



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, June 5, 2018, 3:30 p.m., Board Room**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)	Consultants
<input checked="" 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 checked="" 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"/> Dr. Lennor Johnson – SEMPC Co-Chair	<input type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Efrain Silva – SEMPC Co- Chair	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	Dr. Lennor Johnson – Dean of Counseling & Special Projects
<input type="checkbox"/> Erica Aguilar – College Council Rep	<input checked="" type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
<input type="checkbox"/> Steven Rosas – Associated Student Government Rep	<input type="checkbox"/> Carlos Fletes – Director, Fiscal Services
	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
CART Co-Chairs	<input type="checkbox"/> Kevin Howell – SLO 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 Ed Coordinator
	<input type="checkbox"/> Kathy Rodriguez – CTA Representative
Visitors	
<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA	Recorder
<input type="checkbox"/>	<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 May 15, 2018

- Item tabled due to lack of quorum.

C. Update on Items

➤ **Outstanding ISER Materials**

- Chair Patterson provided a quick status report:

James Patterson:	Intro: History, Student Achievement, IS Standards (info pending)
James Patterson:	Eligibility Requirements & Commission Policies (edited ; will be updated in August when the new catalog is available)
Lennor Johnson:	I.A. (ready to edit)
Efrain Silva:	I.B. (ready to edit)
Lennor Johnson:	I.C. (ready to edit)
Dave Drury:	II.A. (ready to edit)
David Zielinski:	II.B. (edited)
Victor Torres:	II.C. (ready to edit)
Clint Dougherty:	III.A. (11 standards outstanding; meeting with CHRO Dougherty pending)
Rick Webster:	III.B. (edited)
Jeff Enz:	III.C. (ready to edit)
John Lau:	III.D. (15 standards outstanding; in progress)
Martha Garcia:	IV.A. (edited)
	IV.B. (Standard 3 outstanding)
	IV.C. (edited)

- **CART Recommendation #1 to Academic Senate (Outcomes and Assessment Committee)**
 - The recommendation is on tomorrow's Academic Senate meeting agenda for a second reading. A final vote will take place in the fall. Feedback from SEMPC, College Council, Guided Pathways Steering Committee, and President's Cabinet will be required as the proposal recommends that the SLO Committee be expanded from a faculty committee to a campus-wide committee. The chairs of the Outcomes and Assessment Committee would include the SLO Coordinator and an administrative representative.
- **CART Recommendations #3 and #4 (Guided Pathways)**
 - Chair Patterson will report on the Recommendations #3 and #4 at tomorrow's Academic Senate meeting; the recommendations will then be presented to the Senate for discussion in the fall. Chair Patterson provided a brief description of the recommendations: Recommendation #3 asks the Senate to recommend to the CIO and other appropriate individuals and/or committees that, starting fall 2018, programs begin review of program pathways and general education pieces as part of the comprehensive program review process. Recommendation #4 asks the Senate to assign the development of several meta-majors to the Curriculum Committee.
 - Director of Institutional Research Jose Carrillo asked when changes to the program review process would be implemented. Chair Patterson explained the proposal to have each department's comprehensive program review include a faculty review of the program pathway(s), and to make specific recommendations for General Education courses, is a recommendation at this point; no changes to the program review process are necessary at this point.
- Chair Patterson also provided CART members with a brief update on Substantive Change Inquiries:
 - ACCJC has determined that the Administration of Justice: Law Enforcement – New Degree and Certificate does not require a substantive change review.
 - A substantive change inquiry form was submitted for the ADT in Economics and is pending ACCJC action.

D. Discussion Item:

1. CART Self-Evaluation 2017-2018

- CART members reviewed and modified the draft self-evaluation form. Linda Amidon noted the need to revise the evaluation form to reflect the current Strategic Educational Master Plan goals.
- No major obstacles or problems with the committee's function were identified by CART members. CTA President Mary Jo Wainwright commented that the committee was very well run.
- Recommendations for improving process or efficiency included: Improving communication with campus committees other than Academic Senate and President's Cabinet, and examine returning to greater participation from department chairs.
- Chair Patterson provided a brief status update on the previous year's goals:
 - He will update the Dynamic ISER with the latest documents received.
 - He has been working on the QFE, which includes some components of the Guided Pathways Work Plan and the Integrated Student Success and Equity Plan. He described the QFE goal: The college goal seeks to raise the percentage of completers (degrees, certificates, and transfers) to 50% over the next 6 years. VP Dr. Garcia and English Dept. Chair Dr. Michael Heumann volunteered to review the QFE. Dr. Martha Garcia suggested that the QFE goal be tied to the corresponding Chancellor's Office Vision for Success goals.

- Chair Patterson noted that the Standards identify elements that must be included in an institution's mission statement, and IVC's mission statement is missing some of those elements.
- CART goals for the coming year include: Final approval of the ISER; preparing for the March 11-14-2019, evaluation team visit; and revising the CART Bylaws to further update membership.
- Chair Patterson thanked all CART members, consultants, and team leads for their participation in 2017-2018.

E. Adjournment

- The meeting was adjourned at 4:01 p.m.
- Next Meeting: The tentative date is set for August 21, 2018.
- VP Dr. Garcia recognized Chair Patterson for the progress on the ISER and thanked all those that participated in writing the report. She announced the new VP for Academic Services as Dr. Christina Tafoya and indicated she would be sending an announcement to the campus community. She is looking forward to seeing faculty at commencement and wished everyone a great summer.