

MVC ACADEMIC PLANNING COUNCIL MEETING
Thursday Aug. 27, 2009
1:40—3:30 PM in HM 334

1. **Roll Call: Meeting called to order by Sal Soto, APC 2008—2009, at 1:40 PM**
 - **Voting Members:**
Matt Barboza, Dan Clark, Gregory Elder, Felipe Galacia, Natalie Hannum, and Delores Middleton
 - **Non-voting Members:**
Fabian Biancardi, Cordell Briggs, Patricia Bufalino, Rosario Mercado, Kim Metcalfe, Cid Tenpas, Sal Soto, Stephen Wagner, and Edd Williams
 - **Guests:** Julio Cuz, Raj Bajaj, Travis Gibbs, Regan Romali
2. **Website Demonstration: Julio Cuz** showed the new MVC site for accreditation which will be available Monday 8/31/09. Departments should contact Julio to develop pages and links.
3. **Approval of Agenda: M/S/C: Middleton/Clark/Unanimous**
4. **Approval of Minutes of 5/27/09: M/S/C: Middleton/Clark/Unanimous**
5. **APC Operational Guidelines (see pages 2 & 3):**
 - **M/S/C to discuss and review the proposed guidelines: Clark/Hannum/Unanimous**
 - **M/S/C to approve the operations guidelines amended by consensus of those present for discussion: Clark/Hannum/Unanimous**
 - **M/S/C to extend the meeting until 3:30 PM: Middleton/Clark/6/1/0 (APC Chair now a voting member).**
6. **Appointment of Chair for 2009—2010 Year:** As per the newly approved Operational Guidelines, the Academic Senate will appoint the chair from among the senate membership
7. **Strategic Enrollment Management:** Discussion by those present
 - a. Winter and Spring 2010:
 - i. District-mandated cuts: based on actual 2008—2009 schedules
 - ii. Effectiveness of cuts will be evaluated in Spring and will be used in decisions regarding 2010—2011.
 - b. Suggestions for scheduling:
 - i. Using fill ratios versus definitive numbers as cut-off points
 - ii. Balancing FT & PT faculty assignments
 - iii. Others
 - c. Low Enrollment Guidelines: Dan Clark circulated some suggestions for departmental review.
BP 4023 MINIMUM CLASS SIZE: The average minimum class size for all lecture, seminar, and laboratory classes at Riverside Community College District will be responsive to the learning needs of the community and students, and reflect academic and administrative considerations, ensuring effective learning experiences for students. Nothing in this Policy is intended to contradict the CTA collective bargaining agreement. **(Approved by RCCD BOT at 5/19/09 meeting)**
8. **Meeting Adjourned: 3:30 PM**

Recorder: Patricia M. Bufalino

**MORENO VALLEY CAMPUS, RIVERSIDE COMMUNITY COLLEGE
ACADEMIC PLANING COUNCIL
Operational Guidelines**

1. The Moreno Valley Campus Academic Planning Council (APC) is comprised of a representative from the Academic Senate, the chairs and assistant chairs of the instructional departments on the Moreno Valley Campus, and the administrators who provide support to the instructional departments. The MVC APC meets at least once a month during the fall and spring semesters.
2. The APC is a Standing Committee of the Moreno Valley Campus Academic Senate (approved at 12/1/08 meeting). It is appropriate that the APC be a Senate Standing Committee as Title 5, Section 53200 of the California Education Code states that the primary function of the Academic Senate is to make recommendations to the college administration and governing board with respect to academic and professional matters. This includes policy development and implementation matters relating to:
 1. Curriculum including establishing prerequisites and placing courses within disciplines.
 2. Degree and certificate requirements
 3. Grading Policies
 4. **Educational program development**
 5. **Standards or policies regarding student preparation and success**
 6. **District and college governance structures, as related to faculty roles**
 7. **Faculty roles and involvement in accreditation processes, including self-study and annual reports**
 8. **Policies for faculty professional development activities**
 9. **Processes for program review**
 10. **Processes for institutional planning and budget development**
 11. **Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.**
3. In particular, the APC focuses on campus discussion and coordination regarding items **4, 5, 6, 7, 8, 9, 10, and 11** as listed above. Examples of topics that would be addressed by the MVC APC include:
 - a. Developing a prioritized list of requested faculty positions each year and forwards that list to the administration for consideration.
 - b. Reviewing the Annual Instructional Program Review Updates (APRUs) and
 1. providing feedback to the departments/disciplines.
 2. making recommendations to the VPES and VPBS regarding requests in the APRUs.
 - c. Managing strategic enrollment management, including
 1. scheduling of classes.
 2. ensuring that the campus mission is being addressed through the instructional programs offered.
 3. making recommendations for guidelines regarding course and enrollment management.

4. The voting members of the APC are the chairs, or their designees, of each MVC instructional department and APC Chair.
 - a. The voting members shall develop operational policies to facilitate the effectiveness of the APC.
 - b. The non-voting members are the department assistant chairs and the instructional administrators.
5. The Chair of the APC shall:
 - a. be appointed by the Academic Senate from among the academic senators.
 - b. preside over the meetings.
 - c. represent the campus at planning meetings for the District Academic Planning Council or designate another member of the APC to do so..
 - d. provide a written or verbal report monthly to the MVC Academic Senate and to the Moreno Valley Campus Strategic Planning Committee (MVSPC).
6. An instructional administrator shall be designated to be the resource support person for the APC and will be responsible for distributing the agenda prior to meetings and recording the minutes of each meeting.
 - a. The agenda should be developed in consultation with the APC Chair.
 - b. The agenda and minutes should be distributed to all members of the MVC APC, MVC Administrators, the President of the MVC Academic Senate, and the Faculty Co-Chair of the MVC Strategic Planning Committee.