

Bylaws of the Imperial Valley College Continuous Accreditation Readiness Team (CART)

ARTICLE I. NAME

The name of this organization shall be the Continuous Accreditation Readiness Team, hereinafter referred to as the CART.

ARTICLE II. PURPOSE

The CART shall serve in an advisory capacity to the President's Cabinet regarding matters of strategic and institutional planning to remain in compliance with eligibility and accrediting standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) and to move the College toward continuous program quality improvement.

ARTICLE III. DUTIES

The CART shall

- 1) initiate, direct, and monitor campus-wide activities, including report writing and completion of ACCJC recommendations and self-identified actionable achievement plans, to maintain on-going compliance with accreditation standards and eligibility requirements;
- 2) complete other duties as appropriate to the purpose of maintaining institutional accreditation.

ARTICLE IV. MEMBERSHIP

- A. The CART is directed by the Vice President for Academic Services and one or two co-chairs.
- B. The CART shall be composed of the following voting members:
 - 1) Vice President for Academic Services (CIO & ALO)
 - 2) Deans: Dean of Arts, Letters, & Learning Service; Dean of Health & Science; Dean of Workforce & Economic Development; Dean of Student Affairs & Enrollment Services; and Dean of Counseling; Associate Dean of Nursing & Allied Health
 - 3) One-half of the Department Chairs (determined annually)
 - 4) Educational Master Plan Committee (EMPC) Chair
 - 5) Academic Senate representative
 - 6) College Council representative
 - 7) ASG representative
 - 8) 1 Representative each from Regular Classified, Classified Confidential employees, and Classified Managers
 - 9) Two at-large faculty members
- C. The CART shall include the following CART consultant members as needed:
 - 1) Superintendent/President
 - 2) Vice Presidents for Student Services and Administrative Services

- 3) Director of Fiscal Services
- 4) Institutional Researcher
- 5) Distance Education Coordinator
- 6) Student Learning Outcome Coordinator
- 7) Basic Skills Coordinator

D. All members of CART have speaking privileges at meetings. Only voting members may present motions.

E. Rights and Responsibilities

Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function unless specifically disclosed at the meeting.

F. Non-members

The CART will hold open meetings, and visitors are welcome.

ARTICLE V. MEETINGS

A. Schedule of Meetings

The CART normally meets the first and third Tuesday of every month at 3:30 p.m. in the IVC Board Room.

Special meetings may be called at the discretion of the Chair. Advance notice of such meetings shall be given.

B. Order of Business

- I. Call to order
- II. Approval of minutes
- III. Old business
- IV. New business
- V. Action Items
- VI. Adjournment

C. Quorum

- 1) Thirty-three percent (33%) of the voting members of the CART shall constitute a quorum at any meeting.
- 2) At meetings where a quorum is not present, business may still continue at the discretion of the Chair.
- 3) Voting members will work to achieve consensus. If the voting members cannot achieve consensus, a vote will be taken. Record of dissenting and minority opinion will be included in the final recommendation to the President's Cabinet.
- 4) A vote can only take place if there is a quorum present.

D. Robert's Rules of Order shall be used for reference.

E. Secretary of the CART

- 1) An Administrative Assistant shall be designated as Secretary to the CART.
- 2) The Secretary of the CART shall be responsible for recording, transcribing, and disseminating the minutes of CART meetings, keeping CART records and Bylaws, recording and updating CART membership, and acting as an ex-officio member of the CART.
- 3) Copies of the agenda and minutes will be posted to the College website.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended after prior written notice to members of CART.
- B. An amendment shall not be voted upon at the same meeting at which it is presented.
- C. An amendment requires a 2/3 vote of voting members present and voting at the meeting in which it is acted upon. Any voting member of CART may propose a change to these Bylaws.



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, November 4, 2014, 3:30 p.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Nicholas Akinkuoye - VP	<input checked="" type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon - Dir.	<input type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input checked="" type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Jeff Enz - Dir.	<input type="checkbox"/> Carlos Fletes - Dir.	<input type="checkbox"/> Becky Green - Dir.
	<input type="checkbox"/> Betty Kakiuchi - Dir.	<input type="checkbox"/> Omar Ramos - Dir.	<input type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster -Dir.
	<input type="checkbox"/> Bill Gay - PR Consult.			
Instructional Council	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
(Dept. Chairs and Coords.)	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Jill Nelipovich		
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:35 p.m.
- B. Review and Approval of Minutes of October 21, 2014 Meeting – Brian McNeece
 - M/S/C Aguirre/White to approve the minutes of the October 21, 2014, meeting as presented
- C. Update on Previous Discussion Items
 1. Report from Follow-Up Writing Team for Recommendation 1 and Status of Evidence
 - The latest draft response was reviewed last Friday by editors and readers Brian McNeece, Tina Aguirre and Linda Amidon; the deficiencies identified by ACCJC appear to be fully addressed in the response; the response was referred to CBO and Recommendation 8 Team Lead John Lau for use in the response to Recommendation 8
 - Recommendation 1 Team Lead Dean Ted Ceasar reported that all evidence has been gathered; and Student Services Administrative Assistant Adriana Sano will link the documents in the response
 2. Report from Follow-Up Writing Team for Recommendation 8 and Status of Evidence
 - Editors and readers Brian McNeece, Tina Aguirre, CIO Akinkuoye, and Linda Amidon met yesterday with CBO Lau to address further questions and concerns; recommendation was made to clarify the section on other post-employment benefits (OPEB), and to add another year of projections to existing tables
 - CBO Lau reported that Team 8 will meet tomorrow to review the latest comments and recommendations
 3. Review Timelines
 - The timeline reflects updates as of the last CART meeting (October 21, 2014)
 - Discussion:
 - Need a status report on program review and budgets

- Are 2013-2014 program reviews to be entered completely in SPOL, or objectives only?
 - Instructional Council has prioritized new faculty positions only; prioritization of replacement faculty still needs to take place
 - Enrollment management data needs to be made part of staffing prioritizations
 - Special meetings of committees will need to be scheduled in order to accomplish tasks in the timeline
4. Student Survey
- The Survey Money account has not yet been upgraded, so the survey has not yet been sent
5. Actionable Achievement Plans – Review of Assignments
- An Information Technology representative was not in attendance to provide an update on the actionable achievement plan related to technology and the IVC website
 - The IT department will conduct its own student survey
 - Focus on the actionable achievement plans to be addressed in the Mid-term Report will take place after the Follow-Up Report is completed
6. Review of Mid-term Report Writing Team Assignment Detail and Assignments for Each of the Sub-standards
- The Writing Teams were updated and the roster will be sent to Academic Senate and College Council
 - As with the Follow-Up Report, the timeline to complete the Mid-term Report is tight
7. Committee Self-Evaluation
- CART will complete a self-evaluation at the end of the fall and spring semesters
- D. New Discussion
1. EMPC Update
- EMPC Co-Chair Ted Ceasar reported on items discussed at the EMPC meeting held last Friday:
 - The committee completed the EMPC self-evaluation
 - The EMPC Bylaws developed by CART Co-Chair Brian McNeece were reviewed and the committee recommended some changes
 - Superintendent/President Jaime has asked EMPC to review the visioning notes
 - The committee reviewed a draft of the response to Recommendation 1
- E. Action Items
1. CART Bylaws and Standing Rules; and
2. CART Membership
- The committee reviewed and revised the Bylaws prepared by ALLS Dean James Patterson and updated by Co-Chair McNeece; the document represented a merging of the Bylaws and Standing Rules presented at the last CART meeting
 - M/S/C Akinkuoye/Aguirre to approve the Bylaws as modified
- F. Adjournment
- The meeting was adjourned at 4:30 p.m.
- G. Next Meeting
- CART meets the first and third Tuesday of each month at 3:30 p.m. in the Board Room.
 - **The next regular meeting: November 18, 2014, in Room 806**