



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, December 9, 2014, 4:00 p.m., Board Room**

<b>Administrative Council</b>	<input checked="" type="checkbox"/> Nicholas Akinkuoye - VP	<input type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input checked="" type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon - Dir.	<input type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input 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.			
<b>Instructional Council</b>	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
<b>(Dept. Chairs and Coords.)</b>	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input type="checkbox"/> Jill Nelipovich		
<b>Other</b>	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe (NT)
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
<b>Visitors:</b>				
<b>Recorder:</b>	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 4:08 p.m.
- B. Review and Approval of Minutes of November 18, 2014 Meeting – Brian McNeece
  - M/S/C Patterson/Aguirre to approve the minutes of the November 18, 2014, meeting as presented
- C. Update on Previous Discussion Items
  1. Status of Follow-Up Report
  2. Review Timelines
    - The timeline was updated to document activities which have been completed and to add proposed new activities:
      - Academic Senate reviewed the draft Follow-Up on December 3 (first reading); a special meeting will take place December 10 for a second reading of the report
      - Meetings of College Council and Academic Senate will be held January 5, 2015, to approve the report
      - The draft Follow-Up Report will be submitted to President’s Cabinet for approval on January 6, 2015
      - Certification of the Follow-Up Report by the Board was changed from December 18, 2014, to January 21, 2015
      - Administrative Assistants Mary Carter and Adriana Sano are currently in the process of linking evidence in the report; the deadline for this task is December 12, 2014
      - The site visit will take place the week of March 16, 2015
      - As part of the general preparation for the site visit, CART Co-Chairs McNeece and Aguirre proposed that a forum be held during campus hour on Tuesday February

24, 2015, to present the Follow-Up Report to the campus community; the forum would be advertised two weeks in advance; VP Akinkuoye will present this proposal to President's Cabinet

- CART Co-Chairs McNeece and Aguirre will prepare a PowerPoint for the January 21 Board meeting; the PowerPoint will be presented to President's Cabinet for review prior to the Board meeting; an expanded version of the PowerPoint will be presented at the February 24 campus forum
  - The target date for conducting a review of progress on 2014-2015 objectives (i.e., Institutional Effectiveness Progress Report) was changed from January 16 to January 30, 2015, to accommodate training for chairs, coordinators, and discipline faculty leads and updating of the objectives in SPOL (it is anticipated that a majority of the objectives could actually be updated during the training, which is scheduled to take place January 8, 2015, in the Math Lab)
3. Student Survey – Task Force to Report on Student Comments
- Several faculty members have volunteered to serve on the task force (Brad Wright, Holly Chase, Allyn Leon, Judy Cormier, Alex Cozzani, Oscar Hernandez)
  - It was recommended that Sergio Lopez, as Interim VP of Student Services effective January 1, 2015, and a minimum of two classified staff members, serve on the committee to address survey questions related to safety and services; CSEA will be contacted regarding appointment of the two classified staff members

#### D. New Discussion

1. Preparations for Site Visit – Mock Questions
- Mock questions will be developed to prepare the campus community for the site visit
  - CART Co-Chair Aguirre proposed that President's Cabinet members be asked mock questions as part of a question-and-answer session during the February 24<sup>th</sup> campus forum
  - Recommendation 1 and Recommendation 8 writing team leads and CART Co-Chairs will develop questions for the forum; CART Co-Chairs will develop mock questions for the writing team leads and the Accreditation Liaison Officer, in anticipation they will be asked questions by the site visit team members
  - The site visit preparation session for Recommendation 1 and Recommendation 8 writing team leads will take place March 3, 2015
  - Other ideas to prepare the campus included a survey and a brochure
2. Review of CART's Role on Campus vis-à-vis START Committee, Especially Related to Actionable Improvement Plans
- The committee reviewed and updated the actionable improvement plans that came out of the 2012 Comprehensive Institutional Self-Evaluation; the improvements plans will be addressed in the Mid-Term Report due in March 2016
  - SLO Coordinator Jill Nelipovich and START Co-Chair Martha Garcia will be invited to the next CART meeting to (1) address the actionable improvement plans related to SLOs (SLOs are currently being assessed; a workshop on assessment of PLOs is scheduled for January 5, 2015); and (2) provide a progress report on the START action plans that address the FCMAT recommendations, respectively
3. Review of SPOL as it Relates to Accreditation
- The SPOL accreditation module is being used primarily for program review at this time; however, the capability exists to write an accreditation self-study and other accreditation reports in SPOL; it was suggested that this feature of SPOL be revisited with the SPOL consultants
4. Other –SPOL Assessment Module Issues

- Math Lab Coordinator Allyn Leon and Dean Aguirre related issues with certain features of the SPOL assessment module:
  - Most of the features of SPOL work with all browsers; however, the rubric matrix only works with Internet Explorer
  - The maximum number of rubrics allowed per SLO is three

E. Adjournment

- The meeting was adjourned at 4:56 p.m.

F. Next Meeting

- CART meets the first and third Tuesday of each month at 3:30 p.m. in the Board Room.
- **The next regular meeting: January 6, 2015, 3:30 p.m., Board Room**