

**MVC ACADEMIC PLANNING COUNCIL MEETING
Nov. 21, 2008 - 10:30 AM—12:00 PM - Humanities 106
MINUTES**

PRESENT: Matt Barboza, Chani Beeman, Daria Burnett, Dan Clark, Gregory Elder, Felipe Galicia, Lori Ogata Keeler, Kim Metcalf, James Namekata, Delores Middleton, Wolde-Ab Isaac, Sal Soto, Cid Tenpas

1. Minutes of the 10/24/08 meeting were approved (moved by Matthew Barboza, Seconded by Kim Metcalf, unanimously approved)
 - a. After the minutes were approved, a discussion ensued about the procedures followed at the last MVAPC meeting. Kim Metcalfe would like these minutes to reflect that she does not believe that the prioritization of faculty position requests was handled correctly. In the future she would request that more time be *spent discussing the protocol that should be used to create the prioritized list for new full-time hires*. At the last meeting it was agreed to strike a balance between occupational education positions and academic positions. She requests that in future prioritizations it should be recognized that it is possible that there could be a greater need for positions in one or the other of these categories, *and an equal balance between these two categories may not serve the colleges overall best interest*. For example, key components to develop a priority list for full-time hire request may want to consider vocational programs and/or academic disciplines with high student enrollment that do not have any full-time faculty representation; and or vocational programs and/or academic disciplines that have a difficult time finding part-time faculty to teach courses that are vital to the colleges growth (e.g., EMS, Criminal Justice). Others suggested that priorities for hiring may change annually.
 - b. Follow-up:
 - i. Prioritized List of Requests submitted will be brought to Executive Cabinet – once approved, it will be time to recruit. Dept. Chairs are urged to have the job descriptions ready to go. Help submitting these online is available from either Gina Salazar or Susan Boling
 - ii. Need to identify voting members of the APC – although this agenda item was deferred until after agenda item 1.a.iii, the following motion was put forward by Dan Clark, and seconded by Matt Barboza: The voting members for the MVC APC will be Dept. Chairs (or their designees) and the Dean of the BCTC (or his designee). This motion was carried unanimously. The voting members were identified as:
Gregory Elder (HSS), Dan Clark (Communications), Delores Middleton (HHPS), Felipe Galicia (MSPE), Matthew Barboza (BITS), Cordell Briggs (BCTC).
After discussion, it was decided that since this committee votes to recommend items – that it did not matter that there are an even number of voters. It was also stated that although these are the

only ones who can vote, it is still extremely important for the voices of Assistant Deans, and all faculty, to be heard, and that both of these groups should be encourage to attend MVC APC meetings.

iii. Department for Library Faculty member

It was moved by Gregory Elder and seconded by Felipe Galicia that the sole library faculty member be represented by the HSS Dept. This was approved unanimously, and this will be recommended to the Academic Senate.

2. Diversity, Equity, and Compliance: Chani Beeman gave a presentation on “Handling Complaints of Unlawful Discrimination, Harassment and Retaliation.” She stated that all Dept. Chairs are required, by law, to attend this presentation, and that she is available to make this presentation at any Dept. meetings.
3. Basic Skills Committee/Learning Communities: Sheila Pisa. Dan Clark reported for Sheila Pisa, and stated that Sheila would request that chairs make every effort to schedule linked courses at “prime times” and to let them go even if they’re not super-efficient.
4. Academic Senate: Sal Soto
 - a. APC as a standing Committee of the Senate – some by-laws are being put forward to make this happen
 - b. Academic Rank (vote at Dec. 1 meeting) – AP4000 is moving forward, please read it
 - c. Curriculum Process Agreement (vote at Dec. 1 meeting) – again, this is moving forward – please examine it
5. Golden Guardian exercises – Dept. Chairs, please let the faculty know that there will be training and/or exercises that will include them to prepare them for emergency situations.
6. Regular meetings for Spring 2009:
Fourth Friday of each month 10:30 AM—Noon in HM 234
2/27/09
3/27/09
4/24/09
5/22/09