

APC Minutes for the Meeting on August 28 2013

Prepared by Dean of Instruction David Vakil

Meeting called to order at 3:30pm.

Roll Call: COUNCIL MEMBERS AND GUEST:

- Amezquita, Ree*
- Banks, James*
- Barboza, Mathew* -absent
- Elder, Greg*
- Fontaine, Bob*
- Marshall, Shara* -absent
- Parker, LaTonya
- Steinback, Robin
- Vakil, David
- Whiteside, Christopher
- Yoshinaga, Ann
- James Namekata served as proxy for Shara Marshall
- Lisa Hausladen served as proxy for James Banks

- 1) Agenda: Amended and then Approved
- 2) Minutes-Approved as written
- 3) New Business

- a. Comprehensive Master Plan (CMP) examines college programs and services, and local region currently as well as 5 and 10 years into the future. HMC Architects is helping us describe current programs, service, facilities using fall 2011 base year; this year was chosen to be before some of the recent enrollment contraction.

Consultants for HMC who will be conducting interviews are Eva Conrad and Pam Deegan. They have scheduled town Hall meeting dates on September 5, 16, and 17.

Faculty substitutes are authorized for these meetings. Chairs will need to recommend attendees. Suggested faculty to be sent to Susan Lauda to coordinate interviews with consultants. The interviews will include a visit to BCTC.

The interviews may be conducted during evening hours are ok, but regular business hours are preferred. Student support labs part of the interview process.

Other dates:

- Town Hall meeting on September 5, 12:50 -1:50pm
 - Environmental Sustainability meeting on September 5, 2:00 – 5:00pm -Rocco, Sinigaglia interested.
 - CMP Steering Committee meeting on September 17, October 18, November 8, December 6.
 - Tech Vision meeting last week in September (TBD) Edd Chi, Tech Sub interested.
- b. Accreditation Update: Flex workshop was successful. The speed dating incorporated feedback from twenty-six faculty already. Draft 2 on share point; go to www.mvc.edu then click on accreditation, then feedback form, then click on the standard you want to

see. Feedback can be submitted using this discussion board. The discussion board is a good way to ask questions and have dialog. We had five attendees at the speed dating this week plus 1 more workshop this week. We are encouraging staff and students to attend. We will have a workshop at BCTC and will offer more workshops there.

Timeline for review of document has been revised to September 26 for SPC. Later it will go to the President Management Council. Feedback from everyone is due on October 7, so the newest draft can be publicized on October 10.

Program Review website link was renamed to Annual Program Review. The form is available online. Users are advised to download, parse the sections to different people, and then combine the sections email. Workshops available, including this Friday from 10am-noon, dates posted on the website. Research and Assessment link data for Program Review.

Question: Are funds available for adjunct only programs?

Answer: Need to assign primary authors. Resources will be considered when appropriate. Talk to Deans about authorship, confirm authors ASAP. Who should inform? COM, MSK chairs have. Email regarding workshops sent on August 26.

4) Old Business:

- a. Enrollment Management Unit-How to handle Enrollment Management tasks, going forward? The group will need to consider the number of APC meetings, time of meetings. There was no consensus on bylaws, which includes meeting schedule. Draft to be sent to committee.
Please send minutes and description of Enrollment Management unit of APC to Sheila so she can include this in the Accreditation self evaluation report. Sheila also emailed Natalie Hannum to see if Natalie has the minutes. Sal Soto may have them too. VP Steinback and others may be able to reconstruct the minutes, if necessary.
- b. RCCD colleges all missed 2012/13 Enrollment targets. We cut sections deeply last year. Now we are restoring enrollment. RCCD also needed to use Summer 13 enrollments as part of the 2012/13 year to make funded enrollment base. MVC used 68 FTES from Summer 13 to 12/13. At the last APC, the annual FTES target was 5862; it is now 5981. Dean Vakil described the term-by-term breakdown and comparison between 2012/13 and projection for 2013/14.
- c. Dates for future APC: committee members agreed to have meetings on the following dates, on the 2nd Thursdays 3:45pm -5:15pm and the 4th Fridays 12:40pm – 2:10pm,
Thursday, September 12,
Friday, September 27,
Thursday, October 10,
Friday, October 25,
Thursday, November 14,
Friday, November 22,
Thursday, December 12.

LaTonya to confirm dates and time.

- There may be an English Discipline meeting 12/12.
- PR workshop August 8-12 September 27 (new)

5) Adjourn: 5:04pm Motion: Dr. Elder