



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, February 28, 2017, 3:30 p.m., Room 804**

Voting Members	Consultants
Dr. Nick Akinkuoye – VP, Academic Services/ALO	Dr. Victor Jaime – Superintendent/President
✓ Dr. James Patterson – CART Co-chair/Accred Coordinator	John Lau – VP, Administrative Services
✓ Tina Aguirre – Instructional Dean/CART Co-chair	Dr. Martha Garcia – VP, Student Services
Efrain Silva – Instructional Dean	Carlos Fletes – Director, Fiscal Services
✓ David Zielinski – Instructional Dean	Jose Carrillo – Director, Institutional Research
✓ David Drury – Interim Instructional Dean	Kevin Howell-SLO Co-Coordinator
Everardo Martinez-Inzunza – Student Services Dean	Jill Kitzmiller-SLO Co-Coordinator
✓ Dr. Lennor Johnson – Student Services Dean	Audrey Morris – Basic Skills Coordinator
✓ Allyn Leon – Chair, Math Department	✓ Xochitl Tirado – Distance Education Coordinator
✓ Andrew Robinson – Chair, Exercise Science Dept.	Kathy Rodriguez – CTA Representative
Jose Velasquez – Chair, Industrial Tech. Dept.	
✓ Dr. Michael Heumann – Chair, English	Visitors
Sydney Rice – Chair, ESL	✓ Mary Jo Wainwright - CTA
✓ Cuauhtemoc Carboni – Academic Senate Faculty Rep	✓ Kevin White, BSS Dept. Chair
Erika Aguilar – College Council and Classified Rep	✓ Jeff Enz, CTO
Jose Carrillo – Classified Manager Rep	
Adriana Sano – Confidential Rep	
Brianna Guzman – ASG Rep	Recorder
Kyle Deol – ASG Rep	✓ Linda Amidon

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:42 p.m. by CART Co-chair/Accreditation Coordinator Dr. James Patterson.
- Co-chair Patterson will participate in an accreditation visit next week at Mt. San Antonio College.

B. Review of Minutes from October 18, 2016 and December 6, 2016

- The December 6, 2016, meeting minutes were corrected to reflect the following revisions to the CART Bylaws: (1) remove reference to CART Co-chairs as voting members, and (2) the change in quorum to 51%.
- Co-chair Patterson will request from Director of Institutional Research Jose Carrillo a list of programs scheduled to complete comprehensive program review this year.

C. Update on Previous Discussion Items

- A brief review of Article VI: Amendments to the Bylaws took place, including a headcount of voting members present (eight), to ensure all provisions were met before voting on the following amendments to the Bylaws.

1. Amendment to CART Bylaws: Article II: Purpose

M/S/C Heumann/Carboni to approve the amendment to Article II: Purpose of the Bylaws to add “ and Academic Senate”. The motion carried with six votes.

- ✓ The purpose statement of the Bylaws will now reflect that CART serves in an advisory capacity to President’s Cabinet and Academic Senate.

2. Amendment to CART Bylaws: Article IV: Membership

M/S/C Heumann/Leon to approve the amendment to Article IV: Membership of the Bylaws as discussed. The motion carried with 7 votes.

- ✓ Co-chair Patterson stated the purpose of the change is twofold:
 - 1) To designate the six deans as consultants to CART so they won’t be required to attend all CART meetings. Two deans would continue to attend CART meetings under the

revised membership: Dean Tina Aguirre as CART Co-chair (non-voting member) and Dean Dr. Lennor Johnson as SEMPC Chair (voting member).

- 2) To open the door for additional faculty and staff to participate on CART as non-voting members; the Bylaws currently limit the number of faculty and staff that can serve on CART; another benefit is it places the onus on faculty as primary members on CART which better fulfills the 10+1.

3. Amendment to CART Bylaws: Article V.C. Quorum

M/S/C Leon/Heumann to approve the change to Article V.C of the Bylaws to change the quorum from 33% to 51% as presented. The motion carried with 8 votes.

- ✓ The voting membership as revised consists of ten members.
- It was noted that current policy reflects a representative of CTA as a member of CART; CTA President Mary Jo Wainwright recommended that the CART membership be revised further to add a CTA representative as a consultant. This recommendation will be presented as a further amendment to the Bylaws at the next meeting in March; thereafter, the amended Bylaws will be forwarded to President's Cabinet and Academic Senate for approval.

4. Substantive Change Status Check

a) Distance Education – DE Coordinator

- A draft proposal to expand the distance education program was submitted to ACCJC for input and a response is pending; the final report is due March 7, 2017; if we don't hear back from ACCJC in time, the proposal will be submitted in its current state.
- Former DE Coordinator David Zielinski provided a brief background on the initial distance education substantive change proposal submitted in 2012.

b) Inmate Education – CSSO

- VP of Student Services Dr. Martha Garcia is currently working on the proposal.
- Co-chair Patterson expressed concern regarding the prison program.

D. New Discussion

1. Review of Writing Teams & Assignments for Spring 2017

- ✓ Prior to the meeting Co-chair Patterson had requested team leads to provide updates, including identification of team members, and four Standards the team will work on this spring.
- ✓ There are a total of 122 Standards; if the 11 teams complete four Standards this spring, 44 Standards will have been drafted this semester.
- ✓ The goal is to have the final draft of the self-study completed by June 2018.
- ✓ A review of writing teams and assignments for spring 2017 was conducted and updates provided:

Eligibility Requirements (ERs), Quality Focus Essay (QFE), Commission Policies and Federal Regulations

– Leads: CART Co-chairs Patterson and Aguirre. Work on ERs 1-5 will take place in spring 2017; the policies and regulations over the summer and fall 2017, and the QFE in spring 2018; Co-chair Patterson stated that ACCJC will look at IVC's QFE when the Midterm Report is submitted; he will ask Academic Senate to discuss a quality focus area in instructional programs, and ask College Council to look at other operational areas.

Standard IA – Lead: Dr. Martha Garcia; Team Members: Efrain Silva, Dr. Lennor Johnson, Trini Arguelles, Adrianna Sano, Carol Cortes-Ramirez; Eduardo Pesqueira, Irene Drye, Bianca Bisi. There are four Standards under Standard IA.

Standard IB – Lead: Efrain Silva. Dean Silva will notify Co-chair Patterson which four of the nine Standards he will work on during spring.

Standard IC – Lead: Dr. Lennor Johnson. Team Members: Monica Minor, Jose Plascencia; he is awaiting responses from three additional prospective members. The team has met.

There are 14 Standards under Standard IC; the four Standards the team will focus on this spring include Standards 4, 5, 7, 11.

Standard IIA – Lead: David Drury; Team Members: Temo Carboni; he will follow-up on the invitations sent to prospects. He has not identified which four of the 16 Standards the team will focus on this spring.

Standard IIB – Lead: David Zielinski; Team Members: Cathy Zazueta, Frank Hoppe, Josue Verduzco. There are four Standards under this Standard.

Standard IIC – Lead: Everardo Martinez-Inzunza. Co-chair Patterson will follow up with Dean Martinez-Inzunza.

Standard IIIA – Lead: John Lau, Acting CHRO. Co-chair Patterson will conduct a presentation to John Lau and team on the 15 Standards to assist them in developing a plan of action. There are 16 Standards under Standard IIIA.

Standard IIIB – Lead: Rick Webster. Standard IIIB consists of four Standards. The Academic Senate for California Community Colleges (ASCCC) recommends that committees that oversee physical resources write the responses to the Standards. Co-chair Patterson will attend the next meeting of the Facilities and Environmental Health and Safety Committee to make this recommendation.

Standard IIIC – Lead: Jeff Enz. Standard IIIC consists of five Standards. The same ASCCC recommendation also applies to this Standard. Co-chair Patterson will meet with CTO Jeff Enz and attend the next meeting of the Technology Planning Committee.

Standard IIID – Lead: John Lau Co-chair Patterson. Standard IIID consists of 16 Standards. Co-chair Patterson has contacted Mary Carter, Administrative Assistant, regarding team members and four Standards to focus on this spring.

Standard IVA – Lead: Dr. Nicholas Akinkuoye (took over this assignment from Superintendent/President Dr. Victor Jaime). Standard IVA consists of seven Standards.

Standard IVB – Lead: Dr. Nicholas Akinkuoye. Standard IVB consists of six Standards.

Standard IVC – Lead Dr. Nicholas Akinkuoye. Standard IVC consists of 13 Standards.

Standard IVC – The Standard is for multi-college districts and is not applicable to IVC.

2. ACCJC 2017 Conference – Partners in Excellence: Co-Creating an Outstanding Student Experience, April 4-7, 2017, Irvine

- ✓ Co-chair Patterson will be attending the conference; CART members were encouraged to attend.

E. Adjournment

- The meeting was adjourned at 4:30 p.m.

Next Meeting: Tuesday, 21 March 2017, Board Room

2019 Comprehensive Institutional Self Evaluation Timeline

ACCJC site visit	Spring 2019
Board of Trustees approval	January 2019
Academic Senate second reading	7 November 2018
College Council second reading	5 November 2018
President’s Cabinet review	September 2018
CART final review/approval	August 2018
Final Draft to CART	1 June 2018
Introduction, Presentation of Student Achievement Data and Institution-set Standards, Organization of Process, Organizational Information, Certifications, Draft Standards 97-122,and Quality Focus Essay	Spring 2018
Draft Standards 49-96	Fall 2017
Draft Standards 1-48	Spring 2017