

**Minutes of the Regular Meeting of the  
Continuous Accreditation Readiness Team (CART)  
Friday, May 1, 2020, 10:00 a.m., Location: Zoom Online Conference  
Approved June 5, 2020**

Voting Members <i>(SEMPC Co-Chairs Count as 1 Vote)</i>		Consultants (Continued)
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO (via telephone)	<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair/VP, Student Services	<input checked="" type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Daniel Gillson – Dept. Chair, Science	<input type="checkbox"/> Efrain Silva – SEMPC Co- Chair/Dean, Econ. & Workforce Dev.	<input type="checkbox"/> Roberta Webster – Assoc. Dean, Nursing & Allied Health
<input type="checkbox"/> Suzanne Gretz – Dept. Chair, BSS	<input checked="" type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input checked="" type="checkbox"/> Betsy Lane – Dean, Arts, Letters, Learning Svcs.
<input checked="" type="checkbox"/> Carol Hegarty – Dept. Chair, Humanities	<input checked="" type="checkbox"/> Jose Carrillo – College Council Representative	<input type="checkbox"/> Dr. Henry Covarrubias – Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	<input checked="" type="checkbox"/> Roxanne Nuñez, Counseling Representative	<input type="checkbox"/> Victor Torres – Assoc. Dean, EWD/Non-Traditional Instruction
<input checked="" type="checkbox"/> Martinez, Andres – Dept. Chair, Business	<input checked="" type="checkbox"/> Human Resources Representative (Clint Dougherty, CHRO)	<input type="checkbox"/> Bianca Bisi – Interim Assoc. Dean, Student Equity & Achievement
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	<input type="checkbox"/> Cecilia Duron, Administrative Services Representative	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input checked="" type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Associated Student Government Rep (Renee Morales)	<input type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Associated Student Government Rep (Kylee Baker)	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
<input checked="" type="checkbox"/> Dr. Jose Ruiz – Dept. Chair, WLSC	<b>Consultants</b>	<input checked="" type="checkbox"/> Kevin Howell – SLO Coordinator
<input checked="" type="checkbox"/> Jose Velasquez, Dept. Chair, ITEC	<input type="checkbox"/> Dr. Martha Garcia – Superintendent/President	<input checked="" type="checkbox"/> Mary Jo Wainwright – CTA Representative
<b>CART Co-Chairs</b>	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services	<b>Guests</b>
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Dr. Lennor Johnson, VP, Student Services	Hope Davis, IVC Music Professor
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input checked="" type="checkbox"/> Dr. Robert Price, Dean, Health & Public Safety	Norma Nunez, SSS Program Director
<b>Recorder</b>	<input type="checkbox"/> Efrain Silva - Dean, Economic & Workforce Development	
<input checked="" type="checkbox"/> Linda Amidon		

#### A. Call to Order

1. Accreditation Coordinator/CART Co-Chair Dr. James Patterson called the regular meeting of the Continuous Accreditation Readiness Team (CART) to order at 10:00 a.m.

#### B. Approval of Minutes

- Approval of Minutes from April 3, 2020
  - The committee approved the minutes as presented.

#### C. Review of Follow Up Report Relating to Recommendation 1

- The committee reviewed applicable Standards and draft response to Recommendation 1; reviewed evidence and identified additional evidence.
- Members discussed the frequency of assessment for SLOs and SAOs: SLOs are assessed every 3 years as part of comprehensive program review. SAOs are assessed every year. It was noted that CTE programs are required to complete program review every two years. SLO Coordinator Howell confirmed that SLOs and SAOs are addressed in the comprehensive and annual program review templates.
- Department chairs and the SLO Coordinator have worked diligently to complete program assessment schedules and the schedules are currently available on the SLO website. Coordinator Howell noted the majority of department chairs have completed their assessment planning.
- The spring 2018 ILO survey was sent to the whole campus and is available; the spring 2019 survey was also completed and will be available soon.
- Coordinator Howell will provide a report showing the programs that have submitted SLO assessments according to their schedule.
- SLO Coordinator Howell provided an update on his work with Library and Learning Services staff:
  - He had considered moving the Reading/Writing Lab program to an SLO program under Learning Services. However, since tutoring services are no longer provided the lab will remain as a service area program and continue to develop and assess SAOs. The lab survey conducted two years ago was assessed last year and will be assessed this year for a comparison.
  - The Study Skills Center and tutoring center in the library will remain as SLO programs under Learning Services. Existing program SAOs have been revised and condensed into two SLOs and are pending review.
- The Outcomes and Assessment Committee completed its comparison of SLOs in syllabi with SLOs in course outlines of record. There was a 36% error rate for the 858 courses reviewed. Department chairs are coordinating with faculty to make corrections to the syllabi. Coordinator Howell is helping faculty to convert syllabi .pdfs to Word documents so that faculty can make corrections.
- Director of Institutional Research Carrillo reported on the faculty SLO survey that was launched before campus closure: the survey is still active, he is awaiting direction on whether to keep the survey open and send reminders to faculty. VP Tafoya directed that the survey be closed at this time. Eighty-four (84) faculty members responded to the survey.

- Student surveys regarding will address the deficiencies found by the external evaluation team related to evaluation of services library and learning services.
- In response to inquiry by Dr. Patterson, VP Tafoya referred to the draft follow up report in Google Drive related to the library remodel.

#### **D. Review of Follow-Up Report Relating to Recommendation 2**

- Team members received a brief overview of the Standards cited in Recommendation 2 and the evaluation team's findings.
- Co-Chair Patterson provided updates on the ten (10) processes/systems to be evaluated. The budget development process was added to the list as item 11; Dr. Patterson he will be working with CBO Garcia and Director of Fiscal Services Duron regarding the evaluation of this process. He noted the campus closure has impacted the evaluation of several of the processes/systems.
- Dean Price reported on the status of the strategic educational master plan: He and Dr. Covarrubias are currently discussing the SEMP with Drs. Garcia and Johnson. The plan is to bring in a consultant to assist in revising the SEMP.
- CHRO Dougherty stated that evaluations will be taking place this spring for all classifications of employees, except faculty due to the campus closure. He stated the evaluation process has been refined and noted that evaluations have been occurring but haven't been documented in the HR system. He will draft narrative specifically referencing this to include in the follow up report.
- CHRO Dougherty clarified that HR only processes the requests for professional development funds, it does not approve the requests.

#### **E. Review of Timeline for Follow-Up Report Approvals**

- Co-Chair provided the timeline for approvals:
  - June 5 -- CART (approve the Follow Up Report and evaluate the process to develop the report)
  - June 5 -- Academic Senate (first reading)
  - August 26 -- College Council
  - September 2 -- Academic Senate (second reading)
  - September 16 -- Board (will require two meetings)
- The draft Follow Up Report will be circulated without links to evidence (evidence will be provided separately).

#### **F. Adjournment**

##### **1. Next Meeting: Friday, May 15, 2020, 10:00 a.m.**

##### **2. Adjournment**

- The meeting adjourned at 10:47 a.m.
- James Dalske, Interim Dean of Student Affairs and Enrollment Services was introduced and welcomed to IVC.