

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

<b>Administrative Council</b>	Victor Jaime – Pres.	Kathy BKa,4(e)TJETQ6t		
-------------------------------	----------------------	-----------------------	--	--

## **Continuous Accreditation Readiness Team (CART)**

**Friday, September 20, 2013, 10:0 a.m.**

### **Board room**

- 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

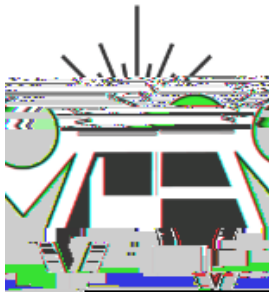
Recommendation 8 Team Lead John Lau reported that the writers for the team include himself, Mary Carter, Dave Drury, Matthew Thale, Melody Chronister, and Kevin White

- 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) –



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

- 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 Gilson 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.