



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, March 6, 2018, 3:30 p.m., Board Room**

Voting Members <i>(SEMPC Co-Chairs Count as 1 Vote)</i>	Consultants
<input type="checkbox"/> Dr. Martha Garcia – Acting VP, Academic Services/ALO	<input type="checkbox"/> Dr. Victor Jaime – Superintendent/President
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> John Lau – VP, Administrative Services
<input type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input checked="" 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 checked="" type="checkbox"/> Jose Velasquez – Dept. Chair, ITEC	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input type="checkbox"/> David Drury – Dean, Math & Sciences
<input type="checkbox"/> Efrain Silva – SEMPC Co-Chair	Dr. Lennor Johnson – Dean of Counseling & Special Projects
<input checked="" type="checkbox"/> Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input checked="" type="checkbox"/> Victor Torres - Dean, Student Affairs & Enrollment Services
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input type="checkbox"/> Betsy Lane – Assoc. Dean, Workforce Prep. & Community Special Projects
<input checked="" type="checkbox"/> Karla Espejo-Rodarte – Associated Student Government Rep	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
	<input checked="" 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 type="checkbox"/> Tina Aguirre – Dean, Health & Public Safety	<input type="checkbox"/> Xochitl Tirado, Distance Education Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
Visitors	
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	Recorder
	<input checked="" type="checkbox"/> Linda Amidon

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 February 20, 2018

- The minutes of the February 20, 2018, meeting were approved as presented.

C. Update on Items

➤ **Advanced ISER Training**

- The schedule for Dr. Steven Reynolds’ visit to IVC on March 28, 2018, was shared with the committee:
 - 2:00 p.m. – 2:30 p.m. Meeting with Dr. Garcia, ALO
 - 2:30 p.m. – 3:30 p.m. Meeting with CART Co-Chairs
 - 3:30 p.m. – 5:30 p.m. Advanced ISER Training for CART and others
- Invitations have been sent to CART and Standard Writing Team Leads with a request to submit the names of others to be invited to the training, such as writing team members.
- Dr. Garcia has spoken with Dr. Reynolds, who indicated that the college needs to drive the agenda for the training; Dr. Garcia will be working on the agenda and it will be distributed to CART.
- Director of Institutional Research Jose Carrillo cited the importance of providing team members with guidance on writing to the Standards, as many of them aren’t familiar with the them.
- Co-Chair Patterson described his vision of how this guidance would be provided in the future: The purpose of the innovation configuration for the CART’s mission (agenda item D) is to show what the college will look like when all Standards are fully embedded across campus (i.e., integrated into the daily function of the college). As CART works on the innovation configuration, “disconnects” will be identified and addressed. The goal is that by the time the 2024 ISER is written, all Standards will have been built into the regular activities of the

participatory governance committees, making faculty and staff on these committees more familiar with Standards.

- Dr. Patterson briefly discussed the format of the ISER and the need to update data in the Strategic Educational Master Plan (SEMP) which is relevant to the ISER.
- Director Carrillo reported that the SEMPC has built into the committee's activity calendar an annual review and update of data in the SEMPC.
- Dr. Patterson stated the goal for CART is to eventually get to the point where the ISER is updated on an annual basis with new data and new narratives.

➤ **Substantive Change Inquiry - Retail Management Certificate (Added Agenda Item)**

- Dr. Patterson reported that a Substantive Change Inquiry Form was submitted for the Retail Management Certificate and a response from ACCJC is pending.

➤ **ISER Goals for Spring 2018 (drafts must be completed by Friday, June 1)**

- The following updates were provided:

Team Leads	Standards	Status
Tina Aguirre and James Patterson	Commission Policies (8 Standards)	Pending: Policies 1, 2, 7, 8 Policy 1 related to third-party comments on the ISER will be drafted last
Lennor Johnson	I.A. Mission (4 Standards)	Pending: Standards 3, 4
Efrain Silva	I.B. Quality (9 Standards)	Pending: Standards 2, 3, 5, 7, 8 All Standards drafted but need a last review by team; Standard 2 needs considerable work, and requires SLO Coordinator input
Lennor Johnson	I.C. Institutional Integrity (7 Standards)	Pending: Standards 3, 6, 10, 13, 14
Dave Drury	II.A. Instructional Programs (6 Standards)	Pending: Standards 2, 5, 8-14 Need to track down Standards that have been drafted
David Zielinski	II.A. Instructional Programs (6 Standards)	(see response directly above)
David Zielinski	II.B. Library and Learning Services (4 Standards)	All Standards drafted and submitted
Victor Torres	II.C. Student Support Services (8 Standards)	Outlines prepared for 8 Standards and moving forward on drafts
Clint Dougherty	III.A. Human Resources (15 Standards)	Pending: 11 Standards Awaiting completion of EEO Plan
Rick Webster	III.B. Physical Resources (4 Standards)	4 Standards drafted and undergoing FEHS review; FEHS reviewed Standard III.B.3
Jeff Enz	III.C. Technology Resources (5 Standards)	5 Standards drafted and undergoing TPC review; TPC reviewed Standards III.C.2 and III.C.3; 2 pending review
Cecilia Duron	III.D. Financial Resources (16 Standards)	Pending: 16 Standards Dr. Patterson will be meeting with Cecilia and Matthew on Fridays beginning March 9
Martha Garcia, Acting CIO/ALO	IV.A. Decision-Making Roles and Processes (7 Standards)	All Standards drafted and undergoing editing
Martha Garcia, Acting CIO/ALO	IV.B. CEO (6 Standards)	Pending: Standard IV.B.3
Martha Garcia, Acting CIO/ALO	IV.C. Governing Board (13 Standards)	Pending: Standard IV.C.9

- Discussion:
 - ✓ Dr. Patterson provided an update on other components of the ISER:
 - Vikki Carr is reviewing the History of the College section of the ISER .
 - Dr. Patterson is reviewing the student achievement and demographics tables in the introduction.
 - Drafting of the Quality Focus Essay (QFE) has begun; Dr. Patterson is in the process of reviewing the Guided Pathways Self-Assessment and Integrated Student Success Plan.
 - Dr. Patterson reminded committee members to keep the ISER action plans short.
- **CART Recommendation 1 to Academic Senate (SLO Committee)**
 - Cathy Zazueta, Kevin Howell, and Dr. Patterson reviewed 12-14 colleges.
 - Five of the six colleges whose accreditation was recently fully reaffirmed under the 2014 Accreditation Standards have transformed their SLO committees to campus-wide outcomes committees; the committees at these colleges are large as they are composed of representatives from several committees.
 - The Region 10 colleges that have not undergone a self-evaluation under the 2014 Standards still have SLO committees.
 - Considering where IVC is in the accreditation cycle, this trend supports IVC transforming its SLO Committee to an Outcomes and Assessment Committee.
 - Dr. Patterson and SLO Coordinator Kevin Howell concur that the Antelope Valley College outcomes and assessment committee is a good model for IVC to follow.
 - Dr. Patterson will present the Antelope Valley College Outcomes and Assessment Committee (function, scope and membership) at tomorrow's Academic Senate meeting for discussion; if the Senate agrees to expand the scope and charge of IVC's SLO Committee it will require involvement of the College Council.

D. Discussion Items

- Innovation Configuration (mapping) – CART Mission
 - Dr. Patterson presented an innovation configuration map (table) showing two extremes: Where CART was in meeting its mission a year a half ago when the Midterm Report was prepared, and full implementation of the CART Mission.
 - The committee reviewed each of the items describing full implementation of the CART Mission and identified how some of the standards are currently being met. Items related to the governing board, students, and board policy and administrative procedures were added.
 - Dr. Patterson acknowledged it will be a challenge to get the 16 Standards in Standard III.D built into the Budget and Fiscal Planning Committee's activities; the goal is to have the Standards drive the committee's discussion and actions.
 - Dr. Patterson provided background on the accreditation process to the ASG representative in attendance, ASG President Karla Espejo-Rodarte; he also provided a description of IVC's Guided Pathways program and the relationship between the Accreditation Standards and Guided Pathways; he emphasized the need for student input on the ISER, and the need for focus groups to inform the work of CART and the work of the Guided Pathways Steering Committee.

E. Other

- ASG President Karla Espejo-Rodarte expressed concern regarding the revised Campus Hour schedule; she stated that reducing Campus Hour from four days per week (Mondays – Thursdays) to two days (Mondays and Wednesdays) takes away students' opportunity to participate on committees.

- Dr. Patterson informed Ms. Espejo-Rodarte that her comments would be filtered on to other committees and campus organizations.

F. Adjournment

- The meeting was adjourned at 4:22 p.m.
- Next Meeting:
 - The committee discussed canceling the March 20 meeting, since CART will meet for ISER training on March 28.
 - ✓ M/S/C Leon/Heumann to cancel the March 20 meeting in lieu of the March 28 ISER training.
 - ✓ The next CART meeting will take place after spring recess.