - CIO/ALO	<input type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> Everardo Inzunza - Dean	<input checked="" type="checkbox"/> Lennor Johnson-Dean/SEMPC Co-Chair
	<input checked="" type="checkbox"/> Efrain Silva - Dean	<input type="checkbox"/> David Drury - Dean	<input checked="" type="checkbox"/> David Zielinski - Dean	<input type="checkbox"/> Adriana Sano - Conf. Rep.
	<input checked="" type="checkbox"/> James Patterson, Accreditation Coordinator	<input checked="" type="checkbox"/> Erika Aguilar - College Council Rep/Classified Rep	<input type="checkbox"/> Academic Senate Faculty Rep	<input type="checkbox"/> Academic Senate Faculty Rep
	<input checked="" type="checkbox"/> Jose Velasquez (Chair)	<input checked="" type="checkbox"/> Allyn Leon (Chair)	<input checked="" type="checkbox"/> Andrew Robinson (Chair)	<input checked="" type="checkbox"/> Sydney Rice (Chair)
	<input checked="" type="checkbox"/> Michael Heumann (Chair)	<input checked="" type="checkbox"/> Trini Arguelles (Coordinator)	<input type="checkbox"/> Classified Manager Rep	
	<input type="checkbox"/> Benjamin Barajas-ASG Rep			
Consultants	<input type="checkbox"/> Victor Jaime - CEO	<input type="checkbox"/> John Lau - CBO	<input type="checkbox"/> Martha Garcia - CSSO	<input type="checkbox"/> Carlos Fletes - Dir.
	<input type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Kevin Howell-SLO Co-Coord.	<input checked="" type="checkbox"/> Jill Kitzmiller-SLO Co-Coord.	<input type="checkbox"/> Audrey Morris - BSI Coord.
	<input checked="" type="checkbox"/> Xochitl Tirado-DE Coord.	<input checked="" type="checkbox"/> M. Wainwright-CTA Rep		
Visitors:				
Recorder:	Linda Amidon			

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:30 p.m. by CART Co-Chair/Accreditation Coordinator, Dr. James Patterson.
- Co-chair Patterson introduced and welcomed Interim Dean of Counseling Dr. Lennor Johnson.

B. Review and Approval of Minutes of February 26, 2016, Meeting

- Co-chair Patterson provided a brief summary of the last meeting with updates.
- The minutes were revised to reflect attendance by Mary Jo Wainwright as a CTA Representative, a consultant to CART, not a voting member; the faculty representative vacancies will be selected by the Academic Senate at its meeting tomorrow.
- The minutes of the September 20, 2016, meeting were approved as modified.

C. Presentation of 2014 Standard 1

- Dr. Nicholas Akinkuoye, Vice President for Academic Services and Accreditation Liaison Officer, presented a PowerPoint on Accreditation Standard 1.
 - Standard I is composed of three sections: A. Mission; B. Assuring Academic Quality and Institutional Effectiveness; C. Institutional Integrity.
 - Several key words are highlighted throughout Standard 1, including: quality; mission; demonstrates; data (disaggregated, quantitative, qualitative); continuously; improves.
 - The importance of documenting dialogue in minutes was emphasized, as minutes serve as evidence to support statements made in the self-evaluation.
- SEMPC Co-Chair Dean Silva stated that the college's mission statement was reviewed during the process of revising the Strategic Educational Master Plan, which included a visioning process in the community, and a determination was made to keep the mission statement as is.
- It was noted that disaggregated data is provided to the department chairs for program review.
- Recommendation was made to focus on the Strong Workforce grant activities in the comprehensive self-evaluation.
- Co-Chair Patterson identified a need to start gathering formative data from writing team members in order to determine where the college currently stands with the Accreditation Standards.

D. Update on Previous Discussion Items

1. SLO/PLO Report

a) What's been done?

b) What needs to be done?

- SLO Co-coordinator Jill Kitzmiller reported the following:
 - Discussion is taking place regarding the information needed for the annual accreditation report due in March;
 - Activities to gather ILO and PLO data are planned, including online surveys and a “meet the graduates” activity that will take place at the end of the spring 2017 semester;
 - Preliminary studies on cross-disciplines are being conducted: Kevin Howell is working with English and Political Science faculty, while Jill Kitzmiller and Jill Nelipovich, Math faculty, will work with Science faculty;
 - SLO Co-coordinator Howell plans to attend an SLO workshop in February;
 - A feature in the Strategic Planning Online (SPOL) Assessment module has been activated for input of qualitative data;
 - The SLO Co-Coordinators will conduct SPOL assessment training in late November.
 - ✓ Co-Chair Patterson offered to work with Kevin Howell to help him prepare for the training.

2. SPOL Report

a) Update on Program Review Process and Deadlines

- Director of Institutional Research Jose Carrillo was unable to attend today's meeting.

3. Substantive Change Status Check

a) Distance Education

- Distance Education Coordinator Xochitl Tirado has begun review of the substantive change proposal materials provided to her; her goal is to complete and submit the substantive change proposal by the March 2017 deadline for the Substantive Change Committee's meeting in April.

b) Inmate Education

- No update available.
- Substantive change proposal information has been provided to CSSO Dr. Martha Garcia; Co-chair Patterson will touch base with Dr. Garcia regarding the report.
- It is presumed that the Minority Male Collaborative Coordinator position would be responsible for writing the substantive change proposal.
- Dr. Nick reported on the status of the pilot program at the two local state prisons: Two classes (History and Psychology) will be offered at each prison beginning October 10, 2016; faculty has received the required training. Next semester two additional courses will be offered at each prison. The Imperial County Sheriff's Office is interested in offering CTE lecture courses at the Imperial County Jail and proposed busing students to the IVC main campus for lab classes.

4. Self-Evaluation Process and Timelines

- The first step in the writing process is to establish writing teams. Dr. Nick and Co-Chair Patterson are in the process of determining the number of writing teams needed and establishing administrative assignments for the different components.
- Co-Chair Patterson provided a general timeline for completion of the self-evaluation report.
 - Administrative assignments confirmed by President's Cabinet by November 1, with faculty and staff added to the teams thereafter.

- Start the drafting phase early.
- Have a finished draft report by June 1, 2018.
- Have a polished draft report by late August 2018.
- Send report to participatory governance and other groups in November 2018.
- Send report to Board in December 2018 for evaluation team visit in March 2019.

E. New Discussion

1. Strategic Educational Master Plan

- Dr. Johnson has been apprised of his role on the SEMP Committee.
- SEMPC Co-Chair Silva mentioned at the last CART meeting that the committee would begin meeting once Dr. Johnson arrived.
- The SEMPC is tasked with measuring progress on the SEMP objectives.
- Co-Chair Patterson noted the correlation between the SEMP and the self-evaluation report: many of the accreditation materials will document what we're doing with the SEMP, how it's being planned, and how the plan is being implemented.

2. Crosswalk of all Plans (SEMP, IT, SE, SSSP, etc.) and Planning Calendar

- ACCJC requires institutions to show coordination and integration of planning; this process is underway at IVC with conversations taking place between SE and BSI committees, and cooperation with SSSP. The "Think Tank" will also be part of this process as it has been tasked with analyzing current practices and recommending new concepts.
- IVC's Team-Up calendar is more of an activity calendar overseen by the Dean of Student Affairs and Enrollment Services.
- The purpose of the crosswalk is to show alignment and integration of IVC's plans, communication between plans, the effect on each other, and impact on the budget process.
- Oversight of the crosswalk process has not been determined; at some institutions, a position similar to IVC's Minority Male Collaborative Coordinator usually has oversight.
- Two additional plans were identified for inclusion in the crosswalk: BSI and CTE (Strong Workforce).
- Co-chair Patterson will collect the current plans and set up a calendar of committee meeting dates; English Department Chair Michael Heumann and Dean of Student Affairs and Enrollment Services Everardo Martinez-Inzunza volunteered to work with Co-Chair Patterson on the crosswalk.

F. Adjournment

- The meeting was adjourned at 4:29 pm.

Next Meeting

- October 18, 2016.