In Memoriam: Manuel Cortes-Rangel, March 7, 1974 - April 14, 2015
Associate Faculty Senator, Associate Faculty of Spanish and much, much more…

Meeting dates for spring (after today): May 4 and 18; June 1. Senate meetings are usually held on the 1st and 3rd Mondays of each month. No meetings in Jan., July, or Aug.

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from the Director of Diversity, Equity, & Compliance at 951-222-8039.

Roll Call:

President Travis Gibbs (present)
Vice President LaTonya Parker (present)
Secretary/Treasurer Edd Williams (present)
Senator-at-Large Nick Sinigaglia (absent)
Business & Information Technology Systems Cheryl Honore (present)
Communications Valarie Zapata (present)
Health, Human & Public Services George Gage (present)
Lisa Hausladen (present)
Humanities, Arts & Social Sciences Sal Soto (present)
Adviey Tolunay (absent) (SAP)*
Donald Foster (absent)
Science & Kinesiology Ellen Lipkin (present)
Math Nicolae Baciuna (present)
Public Safety, Education, & Training Chris Nollette (present)
Associate Faculty ***

***Let the Minutes reflect the sincere grief that we feel at the passing of Manuel Cortes-Rangel. His funeral is Wednesday, April 22, at 10AM at St. James Catholic Church in Perris, CA

Call to Order: The meeting began at 3:55pm with a quorum (7 or more) of 11 present: Williams, Nollette, Honore, Gibbs, Gage, Baciuna, Soto, Parker, Hausladen, Sinigaglia, Zapata.

I. Approval of Minutes: 4/6/15: Motion: Baciuna Seconded: Parker No changes. Unanimously passed

Aside from the agenda, the Senate discussed Manuel Cortes-Rangel’s car accident and subsequent death on April 14. Several Senators commented on Manuel’s active participation in the life of our college and our students. Williams moved that the Senate arrange for a purchase a plaque as well as seek to have a tree planted, dedicated to the memory of Manuel Cortes-Rangel. Soto seconded. Unanimously approved.

II. Accreditation follow-up report: Robin Steinback (vote will be at the May 4th meeting). Steinback asked that we review the document for any added information that may need to be included. Soto asked about

* SAP = Study Abroad Program, which is taking place in Florence, Italy, this spring 2015 semester.
information on courses. Steinback commented on us being behind on assessment and added that we should be doing Program assessment, let alone finishing up our course assessments. Pisa commented on being glad that the Program assessment is being integrated into TRACDAT. Gibbs mentioned that Full Time faculty are subject to review during their Improvement of Instruction (I of I) process on whether or not they are participating in assessment – not the quality of the assessments, but whether or not they are doing their assessment.

Honore added that Program assessment has been neglected. We should take this important issue back to our departments: we can do Program assessments along with our SLO assessments. ADTs are also subject to review since they are Programs. Pisa explained about how we can logistically align course assessments with Program assessments and how our ADTs might be assessed.

Steinback announced that we will be having our Site Visit next October.

III. Institutional Review Board—form and committee: Sheila Pisa
What shall we do when humans are being used in research? For example, sociology studies that include interviewing students, contacting them by email, etc. The form provides information about the research being conducted and the who, what, when, where, and why involved in this kind of research. Approval of the form: Motion: Soto Seconded: Honore. Unanimously approved.

IV. Ongoing Business
a. Institutional Effectiveness Partnership Initiative Advisory Committee’s Framework of Indicators:
http://www.mtsac.edu/president/cabinet-notes/IE%20Framework%20of%20Indicators.pdf
Motion to approve the form, Baciuna; Seconded: Parker. Unanimously approved.

b. AP 7120c: Faculty Recruitment & Hiring: new document with comparisons were discussed. The items discussed included going back to 4 faculty; having 3 SMEs (subject matter expert) from one college and 1 SME from another college in the District. Motion to table: Nollette; seconded: Honore. Unanimously approved.

c. AP 5011: Admission & Concurrent Enrollment of High School and other eligible minor students:
Still awaiting more information.

d. Educational Assistants – Gibbs emphasized the deadline that is approaching.

e. Committee appointments: Integrated Strategic Planning Workgroup-needs 1; HRAG-needs 1; TRAG-needs 1; Student Services Planning Subcommittee-needs 1; District Academic Standards-needs 2.

IRB--Joanna Werner-Fraczek, Senate voted to approve unanimously.

Honore announced that only 2 faculty members are on the Program Review Committee, which meets 2:00PM-4:30PM tomorrow in SAS-303.

VI. New Business:

a. *Curriculum—baccalaureate exemption: Carolyn Quin
Motion: Nollette; Seconded: Honore to approve the language below. Unanimously approved
Motion to skip a. to move to VII.a. Zapata moved, Baciuna seconded. Unanimously approved.

b. Student Senate: Victoria Brown and Sergio Maldonado reported the following:
- This week is stress less week where we will have various events, flyers have been posted.
- Tomorrow April 21st there will be an evening BBQ from 5:30-7:30.
- Commencement speaker contest packets are now available. Any student who is graduating, and or walking may pick up a packet to compete for 2015 commencement speaker competition.
- Student of distinction award packets are due next week, we encourage all faculty to nominate an outstanding student from their department.
- Today April 20 ASMVC is having budget hearings for all clubs to request funds for next academic school year.
- With the passing of Professor Cortez, his family is asking all to wear white in his memory at the following Events: Tuesday, April 21 - The Vigil 5-9; Wednesday, April 22, Mass, 10 A.M; and Thursday April 23, the "Stress Less Event" in SAS-121, 11am-3pm. Some of his family members will be in attendance to this event.

VIII. Administrative Reports – Steinback – add the SPC need for a faculty Co-Chair beginning in the fall.

IX. Other Reports: (Due April 20, 2015)

a. Curriculum Reports: Carolyn Quin – see VI.a. above
b. **Instructional Program Review Committee**: Carolyn Quin – Honore announced the meeting tomorrow (see IV.e. above)

c. **District Program Review (DPR)**: Carolyn Quin – DPR is going well, MVC PRs were all accepted. We are now looking at RCCs docs that have come forward; and looking at Norco’s in May or June. MVC’s review submission is this fall (Sept/Oct); RCC’s is early 2016; and Norco’s in spring 2016.

On a side note, Quin sent the following email today to MV-faculty:

All spring 2015 Program Review documents will generate from TracDat. MAY 18 is the deadline for One-Year (Annual) Reports. Four-Year Reports (using much of the same information) are due in fall.

It's time to come to training for entering Annual (One-Year) Instructional Program Reviews and Comprehensive (Four-Year) Instructional Program Reviews into TracDat. Cheryl Honore and I will provide training and guidance this FRIDAY, APRIL 24, from 11:00 a.m. - 1:00 p.m. in HUMANITIES 333. Please bring (electronically or printed) previous Annual Program Reviews and/or previous Comprehensive Program Reviews dated fall 2012 or later.

If you did not come to the training on February 6, or the training session the week before spring break, please contact Cheryl Honore prior to Friday's training to make sure your discipline's module it set up and ready to go by Friday. It takes her about 30 minutes to set up one discipline, so advance notice is very important!

d. **Strategic Planning Council (SPC)**: Robin Steinback/ Ree Amezquita – see administrative report above.

e. **Academic Planning Council (APC)**: LaTonya Parker – APC meets this Thursday, SAS-101, 4:5:10pm

f. **District Academic Standards (DAS)**: Edd Williams – Sylvia Thomas has asked that next Monday, the District Academic Senate discuss the DAS and what role it will play in the District.

g. **Assessment Committee**: Cheryl Honore – see comments RE: Program assessment in

h. **Faculty Development Committee**: Larisa Broyles – no report

i. **Diversity Committee**: Zapata announced a meeting at 1:00-3:30pm, focus on Transgender

j. **Basic Skills Committee**: Sonya Nyrop

k. **Student Equity Committee**: Sheila Pisa/Cordell Briggs – Gibbs said tomorrow’s meeting would be cancelled.

l. **Safety Committee**: Joyce Kim

m. **District Profession Growth & Sabbatical Leave Committee (PG&SLC)**: Kathy Saxon

n. **RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA** – A faculty association meeting takes place tomorrow, April 21, on MVC at 1-3pm in HUM-234

X. **Senator Reports**

a. **Associate Faculty (Part-time Faculty)**:

b. **President**: Travis Gibbs—Improvement of Instruction discussions. Contract issues relate to Full Time faculty or part time faculty where a full time faculty is not available. State Plenary resolutions can be reviewed on the State Academic Senate (ASCCC) website

c. **Vice President**: LaTonya Parker – no report
d. **Secretary/Treasurer**: Edd Williams – no report
e. **Senator At-Large**: Nick Sinigaglia – no report

XI. **Open Hearing**: Zapata reminded everyone about Senate Elections set up in the mailroom. A lock box was procured today. Please follow the instructions for voting. BCTC does not have a lock box; one needs to be procured. Bob Fontaine will be contacted regarding a lock box.

Quin reported the deadline is May 18 for Annual Program Review. Training schedules are pending. The next is Friday 11am-1pm in SAS-333. On April 29, 3:30-5:30 in SAS-101 and April 30 2:30-4:30 in SAS-101

XII. **Adjournment** at 5:30pm

*STUDENTS WITH BACCALAUREATE DEGREES*

Those students who have been awarded a Bachelor’s degree from a regionally accredited college or university in the United States will be exempt from the RCCD General Education requirements, and the additional degree requirements of Health Education and Self-Development should they pursue an AA or AS at one of the colleges. Please see a counselor if additional information or clarification is desired.