



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, November 7, 2017, 3:30 p.m., Room 804**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)	Consultants
<input checked="" type="checkbox"/> Dr. Nick Akinkuoye – VP, Academic Services/ALO	<input type="checkbox"/> Dr. Victor Jaime – Superintendent/President
<input checked="" type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> John Lau – VP, Administrative Services
<input type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Dr. Martha Garcia – VP, Student Services
<input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	Efrain Silva – Dean, Economic & Workforce Dev.
<input checked="" type="checkbox"/> Allyn Leon – Dept. Chair, Math and Engineering	Tina Aguirre – Dean, Health & Public Safety
<input type="checkbox"/> Jose Velasquez – Dept. Chair, ITEC	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Efrain Silva – SEMPC Co- Chair	Dr. Lennor Johnson – Dean of Counseling & Special Projects
<input type="checkbox"/> Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input checked="" type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input checked="" type="checkbox"/> Luis Caloca – Associated Student Government Rep	<input type="checkbox"/> Jose Carrillo – Director, Institutional Research
CART Co-Chairs	<input type="checkbox"/> Kevin Howell – SLO Co-coordinator
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Audrey Morris – Basic Skills coordinator
<input checked="" type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input type="checkbox"/> Xochitl Tirado, Distance Education Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
Visitors	Recorder
<input type="checkbox"/> Mary Jo Wainwright – CTA	<input checked="" type="checkbox"/> Linda Amidon
<input type="checkbox"/>	

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order at 3:30 p.m. by CART Co-Chair/Accreditation Coordinator Dr. James Patterson

B. Approval of Minutes from October 3, 2017

- The minutes of the October 3, 2017, meeting were approved as presented

C. Update on Items

1. ISER Goals for Fall 2017

- The following updates were provided:

Team Leads	Standards	Status
Tina Aguirre James Patterson	Federal Regulations and related Commission Policies (8)	Dr. Patterson is almost done with credits, program length, and tuition policies and will send narrative along with checklist questions to Dean Aguirre; he has started work on institution-set standards; Deans Aguirre and Silva and Institutional Researcher Jose Carrillo confirmed that IVC CTE programs have institution-set standards that are reported to ACCJC
Martha Garcia	I.A. Mission (Standards 1-4)	Dean Johnson will be taking over Standard I.A. and plans to complete 2 of the 4 Standards this fall semester
Efrain Silva	I.B. Quality (4 remaining)	Has 1 Standard left to complete
Lennor Johnson	I.C. Institutional Integrity (5 remaining)	All Standards will be completed this fall semester
Dave Drury	II.A. Instructional Programs	The team is on target to complete 6 Standards this fall semester, and will complete the remaining 6 in the spring semester
David Zielinski	II.B. Library and Learning Services	All assigned II.B Standards have been drafted and submitted
Victor Torres	II.C. Student Support Services	Dean Torres is in the process of assembling his team; he has sent email but to date has received no responses
Clint Dougherty	III.A. Human Resources	Dr. Patterson will meet with Clint Dougherty

Rick Webster	III.B. Physical Resources	Dr. Patterson is working with the Facilities and Environmental Health Committee on this Standard
Jeff Enz	III.C. Technology Resources	Dr. Patterson is working with the Technology Planning Committee (TPC) on this Standard; the TPC met today and analyzed and discussed the narrative that CTO Jeff had completed for Standard III.C.1
Cecilia Duron	III.D. Financial Resources	Dr. Patterson will need to get Cecilia Duron and BFPC Co-chair Matthew Thale together to work on this Standard
Nicholas Akinkuoye	IVA, IVB, IVC. Leadership & Governance	Team member Xochitl Tirado reported to Dr. Patterson that she has completed the Standards assigned to her

➤ Discussion:

- Dean Silva noted that in addition to reporting institutional benchmarks in the ACCJC Annual Report, standards are identified for the Strategic Educational Master Plan, Perkins and CTE programs, and IEPI
- Dr. Patterson noted that ACCJC benchmarks should align with the IEPI benchmarks
- Director Carrillo reported that many of the IEPI indicators are optional and that the ACCJC mandated benchmarks were not chosen under IEPI; he provided background on the benchmarks previously reported in the ACCJC Annual Report and how they were established; he, Dean Silva and Dean Johnson have discussed revisiting, reestablishing, and resetting the standards
- Dr. Patterson will pull the introduction from the 2012 ISER and send to certain individuals for input
- Dr. Patterson will send the data section from the 2012 ISER to Director of Institutional Research Jose Carrillo for updating
- Dr. Patterson noted the college is current on the Eligibility Requirements
- Dr. Patterson indicated that an updated space inventory is needed
- Dean Silva reported on the Nov. 6 SDICCA meeting that he attended for Dr. Jaime: ACCJC President Dr. Winn was the speaker; at its January 2018 meeting, the ACCJC plans to eliminate Standard III.A.6 related to faculty accountability for SLOs; the ACCJC is creating its own repository for colleges to submit evidence directly to ACCJC
- Dr. Patterson explained to members that in the spring the committee will need to start looking at the draft narratives; he emphasized the need for teams to complete their assigned Standards
- Dean Johnson identified the need to update the IVC website; Department Chair Michael Heumann suggested that the Guided Pathways 5-year plan address update of the website; Dr. Patterson suggested inviting Omar Ramos to CART meetings as Omar had reported at today's TPC meeting that he has started the process of revising the IVC website
- Dr. Patterson stated he had earlier recommended the implementation of a service ticket process for requesting research; it was noted that such a process already exists, however, the requests are being routed to IT instead of to the Institutional Researcher
- Academic Services Administrative Assistant Linda Amidon reported she has set up the repository for ISER evidence but she just needs to set up folders for each Standard; she has also updated the naming conventions document which she will provide to team leads in February 2018

D. Discussion Items

1. IEPI Indicator 12 and the IVC Academic Senate – QFE

Guided Pathways Steering Committee Self-Assessment Update

- Dr. Patterson reported that the Academic Senate had adopted Indicator 12 for IVC's Quality Focus Essay (QFE); the goal of Indicator 12 is to increase the overall completion rates for degrees, certificates and transfers; the QFE is on a six-year plan and progress on the QFE will be reported in IVC's Midterm Report (in 4 years); the plan will be written this year
- CART Co-chair Patterson and Guided Pathways Steering (GPS) Committee Co-chair Dr. Temo Carboni will work together to align the Guided Pathways 5-year plan and the QFE/Indicator 12; the goals for both are the same but the schedules are different; the QFE requires more detail – must show who is responsible for what and when it is due; the Guided Pathways 5-year plan does not require as much detail; the Guided Pathways 5-year plan must be submitted March 30, 2018
- Progress on IEPI Indicator 12 will include data on the cohort of students from the fall 2017 semester and will be reported in the QFE in six years; year 1 of the Guided Pathways 5-year plan is next year
- Dr. Patterson reported on information provided at recent GPS Committee meetings: 59% of students have a comprehensive Student Education Plan (SEP); SSSP Student Success Specialists will be contacting students without an SEP; data is available but the college is not utilizing it effectively for decision-making
- Dr. Patterson noted that curricular planning (i.e., program pathways) for Guided Pathways is in place but needs to be reviewed; the Curriculum Committee can use the program pathways to build the General Education pathways
- CART members determined that the Curriculum Committee is the committee best suited to determine the meta-majors to develop; Dr. Patterson will ask the Academic Senate President to suggest to the Curriculum Committee that it start the discussion regarding meta-majors

E. Adjournment

- The meeting was adjourned at 4:06 p.m.
- Next Meeting: Tuesday, December 5, 2017, at 3:30 p.m.