



**Adopted Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, September 5, 2017, 3:30 p.m., Room 804**

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

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

B. Approval of Minutes from August 15, 2017

- The minutes of the August 15, 2017, meeting were approved as modified (i.e., minor revisions to item D)

C. Update on Items

1. ISER Goals for Fall 2017

- The following updates were provided:

Team Leads	Standards	Status
Tina Aguirre James Patterson	Federal Regulations and related Commission Policies (8)	Dr. Patterson gathered federal regulations for review; he and Dean Aguirre will work on Commission Policies this fall, and on the QFE in the spring
Martha Garcia Efrain Silva	I.A. Mission (Standards 1-4) I.B. Quality (4 remaining)	Dr. Garcia was not available to provide a report 5 remaining Standards will be completed by the end of fall
Lennor Johnson	I.C. Institutional Integrity (5 remaining)	Dr. Johnson will send the list of 5 Standards to be worked on this fall to Dr. Patterson
Dave Drury	II.A. Instructional Programs	Deans Drury and Zielinski will meet with the group to determine assignment of the remaining 12 Standards and will provide the assignments by September 19
David Zielinski	II.B. Library and Learning Services	All assigned II.B Standards have been drafted and submitted
?	II.C. Student Support Services	The dean hired will start in October or after the September board meeting; Dr. Patterson will meet with the new dean early
Clint Dougherty	III.A. Human Resources	

Rick Webster	III.B. Physical Resources	III.B.1 is done but won't be posted to D-ISER until the Facilities Plan is updated in October
Jeff Enz	III.C. Technology Resources	CTO Enz has drafted narrative for all 5 Standards for Technology Planning Committee review and action
John Lau	III.D. Financial Resources	Dr. Patterson has spoken with BFPC Co-chair Matthew Thale since the last meeting; he will continue discussions and provide an update at the next CART meeting
Nicholas Akinkuoye	IVA, IVB, IVC. Leadership & Governance	VP Akinkuoye was not available to provide a report

2. Substantive Change Proposal – Geography ADT

- The college received notice from Dr. Stephanie Droker of ACCJC that a substantive change report for the Geography ADT is not needed since the program consists of existing courses
- Linda Amidon provided a detailed background on the process surrounding the Geography ADT substantive change, chronologically from March 2017 through the end of August 2017, and cited the several attempts to communicate with ACCJC and the numerous written communications with Geography Associate Professor Austen Thelen
- Dean Aguirre reported that she had also submitted inquiry to Dr. Droker regarding a 17-unit POST course, and Dr. Droker responded with a request for information to conduct a “desk review”
- Exercise Science/Wellness/Sports Department Chair Andrew Robinson is developing a new Public Health Science ADT, and he wants to determine early whether a substantive change application will be required; Dr. Patterson will meet with Andrew after he reviews the new substantive change process
- CTA President Mary Jo Wainwright attributed Austen Thelen’s experience with the Geography ADT substantive change to miscommunication; she admitted she was unfamiliar with the details of the substantive change review process
- Dr. Patterson suggested developing a template for IVC that includes narrative required for all substantive changes for use in the future; Dr. Patterson and Linda Amidon will meet to review the new process in more detail

3. Daily ACCJC Standards to All Users

- Dr. Patterson has received two comments on two of the Standards (one related to Mission); he asked CART members whether he should present the comments to CART for discussion or to the Standard Lead; it was recommended that the comments be shared with the Standard Lead

D. Creating a Culture of Continuous Improvement

- Dr. Patterson has finished reading the book, *Transforming Schools: Creating a Culture of Continuous Improvement*, which explains the process for change; Dr. Johnson is also reading the book
- President’s Cabinet is reading *Redesigning America’s Community Colleges*, related to Guided Pathways
- Dr. Patterson will present to the Academic Senate tomorrow CART’s recommendation that IEPI Indicator 12 be accepted as an item for IVC’s Quality Focus Essay (QFE); Indicator 12 represents IVC’s overall institutional goal to increase completion rates for degrees, certificates, transfers; he noted that the *Redesigning* book adds a fourth goal: “a student’s educational goal;” he stated that IEPI is presenting guided pathways with a proposal to change regulatory language to add “or a student’s education goal”

- The QFE requires a detailed plan of action showing responsibility and timelines; if the Senate accepts IEPI Indicator 12 as a global goal, Dr. Patterson will work with the Senate on a plan of action to increase student completions – degrees, certificates, transfers, and other student educational goals to 50% (the rate is currently 47%); he anticipates that QFE discussion will lead to discussion on guided pathways
- CTA President Wainwright stated that IVC needs to “look at guided pathways first, understand it, and perhaps debate it;” it’s her understanding that Academic Senate has not jumped on the bandwagon; she asked whether guided pathways would help our students
- Dr. Patterson strongly believes guided pathways will be very good for our students and will increase completion rates; he explained the guided pathways concept was attempted several years ago under former CIO Kathy Berry when department chairs were asked to develop program pathways, which is guided pathways at an institutional level; he noted that IVC has already started some of the work towards guided pathways but the concept has not yet trickled down to all faculty and to staff
- Dr. Johnson explained that while a relatively new concept, schools that have implemented guided pathways have shown very positive results; the process is transformational and it will take a whole campus community to rally around it; he also strongly believes that guided pathways will be very good for all students

E. ISER Training in Irvine on September 20, 2017

- Several administrators and faculty are registered to attend the training; Temo Carboni will also be registered to attend

OTHER – Committee Self-Evaluation Form

- A question was posed to College Council recently regarding the committee self-evaluation form; the committee discussed the background of the committee self-evaluation form and process and noted the process was implemented in response to an ACCJC recommendation regarding Standard IV
- The relationship of the committee self-evaluation process to Accreditation Standard IB7 was cited: *Standard I.B.7 The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.*
- The committee self-evaluation process was described generally as “program review for committees”
- Since questions have arisen regarding the committee self-evaluation form, it is important for dialogue to take place to remind committees why the committees complete the self-evaluation form and the purpose of the process

OTHER - CART Mission

- Committee members were asked about the origin of the CART Mission; Linda Amidon explained that the statement was initiated by former Accreditation Coordinator/CART Co-chair Brian McNeece; she will provide documentation to Dr. Patterson; committee members were asked to review the CART Mission

F. Adjournment

- The meeting was adjourned at 4:12 p.m.

Next Meeting: Tuesday, October 3, 2017 (several CART members will be traveling on September 19, 2017, to attend the September 20 ACCJC ISER Training)