



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Friday, May 2, 2014, 10:00 a.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Kathy Berry - VP	<input type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> Marion Boenheim, CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> Brian McNeece - Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input 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 checked="" type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster - Dir.
	<input checked="" 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 Coords.)	<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 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 checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Frank Hoppe for 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 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 10:05 a.m.
 - The following agenda items were reordered as noted:
 - C. Action Items (was Item E)
 - D. Update on Previous Discussion Items (was Item C)
 - E. New Discussion (was Item D)
- B. Review and Approval of Minutes of April 4, 2014 Meeting – Brian McNeece
 - M/S/C Berry/Hoppe to approve the minutes of the April 4, 2014 CART meetings as presented.
- C. Action Items
 1. New Institutional Learning Outcome (ILO) Statements – SLO Coordinator Sydney Rice
 - The committee reviewed the minutes of the April 8, 2014 Special Meeting of the SLO Committee, which reflects expansion of each existing ILO to include a definition, goal, and the abilities students will gain
 - SLO Coordinator Sydney Rice explained that the ILO Statements create a big picture of student learning and success
 - The ILO Statements were presented as a first read; when completed the statements will be forwarded to College Council, Academic Senate, and the Board
- D. Update on Previous Discussion Items
 1. Debriefing of April 14, 2014 Site Visit – Kathy Berry
 - Based on his exit interview with the visit team chair, it is the Superintendent/President’s impression that the visit outcome will not be that bad
 - VP Berry provided her impression of the site visit:

- Recommendation 1: ACCJC wants to see a full cycle completed in SPOL. Consequently, the college should not implement drastic changes to its program review and planning process next year. ACCJC remarked that attendance and participation in committees (participatory governance) must be broadened
- Recommendation 7: IVC fully meets the Accreditation Standard cited
- Recommendation 8: IVC does not meet the applicable Accreditation Standards and Eligibility Requirements. One visit team member is very concerned that IVC has not made enough progress and there may not be enough time to meet the standards by March 2015.
- IVC must meet all standards by March 2015. ACCJC will request to see the 2015-2016 budget. In order to show full compliance, IVC:
 - ✓ Cannot lower reserves below required and prudent level
 - ✓ The budget must be balanced
 - ✓ Must begin to fund long-term liabilities
 - ✓ Must develop a plan to achieve our self-stated goal of 16.6% reserves.
- In addition to the visit team's evaluation, the Special Finance Report will be considered in ACCJC's decision regarding IVC's accreditation status. ACCJC will meet in June to determine IVC's accreditation status and will notify the college of its actions in early July.
- 2014-2015 will be a tough year; between now and December, all employees will need to work together to facilitate the stabilization of IVC's finances. The Budget and Fiscal Planning Committee will play a pivotal role and it may be necessary to bring back faculty over the summer to help
- Discussion and Comments:
 - Some decisions that will be made will be unpopular
 - IVC hired FCMAT to conduct a review of its finances, among other things. Has IVC addressed everything in the FCMAT report?
 - If a consultant is hired to assist with accreditation, will we/IVC be able to implement the consultant's advice and recommendations? The President's Cabinet will discuss this matter. Noted a Special Trustee would require the Board relinquish governance.
 - The response teams must have more participation of the members
 - Some fiscal issues arising from contractual obligations will be more difficult to address
 - ✓ The District did not sunshine by the April 1 deadline, are there 'reopeners' or only voluntarily with agreement of the unions
 - ✓ Most faculty is not aware of the severity of the situation
 - ✓ Next week, programs will be asked to determine essential needs in order to reduce their 2014-2015 budgets
 - Has an investigation of categorical subsidies been done?
 - ✓ Dean Ted Ceasar reported he had met with VP John Lau and conducted an analysis; VP Lau will present the findings to the Board in June

E. New Discussion

1. Debriefing of Program Review Process – EMPC Co-Chair Ted Ceasar
 - The program review process was slightly different this year, and it was again delayed
 - Program review will be conducted using SPOL next year and ACCJC has recommended that a complete program review cycle is conducted; consequently, we must adhere to the planning calendar, which calls for program review to be completed in November for generation of a budget in March
 - Resource requests are currently being reviewed by Resource Plan Committees
 - An evaluation of the program review process was conducted via survey and the findings/recommendations will be used next year
 - SPOL training will take place May 21 and 22

- Dean Tina Aguirre reported that Online Services Architect Omar Ramos located an online master calendar that would include all events, which would be useful for program review and planning; the committee was asked to think about implementation of such a calendar
2. Need for Campus Survey to Provide Data for Standard II.A.8
(New Standard) *Standard II.A.8: "The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students."*
- A Student Survey was last conducted in Fall 2011
 - The Distance Ed survey needs to be extended to all students
 - Jose Carrillo, Director of Institutional Research requested direction on how comprehensive we want the survey:
 - Narrow down the questions (there are 90 questions which have been labeled to show applicable accreditation standards)
 - Mode of distribution
 - ✓ Administer the survey in early fall using the process used in the last survey (i.e., survey was completed in classes over a two week period)
 - ✓ Provide an incentive to complete the survey
 - ✓ It was noted that staff also completed the last campus climate survey
3. Review of Mission Statement
(New Standard) *Standard I.A.1: "The institution's mission describes its broad educational purposes, its degrees and credentials offered, its intended student population, and its commitment to student success, as reflected in student learning and student achievement. The institution's programs and services are aligned with its mission."*
- (Present Standard) *Standard I.A.1: "A. Mission The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning. 1.The institution establishes student learning programs and services aligned with its purposes, its character, and its student population."*
- IVC's Mission Statement was reviewed/reaffirmed in 2011; the mission was last revised as part of strategic planning; it is time for another review and should be a task for the fall
 - Establish an ad hoc task force composed of volunteers, including a Board member, to coordinate the review; the following individuals volunteered to serve on the task force:
 - Brian McNeece
 - Bill Gay
 - Frank Hoppe
 - The mission drives what we do; the Accreditation Standards require the mission statement to provide a clear guide and address the needs of the community
 - In addition to the mission, the college must define its vision and values
 - IVC's mission statement is lengthy, but the core value statements are really good and could be used as values
 - The campus climate survey should include a question related to the mission statement
 - The committee reviewed sample mission and vision statements from other colleges
4. Timeline for Midterm report
- The committee reviewed a draft of the timeline
 - VP Berry noted that the college may have to do a follow-up report on the Special Report, which would be due in October
- F. The meeting was adjourned at 11:15 a.m.
- F. Next Meeting (CART meets the first and third Friday of each month)
- The next regular meeting: May 16, 2014, 10:00 a.m., Board Room