



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, May 2, 2017, 3:30 p.m., Board Room**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)	Consultants
✓ Dr. Nick Akinkuoye – VP, Academic Services/ALO	Dr. Victor Jaime – Superintendent/President
✓ Sydney Rice – Dept. Chair, ESL	John Lau – VP, Administrative Services
✓ Andrew Robinson – Dept. Chair, ESW	Dr. Martha Garcia – VP, Student Services
Dr. Michael Heumann – Dept. Chair, English	Efrain Silva – Dean, Economic & Workforce Dev.
Allyn Leon – Dept. Chair, Math and Engineering	Tina Aguirre – Dean, Health & Public Safety
Jose Velasquez – Dept. Chair, ITEC	✓ David Zielinski – Dean, Arts, Letters & Learning Services
✓ Dr. Lennor Johnson – SEMPC Co-Chair	✓ David Drury – Dean, Math & Sciences
✓ Efrain Silva – SEMPC Co-Chair	Dr. Lennor Johnson – SEMPC Co-Chair
✓ Cuauhtemoc Carboni – Academic Senate Faculty Rep	_____ - Dean, Student Affairs & Enroll. Services
Erica Aguilar – College Council Rep	Carlos Fletes – Director, Fiscal Services
Kyle Deol – Associated Student Government Rep	Jose Carrillo – Director, Institutional Research
	Kevin Howell – SLO Co-coordinator
	Jill Kitzmiller – SLO Co-coordinator
CART Co-Chairs	Audrey Morris – Basic Skills Coordinator
✓ Dr. James Patterson – Accreditation Coordinator	✓ Xochitl Tirado – Distance Ed Coordinator
✓ Tina Aguirre – Dean, Health & Public Safety	Kathy Rodriguez – CTA Representative
Visitors	Recorder
✓ Mary Jo Wainwright – CTA	Linda Amidon
✓ Kevin White – Dept. Chair, BSS	

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:40 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

B. Update on Items

1. Update on Inquiry/Writing Teams

- Updates were provided for the following Standards:
 - Eligibility Requirements (ERs), Quality Focus Essay (QFE), Policies and Federal Regulations** – Co-chair Patterson has drafted the first five ERs which he will review with Co-chair Aguirre; he will work with Co-chair Tina Aguirre to make presentations to Academic Senate and College Council on the QFE; he recommends that the QFE be written late in the process; CART co-chairs will also respond to the nine policies and federal regulations.
 - Standard 1A Mission** – Dr. Lennor Johnson reported on behalf of Lead Dr. Martha Garcia: The team will meet May 4 to begin writing.
 - Standard IB Quality** – No report provided.
 - Standard IC Institutional Integrity** – Lead Dr. Lennor Johnson reported his team has finished writing the first set of four Standards; the team is in the process of working on the next set of Standards due in the fall.
 - Standard IIA Instructional Programs** – Lead Dave Drury reported that Andrew Robinson, Elizabeth Kemp, and Sydney Rice have joined his team; he is seeking a few additional members. Team members are in the process of reviewing the Standards.
 - Standard IIB Library and Learning Support Services** – Lead David Zielinski reported the team met last week and divided up the Standards. Dean Zielinski had inquiries regarding the deadline to submit Standard drafts, the format and style for the report.
 - Standard IIC Student Support Services** – Co-chair Patterson reported that CSSO Dr. Garcia will address this Standard.

Standard IIIA Human Resources – Co-Chair Patterson reported he met with Human Resources staff to review the 15 Standards and the general process of putting together the report; he will meet with HR staff again on May 19, 2017, to begin drafting.

Standard IIIB Physical Resources – Co-Chair Patterson has met twice with the FEHS committee. The committee went over first of four standards at the last meeting. He is searching for a mechanism to embed review of the Standards in the committee’s annual meeting calendar. He is working on a plan for FEHS with Director of Maintenance Rick Webster.

Standard IIIC Technology Resources – Co-chair Patterson reported he also searching for a mechanism to embed review of the Standards in the Technology Planning Committee’s annual meeting calendar. He is working on a plan for TPC with CTO Jeff Enz.

Standard IIID Financial Resources – Co-chair Patterson reported that Craig Blek and Matthew Thale are working on the Standards with CBO John Lau. He will follow up with CBO Lau.

Standard IVA Decision Making; Standard IVB Chief Executive Officer; Standard IVC Governing Board – Lead Dr. Nicholas Akinkuoye reported that one member withdrew from the team. He has requested drafts from members.

2. **Deadline for Submission from Inquiry/Writing Teams for This Semester**

- The deadline to submit draft responses to four Standards is June 5, 2017, by 5:00 p.m. Links to the evidence are not required at this time, evidence need only be identified in the drafts. Co-chair Patterson will send email to Team Leads with the deadline and a request to submit drafts to the CART Co-chairs and Linda Amidon.
- Co-chair Patterson reviewed the drafts of the ERs with the committee to demonstrate how to identify evidence in the drafts. He stated the drafts should include two pieces: (1) evidence of meeting the Standard, and (2) analysis and evaluation. Co-chair Patterson would like the writing teams to identify all applicable actions plans or needs and concerns in their drafts, and CART will prioritize the plans.
- Co-chair Patterson shared information from the 2017 Accreditation Conference he attended on April 5. He stated that ACCJC does not want to see 500-page reports.
- Co-chair Patterson will edit the report in summer 2018 and present it to English Department Chair Dr. Michael Heumann, and Deans Zielinski and Drury for review before the report is presented to CART.

C. **Action Item:**

- The action item: ***“Motion to recommend to IVC Academic Senate that all instructional department chairs and coordinators be directed to provide periodic reports on Student Learning Outcomes Assessment Cycle (closing the loop) to CART. CART would take on the responsibility to monitor and ensure that changes are made to classroom instruction, based on assessment data, to improve student learning and achievement.”***
- The action item was a suggestion made at the March 21, 2017 CART meeting.
- Co-chair Patterson explained that the Standards in place at the time the 2012 Self Evaluation was written identified a level of proficiency in SLOs for each institution. These levels are not in the 2014 Standard because the assumption is that all colleges are at the proficiency level in SLOs.
- When the evaluation team visits IVC in spring 2019 they want to see evidence that faculty has collected the data, discussed the data, agreed to some modification in instruction, implemented the change in instruction, and collected new data and evaluated that data. They want to see that loop twice. The motion is to allow CART to begin working with faculty to get there.
- SLO Co-coordinators Kevin Howell and Jill Kitzmiller have expressed their opinions regarding the motion in a joint email to Dr. Patterson: 1) They understand the reasoning for forming this

committee for overseeing the SLO process for accreditation; they realize CART will have more authority than the SLO Coordinators; 2) they would like to be included in any forms or paperwork created and/or obtained to allow them to collaborate more efficiently with CART; 3) Kevin will be meeting with SPOL to learn how to download SLO reports for each department.

- Members expressed their concerns regarding the motion and current SLO issues:
 - there is a process in place already, why is another level of monitoring needed? Monitoring should be done by the SLO Coordinators
 - SLO assessments must be faculty driven
 - the SLOs Coordinators are playing an ancillary role in SLOs
 - the motion as written crosses the line into academic freedom
 - the SLO Coordinators aren't visible
 - the district has to oversee the SLO Coordinators
 - SPOL is a relational database that requires time, data management, and a lot of effort; the SPOL database wasn't broken, it was our lack of infrastructure to implement SPOL correctly that is causing issues now
 - the assessment tool is there, it's just a matter of ensuring that resources are available to make it SPOL sustainable
 - there has been inconsistency in the process of collecting data due to changes in SLO Coordinators
 - CART should serve as a consultant to the SLO Coordinators; the SLO Coordinators need to drive the process
 - SPOL isn't being utilized to its potential
- Co-chair Patterson requested that members provide him with a response to the following by the end of the week (i.e., by Friday, May 5): What advice do we give to Cabinet and Academic Senate in terms of SLOs and SAOs?

D. Adjournment

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

Next Meeting: Tuesday, May 16, 2017