



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, March 21, 2017, 3:30 p.m., Board Room**

Voting Members		Consultants	
✓	Dr. Nick Akinkuoye – VP, Academic Services/ALO		Dr. Victor Jaime – Superintendent/President
✓	Dr. James Patterson – CART Co-Chair/Accred Coordinator		John Lau – VP, Administrative Services
✓	Tina Aguirre – Instructional Dean/CART Co-Chair		Dr. Martha Garcia – VP, Student Services
	Efrain Silva – Instructional Dean		Carlos Fletes – Director, Fiscal Services
✓	David Zielinski – Instructional Dean	✓	Jose Carrillo – Director, Institutional Research
✓	David Drury – Interim Instructional Dean		Kevin Howell-SLO Co-Coordinator
	_____ – Student Services Dean		Jill Kitzmiller-SLO Co-Coordinator
	Dr. Lennor Johnson – Student Services Dean		Audrey Morris – Basic Skills Coordinator
✓	Allyn Leon – Chair, Math Department	✓	Xochitl Tirado – Distance Education Coordinator
	Andrew Robinson – Chair, Exercise Science Dept.		Kathy Rodriguez – CTA Representative
	Jose Velasquez – Chair, Industrial Tech. Dept.		
✓	Dr. Michael Heumann – Chair, English		Visitors
	Sydney Rice – Chair, ESL	✓	Mary Jo Wainwright - CTA
✓	Cuahtemoc Carboni – Academic Senate Faculty Rep		
	Erika Aguilar – College Council and Classified Rep		
✓	Jose Carrillo – Classified Manager Rep		
	Adriana Sano – Confidential Rep		
	Brianna Guzman – ASG Rep		Recorder
	Kyle Deol – ASG Rep	✓	Linda Amidon

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:35 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

B. Review of Minutes from December 6, 2016 and February 28, 2017

- The corrected minutes of the December 6, 2016, meeting were approved as corrected.
- Item D.1 of the February 28, 2017, minutes were corrected to reflect that Co-chair Patterson will ask College Council to look at other “operational” areas for the Quality Focus Essay. The minutes were approved as corrected.

C. Update on Items

1. Amendment to CART Bylaws

- Co-chair Patterson reported that President’s Cabinet took action on the amendments to the CART Bylaws as follows:
 - ✓ **Approved** the amendment to Article II: Purpose, to reflect that CART serves in an advisory capacity to the President’s Cabinet *and Academic Senate*.
 - ✓ **Approved** the amendment to Article: IV Membership to reduce the voting membership to ten (10); to include as non-voting members any certificated or classified member who wishes to participate; and to designate instructional and student services deans as consultants,
 - ✓ **Disapproved** the amendment to Article V.C: Quorum to change the quorum from 33% of voting members to 51%. Quorum will remain at 33% of the voting members of the CART.
- Co-chair Patterson will submit the CART Bylaws as amended to the Academic Senate for approval.

2. Update on Inquiry/Writing Teams

- Updates were provided for the following Standards:

Standard IA – Co-Chair Patterson reported that Lead Dr. Martha Garcia had confirmed the members on her team, which include Efrain Silva, Lennor Johnson, Trini Arguelles, Eduardo Pesqueira, Adriana Sano, Carol Cortes-Ramirez, Irene Drye, and Bianca Bisi.

Standard IB – Lead Efrain Silva reported that the writing team is composed of Dr. Melani Guinn, Kristen Gomez, Dixie Krimm, Patty Robles. The four Standards the team will work on this spring have not yet been identified.

Standard IIA – Lead David Drury reported that Dr. Melani Guinn will join him and Temo Carboni on the team. Allyn Leon was added after it was noted that department chairs usually participate in the writing of the response to Standard IIA. The Standards the team will focus on this spring will be determined once the full team is established.

Standard IIC – CIO/ALO Dr. Akinkuoye reported that he and CSSO Dr. Garcia had discussed the vacancy in the lead position. He suggested that Dr. Garcia be designated as the lead for now. It was noted that student services faculty and staff were very well organized in completing the student support services Standard in the 2012 Self-Evaluation. Trini Arguelles played a key role in that report and it was suggested that perhaps he could serve as the writing team lead.

Standard IIIB – Co-chair Patterson reported he will attend the March 23, 2017, meeting of the Facilities, Environmental Health and Safety Committee (FEHSC) to go over the new Standards with the committee. He noted the new Standards are significantly changed from the Standards addressed in the 2012 Self-Evaluation. He will suggest to FEHSC that the committee could serve as the Standard IIIB writing team.

Standard IVA – Lead Dr. Nicholas Akinkuoye reported that Yethel Alonso will join him and Frank Hoppe on the team.

Standard IVB – Lead Dr. Nicholas Akinkuoye reported that Silvia Murray has volunteered to serve on the team.

Standard IVC – Lead Dr. Nicholas Akinkuoye reported that Sara Hernandez has volunteered to serve on the team. Xochitl Tirado volunteered to join them.

- With a total of 26 Standards between Standards IVA, IVB, and IVC, it was suggested that one-third of the standards could be completed in spring 2017, one-third in fall 2017, and one-third in spring 2018.

3. Substantive Change Status Check

a) Distance Education

b) Correctional Education

- ✓ The ACCJC Committee on Substantive Change will take action on the Distance Education and Correctional Education proposals at its meeting on April 21, 2017.

c) ADT Geography

- ✓ Geography instructor Austen Thelen is working on a substantive change proposal to add a new program, Geography Associate Degree for Transfer.

D. New Discussion

1. Review of AP 3200: Accreditation

- Members reviewed AP 3200 in detail and noted areas that require update (e.g., list of accredited, approved and licensed programs) and areas that require clarification or could be improved. As an advisory committee to President's Cabinet, CART could make recommendations to clean up some of the language in AP 3200.
- To address item 1 regarding initiation of the accreditation process with a communication to the campus community by the CEO, Co-chair Patterson will draft a message for Dr. Jaime's consideration that includes a call for community members interested in helping

with the process. Co-chair Patterson will follow up Dr. Jaime's communication with an email announcement to all users to recruit members to serve on writing teams.

- To address item 6 regarding circulation of the draft self-evaluation to the campus community for input, the responses to Standards drafted this spring will be circulated during fall 2017.
- It was suggested that department chairs and coordinators (SLO, Basic Skills, DE, among others) provide periodic SLO status reports to CART.
- In light of the new Standards related to SLOs, and to address concerns regarding the SLO program, CART could advise the President's Cabinet and Academic Senate that the SLO program could use a thorough evaluation.
- Co-chair Patterson suggested that as a way to protect the college it may be appropriate that CART become a vetting body for any documents that are submitted to ACCJC. He pointed out that adding CART to the vetting process is a major consideration; if CART becomes a vetting agency, it would add a step to every report deadline. Additional reports were identified for vetting including certain curriculum reports and the annual report.

E. Adjournment

- Co-chair Patterson related his experience serving on the evaluation team that recently visited Mt. San Antonio College. The College has an Outcomes Committee whose primary purpose is to make sure the SLO loops are being closed.
- Dean Drury stated he participated in the site visit to College of the Desert to review its enrollment management plan and other planning processes. He cited the COD's Coordinating Council, which is a planning committee that includes representatives of all college committees, as a process that IVC could benefit from.
- The meeting was adjourned at 4:16 p.m.

Next Meeting: Tuesday, April 4, 2017

2019 Comprehensive Institutional Self Evaluation Timeline

ACCJC site visit	Spring 2019
Board of Trustees approval	January 2019
Academic Senate second reading	7 November 2018
College Council second reading	5 November 2018
President's Cabinet review	September 2018
CART final review/approval	August 2018
Final Draft to CART	1 June 2018
Introduction, Presentation of Student Achievement	Spring 2018
Data and Institution-set Standards, Organization of	
Process, Organizational Information, Certifications,	
Draft Standards 97-122, and Quality Focus Essay	
Draft Standards 49-96	Fall 2017
Draft Standards 1-48	Spring 2017