Call to Order:
  T. Gibbs, called the meeting to order at 3:54pm

I. Roll Call:

President  Travis Gibbs (present)
Vice President  Sal Soto (present)
Senator-at-Large  Nick Sinigaglia (present)
Business & Information Technology Systems  Cheryl Honore (present)
Communications  Valarie Zapata (present)
Health, Human & Public Services  Bob Fontaine (present)
Humanities & Social Sciences  Eric Thompson (present)
Math, Science & PE  Ellen Lipkin (present)
Math, Science & PE  Nicolae Baciuna (present)
Public Safety, Education, & Training (PSET)  Natalie Hannum (present)
Associate Faculty (Part-Time Faculty Rep.)  Michael Schulz, EMT (present)

Visitors:
  Vice President, Student Services  Greg Sandoval
  Interim Dean of Instruction  Carlos Tovares
  Dean, PSET  Cordell Briggs
  Director, PSET  Ann Yoshinaga
  Library/Communications, SPC Faculty Co-Chair Elect  Debbi Renfrow
  Math, Science & PE/Assessment  Sheila Pisa
  Humanities & Social Sciences/Program Review  Carolyn Quin
  ASMVC  Frankie Moore
  Cesar Torres

II. Approval of Agenda

Moved: S. Soto/Second: B. Fontaine. Discussion: typographical errors to be corrected by
  D. Foster. Unanimous approval.

III. Approval of Minutes:

5/16/11 (tabled), 3/5/12 (tabled)


IV. Annual Program Review—timeline and process: Carolyn Quin et al.

N. Hannum: Took it to the APC. S. Pisa and C. Quin have worked hard on a draft proposal for
  a process flowchart.

Moreno Valley College
Draft Proposal for an Instructional Review Process

Executive Summary as of 3/28/2012:

1. The ad hoc committee of the Academic Senate to develop a college-specific process for both Annual and
   Comprehensive Instructional Program Reviews has concluded its deliberations and recommends the instructional
   program review process described by the narrative in this document and illustrated by the accompanying flow chart.

2. This new process requires only SLO Assessment projects from faculty in Spring 2012.

3. This process organizes Annual Instructional Program Reviews by Department units.

4. There will be no Annual Instructional Program Review documents required by May 15, 2012. The deadline for a draft
   of each Department’s Annual Instructional Program Review will be October 1, 2012.

5. This process reduces the wait time for resource allocation based on Instructional Program Review from the current 18
   months to 9 months.
6. This process creates a Moreno Valley College Program Review Committee comprised of the existing Academic Planning Council, the Curriculum Committee Chair, the Faculty Assessment Coordinator, and a representative from the Curriculum Committee (and/or Strategic Planning Committee).

7. An ad hoc committee of the Strategic Planning Committee, led by Standard III: Resources subcommittee co-chairs, Debbi Renfrow (faculty) and Jackie Grippin (staff) is discussing revisions to the Instructional Program Review forms. These revised forms will align with ACCJC Standards for evaluating institutional effectiveness regarding planning. The revised forms will be available by May 15, 2012.

8. The focus of this proposed new process, and of the revised forms, is to ensure that the College is engaging in “consistent and continuous commitment to improving student learning; and educational effectiveness is a demonstrable priority in all planning structures and processes” (ACCJC Rubric for Evaluating Institutional Effectiveness—Part II: Planning).

9. The district-mandated, four-year cycle for Comprehensive Instructional Program Review process is fully integrated with the College’s Annual Instructional Program Review process so that faculty in a discipline completing a Comprehensive will be able to use the same data and reports on curriculum changes and assessment in their Annuals.

10. The Comprehensive Instructional Program Reviews will be approved by a College Program Review Committee/Academic Planning Council group and forwarded to the District Program Review Committee by November 30.

11. The Annual Instructional Program Reviews feed into the College’s Strategic Planning Process and will be used as the basis for planning beginning in March 2013.

12. Recommendations based on Annual Instructional Program Reviews will be made to the College President by the Strategic Planning Committee in May 2013.

Need to develop a matrix to find out how to create priorities based on the 4 subcommittees of the SPC. Most important thing is that the CORs are updated and accurate. Disciplines will be focusing on Program Review, Assessments, and planning. S. Pisa notes that there doesn’t seem to be a lot of linkage between these items. N. Hannum remarked that issues are being brought to the curriculum committee on things that should have been figured out at the discipline level. This Spring’s program review will be forgone to update training, CORs, articulation, etc., and will be moved to October 1, 2012. An additional “flow-chart arrow” to delineate linkage between College President and the Academic Senate was requested. Item 10 on chart, “APC/College Program Review Committee”: much discussion occurred regarding College Curriculum (One College/One Curriculum) and Comprehensive Program Review. Slight change on the Annual Program Review: data will be asked to be provided annually, for the purpose of Enrollment Management purposes. Currently it is about one year behind, and often times error-laden. Disciplines MUST get involved.

Motion: E. Williams, Second: B. Fontaine.

Discussion: Thanks to Sheila Pisa and Carolyn Quin for their hard work. Hannum thinks that T. Gibbs should send email to MV-Fac about the “bye” on Annual Instructional Program Review, but remind that Assessment and Curriculum is our focus for this semester. C. Tovares says that District thinks there really is no problem to move the date, but cautions that Accreditation visitors have “ding-ed” Colleges for shoddy or sloppy program review processes. Item 10 should be flipped to be called Academic Planning Council/College Instructional Program Review Committee. Add an arrow from President back to Senate on chart, and add a sentence on the “Executive Summary” page that has this arrow in narrative form. Add narrative that President reports to the Senate. A second flow-chart for the Comprehensive Instructional Program Review will be drafted. The next major step is a matrix for decision processes.

Unanimous approval.

V. New Business

a. Commencement update

Sal Soto provided a handout of a sample program. Format will generally be the same, but location is different. For the first time, we will be utilizing the soccer field. Faculty reception is trying to be more formal…will probably be about 1-1/2 hours before the event. Robing and reception will be in the PSC area. May 1st is the deadline to secure regalia. Jon Secada will be the guest speaker. Send T. Gibbs an email if you need a Senate Sash.

b. ESL Certificate Program

N. Hannum on behalf of Olga Dumer: Wants to give her ESL students a sense of accomplishment to be able to go on to further achievement. T. Gibbs cautioned the Senate that the College(s) give(s) certificates, District does not. If it is approved, Moreno
Valley may not necessarily get the certificate credit, and it could possibly be given to one of the other Colleges.

T. Gibbs looked for a motion to table this item to get more clarification from Olga Dumer at the next Senate meeting.


c. Census as the last day to drop without a “W.”
State-wide mandate: the census date will now be the last date to drop without a “W.”
This will affect the definition of what constitutes a continuing student.

d. Academic Dishonesty Form proposal: Nick Sinigaglia
Academic Standards has been working on a form for Academic Dishonesty to track repeat offenders.

ACADEMIC DISHONESTY REPORTING FORM – RIVERSIDE COMMUNITY COLLEGE DISTRICT

In the event of an instance of academic dishonesty sufficiently serious to warrant inclusion in a student’s record, please complete this form and submit it to the Vice President of Academic Affairs at your college. The Vice President of Academic Affairs will use the information provided to determine the appropriate consequences should the student engage in academic dishonesty again and thus qualify as a habitual offender. Details of RCCD’s academic dishonesty policies can be found in the Student Handbook and in the relevant section of your college’s General Catalog.

Semester and year of instructor’s finding of academic dishonesty:________________________
Name and RCCD ID of student: ________________________________________________
Name of course & section number: ______________________________________________

Nature and date of violation as determined by instructor, including information on the specific project, examination, or paper involved:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Is there supporting documentation to substantiate the violation as determined by the instructor?
__Yes __No

If yes, please attach. If no, please briefly describe the reasons for concluding academic dishonesty has occurred:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Consequence of violation as determined by instructor:
__Failure for the assignment with opportunity for make-up work
__Failure for the assignment without opportunity for make-up work
__Other (please explain): _______________________________________________

Has the student been informed of the instructor’s finding of academic dishonesty?
__Yes, I have had a face-to-face conversation with the student (Date: _____________)
__Yes, I have sent an email to the student (Date: ______________)
__No (please explain):
   __The student has dropped the course or has stopped attending class
   __Other reason: ______________________________________________

Instructor Signature ____________________ Date ________________________

Instructor email address ____________________ Instructor Phone __________________

C. Honore would like to see some portions on the form that show student accountability and/or testimony. M. Schulz wonders if asking for a student signature would be possible and/or appropriate. If anyone has any further suggestions or ideas, forward to N. Sinigaglia.

VI. Old Business

a. MVCAS Constitution and Bylaws.
   Tabled until April 16th, 2012 meeting.

b. Order of Registration:
T. Gibbs provided clarification on the proposed Order of Registration. He reminded us that this does NOT affect those priority registration items that are mandated by law.

<table>
<thead>
<tr>
<th>Order</th>
<th>Status</th>
<th>Conditions/Units</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continuing Students</td>
<td>Between 24-125 units *Completed Not on Dismissal</td>
<td>Active as of census or Day 1 of positive attendance class</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Returning Students</td>
<td>Between 24-125 units *Completed Not on Dismissal</td>
<td>Missed previous primary term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>New First-time college students</td>
<td>Early Matriculants</td>
<td>Completed AOC by set Deadline</td>
</tr>
<tr>
<td>4</td>
<td>Continuing Students</td>
<td>Less than 24 units *Completed Not on Dismissal</td>
<td>Active as of census or Day 1 of positive attendance class</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Returning Students</td>
<td>Less than 24 units completed *Completed Not on Dismissal</td>
<td>Missed previous primary term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>New First-time College Students New Transfer Students</td>
<td>Applied after set deadline</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Other Returning Students</td>
<td>More than 125 units completed</td>
<td>Missed more than one primary term</td>
</tr>
<tr>
<td>8</td>
<td>Continuing Students</td>
<td>All students on Dismissal have completed dismissal requirements</td>
<td></td>
</tr>
</tbody>
</table>

Motion: S. Soto, Second: N. Bacuna. Much discussion occurred about whether or not concurring HS students should receive higher priority than continuing or new students. T. Gibbs reminded the Senate that the number of students falling into these categories are rather nominal. Unanimous approval.

c. MVC Faculty Association Bank Account: Progress report.
Soto update. We now have a Trust account through the District. Individual faculty can sign up for MVC Faculty Association. Gibbs thanks S. Soto, D. Foster, and V. Zapata for putting this into place. N. Hannum suggested a “pledge drive” of sorts for the Association.

d. Committee assignments: Where are we now?
S. Soto showed us his efforts to collect data. There needs to be an efficiency study. N. Hannum says there needs to be a mission and charge of each committee. S. Soto and C. Honore have agreed to work on this further.

e. SPC as standing committee of the Senate
T. Gibbs reminded the Senate that regardless of whether SPC ultimately becomes a standing committee or not, the College had wanted a broader discussion than what has happened thus far. In terms of the “Vision of the College” there are basically 3 pillars: BOT, Committee and Senate. Also reminded that the Senate is the only body that must maintain the ear of the BOT. We will get the ball rolling on having a broader College discussion. C. Briggs, T. Gibbs, L. Conyers, G. Segura, D. Foster, E. Thompson, and other key players will get together to plan the discussion.

VII. Officer and Student Liaison Reports
a. President: Travis Gibbs
The annual parking permit will now be $150. Title V regulates that certain items must be placed on the course syllabus, and instructors are encouraged (but not required) to have a portion on their syllabi that has DSPS information. Regardless of whether this appears
on the syllabus, we are required to have methods in place for accommodating DSPS students.

b. Vice President: Sal Soto
   The Early Alert responses have been great, with a large number reporting: RIV: 19.5%, NOR: 33%, MOV: 43%, RCCD: 27%

c. Secretary/Treasurer: Donald Foster
   No report.

d. Senator At-Large: Nick Sinigaglia
   No report.

e. Interim College President: Tom Harris
   No report.

f. Associate Faculty (Part-time Faculty): Michael Schulz
   No report.

g. Student Liaison
   Cesar Torres reported the success of the Blood Drive. 110 units were collected. The Cesar Chavez celebration was also a success, and the Spring Easter Egg hunt is around coming soon.

VIII. Committee and Liaison Reports: Proposed for April 16, 2012
   a. Classified Staff Liaison: Angela Thomas
   b. Basic Skills Committee: Sheila Pisa
   c. MVC Faculty Assessment Committee: Sheila Pisa
   d. Strategic Planning Committee (SPC): Don Foster/Lisa Conyers
   e. Academic Planning Council (APC): Sal Soto/Carlos Tovares
   f. Curriculum Committee: Natalie Hannum
   g. District Program Review (DPR): Bob Fontaine
   h. Safety Committee: Cheryl Honore.
   i. District Academic Standards (DAS): Kim Metcalf
   j. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon
   k. Faculty Development Committee: Dan Clark
   l. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA

IX. Open Hearing
   Frankie Moore announced that she is currently seeking nominations for the Student of Distinctions Award Banquet on May 10th. The nominations are due the week of April 22nd. Please forward her any news and keep an eye open for the informational email.

X. Adjournment
   Motion to adjourn: S. Soto; second: B. Fontaine. Meeting adjourned at_________