



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Friday, April 4, 2014, 10:00 a.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Kathy Berry - VP	<input checked="" type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input checked="" type="checkbox"/> Efrain Silva - Dean
	<input checked="" type="checkbox"/> Marion Boenheim, CHRO	<input type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> Brian McNeece - Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input checked="" type="checkbox"/> Sergio Lopez - Dean	<input type="checkbox"/> Susan Carreon - Dir.	<input checked="" type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington - Dir.
	<input checked="" type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Jeff Enz - Dir.	<input type="checkbox"/> Carlos Fletes - Dir.	<input type="checkbox"/> Becky Green - Dir.
	<input type="checkbox"/> Betty Kakiuchi - Dir.	<input type="checkbox"/> Omar Ramos - Dir.	<input type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster - Dir.
	<input type="checkbox"/> Bill Gay - PR Consult.			
Instructional Council	<input checked="" type="checkbox"/> Craig Blek	<input type="checkbox"/> Rick Castrapel	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Daniel Gilison
(Dept. Chairs and Coord.)	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Carol Hegarty	<input checked="" type="checkbox"/> Gaylla Finnell
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich	<input checked="" type="checkbox"/> Terry Norris	<input checked="" type="checkbox"/> James Patterson
	<input checked="" type="checkbox"/> Sydney Rice	<input type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Ed Scheuerell	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Kevin White	<input type="checkbox"/> Cathy Zazueta		
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input type="checkbox"/> Alex Cozzani (T)	<input type="checkbox"/> Eric Lehtonen (T)
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	<input type="checkbox"/> Patricia Robles (C)
	<input checked="" type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 10:08 a.m.
- B. Review and Approval of Minutes of February 21 and March 7, 2014, Meetings – Brian McNeece
 - M/S/C Blek/Berry to approve the minutes of the February 21 and March 7 CART meetings as presented.
- C. Update on Previous Discussion Items
 - a. Preparation for Follow-Up Report Site Visit (April 14, 2014)
 - The site visit only relates to the Follow-Up Report; the site visit team is comprised of three members of the original self-evaluation team, including the original team chair
 - Discussion was held regarding site visit preparation activities; recommendations made include:
 - convene a Follow-Up Report refresher meeting of key people
 - send the Follow-Up Report to All Users
 - VP Berry shared with the committee that San Jose/Evergreen Community College District (SJECCD) received an ACCJC recommendation addressing Standard III.A.1.c, which requires that “Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those outcomes.” The recommendation includes three items that SJECCD must meet to be in compliance: (1) a pilot program that includes as part of regular contract faculty self-evaluation the participation in SLO assessment; (2) faculty confirm participation in SLO assessment cycles in a self-assessment as an additional element of professional development; (3) classroom faculty include SLOs in class syllabi; if not met, SJECCD would be placed on Show Cause immediately following March 31, 2014.

- IVC's response to a similar recommendation in the Follow-Up Report outlines actions taken by the college to fully meet Standard III.A.1.c
 - The committee was reminded that (1) the new faculty contracts require faculty to complete a self-assessment which addresses participation in development and assessment of SLOs, and (2) SLOs must be included in syllabi
- b. Annual Report
- The Annual report was submitted electronically on March 31, 2014
 - ACCJC "grades" the report and will request feedback
 - Recommendation was made to send the Annual Report to All Users for review in preparation of the April 14th site visit
- c. Status of 2012 Self-Evaluation Report Actionable Improvement Plans
- The committee reviewed the current status of the plans including assignment changes
 - Additional scanners have been purchased for imaging of archived documents in response to Action Plan under Standard II.B.3.f
- d. START Committee
- START Co-Chair Martha Garcia reported:
 - the START Blackboard shell has been updated
 - 37 of 72 action plans have been completed
 - START will meet next Tuesday to update the action plans
 - The action plans, the tracking tool, prioritization of the action plans will be made available for the April 14th site visit
 - It was noted that the existence of an action plan does not indicate that the college has responded to the FCMAT recommendation
 - Recommendations made include:
 - attach evidence for every action plan completed
 - set up an evidence repository
- D. New Discussion
- a. Institutional Student Learning Outcome Statements
- SLO Coordinator Sydney Rice distributed ISLO Statements that were sent to faculty as part of a survey; 37 survey responses were received
 - The existing five ILOs are maintained in the statements
 - The SLO Committee will revisit the ISLO statements and submit them through the appropriate channels (Senate, College Council, Board of Trustees)
 - The draft statement will be available for the April 14th site visit, including SLO Committee meeting minutes
- b. Changes in ACCJC Standards
- A brief summary of minor changes to ACCJC Standards and Eligibility Requirements was provided:
 - The Eligibility Requirements have been reordered
 - The standards have been simplified; redundancy has been removed
 - The guide questions have been simplified
 - A 7-year accreditation cycle will be implemented and will apply to colleges with full accreditation
 - The changes will go into effect Spring 2018
- c. Planning and Assignments for Mid-term report
- Writing of the Mid-Term Report will begin next year
- d. Mock Surveys
- During the comprehensive self-evaluation site visit in March 2013, some college representatives were unable to respond to questions from visit team members related to college processes, procedures, activities that would evidence the college's compliance with accreditation standards and eligibility requirements
 - Recommendation was made to find out how other colleges prepare faculty, staff, and students for site visits; one idea offered was to conduct mock surveys

- E. Action Items
 - 1. Special Report to ACCJC
 - M/S/C Silva/Blek to approve the college's Special Report
- F. Adjournment
 - The meeting was adjourned at 10:35 a.m.
- G. Next Meeting (CART meets the first and third Friday of each month)
 - The next regular meeting: April 18, 2014, 10:00 a.m., Board Room