



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Friday, October 23, 2015, 9:00 a.m., Board Room**

Administrative Council	<input type="checkbox"/> Nicholas Akinkuoye-CIO	<input type="checkbox"/> John Lau - CBO	<input type="checkbox"/> Sergio Lopez-Interim CSSO	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> Shawn Larry, CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input type="checkbox"/> David Zielinski-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Ashok Naimpally - Dean	<input type="checkbox"/> Omar Ramos - Dir.	<input type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Jose Carrillo - Dir.
Instructional Council (Dept. Chairs and Coords.)	<input checked="" type="checkbox"/> Kevin White	<input type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Jose Lopez
	<input type="checkbox"/> Jill Nelipovich	<input type="checkbox"/> Becky Green	<input type="checkbox"/> Gaylla Finnell	
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Adriana Sano (CC)	<input type="checkbox"/> Oscar Hernandez (T)
	<input type="checkbox"/> Alex Cozzani (T)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Mary Carter (CC)
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> ASG Rep		
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Tina Aguirre at 9:05 a.m.
- B. Review and Approval of Minutes of June 2, 2015, Meeting
 - The minutes of the June 2, 2015, meeting were accepted as presented
- C. Update on Previous Discussion Items
 1. Summary from START Committee/FCMAT Recommendations - (Superintendent/President Dr. Jaime did not attend the meeting) - CART Co-Chair Tina Aguirre reported:
 - Several sections of the Midterm report refer to the FCMAT report and the START committee, and it is important that the responses to these sections tie together
 - The START summary on the FCMAT recommendations will be provided to the team members assigned to respond to the applicable sections of the Midterm report
 2. Report from SEMPC – SEMPC Co-Chair Ted Ceasar:
 - a) 2015-2016 Program Review and Planning Cycle
 - SEMPC has been working on the six-year Strategic Educational Master Plan, which is currently undergoing participatory governance review
 - Some programs are still in the process of completing program review; SEMPC will conduct a status review
 - SEMPC has talked about changing to a three-year program review cycle for the last two years, and the consensus was to not change in the middle of our accreditation cycle; SEMPC will discuss this item again this year starting with its next meeting; a three-year comprehensive program review cycle, with annual budget development, appears to be the direction SEMPC will take since it is a better fit with the six year SEMP
 - SEMPC will set guidelines describing a program’s annual responsibilities and its responsibilities in the third year of the cycle; the annual review would be similar to the mid-year review of progress on objectives in SPOL that programs conducted last spring
 - b) 2014-2015 Institutional Effectiveness Progress Report

- The information for the institutional effectiveness progress report was rolled into the Strategic Educational Master Plan; a separate report has not yet been compiled
 - Key elements of the SEMP should be addressed in the Midterm Report
3. SEMPC – CART: Vision, Mission and Values Task Force – SEMPC Co-Chair Ted Ceasar:
- Review of the Vision, Mission, and Values resulted in the development of the Strategic Educational Master Plan (SEMP)
 - The Task Force (Ted Ceasar, Efrain Silva, Jose Ruiz, Gaylla Finnell) was recognized for their work on the SEMP
 - SEMPC will develop procedures and guidelines for annual review of the SEMP, which should be added to board policy and administrative procedure related to institutional planning
4. Midterm Report – CART Co-Chair Tina Aguirre:
- a) Status Reports from Each Assigned Team
- The committee reviewed the timeline, which shows we are behind schedule on preparing the Midterm Report; a first review of the report by Academic Senate and College Council must take place before winter break; otherwise, special meetings may be required
 - The committee reviewed the current draft of the Midterm Report and suggested some revisions
 - Finance, technology, and the FCMAT recommendations figure largely in the report
 - The planning calendar is also a major element that must be addressed in the Midterm Report; it was noted that Rosanna Lugo, who resigned her position with Student Affairs, was responsible for updating the online planning calendar with all campus activities; however, her replacement is now responsible for updating the calendar with only Student Affairs activities
 - Dean of Arts, Letters and Learning Services has offered to help edit the Midterm Report
 - An evidence repository has been established; however, set up of separate folders for each section of the report is pending
- b) Review of Compliance with Eligibility Requirements (ERs)- CART Co-Chair Tina Aguirre reported:
- Dean Aguirre sent a memo to individuals requesting update of the college's previous responses to the ERs
 - To show continued compliance with the ERs, information received from these individuals will be embedded in IVC's responses to the accreditation standards, recommendations, and actionable improvement plans in the Midterm Report
- c) Use of Glip - CART Co-Chair Tina Aguirre:
- Most writing team members found Glip to be cumbersome and returned to using email
 - Since Glip does not save time, it was recommended that use of the tool be discontinued
 - Adriana Sano reported that Microsoft 365 has a new add on that allows individuals to collaborate on documents
5. Report on Status of SPOL Assessment Needs – (SLO Coordinator Jill Nelipovich and Director of Institutional Research Jose Carrillo were absent)
- No report was provided
6. CART Committee Self-Evaluation – CART Co-Chair Tina Aguirre:
- The committee reviewed and finalized the self-evaluation
 - Major obstacles identified include tight timelines and meeting schedules, and overlap of Midterm Report activities with program review and annual scheduling processes which

impacts many of the same people (primarily instructional department chairs and coordinators)

- The committee discussed possible reasons for low attendance at CART meetings; the overlap of accreditation report activities with program review and annual scheduling processes was cited as the likely reason
- Changes to the CART meeting schedule were discussed; for now, CART will meet once a month on the second Wednesday during campus hour; if this schedule does not work out, meetings will revert to once a month on Fridays at either 9:00 a.m. or 11:00 a.m. (SEMPC meets once a month on Fridays at 10:00 a.m.); email will be sent to CART members for input
- It was noted that Instructional Council members were given the option of serving on either CART or SEMPC, and a review of the committee assignment matrix shows that approximately half of the members signed up to serve on CART and the other half on SEMPC
- 2015-2016 goals include: (1) completion of the Midterm Report (2) review of processes for self-study is due 2018-2019 (3) re-establish faculty role as CART Co-chair

D. Adjournment

- The meeting was adjourned at 9:55 a.m.

E. Next Meeting

- To be announced