



Continuous Accreditation Readiness Team (CART)
 Friday, May 3, 2013, 10:00 a.m.
 Board Room

Attendees: present in yellow

| Administrative Council Management Council | | Instructional Council (Non-Administrative) | Other Members |
|---|--|---|--|
| Betty Kakiuchi Bill Gay Carlos Fletes Efrain Silva Gloria Carmona Jeff Cantwell Lisa Seals Omar Ramos Rick Webster Jill Nelipovich | Sergio Lopez Taylor Ruhl Ted Ceasar Tim Nakamura Tina Aguirre Todd Finnell* Travis Gregory* Victor Jaime* John Lau* Kathy Berry* *Executive Council # CART Co-chair | Becky Green Carol Hegarty Cathy Zazueta Daniel Gilison David Drury David Zielinski Edward Wells Jose Lopez Jose Ruiz Rick Castrapel Rick Goldsberry Terry Norris Sydney Rice Leticia Pastrana James Patterson Craig Blek Kevin White | Trini Arguelles, Non-Teaching Faculty# Brian McNeece, Teaching Faculty# Michael Heumann, Teaching Faculty Alex Cozzani, Teaching Faculty Eric Lehtonen, Academic Senate President Jessica Waddell, College Council President Oscar Hernandez, Teaching Faculty Jim Fisher, Teaching Faculty Bradford Wright, Teaching Faculty Grace Espinoza, Classified Norma Nunez, Non-Teaching Faculty Mary Carter, Confidential Paige Lovitt, Non-Teaching Faculty Patricia Robles, Classified Toni Gamboa, Classified Jeff Beckley, Teaching Faculty Kevin Marty, Teaching Faculty Emily Bill, Adjunct Non-Teaching Faculty Audrey Morris, Teaching Faculty Lisa Tylenda, ASG President |

Guests: None

Recorder: Linda Amidon

AGENDA ITEMS/DISCUSSION

- A. Call to Order - Brian
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 10:08 a.m.

- B. Review and Approval of Minutes of April 19, 2013 Meeting (in Dropbox)
 - M/S/C Berry/Blek to approve the minutes of the April 19, 2013 meeting as presented

- C. Update on Previous Discussion Items
 - a. Results of CART Process Survey Were Sent to All Members - Brian
 - The committee will use the survey as the basis for its evaluation of the CART process

D. New Discussion

a. Implementation of Actionable Achievement Plans as Per Self-Evaluation Study: Timeline and Relevant Parties – Kathy

- VP Berry provided committee members with a brief explanation of the action plans:
 - ✓ the actions plans were identified in the self-evaluation
 - ✓ generally, the actions plans will need to be addressed over the next year to show movement
 - ✓ however, if the college is sanctioned, the plans will need to be addressed by March 2014
- Committee members reviewed the action plans and identified:
 - ✓ Plans that have been completed/resolved and those currently being addressed
 - ✓ Key individuals to be involved in responding to the action plans (see attachment)
 - ✓ Concerns about how to address the action plan related to professional development, considering existing power struggles/ownership issues
 - ✓ The need for assessment of current professional development processes
- Discussion:
 - ✓ Recommendations made to:
 - add a column to the action plan table to show status of each plan
 - set up another repository with a folder for each action plan so that parties can begin collecting evidence
 - ✓ the Student Success Initiative includes a proposed professional development component that addresses funding, dedicated staffing, and the required number of professional development days, among other items; if the proposal is implemented it would help to address IVC's professional development issues
 - ✓ College Council established a Campus Hour/Professional Development Committee to address professional development needs/ activities of faculty and staff; whether professional development should be under College Council purview is under review
 - ✓ A successful staff development/flex program previously existed at the college in which faculty and staff were involved as participants and administrators of the program

E. Action Items

a. Form Committee to Implement Changes Required by ACCJC Recommendations and Prepare Written Response to ACCJC Recommendations

- VP Berry described the process and timeline:
 - ✓ ACCJC will review the team's findings in June 2013
 - ✓ ACCJC staff and its legal counsel will finalize the evaluation report and send it to the college president for public disclosure in July 2013
 - ✓ If the college is sanctioned, a follow-up report will be due in March 2014
- Discussion:
 - ✓ Committee identified issues with timeline: Faculty and staff will return in August which creates a very short turn-around time for completing the follow-up report
 - ✓ Response to sanctions is usually a two-year process
 - ✓ Committee considered options for identification and selection/appointment of leads and teams and meeting schedule; committee agreed that:
 - Leads should be identified and teams established in May in order to prepare them over the summer
 - Leads would determine team membership
 - First meeting should take place Monday July 22 after the evaluation report is made public; notify the teams of their purpose and present a plan of expectation at that time
 - Leads would be held accountable for progress on recommendations
 - ✓ Use CART as the coordinating committee and hold monthly meetings to obtain progress reports from team leads
 - ✓ Revisit the configuration of CART membership
 - ✓ Friday classes might impact committee activities

- ✓ ACCJC again cited deficiencies in the college's planning process; it will be necessary to clarify the process
- b. Appoint Overall Author for Upcoming Response to Recommendations
 - Item tabled
 - Discussion:
 - ✓ The college editing team found the self-evaluation to be disjointed
 - ✓ The follow-up report needs to be written in one voice
 - ✓ It's important to work in teams, but the college needs one person as author
 - ✓ The author would be compensated via stipend
- F. Other
 - Trini Arguelles has stepped down as CART Co-chair; Dean of Health and Science Tina Aguirre agreed to serve as Co-chair
- G. Next Meeting: Friday, August 23, 2013, 10:00 a.m., Board Room

ADJOURNMENT

The meeting was adjourned at 10:57 a.m.