

Faculty Reassigned Time Position Description:

Presented to the MVC Academic Senate by Carolyn Quin, September 10, 2012

**Comprehensive Instructional Program Review (CIPR) Coordinator**

**Reassigned Time .1 in fall and .1 spring semesters**

.1 equals  $\frac{1}{2}$  of 54 hours or 27 hours per semester.

*Suggested duties integrated with the structure of the Instructional Program Review Process adopted by the Senate on April 2, 2012, and described by Carolyn after meeting with Jim Thomas, District Coordinator of Comprehensive Program Review:*

1. Convene a small college committee for the purpose of pre- and post-screening of CIPR documents prior to formal, initial presentation to the APC/Program Review Committee in October. Send copy of minutes to the College Academic Senate President.
2. Identify clerical support for the committee to take minutes, send reminders, and forward a copy of all records to Debbie McDowell at the District Office.
3. Set the agenda for the meetings and officiate the meetings.
  - a. The small committee of 3-4 individuals could be called the "Comprehensive Instructional Program Review Screening Committee," and it should report to the Academic Senate.
  - b. The purpose of the committee would be to accept draft documents from the disciplines, read them, and provide the applicants with some initial feedback, such as small revisions, no revisions, or extensive revisions. Applicants would be invited to come to the meeting to "present" their reports.
  - c. The committee should hold regular meetings, keep minutes, and support the applicants before and after the presentation to the APC/Program Review Committee in October and the final submissions in November.
4. Determine (Reconcile) the list of disciplines that need to submit CIPR for the year, 2012-2013. Anticipated total number of documents: 13 - 14
5. Determine the number of discipline reports that were submitted in 2011-2012 that were not read and that are still awaiting review and acceptance. Total: unknown—probably 7 or 8
6. Conduct CIPR training sessions and participate in District CIPR training sessions.
7. Edit, as needed, reports to bring them into a standard format and language, as needed, before they are submitted to the District CIPR Committee.
8. Represent Moreno Valley College at the District CIPR Committee meetings once a month to report on progress made at Moreno Valley College. Time: 6-8 hours per semester.