Continuous Accreditation Readiness Team (CART)
Friday, September 20, 2013, 10:0 a.m.
Board room

Administrative Council				
	☐Victor Jaime – Pres.	☑Kathy Berry - VP	☐Todd Finnell - VP	☐John Lau - VP
	☑Travis Gregory - Dean	☑Tina Aguirre - Dean	☑Brian McNeece -Dean	☐Efrain Silva - Dean
	☑Ted Ceasar - Dean	☑Sergio Lopez - Dean	☐Jeff Cantwell – Dir.	☐Susan Carreon – Dir.
	☑Jose Carrillo – Dir.	☐Jeff Enz – Dir.	☐Carlos Fletes – Dir.	☐Becky Green – Dir.
	☐Betty Kakiuchi – Dir.	☐Omar Ramos – Dir.	☐Lisa Seals – Dir.	☐Rick Webster –Dir.
	☐Bill Gay – PR Consult.			
Instructional Council	☐Craig Blek	☑Rick Castrapel	☑Dave Drury	☐Daniel Gilson
(Dept. Chairs and Coord.)	☐Rick Goldsberry	☑Becky Green	☑Carol Hegarty	☐Allyn Leon
	☐Jose Lopez	☐Jill Nelipovich	☑Terry Norris	☑James Patterson
	☐Sydney Rice	☐Jose Ruiz	☐Ed Scheuerell	☑Ed Wells
	☐Kevin White	☑Cathy Zazueta		
Other	☐Trini Arguelles (NT)	☐Michael Heumann (T)	☐Alex Cozzani (T)	☐Eric Lehtonen (T)
	☐Jessica Waddell (CC)	☐Oscar Hernandez (T)	☐Jim Fisher (T)	☐Bradford Wright (T)
	☐Norma Nunez (NT)	☐Mary Carter (CC)	☐Paige Lovitt (NT)	☐Toni Gamboa (C)
	☐Jeff Beckley (T)	☐Kevin Marty (T)	☐Emily Bill (NT)	☐Audrey Morris (T)
	☑Patricia Robles (C)	☐ASG Representative		
Visitors:				
Recorder:	Linda Amidon			

A. Call to Order – Brian McNeece and Tina Aguirre
- ➢ Dean McNeece called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:10 a.m.

B. Review and Approval of Minutes of September 6, 2013 Meeting
- ➢ The minutes of the September 6, 2013 meeting were approved as presented

C. Update on Previous Discussion Items
1. Review Proposed Timeline for 2014 Warning Follow-Up Report – Tina Aguirre
   - ➢ Key dates include:
     - October 30 Teams complete first draft of Follow-Up Report
     - November Executive Council, Administrative Council, College Council, Academic Senate accept final report
     - February 19 Board certifies the Follow-Up Report
   - ➢ Resources added to Dropbox: Sample follow-up reports from California community colleges that were recently removed from warning and reaffirmed accreditation
2. Actionable Achievement Plans from 2012 Self-Evaluation Report – Tina Aguirre
   - ➢ This item was inadvertently carried over from the last meeting agenda
3. Clarification Regarding Standard II.C.1.b in Recommendation 1 – Kathy Berry
   - ➢ Executive Council participated in a conference call with Jack Pond and Susan Clifford of the ACCJC
   - ➢ Reference to Standard II.C.1.b in Recommendation 1 is not an error; it relates to information literacy for faculty, staff, and students
     - The evaluation team did not see that faculty, staff, and students are being trained; they did not find anything that was measureable
     - There is no plan for students to know how they will be trained in technology
   - ➢ Discussion:
     - Consider using online videos
     - Blackboard training for students will be conducted during college hour

- Information literacy training is conducted when faculty bring their students to the library
- Consider walk-in workshops for students
- Write a plan with measureable goals
- The library currently operates under an unwritten plan
- Per the ACCJC, if processes/activities are not written, "it didn't happen"
- Include plans for training in syllabi

D. New Discussion

1. Report from START Committee – Martha Garcia
   - No report; START Co-chair Martha Garcia was absent
2. Report from Team Leaders – Todd Finnell, Travis Gregory, John Lau
   - Recommendation 1 Team Member Ted Ceasar reported for Team Lead Todd Finnell: The team consisting of Todd Finnell, Cathy Zazueta, Ted Ceasar, Terry Norris, Jose Carrillo, and Patty Robles, will meet next week
   - Recommendation 7 Team Lead Travis Gregory reported that he sent email to proposed members Dixie Krimm, Frank Hoppe, and Sydney Rice and two have responded; he will determine a regular meeting time for the team
   - Recommendation 8 Team Lead John Lau reported that the writers for the team include himself, Mary Carter, Dave Drury, Matthew Thale, Melody Chronister, and Kevin White
     - Key data for the response to this recommendation should be submitted to John Lau and Kevin White
   - Committee reviewed resources available on the ACCJC website
   - Committee was informed of correspondence from the ACCJC regarding review of IVC's 2013 Annual Fiscal Report and a comparison of data from the 2010, 2011, and 2012 Annual Fiscal Reports:
     - There are three levels of fiscal risk assigned to colleges:
       - N (Normal Risk) – colleges in this category are not subject to additional monitoring
       - M (Moderate Risk) – colleges in category M will be more closely monitored in subsequent reporting years to assess whether financial conditions improve or deteriorate
       - R (Referred) – colleges in category R undergo a more comprehensive analysis of their financial condition by the ACCJC's Financial Reviewers
     - IVC is on Referred status based on the following factors:
       - Declining enrollments
       - Declining reserves (IVC's reserves are current at 6% of the general fund, but trends show cause for concern)
       - Unstable changes in administration The FCMAT study
       - GASB is unfunded (the Budget and Fiscal Planning Committee is currently addressing this issue)
     - ACCJC's Financial Reviewers (a team consisting of California Community College CBOs) is currently reviewing IVC's finances and will provide its findings soon
3. SPOL (Strategic Planning Online) Configuration for 2014 Warning Follow-Up Report
   - Committee viewed the accreditation module in SPOL and received an explanation of the approval process in the system
   - Dean McNeece reported that the college plans to prepare the Follow-Up Report in SPOL; he demonstrated how the system's four modules – planning, assessment, budget, accreditation –are integrated
   - The evidence repository will be maintained in SPOL
   - VP Berry recommended that training on the accreditation module be conducted at the next CART meeting (October 4)

- Dean McNeece would like to have an intermediary such as Dropbox for the Follow-Up Report (Note: VP Todd Finnell had previously advised against the use of Dropbox for the report)

E. Action Items – Assign Writer for Introduction of Follow-Up Report
- VP Berry nominated College Council Chair/SME Department Chair Daniel Gilison to write the introduction section of the report
- Dean McNeece volunteered to help write the introduction

F. Other
- None

G. Next Meeting: Friday, October 4, 2013, 10:00 a.m., Board Room

ADJOURNMENT

The meeting was adjourned at 10:55 a.m.