

**Continuous Accreditation Readiness Team (CART)**  
**Friday, May 6, 2011, 10:00 a.m.**  
**Board Room**

**Attendees:**

Alex Cozzani	David Zielinski	Janis Magno
Michael Heumann	Edward Wells	Jeff Cantwell
Kevin White	Eric Lehtonen	John Lau ( <i>Mary Carter</i> )
Alfredo Cuellar	Jose Lopez	Kathy Berry
Becky Green	Jose Ruiz	Lianna Zhao
Betty Kakiuchi	Krista Byrd	Lisa Seals
Bill Gay	Kseniya Kareva	Rick Webster
Brian McNeece	Rick Goldsberry	Sergio Lopez
Carlos Fletes	Victor Jaime	Taylor Ruhl
Dawn Chun	Vikki Carr	Ted Ceasar
Ed Gould	Bruce Seivertson	Tim Nakamura
Efrain Silva	Terry Norris	Tina Aguirre
Carol Hegarty	Toni Pfister	Todd Evangelist
Cathy Zazueta	Valerie Rodgers	Todd Finnell
Daniel Gilison	Gloria Carmona	Travis Gregory ( <i>Jessica Waddell</i> )
David Drury	Gordon Bailey	Alberto Izarraraz (ASG Rep)

**Call to Order**

Kathy Berry, Vice President for Academic Services, called the meeting to order at 10:05 a.m. She introduced volunteer CART co-chairs Lianna Zhao, Dean of Science, Math and Engineering, and Brian McNeece, Dean of Arts & Letters. VP Berry explained that she will continue as the Accreditation Liaison for the college, as this is a major duty of the Vice President.

Dean Zhao thanked committee members in advance for helping and supporting the co-chairs and CART activities.

**A. Report on April 22, 2011 Accreditation Self evaluation Workshop**

Workshop participants shared their observations about the workshop and the information they obtained:

- The workshop was different from other accreditation self evaluation workshops in that the Commission went over in detail the specific expectations of institutions.
- Data is extremely important. The workshop provided a better understanding of the data required for each standard. The Commission wants to see both qualitative and quantitative data as evidence.
- By fall 2012 all region community colleges must be at the proficiency level for SLOs and SAOs. To be considered at the proficiency level, a college must show evidence that SLOs and SAOs are woven into all processes.
- In fall 2012 all community colleges will be required to complete an SLO report similar to the annual accreditation report and annual fiscal report which are submitted every June. The Commission will use the SLO report to determine where colleges are with their SLOs/SAOs. Colleges below the proficiency level will automatically be sanctioned.
- There are some problems with the Commission's rubric for SLOs and SAOs. The Commission has acknowledged the issues but the issues won't be corrected.
- The Commission cautioned colleges that it will look closely at the financial stability of institutions to ensure that colleges are not using reserves for ongoing costs. Colleges with reserves below 5% will automatically be sanctioned. The Commission will be looking for a college's financial stability plan.
- Several colleges have been sanctioned for having dysfunctional Boards. Others have received warnings for interfering with hiring. Board members are restricted from acting individually. College governing boards only sets policy; they are prohibited from being involved in the day-to-day operations of the college.

- The Commission has replaced the term “self-study” with “self evaluation.”
- A functional map showing who does what is required.
- A well organized evidence repository is a must. The Commission will provide a list of evidence it wants to see (hard copy and electronic formats) in advance of the visit.
- The self evaluation is due in January 2013. The evaluating team will visit IVC in spring 2013. (IVC initially understood that the self evaluation report was due, and the visit would take place, in fall 2012. With a January 2013 due date, the Board won’t have to certify the report until December 2012.)
- The workshop gave attendees some good ideas:
  - Encourage the use of Moderated All Users listserve and use of the archiving feature to archive emails that could be used as accreditation evidence.
  - Encourage the use of the terms “accreditation” and “SLOs/SAOs” as words of the day at all meetings as meeting minutes will be used as evidence.
  - Include a prompt in the comprehensive program review form that will address how SLOs have impacted program decisions. Include statements such as, “based on an evaluation of SLOs identified for this program, we made the decision to. . .”
  - Develop a list of statistical data that the Commission expects a college to provide as evidence and work with program heads to determine individual program data needs.
  - Start the self evaluation process early.

**B. Accreditation Standards Pre-planning Team Reports**

CART members reviewed team membership composition, progress checklist, self evaluation timeline, and an accreditation standard grid developed by Daniel Gilson.

Standard I.A Alex Cozzani volunteered to serve as Standard Lead (replaced Efrain Silva who is now Standard I.B Lead), but his participation on Standard II.A will be limited. He has begun looking at the self evaluation reports of other colleges. Co-Chair Zhao will seek volunteers to assist Alex with Standard I.A.

Standard I.B Efrain Silva will serve as Standard Lead.

Standard II.A Several members were added to the team. Dean Zhao and Dean McNeece presented a grid developed by Daniel Gilson for use by Standard Leads as a pre-writing tool. Members agreed that the grid would be helpful in writing the self evaluation and would also serve as a tool to show processes for making decisions.

Standard II.B Lead Ted Ceasar reported that Sergio Lopez was added to the Team. Team members received a copy of the Standard subsections.

Standard II.C Members Terry Norris and Bruce Seivertson reported that the team has met once already and is scheduled to meet every Monday.

Standard III.A Jessica Waddell was added to the team.

Standard III.B Member Mary Carter reported that the team will meet Monday.

Standard III.C Linda Amidon stated she had received a written report from Lead Todd Finnell indicating that Tina Aguirre and David Zielinski were coordinating the team’s work and could provide an update; however, both were absent from today’s meeting.

Standard IV.A VP Berry replaced Bill Gay as Lead. Jessica Waddell replaced Michael Heumann as College Council Chair.

Standard IV.B VP Victor Jaime will replace Bill Gay as Lead.

Discussion was held regarding the June 1 due date for the first draft of standard sections. The committee agreed to postpone the first draft of the standard sections until July 1 since a template for the self evaluation report hasn't been developed. The committee requested that the self evaluation writing team provide a template by June 1. The committee also agreed to utilize the grid template developed by Daniel Gilson and that all standard teams complete a grid by June 1.

**C. Meeting Dates and Time**

The committee agreed to meet the first and third Fridays of each month at 10:00 a.m. (EMPC meetings will be changed to the second and fourth Fridays of each month.)

**D. Other**

See discussion above regarding the standard grid developed by Daniel Gilson and the revised timeline for preparation of the self evaluation. Additional activities to include in the timeline were identified. The committee will work further on the timeline details at its next meeting. The issue regarding the absence of 199-day faculty in July was raised. The committee suggested that faculty could continue to participate in the self evaluation process via email and Dropbox. Dean McNeece described how Dropbox works; he suggested that CART and standard team members set up a Dropbox account so that accreditation documents could be shared.

**Adjournment**

The meeting was adjourned at 11:10 a.m.