

**Academic Planning Council Meeting Agenda
Moreno Valley College
August 22, 2012
HUM 234**

Members Present:

Sal Soto, Chair (Academic Senate)
Natalie Hannum, Recording Secretary (Curriculum)
Ree Amezcuita, Communications
James Banks, Health, Human and Public Services
Sheila Pisa, Assessment
Jose Duran (for Matt Barbosa), BITS
Gregory Elder, HSS

Members Absent: Shar Marshal (MSK)

Guests:

Dr. Mayo, Moreno Valley President
Dr. Briggs, Interim Vice President, Academic Affairs
Travis Gibbs, Academic Senate President
Carolyn Quin, Comprehensive Program Review
Ann Yoshinaga, Director

Introductions & Addresses:

Dr. Briggs was approved as the interim VP of Instruction and Dr. Tovares has accepted a position of Dean of Instruction at Mt. San Jacinto Community College. Dr. Briggs suggested we re-convene the Strategic Enrollment Management to continuously address the issues of enrollment in addition to what the APC addresses. Dr. Briggs will schedule a meeting and solicit committee members for the 2012/2013 Strategic Enrollment Management Committee. The Strategic Enrollment Management Committee will be as sub-committee of APC and needs to move very quickly to develop strategies before the November election. Dr. Briggs believes the core of instruction is at the department level and wants to work closely with the chairs or designees.

Dr. Mayo announced that that graduation is tentatively scheduled for Friday, June 7th at 09:00. Dr. Mayo shared her discussions with the architects and her concern that they are appropriate and strategic for Moreno Valley. Their work has been suspended until a more comprehensive approach is developed to address facility master plans and buildings.

Sheila Pisa- Sheila will become a member of the APC under the "augmented APC" per the new Program Review process.

Ree Amesquita- Chair of Communications and is the Basic Skills Chair.

Travis Gibbs/Academic Senate Address: Dr. Gibbs addressed the group and suggested that Strategic Management Enrollment Management perhaps be a sub-committee of the APC. Dr. Gibbs wants the

committees to work more efficiently and communicate more effectively. Dr. Gibbs wants the Chairs to be supported in every way. Dr. Gibbs commended the efforts toward assessment. Dr. Gibbs wants to see the Program Review Process codified and adopted within the culture to make sure it is always being addressed, and not waiting for the deadline to have a system to address self-study and other items associated with accreditation.

Dr. Gregory Elder- History Professor. Dr. Elder has asked what the role the APC should hold versus what the Academic Senate is doing. The APC should not be a rubber stamp for administrative ideas or mandates.

Jose Duran (BITS): Mr. Duran asked what mechanisms are in place to ensure that redundancies are addressed between the colleges.

Sal Soto: Expressed concern over the turnover of architectural firms and being behind in buildings for Moreno Valley.

James Banks: Wants to have clarity and well-defined goals for the year.

The APC Mission/Roles/Goals

Mission statement exercise- each attendee was asked to give a word that they would perhaps like to see tied to the APC and its mission. APC “wordsmithing”- Collegially, program management, evaluation, ration versus emotional, data driven, communications, students, faculty, demand-driven, senate, salvation, student-centered, disciplines, strategic, team, money. These words will be used at the September 12th meeting to craft a Mission Statement for the APC.

Guiding documents for APC- The APC will create operating guidelines as a document to help ensure the APC is doing the tasks that it should.

Positions within APC- APC members decided upon two positions for conducting business of the APC. The Chair position is selected by the Academic Senate and the position of Recording Secretary will rotate between members at each meeting.

- i. Chair
- ii. Recording Secretary

Goals for the APC in 2012/2013

1. Implementation and follow through on the new program review process.
2. Engage in comprehensive academic program evaluation and make recommendations for program alignments with college goals.

The following will be standing agenda items for each meeting:

- Department reports
- Enrollment Management
- Administrative News
 - President, VP, Deans

- Program Review
- Assessment
- Curriculum
- Senate Report
- Facilities/Technology

Program Review Taskforce: The APC was updated on the Program Review Taskforce and what it has been tasked with doing including. Dr. Briggs brought up the difference between comprehensive and annual program reviews. The APC discussed that the Comprehensive should be strategic and long-range in vision and the Annual should be the annual report or pulse check on the progress of meeting goals and objective set forth in the comprehensive. Sheila presented the timeline for program review and forwarded it to members. All agreed the form must be as simple and brief as possible. Less is more! The APC discussed the role of the Comprehensive Program Review Coordinator and what those responsibilities were. Ree suggested that this be the first order of business, then present Dr. Quin the suggested person for the position along with the .1 reassign time for the position.

Meeting Schedule for 2012/2013

All meetings will be from 3:30-5:00 with locations TBA.

9/12/12

9/26/12

10/24/12

11/28/12

12/12/12

2/27/12

3/27/12

4/24/12

5/22/12

6/05/12

Agenda items for next meeting:

Refine Mission

Refine Operating Guidelines

Define role of Comprehensive Program Review Coordinator

For Senate: Get approval of coordinator's role, approval of the .1 release, approval of Carolyn for the position.

Information Items:

Two CTE retreats will be held this year. September 28th at Moreno Valley Ranch Golf Course. The second retreat is November 2nd (location TBA).

Adjourned at 11:25.