



RIVERSIDE COMMUNITY COLLEGE DISTRICT

MVC ACADEMIC PLANNING COUNCIL

Thursday, September 11, 2014 4:00pm-5:00pm HUM 234

Meeting Agenda

I. Roll Call

COUNCIL MEMBERS:

- | | |
|---|--|
| <input type="checkbox"/> Amezcuita, Ree* | <input type="checkbox"/> Parker, LaTonya |
| <input type="checkbox"/> Banks, James* | <input type="checkbox"/> Pisa, Sheila (absent conducting training) |
| <input type="checkbox"/> Barboza, Mathew* | <input type="checkbox"/> Vakil, David |
| <input type="checkbox"/> Elder, Greg* | <input type="checkbox"/> Whiteside, Christopher |
| <input type="checkbox"/> Fontaine, Bob* | <input type="checkbox"/> Yoshinaga, Ann |
| <input type="checkbox"/> Marshall, Shara* | |

II. Review of Minutes Prepared by Lourdes Davis: May 22, 2014

- a. Motion to approve May 22, 2014 minutes made by Ree Amezcuita and a second from Bob Fontaine
- b. 1 abstention (Yao Zhi)

III. New Business

1. Dean Vakil apologized to Matt about their disagreement
2. Integrated Strategic Plan 2010-2015 Revisions in Process Amezcuita, Ree*
 1. The strategic planning would like us to tell our faculty to go to our college website, click on strategic planning, then STP retreat. There will be links here to view. The 2015 plan expires at the end of Sep 2015 and a new plan is needed by Aug. 2015.
 2. There are three things that are being asked of the faculty: **1)** Go to the website, read the document, review it, and see what is working, what is in line with the college, etc. There are 3 sections to review: themes, goals and planning and process. **2)** If faculty have comments go to "work group" links (each with a lead person) and provide your comments to them. **3)** Review the timeline so that faculty are aware of when things are happening
 3. There are other samples to look at, namely Santa Monica

3. Reaffirmation of intent to form the Program Review Committee per APC recommendation (Specific Language Regarding APC Charge, and the Committee Responsibilities)
 1. Dr. Farrar inquired about the charge of the APC.
 2. Elder: Historically this body has prioritized all requests and questions whether we are discussing a separate pot of money for requests aside from the department budget?
 3. Dr. Farrar: The President and VP have discretionary funds that can be used to purchase items outside of the department budget.
 4. Ann: Does budget rollover? Are these requests in addition to what we already have? *Note: not clear on Dr. Farrar's response*
 5. Farrar: It is important to document prioritization in dept. meeting agendas.
 6. Banks: Wants the work equally divided when it comes to reading the APRs
 7. Fontaine: The challenge is that reading the APRs is time consuming and a problem if prioritizing is not done at the department level.
 8. Rhyne: The APC must evaluate and assess the process and should be the body to oversee the whole process.
 9. Dr. Carolyn Quinn: If this proposed PR committee is only looking at resource requests, who is reading and understanding APRs?
 10. Ree: Wants to be a part of prioritizing requests. We need the PR committee to inform instructors, give feedback etc.
 11. Elder: **Recommends that "The PR committee 1) review the program review process 2)oversee Trac Dat design 3) review and evaluate the timeline as it relates to program review. 4) disseminate information about PR to faculty 5) provide peer review for quality assurance of PR.**
 1. **A motion to approve this recommendation was made by James Banks with a second by Elder. A vote was taken and all approved unanimously.**
4. Departmental Operations Vakil, David
 1. Dean Vakil would like a copy of current departmental operations (as described on page 79 of the contract) Send to David and copy Lourdes (by 10/9)
 2. Be careful when writing it because it must be followed to the letter.

5. EMU: Two-Year Rotations for Degree and Certificates (Course Alignment with Degree /Certificate) Vakil, David
 1. David would like to have written copies of rotations, degree or certificate patterns. The plan should be for at least 1.5 yrs. and in sequence. Send this plan to the dean. David reminds that you can look at the APR from previous year for information on this.
 6. *A motion was made and accepted to extend the meeting an additional 5 minutes.*
 7. Faculty Hiring Prioritization-Data Needed Vakil, David
 1. David says that APC should use the following data when making decisions. A) Chart that was used last year (found on the last page of a handout given to APC members)
 2. Growth categories
 3. Get expert advice from discipline experts and listen to what they have to say about the needs of the dept.
- IV. Old Business
1. Assessment Update - Dr. Farrar?
 - a. Tabled until next APC meeting
- V. Open Hearing
1. Dr. Farrar would like to establish an enrollment mgmt. document (committee??) so that we know that we are offering the right balance of courses.
- VI. Adjournment at 5:12 pm

Next Meeting Dates: September 25, 2014 4:00-5:00PM-(Humanities 234)