

Academic Planning Council Meeting Agenda
Moreno Valley College
September 12, 2012
LIB 130
3:30-5:00pm

Voting Members:

Sal Soto, Chair
Amezquita AnnaMarie
Matthew Barboza
Elder Gregory
Natalie Hannum
Shara Marshall

Non Voting Members:

Dr. Dennis Anderson
Dr. Cordell Briggs
Pisa Sheila
Rhyne Jeff
Ann Yoshinaga

1. Introductions
 - a. Each APC member introduced themselves and their assistant chairs
2. Approval of the agenda
 - a. Motion: ?, Second: ?/Unanimous (could not recall)
3. Approval of the minutes from 8/22/12
 - a. Motion and second for approval of minutes/ Unanimous
4. Monthly reports:
 - a. Academic departments
 - i. Natalie Hannum (public safety)- classes are running at capacity. Loss of full time Director in law enforcement position has made it difficult to get everything done that needs to get done, including assessment, faculty evaluations, etc.
 - ii. Gregory Elder (History, Humanities and Social Sciences), Shara Marshall (MSK) and several others voiced having full classes with full waiting lists.
 - iii. Jeff Rhyne and Ree explained that the writing center is not to be used as a computer lab by students. Matt Barboza inquired about the policy as it relates to students getting reading and writing help. Ree and Jeff explained that several adjustments have been made that will allow faculty to help students instead of handling other support issues in the center. Students with an ILA 800 can walk into the writing center and get help.

- iv. Sal Soto (APC Chair) – We no longer have phlebotomy and CNA programs, and Dental Technician is being phased out with last few students completing their AS Degrees.
- b. Enrollment Management
 - i. Dr. Briggs has called a meeting for the chairs in order to update us on the most current data about FTES and to discuss possible FTES for the winter and spring. Dr. Briggs requested that dept. chairs get feedback from the department about what our research needs are as a department/college and share it with him during the meeting.
- c. Administrative News (President, VP, Deans)
 - i. Dr. Briggs and Dr. Anderson encouraged the dept. chairs to attend a presentation the “Right on Target” ACCJC Customized Training workshop so that we can be as informed as possible about the accreditation process. This allows for dept. chairs to know exactly what parts of the accreditation process to really focus on.
- d. Program Review Task Force
 - i. Goal is to produce one cohesive timeline and pattern of assessment for all programs. The APC body will review the forms and provide feedback so that the forms. Natalie Hannum will send them out electronically and asked for feedback by the next meeting. Dr. Anderson encouraged that forms and materials be posted and approved by the end of the semester.
- e. Comprehensive Program Review Coordinator:
 - i. Carolyn Quin was approved by the Senate for this position with .1 release time.
- f. Assessment Committee
 - i. First meeting will be held on 9/13/12
 - ii. MVAC wants a two year rotation of offered courses in each discipline.
 - iii. Form can be obtained from the IDS and forwarded to Sheila by an approximate month from today (9/12)
 - iv. For the Program Level Outcomes Retreat chairs are being asked to pick one degree and ten courses from that one degree and use this information to map to make sure that SLO’s overlap map PLO’s.
 - v. Dept. chairs need to have regular monthly discussions and/or presentations on assessment projects and outcomes (during monthly dept. meetings or in special separate meetings).
- g. Curriculum Committee
 - i. Repeatability- new Title 5 regulations will go into effect and repeatability will be taken away for a majority of courses. Disciplines are encouraged to adopt SB 1440 degrees.
- h. Senate Report
 - i. Take a look at the “Five to thrive” video that was sent out by Travis. Sheila has more information

i. Facilities/Technology

- i. Sheila reported that they are working on processes to get the colleges technology updated.

5. New Business:

- a. The APC needs to review the program review forms and provide feedback. This feedback will be collected at the next APC meeting and combined with what the Program Review Task Force is doing.
- b. APC Mission (motion by Natalie to table items 5b and 5c until next APC meeting)
- c. APC Operational Guidelines (tabled)

6. Old Business

- a. Confirmation from Senate for Comprehensive Program Review Coordinator- Carolyn Quin was elected into this position with a .1 release to work on Comprehensive Program Reviews.
- b. Senate adopted job Description of CIPR as a fluid document

7. Next Meeting: 9/26/12 from 3:00-5:00 in Library 130. The first half hour will be used for feedback on the Program Review forms.

8. Adjourn at 4:59pm

- a. Motion: Natalie, Second by Ree/Unanimous