

## Minutes of the Regular Meeting of the

### Continuous Accreditation Readiness Team (CART)

Friday, April 16, 2021, 10:00 a.m., Location: Zoom Online Conference

Approved May 21, 2021

Voting Members <i>(SEMP Co-Chairs Count as 1 Vote)</i>		Consultants (Continued)
<input checked="" type="checkbox"/> Dr. Christina Tafoya –VP, Academic Services/ALO	<input checked="" type="checkbox"/> Dr. Henry Covarrubias – SEMPC Co-Chair	<input type="checkbox"/> David Drury – Dean, Math & Sciences
<input checked="" type="checkbox"/> Dr. Daniel Gilson – Dept. Chair, Science	<input checked="" type="checkbox"/> Yolanda Cataño – SEMPC Co-Chair	<input checked="" type="checkbox"/> Daniel Ortiz – Allied Health/Nursing Programs Coordinator and Assistant DON
<input checked="" type="checkbox"/> Austen Thelen – Dept. Chair, BSS	<input type="checkbox"/> _____ – Academic Senate Faculty Rep	<input type="checkbox"/> Betsy Lane – Dean, Arts, Letters & Learning Services
<input checked="" type="checkbox"/> Carol Hegarty – Dept. Chair, Humanities	<input checked="" type="checkbox"/> Jose Carrillo – College Council Representative	<input checked="" type="checkbox"/> Dr. Henry Covarrubias – Dean, Counseling & Special Projects
<input checked="" type="checkbox"/> Deirdre Rowley – Dept. Chair, English	<input checked="" type="checkbox"/> Roxanne Morales – Counseling Representative	<input type="checkbox"/> Victor Torres – Assoc. Dean, Workforce Dev/ Nontraditional Instruction
<input checked="" type="checkbox"/> Martinez, Andres – Dept. Chair, Business	<input type="checkbox"/> Clint Dougherty – Human Resources Representative	<input type="checkbox"/> _____ – Interim Assoc. Dean, Student Equity & Achievement
<input checked="" type="checkbox"/> Jill Nelipovich – Dept. Chair, Math and Engineering	<input checked="" type="checkbox"/> Stacey Browning – Administrative Services Rep	<input type="checkbox"/> James Dalske – Interim Dean, Student Affairs and Enrollment Services
<input type="checkbox"/> Sydney Rice – Dept. Chair, ESL	<input type="checkbox"/> Associated Student Government Rep (Jonathan Valenzuela)	<input checked="" type="checkbox"/> Stacey Browning – Interim Director, Fiscal Services
<input checked="" type="checkbox"/> Andrew Robinson – Dept. Chair, ESW	<input type="checkbox"/> Associated Student Government Rep	<input checked="" type="checkbox"/> Jose Carrillo – Director, Institutional Research
<input checked="" type="checkbox"/> Dr. Jose Ruiz – Dept. Chair, WLSC	<b>Consultants</b>	<input checked="" type="checkbox"/> Xochitl Tirado – Distance Ed Coordinator
<input checked="" type="checkbox"/> Jose Velasquez, Dept. Chair, ITEC	<input checked="" type="checkbox"/> Dr. Martha Garcia – Superintendent/President	<input checked="" type="checkbox"/> Kevin Howell – SLO Coordinator
CART Co-Chairs	<input type="checkbox"/> Deedee Garcia – VP, Administrative Services	<input type="checkbox"/> Norma Nunez – CTA Representative
<input checked="" type="checkbox"/> Dr. Jia Sun – Accreditation Coordinator	<input checked="" type="checkbox"/> Dr. Lennor Johnson, VP, Student Services & Equity	Oliver Zambrano – Research Analyst
<input checked="" type="checkbox"/> Dr. Christina Tafoya – VP Academic Svcs/ALO	<input checked="" type="checkbox"/> Gail Warner – Dean, Health & Public Safety	Dr. Hope Davis – Professor, Music
Recorder	<input type="checkbox"/> Efrain Silva - Dean, Economic & Workforce Development	Liz Espinoza – Interim Communications and Governmental Relations Officer
<input checked="" type="checkbox"/> Linda Amidon		Jeff Enz - CTO

#### A. Call to Order

- CART Co-Chair Jia Sun called the regular meeting of the Continuous Accreditation Readiness Team to order at 10:00 a.m.

#### B. Approval of Minutes

1. Approval of Minutes from April 2, 2021
  - **M/S/C Gilison/Robinson:** To approve the minutes of April 2, 2021, as presented.

#### C. Proposed Participatory Governance Structure

- Superintendent/President Dr. Martha Garcia announced that Co-Chair Sun was selected as a peer reading team member for review of the ACCJC Standards. She thanked him for applying and congratulated him as the process to select peer reading members was very competitive.
- Dr. Garcia reviewed the proposed new participatory governance structure with CART members:
  - The college was cited for non-compliance with two Accreditation Standards and is currently under a Good Cause Extension to resolve one remaining deficiency. Dr. Garcia is concerned that if the college does not clearly demonstrate with sufficient evidence, in the follow up report and during the follow up visit, that it fully meets these standards, the college may be at risk of sanction by ACCJC.
  - Next Steps - Accreditation:
    1. Transition from SPOL to another platform.
    2. Implement the 2030 Comprehensive Strategic Master Plan (Fall 2021).
    3. Receive support from a Partnership Resource Team.
    4. Implement a new participatory governance structure that will replace College Council. Develop a Participatory Governance: Decision Making and Committee Handbook and infographic.
    5. Create a structure and/or tool to conduct holistic integrated planning
  - The college is currently receiving support from a Partnership Resource Team (PRT). The PRT will provide suggestions regarding the structure and/or tool that we can utilize to conduct holistic integrated planning evaluation. The support includes \$200,000 which will be used towards the new platform the college will be transitioning to.
  - Meeting minutes from the discussions that were held and the recommendation made to change the participatory governance structure will be provided as evidence for the follow up report. Dr. Garcia

stated that while it seems to be moving very quickly, the discussion and recommendation started some time ago.

- o The major changes in the proposed participatory governance structure include retiring College Council and replacing it with the Integrated Consultation Council (ICC).
  - Dr. Garcia described ICC generally as an iteration of College Council but with responsibilities expanded to focus mainly on planning.
  - ICC will be responsible for providing input on all campus matters, but the focus of ICC will be strategic planning, policy and procedure development and recommendation, problem management, and campus communication.
  - ICC's leadership structure includes the Superintendent/President, Academic Senate President or designee, and a classified member (Tri-Chairs). Membership includes:
    - Tri-Chairs-3
    - Administration-3
    - Academic Senate-3
    - Classified-3
    - ASG-3
    - Standing Committees Chairs or Designees-5
    - Resource Committees-5 (3 VPs unless they are also serving as Administration rep, in which case they have a vote; Director of Institutional Research; Academic Senate VP)
  - Each constituent group will have two alternates.
  - The Superintendent/President (except possibly for tie breaking) and Resource Committee reps will not have a vote.
  - The five standing committees are:
    1. CART
    2. EEO and Diversity Committee
    3. Technology Planning Committee
    4. Facilities, Budget and Fiscal Planning Committee (Facilities added to BFPC)
    5. Institutional Effectiveness and Development Committee (new committee)
  - Seven subcommittees will report to ICC. Dr. Garcia identified the subcommittees and described changes made to some of them. She stated that clarification is needed regarding the difference in functions of the Program Review and Learning Outcomes Committee and the Outcomes and Assessment Committee, which currently reports to Academic Senate.
  - All committees that are leading or contributing to planning efforts, or that are in any way tied to planning, will report to ICC. The intent is to have all planning efforts under one umbrella.
  - There will be no change to Academic Senate. The Senate may continue to establish task forces, but in order to have a clear integrated planning process a clear structure for establishing formal committees is needed. A process will be developed which Academic Senate will follow.
  - The major responsibilities of the Integrated Consultation Council include:
    - With regard to prioritizing institutional budget enhancement requests:
      - ICC will finalize the prioritization of all budget enhancement requests. We will need to establish a process to enable campus community to provide input during the prioritization process.
      - The current resource committees will not review budget enhancement requests effective fall 2021.
      - Academic Senate will continue to prioritize faculty positions and submit recommendations to ICC.
    - The ICC will meet twice a month, dates and times to be determined.
    - The new structure will be evaluated after one year.
- o Next Steps – Participatory Governance Structure:
  1. Review and revise proposed structure.
  2. Present proposed structure for input and modifications to College Council, Academic Senate, College Leadership Council, ASG, CART, SEMPC.
    - There are still other details that need to be worked out. Dr. Garcia will take the final participatory governance structure and recommendations back to these committees as quickly as possible so that this information can be included in the follow up report.

3. Conduct evaluation of all existing committees, review charges and determine alignment with proposed participatory governance structure.
    - This information will serve as evidence for follow up report.
  4. If approved by participatory governance committees, submit a resolution for approval during the May 19, 2021 board meeting.
    - Since the board took action to establish College Council, the board must take action to retire College Council and accept Integrated Consultation Council as the new governance structure.
  5. Create Participatory Governance Decision Making and Committee Handbook and infographic.
  6. Create a structure and/or tool to conduct holistic integrated planning evaluation.
  7. Revise Program Review timeline and budget enhancement prioritization process.
- Department Chair Gilson pointed out a potential concern regarding the committee composition: If there are several administrators chairing the five standing committees then overall ICC will have a greater administrative component to it than other members. Chair Gilson suggested that the college think about how to make sure there will still be equal representation across the board even with the five standing committee members. Dr. Garcia proposed the following to address this concern: With regard to those committees with co-chairs, the non-administrator would represent the committee on ICC. She will consider this when finalizing the document.

#### D. Follow Up Report Outline

- Co-Chair Sun presented the draft Follow Up Report outline for committee input. He explained the outline is based on the previous follow up report, and he provided a brief description of the report components. Co-Chair Sun would like to have the outline fleshed out, some of the sections of the report drafted, and writers assigned by the May 7 CART meeting.
- Associate Dean Cataño suggested adding the updates to the college mission, vision, and values, and the comprehensive master plan. She will provide more input once the participatory governance structure is finalized.
- Co-Chair Sun will share the draft report outline with ACCJC Liaison Dr. Catherine Webb next week.

#### E. Institution Set Standards (ISS) Task Force Update

- Co-Chair Sun reported that the Task Force met twice to examine the two metrics that had fallen below the ISS floor, Course Success Rates and number of Certificates Awarded.
  - Certificates Awarded. The Task Force discovered that the Chancellor's Office Data Mart categorizes certificates requiring 16 to fewer than 30 semester units under a separate category. Consequently, IVC underreported the number of certificates awarded in its Annual Report to ACCJC. Adding the 135 certificates in this category to the 843 reported to ACCJC brings the total number of Certificates Awarded in 2019-20 to 978 certificates, which is above the floor of 850 certificates and aspirational goal of 905 certificates.
  - Course Success Rates. The Task Force determined it would look into two avenues: 1) the success rate information for similar colleges, (2) and at course level success rate data to check for any areas that stand out as being lower success.
- Director Carrillo presented a report comparing IVC's success rates with the average success rates of comparable colleges (Butte, College of the Desert, Hartnell, Monterey, Shasta, and Victor Valley). The data is from fall semesters 2015 through 2019. The next steps are to analyze and compare data by mode of delivery, and examine internal data to seek other factors influencing rates. He will update the report to include fall 2020 data.
- Research Analyst Zambrano presented the dashboards created by IR which will serve as a tool to continuously evaluate the institution set standards. The dashboards include live data sets for the five institution set standards. He explained the minor differences between dashboard data and data on the Chancellor's Office website.

#### F. New Website

- Elizabeth Espinoza, Interim Director of Communications and Governmental Relations, presented a demo of the new college website. The new website will launch on Monday April 19, 2021. She explained there are concerns regarding the search function due to the integration with Google, so the search function will be disabled temporarily. In the meantime, items can be searched using the A-Z index. She asked CART members to notify her of items missing from the index. Elizabeth pointed to the language translation feature as one of the highlights of the new website.

#### G. Adjournment

##### 1. Next Meeting

- Friday, May 7, 2021, 10:00 a.m. via Zoom.