



Continuous Accreditation Readiness Team (CART)
Friday, November 1, 2013, 10:00 a.m.
Board Room

Administrative Council	<input type="checkbox"/> Victor Jaime - Pres.	<input type="checkbox"/> Kathy Berry - VP	<input type="checkbox"/> Todd Finnell - VP	<input type="checkbox"/> John Lau - VP
	<input type="checkbox"/> Travis Gregory - Dean	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> Brian McNeece -Dean	<input type="checkbox"/> Efrain Silva - Dean
	<input checked="" type="checkbox"/> Ted Ceasar - Dean	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Jeff Cantwell - Dir.	<input checked="" type="checkbox"/> Susan Carreon - 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 checked="" type="checkbox"/> Daniel Gilison
(Dept. Chairs and Coord.)	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Carol Hegarty	<input type="checkbox"/> Allyn Leon
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich	<input checked="" type="checkbox"/> Terry Norris	<input type="checkbox"/> James Patterson
	<input type="checkbox"/> Sydney Rice	<input type="checkbox"/> Jose Ruiz	<input type="checkbox"/> Ed Scheuerell	<input type="checkbox"/> Ed Wells
	<input checked="" type="checkbox"/> Kevin White	<input checked="" 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"/> Emily Bill (NT)	<input type="checkbox"/> Patricia Robles (C)
	<input type="checkbox"/> Norma Nunez (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> Audrey Morris (T)	<input type="checkbox"/> Toni Gamboa (C)
	<input type="checkbox"/> Jeff Beckley (T)	<input type="checkbox"/> Kevin Marty (T)	<input type="checkbox"/> ASG Representative	<input checked="" type="checkbox"/> Martha Garcia (NT)
Visitors:	Matthew Thale			
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece and Tina Aguirre
 - Dean McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:03 a.m.
- B. Review and Approval of Minutes of September 20 and October 18, 2013 Meetings
 - M/S/C Blek/Aguirre to approve the minutes of September 20 and October 18, 2013 meetings as presented
- C. Update on Previous Discussion Items
 1. Status of 2014 Warning Follow-Up Report – Tina Aguirre
 - a. Rec. 1 Team – Todd Finnell: Dean McNeece, Dean Ceasar, Coordinator Martha Garcia reported in VP Finnell’s absence:
 - Terry Norris has submitted section addressing information literacy
 - Dean Ted Ceasar is still working on the section addressing linkage of institutional goals and objectives and should have a draft for readers to review by day’s end
 - Martha Garcia is working on the planning calendar; she has met with the Superintendent/ President and some VPs; completion of the calendar is pending changes to the planning process; decisions regarding planning will be finalized next week
 - b. Rec. 7 Team – Travis Gregory: No Report (Dean Gregory and team members did not attend the meeting)
 - c. Rec. 8 Team - John Lau: Dean McNeece reported in VP Lau’s absence:
 - This section is the most complete of all sections submitted but evidence and live links are needed
 - By the end of the year there will be evidence regarding GASB (minutes)
 - Discussion:
 - ACCJC doesn’t want to see a plan, it wants to see progress
 - It’s okay to have a plan; if a plan is in place, show who and when the plan will be carried out

- d. Timeline for “Readers”
 - Will use Word document for initial review
 - Draft of report will be submitted for reader review November 8
- e. Critical Dates:
 - October 30 Teams complete first draft of Follow-Up Report
 - November 5 Raw version of the report (75% complete) to Executive Council; will continue to submit drafts as updated
 - November 8 Readers begin review of draft
 - November 14 College Council receives draft; action to be taken November 18
 - November 20 Academic Senate receives draft; action to be taken later
 - February 19 Board certifies the Follow-Up Report
- Need to prove to the ACCJC in the Follow-up Report that we’re fixing problems
- The report requires broad participation
- Team members were asked not to use SPOL repository just yet
- Linda will place the report in the required format
- 2. Review of resources in:
 - a. Dropbox
 - b. ACCJC website
 - c. Sample follow-up reports from California Community Colleges
 - d. SPOL location of standards
- Committee was guided to resources available in Dropbox and ACCJC Website, and reviewed the accreditation module in SPOL
- 3. Status 2012 Self-Evaluation Report – Actionable Achievement Plans - Tina Aguirre
 - Committee was asked to be mindful of action plans in the 2012 Self-Evaluation Report that must be addressed in the 2016 Mid-term Report
 - Committee reviewed the progress to date on the action plans
 - Recommendations:
 - establish teams to address and monitor action plan activities
- D. New Discussion
 - 1. Report from START Committee – Martha Garcia
 - START Co-chair Martha Garcia reported she is updating START action plans addressing FCMAT recommendations as the plans will serve as evidence for the Follow-Up Report
 - She will provide an informational update to College Council at its next meeting
 - A Campus Forum will be held November 19 to provide an update to the campus
 - Recommendations:
 - Ensure the START action plans align with other activities
 - 2. Process changes related to SPOL for Accreditation and Program Review – Tina Aguirre
 - A meeting with Executive Council is scheduled for early next week to look at SPOL
 - Have assembled a list of questions to ask the SPOL consultant at the next training session
 - Need confirmation of the program review and planning process to enter into SPOL
 - SPOL shows the weaknesses in the college’s current program review and planning processes
 - 3. Other
 - None

ADJOURNMENT

- The meeting was adjourned at 10:47 a.m.