

**Continuous Accreditation Readiness Team (CART)**  
**Friday, June 3, 2011, 10:00 a.m.**  
**Board Room**

**Attendees:**

<b>Administrative Council</b>	<b>Instructional Council (Non-Administrative)</b>	<b>Other Members</b>
Alfredo Cuellar	<b>Bruce Seivertson</b>	<b>Alex Cozzani</b>
Becky Green	Carol Hegarty	Michael Heumann (College Council President)
Betty Kakiuchi	Cathy Zazueta	Kevin White (Academic Senate President)
Bill Gay	Daniel Gilison	<b>Jessica Waddell</b>
Brian McNeece	David Drury	Oscar Hernandez
Carlos Fletes	David Zielinski	<b>Jim Fisher</b>
<b>Dawn Chun</b>	Edward Wells	Bradford Wright
Ed Gould	Eric Lehtonen	<b>Grace Espinoza</b>
<b>Efrain Silva</b>	Jose Lopez	Carol Lee
Gloria Carmona	<b>Jose Ruiz</b>	Norma Nunez
Gordon Bailey	Krista Byrd	Mary Carter
<b>Janis Magno</b>	Kseniya Kareva Gregory	<b>Alberto Izarraraz (ASG Rep)</b>
Jeff Cantwell	Michael Heumann	<b>Kevin Marty</b>
John Lau	Rick Goldsberry	
<b>Kathy Berry</b>	<b>Terry Norris</b>	
<b>Lianna Zhao</b>	Toni Pfister	
Lisa Seals	<b>Valerie Rodgers</b>	
Rick Webster		
Sergio Lopez		
<b>Taylor Ruhl</b>		
Ted Ceasar		
Tim Nakamura		
Tina Aguirre		
Todd Evangelist		
Todd Finnell		
Travis Gregory		
Victor Jaime		
Vikki Carr		
<b>Recorder:</b> Linda Amidon		

**Call to Order**

Lianna Zhao, Dean of Science, Math and Engineering Division, called the meeting to order at 10:10 a.m.

**A. Review of Last Meeting Notes (in Dropbox)**

Minutes of the May 20, 2011 meeting were approved as presented.

**B. Accreditation Individual Standard Planning Team Membership (in Dropbox) Update – Team Leads**

Dean Zhao reported that Kevin Marty (faculty) and Sandie Noel (classified) were added to the Standard II.A team. Dean Ted Ceasar reported that Emily Bill (adjunct faculty) and Gloria Carmona (classified manager) were added to the Standard II.B team.

**C. Accreditation Standards Planning Timeline (in Dropbox) Update - Lianna**

Dean Zhao reported that she, Val Rodgers, Brian, and Michael Heumann had revised the timeline prior to today's meeting (timeline included in the meeting materials). A review of this latest version of the timeline showed that the timeline had been expanded to include additional tasks and to clarify existing tasks. Key revisions included the due date for individual standard first drafts (Sept. 1, 2011); certification of the self evaluation by Academic Senate and College Council (Sept. – Oct. 2012); revision of the self evaluation based on input from shared governance bodies (Oct. – Nov. 2012); and work on SLOs to ensure the required proficiency level is reached (Sept. 1, 2011 – June 1, 2012).

With regard to the task related to the online evidence repository, Linda Amidon stated she would work with Omar Ramos, Webmaster, to establish a process similar to that used for the annual and comprehensive program reviews. She reported that she had reviewed self evaluations of several colleges and found their naming conventions similar to those used in IVC's progress and mid-term reports. She recommended maintaining the naming convention "Doc. S.II.A.#" (i.e., Standard, II, Section A). Val Rodgers recommended MLA style to avoid manual renumbering of evidence documents as new evidence citations are added. Val, Linda, Jessica, Lianna, Michael will meet and make a decision on the evidence format and naming convention and communicate with CART members via email.

Based on further review and input by CART members, the timeline was revised further. Additional changes were made to both tasks and persons responsible for the various tasks. Added were tasks related to submission of the various versions of the self evaluation to the shared governance bodies, and review and revision of the self evaluation based on their input. Also added was the task related to submission of data needs requests to Dawn Chun, Researcher, which task was inadvertently omitted.

Dean Zhao emphasized that based on this timeline, during the summer there will be no CART meetings. Each of the Individual Standard Team will continue to meet, collect data (with relevant dates), write and compile the first draft of the respective sections, including addressing Recommendations to Meet Standards. The first draft from each of the Individual Standard Team is due to CART by September 1, 2011.

**D. Reports on Individual Standard Planning Grids due on 6/1/11 – Team Leads**

1. Standard I.A. Lead Alex Cozzani: Grid completed.
2. Standard I.B. Lead Efrain Silva: Grid in progress and will be completed next week.
3. Standard II.A. Lead Lianna Zhao: Grid completed.
4. Standard II.B. Lead Ted Ceasar: Grid completed.
5. Standard II.C. Lead Taylor Ruhl: Grid completed.
6. Standard III.A. Jessica Waddell for Lead Travis Gregory: Grid in progress; hope to complete by next week.
7. Standard III.B. Lead John Lau absent; Team Member Tina Aguirre: Grid completed.
8. Standard III.C. Lead Todd Finnell was not present to provide a report. Status of grid is unknown.
9. Standard III.D. Lead John Lau absent; Team Member Tina Aguirre: Grid completed.
10. Standard IV.A. Lead Kathy Berry: Grid completed.
11. Standard IV.B. Lead Victor Jaime was not present to provide a report. Status of grid is unknown.

**E. Writing Template for Individual Standard Pre-planning Team Updates – Michael and Val**

Val Rodgers reported that Michael Heumann had placed the writing template in the Dropbox. They are awaiting direction regarding the naming convention for the evidence documents.

**F. Other**

None.

**Adjournment**

The meeting was adjourned at 10:53 a.m. Next meeting: September 2, 2011.