



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, May 21 2019, 3:30 p.m., Board Room**

Voting Members (SEMPC Co-Chairs Count as 1 Vote)	Consultants
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input type="checkbox"/> Dr. Martha Garcia – Superintendent/President
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services
<input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input checked="" type="checkbox"/> David Zielinski – Dean, Arts, Letters & Learning Services
<input type="checkbox"/> Dr. Michael Heumann – Dept. Chair, English	<input type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	<input type="checkbox"/> Roberta Webster – Interim Associate Dean, Nursing & Allied Health
<input checked="" type="checkbox"/> Dr. Lennor Johnson – SEMPC Co-Chair, VP, Student Services	<input type="checkbox"/> Sergio Pesqueira – Interim Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Efrain Silva – SEMPC Co- Chair, Dean, Economic & Workforce Dev.	<input type="checkbox"/> Victor Torres - Dean, Student Affairs & Enroll. Services
<input type="checkbox"/> Dr. Cuauhtemoc Carboni – Academic Senate Faculty Rep	<input checked="" type="checkbox"/> Betsy Lane – Associate Dean, Workforce Prep & Community Special Projects
<input checked="" type="checkbox"/> Linda Amidon – College Council Rep	<input type="checkbox"/> Cecilia Duron – Director, Fiscal Services
<input checked="" type="checkbox"/> Associated Student Government Rep*	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
*Moises Hernandez, Emilio Trinidad	<input type="checkbox"/> Kevin Howell – SLO Coordinator
CART Co-Chairs	<input type="checkbox"/> Cynthia Spence – Basic Skills Coordinator
<input checked="" type="checkbox"/> Dr. James Patterson –Accreditation Coordinator	<input type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
<input checked="" type="checkbox"/> Dr. Robert Price – Dean, Health & Public Safety	<input type="checkbox"/> Mary Jo Wainwright – CTA Representative
	<input checked="" type="checkbox"/> Clint Dougherty – Chief Human Resources Officer
Recorder	
<input type="checkbox"/> Linda Amidon	

A. Call to Order

- The regular meeting of the Continuous Accreditation Readiness Team (CART) is called to order at 3:34 p.m. by Accreditation Coordinator/CART Co-Chair Dr. James Patterson.
- Co-Chair Patterson provides updates on Substantive Change Inquiry Forms processed this week:
 - Correctional Science: Corrections Officer Certificate – a substantive change review is not required.
 - Computer Information Technology, Business Information Systems, and Cybersecurity Certificates – a substantive change review is not required.

B. Approval of Minutes from May 7, 2019

- The minutes were not available.

C. Evaluation of ISER Process

1. Evaluation of Institutional Self-Evaluation Report Development Process

D. Discussion of Problem Areas and Recommended Changes

- Co-Chair Patterson provided an overview of the ISER development process, shared the list of initial administrative/managerial assignments with team members, and reviewed the schedule for completion of the Standards (i.e., narratives for one-third of the Standards per semester), and participatory governance approval of the ISER.
- CART members shared their thoughts, observations, identified issues, and made recommendations regarding the process:
 - Start the process earlier.
 - Timeline was on point as it allowed individuals new to the process to familiarize themselves with the Standards and development process.
 - Need to condense the timelines so that writing teams stay focused.
 - There was no official kickoff for the ISER.
 - Lack of training for writing team members on the process and the Standards.
 - Recruit volunteers to write to the assigned Standards.
 - Conduct a survey at the beginning of the process to determine interest.
 - Dr. Patterson was commended for his orchestration of the ISER.
 - Other colleges have an individual assigned to coordinate the necessary elements for institutional effectiveness, such as a Director of Institutional Effectiveness, or Institutional Researcher.
 - Supporting evidence was lacking as evidence by the numerous requests by evaluation team members during the site visit.

- Place focus on Standards that were a challenge during previous evaluations.
- Evaluation team requests for additional evidence were received near the end of the site visit. The majority of requests for additional evidence are typically made prior to the site visit.
- A booklet of specific examples of evidence was provided to the college too late.
- Human Resources could have been more prepared.
- Human Resources needs to have a more active role on CART. (Note. This was addressed in the recent revision of the CART Bylaws.)
- Some writing teams may have been too large. Smaller teams would allow for better accountability on work assignments.
- Prescribe specific roles to writing team members.
- Emails sent to the campus community to raise awareness of the Standards was really important.
- Collect evidence in support of the ISER and provide specific directions (i.e., type of evidence, format – e.g., searchable PDF).
- Students aren't aware of the accreditation process. We need to better prepare our students.
- The accreditation forums and Standards emails were helpful to students.
- Since the evaluation team asked repeatedly for our internal review of processes, the Committee Self-Evaluation Form should address process review. The form could serve as additional evidence for the ISER.
- Committees that report to the President's Office should be encouraged to complete a Committee Self-Evaluation Form each year.

E. Committee Self-Evaluation

1. Initial Draft of Committee Self-Evaluation Form

- Committee members review the draft of the Committee Self-Evaluation Form and identify the following goals for 2019-2020:
 - Respond to any concerns/issues raised by the Commission (June 2019)
 - Working with IR on collegial dialogue re: institution-set standards
 - Schedule regular "deep dive" reviews of sections of the Accreditation Standards.
- Remaining sections of the Committee Self-Evaluation Form will be completed at the June 4, 2019, CART meeting.
- Co-Chair Patterson identifies first and secondary priorities for CART in 2019-2020: First, respond to the Commission letter. Second, continue the process of refining our ISER starting with a review of the list of additional evidence requested by the evaluation team.

F. Adjournment

1. Next Meeting: June 4, 2019.

- The Committee Self-Evaluation Form will be finalized.

2. Adjournment

- The meeting was adjourned at 4:24 p.m.