Final Meeting date for spring: 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 (absent)
Communications: Valarie Zapata (absent)
Health, Human & Public Services: George Gage (present)
Humanities, Arts & Social Sciences: Lisa Hausladen (absent)
Science & Kinesiology: Sal Soto (present)
Math: Donald Foster (absent)
Public Safety, Education, & Training: Chris Nollette (present)
Associate Faculty: New Senator needed

Visitors:

Vice President Academic Affairs: Robin Steinback
Dean of Student Services (Counseling): Michael Paul Wong
Vice President Student Services: Dyrell Foster
Vice President Business Services: Norm Godin
Interim Dean, Institutional Effectiveness: Sheila Pisa
MVC Bookstore Manager: Justino Gomez

Call to Order: The meeting began at 3:58pm with a quorum (7 or more) of 8 present: Williams, Gibbs, Gage, Soto, Parker, Nollette, Tolunay, Zapata. Senator Lipkin arrived 4:15pm; Honore at 4:18pm, for a total of 10 Senators present.

I. Approval of Minutes: 5/4/15; Motion: Soto; Seconded: Nollette. No changes. Passed with 7 yeas, 1 Abstention (Tolunay).

II. Newly tenured faculty: Michael Schwartz, English; Bonnie Montes, Counseling.

Faculty of the Year 2014-15:
Full Time Faculty: HHPS: James Banks; HASS: Larisa Broyles; CIS: Matthew Barbosa; Math: James Namakata; Counseling: Sal Soto; Communications: Jennifer Floerke;
Associate Faculty: G/CSS: Gertrude “Gertie” Lopez; HASS: Manuel Cortes-Rangel; HHPS: Thu Anh Tran; Comm: Thomas Berry; MSPE: Tonya Brown-Lowry; Public Safety: Carla Knight

III. Budget Update: Norm Godin – Quick synopsis.
A Budget Forum is slated for College Hour, Tuesday, June 2 (Location TBA). Each of the Vice Presidents will report on their areas and their priorities and expectations for the following fiscal year. The Governor’s May revision was mentioned in light of additional State funding. 2014-15 budget reviewed (we have an accreditation visit in October 2015) Revisions resulted from reviews to create the Resource Allocation Flow Chart. Majority of review of Student Services spending; Business Services spending; 2015-16 Budget Highlights
Godin said we’ve always had a structure deficit; we did get some one-time income.
The new BAM (Budget Allocation Model) has established a line (average), with each of our 3 colleges related to the line. Norco (a relatively low-cost Programs college) is below the line; MVC, on the other hand, is well above the line, thanks to costly Programs. Per Godin, “We have several of the most expensive Programs in the District.”

Pisa commented on the increasing function of the FTES as it relates to budget

Soto asked about what the Senate can do to help

Godin did comment that 2016-17 could be “a perfect storm for us” (MVC).

The challenge is to educate people about what the BAM means to us.

Pisa noted a high numerator and a low denominator, so the fraction works against us both ways and quickly.

Gibbs reminded the Senate about the advantages of being tenured: we can discuss things that, maybe, some administrators have to be more careful about discussing.

Gibbs mentioned “differential tuition” as a possible means to help pay for our expensive Programs;

some increasing interest in this possible shift in tuition has been fostered in recent months, State-wide.

IV. Early Alert—student success data Spring 2015: Michael Paul Wong (@4:35pm);

MVC has a 61.01% referral rate;

NC has a 23.80%;

RCC 19.24% referral rate

At MVC, the following data relates to our current findings:

- 404 Referred to Meeting with an Academic Counselor
- 1122 Referred to Meeting with Instructor to develop strategies to improve success
- 861 Referred to Tutorial Services

It would be nice to break down the referrals for more specific information, such as referrals to Math lab, English lab, or some other specific area of the college; also, just because a student is referred to an instructor doesn’t mean he or she went to see the instructor. We want information that shows what happened with the referrals. Instructors may need a mechanism to report referrals that were followed up with actual meetings.

V. FacultyEnlight (also webadvisor): Justino Gomez - accessing FacultyEnlight was demonstrated on-screen via MVC website, go to Bookstore (which can be found under Faculty, and under Business Services).

First-time visitors need to log in, select a term, Department (Discipline), Course.

Adds can be made for sections / classes; materials (new/history); how to select first-time materials (an option is available to peruse listings of materials from other faculty who may have used the materials); prices of materials are also provided for new, older editions, ebooks, rentals, etc.

Searching can be done by ISBN; orders by ISBN (and designated preferences such as hard bound, paperback, etc.). The website does allow a new ISBN to be entered as, for example, a faculty-specific text that was created with a publisher

Timeline for getting semester TAs and ordering books is not currently aligned and needs revising.

VI. Ongoing Business

a. AP/BP 3510: Workplace Safety and Prevention of Violence & Disruption – Motion: Parker; Seconded: Nollette. Discussion included the word “shall” versus “should” (Norco changed shall to should in III.A. and voted to approve the document with the change). II.A. added “, including department/program, college or District social media sites.” Parker moves to table, Nollette seconded. Vote approved: 8 yeas, 1 abstention (Honore).

b. AP 7120c: Faculty Recruitment & Hiring: A proposed revision to the approved AP. Will be taken up in September.

c. AP 5011: Admission & Concurrent Enrollment of High School and other eligible minor Motion: Soto; Seconded: Tolunay. Brief discussion: Dyrell Foster reported that a report was submitted at the Chancellor’s Office. Some comments included courses made exclusively for high school students, and only if the high schools paid for those courses. We have not pursued logistics, but legally it has been discussed. Call for the vote. Unanimously approved.

Note: The document referred to RE: high school students attending college classes, see the following: http://www.mvcsp.com/academicsenate/Support%20Documentation/05-01%20Legal%20Advisory%20Dual%20Enrollment.pdf

d. Committee appointments: Integrated Strategic Planning Workgroup-need 1; HRAG-need 1; TRAG-need
1; Student Services Planning Subcommittee—need 1; District Academic Standards— need 2; Instructional Program Review Committee--Felipe Galicia, Anya Marquis, Jennifer Floerke, Robert Loya, & Fen Johnson. Motion: Parker; Seconded: Honore. Unanimously approved

VII. New Business:
   a. ADT in Biology: Carolyn Quin - Quin sent an email days ago. Motion to approve: Nollette; Seconded: Honore. The document was projected and discussed for several minutes. Vote is unanimous.
      NOTE: Senator Soto asked about any other Honors classes. Senate vote stipulates that the Honors classes should be included in the listings.
   b. Election of Senate Vice-President: motion to table: Honore; seconded: Williams. Unanimously approved.
   c. BP/AP 4070: Course Auditing and Auditing Fees—revise limitations/restrictions? This was passed at the last meeting.

VIII. Liaison Reports:
   a. Classified Staff: Gustavo Segura – no report, but the Senate notes this is Classified Staff Week, and a number of activities have been schedule on-campus to show appreciating for our Classified Staff.
   b. Student Senate: Itzel Tiscareno – no report (not in attendance)

IX. Administrative Reports – No report beyond the reports given in the Budget Update from Norm Godin and Early Alert from Michael Paul Wong

X. Other Reports: (Due May 18, 2015)
   a. Curriculum Reports: Carolyn Quin – by email, the following was submitted:
      At the Curriculum Committee meeting today we approved a program proposal for an Associate in Science in Biology for Transfer.
   b. Instructional Program Review Committee: Carolyn Quin – by email, the following was submitted:

The following lists are grouped by Four-Year (Comprehensive) Reports:

DUE OCTOBER 1, 2015

Please note: The MVC Assessment Committee requires that all course SLOs be assessed by the time the Four-Year Report is submitted. [Names of faculty indicate those who have been trained as of May 8, 2015.]

Four-Year (formerly Comprehensive) 2015 CTE:
1. Accounting (Cheryl Honore)
2. ADJ/Law Enforcement, Ben Clark
4. Community Interpretation
5. Dental Hygiene (Donna Lesser)
6. Emergency Medical Services, Ben Clark
7. Fire Technology, Ben Clark
8. Human Services (James Banks)
9. Medical Assisting

Fourth-Year 2015 (formerly Comprehensive) Other:
01. Anthropology (Larisa Broyles)
02. Art (Amy Balent)
03. Chemistry (Diane Marsh)
04. Communications Studies (Jennifer Floerke)
05. English (including Film Studies)—(Jeff Rhyme, Ree Amezquita, Dan Clark)
06. ESL (Olga Dumer, Joyce Kim)
07. History
08. Mathematics (ALL FT faculty in MATH department have been trained)
09. Philosophy
10. Psychology (Adviye Toulney)
11. Reading (Sonya Nyrop)

DUE FALL 2016

Please note: The MVC Assessment Committee requires that all course SLOs be assessed by the time the Four-Year Report is submitted.

Four-Year, Fall 2016:
1. Guidance (courses)/Counseling Unit (Dr. Wong, administrator)
2. Early Childhood Education
3. Geography
4. Kinesiology
5. Life Sciences (combined Anatomy & Physiology, Biology, Health Science, Microbiology) Resource Requests specific for each discipline.--(Felipe Galicia, Shara Marshall, Rebecca Loomis, Ellen Lipkin)

6. Political Science

DUE FALL 2017

Please note: The MVC Assessment Committee requires that all course SLOs be assessed by the time the Four-Year Report is submitted.

Four Year, FALL 2017
1. Dental Assistant (Lidia Hulshof)
2. Honors Program
3. Humanities (if 2013 has been submitted)
4. Music (Carolyn Quin)
5. Physics and Astronomy
6. World Languages (combined courses in Spanish, American Sign Language (AML), and other languages required for transfer)—(Rosario Mercado, Bonavita Quinto-McCallum)

DUE FALL 2018

Please note: The MVC Assessment Committee requires that all course SLOs be assessed by the time the Four-Year Report is submitted.

Four-Year, FALL 2018 (previously submitted Fall 2014)
1. Economics
2. Library (Debbi Renfrow)
3. Physician Assistant (Rosslynn Byous)
4. Sociology (Eric Thompson)

NO ASSIGNED UNIT ALIGNMENT FOR PROGRAM REVIEW

Part-time Faculty Contact Persons (or full-time faculty assistant chairs) needed for these discipline reports:
Disciplines with no full-time faculty:
1. Dance
2. Homeland Security
3. Journalism
4. Photography
5. Real Estate
6. Theatre Arts

Total # of One-Year Reports Expected: (excludes 6 disciplines with no fulltime faculty): 36
19 Disciplines have some training, or 53%. (Some faculty have attended more than one training session.)

Total # of Four-Year Reports Expected by October 1: 20
11 Disciplines have participated in trainings, or 55%.

Discipline alignments are subject to change as program review modules are adapted for practical use and appropriate combinations. Combined disciplines are based on previously submitted Comprehensive Instructional Program Review Reports. Names of faculty who have been trained will be updated at the end of each week of training sessions.

c. District Program Review (DPR): Carolyn Quin – by email, the following was submitted:
   There was no meeting of the DPR Committee this month because there were no reports submitted.
   The next meeting is on a special day, Wednesday, June 10. Changes to the schedule of meeting on the first Tuesday had to be made to accommodate Norco’s Program Review Committee meeting timeline.
   The purpose of that meeting will be to review the Norco Instructional Program Review documents that have been submitted.
   The MVC website will be updated before the summer break.

d. Strategic Planning Council (SPC): Robin Steinback – Recommendation for individual reports from subcommittees n.q. below. There was no report from SPC to the Senate

e. Academic Planning Council (APC): LaTonya Parker – At our last meeting, April 23, APC had a CIRT presentation; discussed Crisis Intervention (with power point presentation); and a Response Team presentation. The most recent meeting was cancelled. Upcoming meetings TBA per Dr. Steinback.

f. District Academic Standards (DAS): Edd Williams – On-hold at this time.

g. Assessment Committee: Next meeting reported by Cheryl Honore: May 26, 12:50pm – 1:50 in Hum-323

h. Faculty Development Committee: Larisa Broyles – The committee met on Friday, May 8. Attendees: Jeff Rhyne, Natalie Mann, Kari Richards-Dinger, José Duran, and Larisa Broyles.
Upcoming Spring Semester meetings is May 29 – last meeting of the year (11:00 a.m. -12:00 p.m. SAS 303)
• A June meeting may be called if necessary to handle any last Fall FLEX planning.

Following up on a discussion from April’s Meeting, Natalie Mann shared a handout that she had prepared that has tips to help us make our e-mails more likely to be read and responded to, and also how to manage the many that we receive. She is going to be putting together a workshop that we will offer at the Fall FLEX conference. “The Cooler Bandits” Film Screening took place on Thursday, May 7 from 3:00-6:00 pm in HUM 129. This film raises issues of persistence, goal-setting, dealing with alienation, and many other things that impact our students. The discussion after the film (with filmmaker and one of the featured people from the movie) made a powerful impact on students who attended, so much so that Frankie Moore (Student Activities Director) would like to host this film again at a later date and make sure that as many students as possible attend. It was decided that there is not enough time during remaining weeks of semester to offer an introduction to the One College/One Book; it will be tabled until Fall FLEX.

José Duran shared his plans for him and Mike Schwartz to apply for special project funds to vision and plan for MVC Distance Education. They will be attending a DE conference in San Diego this summer. He presented a book called “Minds Online” by Michelle Miller; he proposes that several copies be purchased for faculty use, and that a reading group be formed in the fall. He may do an introductory workshop on this topic for Fall FLEX.

i. Diversity Committee: Adviye Tolutay – Zapata: Diversity Summit next fall on October 16th. Planning for this event is taking place currently, and more information about the plans are pending.

j. Basic Skills Committee: Sonya Nyrop – no report

k. Student Equity Committee: Dyrell Foster/Cordell Briggs – no report

l. Safety Committee: Joyce Kim – Attendees: Tom Shenton, Jose Recinos, Joyce Kim, Kimberly Brooks, Monica Esqueda, Sherry Stone

Open Issues: Emergency Supplies: Emergency Radios were ordered and on campus. There will be a training on how to use these radios. Emergency Supply Request List: SOS is established as our Vender and the quoted items are the following: 55 gallon water/purifier concentrate treatment, SOS Foodbar, 2 Compact Folding stretchers, 10 folding cots, 50 portable toilets, 250 Mylar blankets, 8 water carrier 5 gal collapsible, 20 hard hats, 20 safety googles, 6 dynamo lantern, 20 leather palm gloves, 75 gunshot trauma kits, 1 plate charge, 75 printing charge for bags = $11, 326.38 including tax Please see quote.

Active Shooter Training – this is currently being revamped through the district. There will be a new set of guidelines coming soon. Sherry Stone will follow up.

New Business: Safety Walk – scheduled for May 19th, 2015, if weather permits. Also, the Joint Powers Authority will be conducting a training for facilities and risk management employees on building inspections around the college campus (“training the trainers”). This training will be held in Summer 2015. This training is open to all safety committee members as well.

Student Issues – handled through CIRT.

Updates to the Building Captain list – Summer training.

m. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon – no report

n. District Budget Advisory Council (DBAC): Michael McQuead & Norm Godin – no report

o. Technology Resources Advisory Group (TRAG): Julio Cuz

1. MVC’s Technology Plan was approved by TRAG at its last meeting on May 5th; Plan submitted to the Resources Subcommittee (RSC) and SPC for final approval; this plan serves as a roadmap for the College’s use of technology resources, and it includes standards and procedures to better serve all constituencies at MVC

2. RCCD's Strategic Technology Plan was approved by TRAG at its April 7th meeting; submitted to RSC (motion form 2015-2); this plan addresses the college's needs and actively works in moving forward all projects that have an impact district-wide

3. District’s Response for the Follow-Up report is being reviewed by TRAG now, feedback requested, and will vote on it at its June 2nd meeting; MVC has approved both technology plans and this response is a confirmation of the work done and coming up to better serve all groups at RCCD

p. Human Resources Advisory Group (HRAG): Joanna Werner-Fraczek – HRAG has been asked to prepare the MVC Staffing Plan. We anticipate to have the final edits to the Staffing Plan during the summer. The Plan will be sent to Senate, CTA and CSEA for vetting in August 2015, and to Strategic Planning in the fall.
q. **Physical Resources Advisor Group (PRAG)**: Diane Marsh – no report
r. **RCC District Faculty Association (RCCDA)/CCA/CTA/NEA** – Williams commented the contract negotiations are continuing and nearing completion; CTA President Dariush Haghighat and Kathleen Sell have sent emails recently indicated that the contract is very close to completion, and town hall meetings will be taking place at all three college prior to vote to approve or reject the new contract..

**XI. Senator Reports**
a. **Associate Faculty** (Part-time Faculty):
b. **President**: Travis Gibbs – Announced introducing Senate President-elect LaTonya Parker to the Board of Trustees, second meeting in June; Gibbs offered official accolades to Frankie Moore for the Student Awards Banquet on May 14.
c. **Vice President**: LaTonya Parker – no report
d. **Secretary/Treasurer**: Edd Williams – still moving forward with plaque for Manuel Cortes-Rangel. Frankie Moore is looking into the cost and logistics of ordering a plaque.
e. **Senator At-Large**: Nick Sinigaglia - no report

**XII. Open Hearing**

Soto: **Commencement report**, June 11, reception 4-5 in SAS-121; line up at the field 5pm; shuttles can be made available to any faculty requesting/requiring it since it is quite a distance and higher elevation from SAS-121 to the open soccer field area where the commencement is taking place.

**SSSP report** from Wong: Sending out a request for short reports on what’s going on so that Wong can report to the Senate on June 1. Writing mode throughout the summer and a first draft planned for Sept 7 Senate meeting.

**XIII. Adjournment** – Senate adjourned at 6:16pm