



**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Tuesday, April 4, 2017, 3:30 p.m., Room 804**

| 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                   |             | <b>Visitors</b>                                  |
|                | Sydney Rice – Chair, ESL                               |             | Mary Jo Wainwright - CTA                         |
| ✓              | Cuauhtemoc 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                               |             | <b>Recorder</b>                                  |
|                | 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 3:40 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson.

**B. Review of Minutes from March 21, 2017**

- The minutes of the March 21, 2017, meeting were approved as presented.
- The recommendation that department chairs and coordinators provide SLO updates to CART will be presented as an action item at the May 2, 2017, CART meeting.

**C. Update on Items**

**1. Amendment to CART Bylaws**

- Academic Senate will take action on the amended Bylaws at its April 5, 2017, meeting.

**2. Update on Inquiry/Writing Teams**

- Updates were provided for the following Standards:

**Standard IC Institutional Integrity** – Lead Dr. Lennor Johnson reported his team had a very productive meeting today; the team is on track to complete four Standards by the end of April.

**Standard IIB Library and Learning Support Services** – Lead David Zielinski reported his team has met. The IPEDS report was just completed which will provide fresh data for this Standard. The team is moving swiftly on its assignment.

**Standard IIIA Human Resources** – Co-Chair Patterson met with core Human Resources staff to review the 15 Standards. He and HR staff will identify three to four of the easier Standards to work on this semester; they will draft responses to these Standards in late April and early May. One of the Standards addresses IVC’s EEO Plan, which needs to be updated. Update of the EEO Plan will be deferred until the new CHRO is hired.

**Standard IIIB Physical Resources** – Co-Chair Patterson attended the Facilities and Environmental Health and Safety (FEHS) meeting to review the Standard. FEHS will serve as the writing team for this Standard. Dr. Patterson will attend the next FEHS meeting.

**Standard IIIC Technology Resources** – Co-chair Patterson attended the Technology Planning Council (TPC) meeting earlier today. TPC Chair Jeff Enz and Dr. Patterson will guide TPC in writing this Standard.

**Standard IIID Financial Resources** – Co-chair Patterson received a list of classified employees to serve on the team. His goal for the Budget and Fiscal Planning Committee (BFPC) is to include annual review of Standard IIID in the committee's regular meeting agenda.

**Standard IVA Decision Making; Standard IVB Chief Executive Officer; Standard IVC Governing Board** – Lead Dr. Nicholas Akinkuoye reported his team met and the Standards were assigned to team members. Co-Chair Patterson suggested that Dr. Akinkuoye consider having a trustee serve on the Standard IVC writing team. English Department Chair Dr. Michael Heumann suggested that the draft of Standard IVC be presented at a Board meeting as a way to obtain input from all trustees.

**Eligibility Requirements** – CART Co-chairs Patterson and Aguirre will begin work on the Eligibility Requirements after Dr. Patterson returns from the Accreditation Conference.

#### **D. New Discussion: Closing the Loop Across Campus**

- Co-chair Patterson asked CART members to define a problem and how CART could enforce any needed change.
- Dr. Patterson introduced Dr. Akinkuoye's concept of a new committee to oversee and address concerns with SLOs, assessment, evaluations, and closing the loop. Such a committee would report to CART. CART members identified the Strategic Educational Master Planning Committee (SEMPC) as the existing oversight committee of these processes. Since the former SEMPC co-chair retired the committee has had limited activity, which CART defined as a factor in addressing issues with closing the loop. To address this problem, Dr. Patterson suggested that in its role as advisor CART could present these concerns to President's Cabinet and Academic Senate.
- The committee discussed ways that other colleges address the issue of SLOs and closing the loop: The role of College of the Desert's College Planning Council seems to be equivalent to SEMPC. Mt. San Antonio's Outcomes Committee is a participatory governance committee.
- The committee discussed past SLO processes and suggested that the SLO assessment paper form could be resurrected to document assessment dialogue. SLO Co-Coordinator Jill Kitzmiller stated the SLO Committee has had discussions about closing the loop. She stated that assessment dialogue can be documented electronically in the SPOL Assessment Module. The SLO Committee Co-chairs will meet with Dr. Patterson to discuss this process and to review the Standards related to SLOs.
- The committee suggested that outcomes assessment and closing the loop could be a cultural problem; faculty and staff are not accustomed to assessing and looking at outcomes. Before this culture can be changed, a meaningful connection between SLOs and assessment and our day-to-day work must be made.
- Dr. Patterson stated that in order to get to continuous accreditation readiness, the Standards must be built into the participatory governance structures on a regular basis. To build this structure, administrators, department chairs/coordinators, and committee chairs must bring up the Accreditation Standards at meetings and the discussion must be ongoing. Dr. Patterson will attend meetings of these various groups to lead this effort.
- Dr. Patterson noted that outcomes and assessment extend beyond teaching (SLOs) to service areas (SAOs) such as counseling, tutoring, library, admissions and records, and student life.

#### **E. Adjournment**

- The meeting was adjourned at 4:30 p.m.

**Next Meeting: Tuesday, May 2, 2017**