Call to Order: Sal Soto called the meeting to order at 3:59pm
I. Roll Call:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Travis Gibbs (Absent)</td>
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<tr>
<td>Vice President</td>
<td>Sal Soto</td>
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<tr>
<td>Senator-at-Large</td>
<td>Nick Sinigaglia</td>
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<tr>
<td>Business &amp; Information Technology Systems</td>
<td>Cheryl Honore</td>
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<tr>
<td>Communications</td>
<td>Edd Williams</td>
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<tr>
<td>Communications</td>
<td>Valarie Zapata</td>
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<tr>
<td>Health, Human &amp; Public Services</td>
<td>Bob Fontaine (Absent)</td>
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<td>Health, Human &amp; Public Services</td>
<td>Kim Metcalfe</td>
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<tr>
<td>Humanities &amp; Social Sciences</td>
<td>Eric Thompson</td>
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<td>Humanities &amp; Social Sciences</td>
<td>Donald Foster (Absent)</td>
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<td>Humanities &amp; Social Sciences</td>
<td>LaTonya Parker</td>
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<td>Math, Science &amp; PE</td>
<td>Ellen Lipkin</td>
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<td>Math, Science &amp; PE</td>
<td>Nicolae Baciuna</td>
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<tr>
<td>Public Safety, Education, &amp; Training</td>
<td>Natalie Hannum</td>
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<tr>
<td>Associate Faculty</td>
<td>Michael Schulz (Absent)</td>
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<tr>
<td>President, ASMVC</td>
<td>Constance Hardin</td>
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<tr>
<td>ASMVC-Student Government</td>
<td>Vincent Patterson</td>
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<td>Visitors:</td>
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<tr>
<td>Vice President, Academic Affairs</td>
<td>Robin Steinback</td>
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<tr>
<td>Vice President, Student Services</td>
<td>Greg Sandoval</td>
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<tr>
<td>Dean, PSET/BCTC</td>
<td>Cordell Briggs</td>
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<tr>
<td>Director, PSET</td>
<td>Ann Yoshinaga</td>
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<tr>
<td>Dean of Student Services</td>
<td>Eugenia Vincent</td>
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<tr>
<td>Interim Dean of Instruction</td>
<td>Cynthia (Cid)Tenpas</td>
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<tr>
<td>Comprehensive Instructional Program Review Coordinator</td>
<td>Carolyn Quin</td>
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<tr>
<td>Library/Communication</td>
<td>Debbi Renfrow</td>
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<tr>
<td>Classified Staff Liaison/IMC</td>
<td>Angela Thomas</td>
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<tr>
<td>Classified Staff Liaison</td>
<td>Akia Marshall</td>
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<tr>
<td>Title V Portal Implementation Project</td>
<td>Steve Gomez</td>
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<tr>
<td>Title V Portal Implementation Project</td>
<td>Rick Herman</td>
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II. Approval of Agenda: Unanimous Approval/Discussion: Move (VIII.a) to item (V.) because committee representative need to leave early.
Motion: Edd Williams
Second: LaTonya Parker

See the MVC Academic Senate website for the complete document and power point attachments. | RCCD
III. Approval of Minutes: 12/3/12 Unanimous Approval/Discussion: minor name correction
section VI.f senator Sinigaglia change to Nicolae Baciuna
Motion: Natalie Hannum
Second: Edd Williams

IV. Title V Portal Implementation Project: Steve Gomez & Rick Herman
   • Informational Item discussed at 3:59pm Title V Grant on Virtual Environment.
     Presenters conducted a 10 minute power point presentation regarding Portal Project
     overview. The creation of a virtual environment providing and promoting collaborative
     experiences between students, faculty and staff resulting in greater retention and success.
     The primary project objectives include: Consolidated Services; Single Sign-On;
     Collaboration Tools and Targeted Content.
     • March 2013-Pilot Testing
     • Phase One Development-October, 2013
     • Phase Two Development-March, 2014
     Robin Steinback’s expressed looking forward to portal.
     Robin Steinback’s questioned would there be loss of access to information or no
     discontinuing of any services during the pilot testing and phases. Dr. Steinbeck discussed
     the importance of the Accreditation Team having access to MVC online information mid
     June.
     Presenter’s Response: No management of content or loss of information from sites and
     content roll over scheduled in 2014.

V. Committee Liaison Report-Classified Staff Liaison: Angela Thomas
   Announcement of the new Classified Staff Liaison as of spring 2013 is Akia Marshall.

VI. Task Force Update: Natalie Hannum
   Power point presentation on Program Review Task Force Evolution of Process &
   Workflow (accessible on mvc.edu web site http://www.mvc.edu/spc/prtf.cfm#agendas).
   An updated overview identifying the following: authorization from MVC President Dr.
   Mayo, core issues, task force meeting date outline, overview of the current draft model,
   and priorities of the task force.
   Natalie discussed the part of core issues including full dialogue with key constituents that
   are in charge of program review and making it happen. Sal will follow-up with posting
   the model. Conversation within the Task Force includes addressing the question, what
   are the outputs? What the resources? What the decisions? What are the allocations?
   Addressing dialogue and feedback mechanisms with the model. Addressing where do
   existing standards fit in the SPC process. During the 2/21/13 meeting Dr. Steinbeck
   presented a wider perspective of strategies. And introduced Shasta College’s model.
   Natalie concluded explaining the model is not ready to go and the Task Force will
   continue with healthy dialogue.

VII. Library Update: Debbi Renfrow
   The library checked out 150 netbooks for semester use in the first four hours of the first
   day of the semester, from 8-noon.
   Thanks to having an intern, the library is now able to offer reference assistance via
   chat on Friday’s from 2-4 and Sunday’s 3-6.
   The library has several subject and class specific research guides and is happy to create
   any upon request for a faculty member. These can be found at
   The library’s workshop schedule can be found online at
VIII. New Business:

a. RCCD Accreditation Function Map: Discussion and input (email attachment was sent out on 2/19/13 @2:33pm from Travis) Senators are to read the document and take to departments for discussion next meeting 3/4/13. Natalie Hannum requested sending an email and gather feedback prior to 3/4/13 so we can report next meeting. Sal Soto proposed senators send emails to departments and request feedback. Sal Soto will request Travis Gibbs send the email with document attached to departments. Senator summary due March 4, 2013.

b. Guidelines for dropping students (especially for late arrivals on the first day of class) – Soto sent email on 2/22/13 @10:41am

Discussion:
Sal Soto- Discussed concerns about recent incidents with students wanting to sue faculty for non attendance first date of class session drop. Mr. Soto generated discussion on guidelines versus policy and the need for clarity. Mr. Soto questioned due process- Are we (faculty) able to drop for no show or late attendance on the first day? Mr. Soto made reference to BP 5075 regarding course add and drops. Mr. Soto requested as we create practices to be mindful of dialogue with students and language. Mr. Soto is against the locking of classroom doors and possible safety concerns that it presents.

Edd Williams-Made reference to the Student Handbook notification which he is in agreement with.

Kim Metcalf- Impaction of classes students present wanting to add and other enrolled late arrivals or non-attendants. Metcalf in support of advocating prevention measures i.e. placing importance of impact of late arrival in the schedule of classes.

Natalie Hannum- In agreement with Metcalf’s early on remedies suggestion with life coaching skills.

Constance Hardin- Two student examples given: 1). Instructor allowed end of class attendance prior to wait list student notification of whether or not an add authorization code would be granted (2 hours wait for 3 hours class). 2). Student shows up to class a few moments late and student dropped from course. Requested if there is a procedure change put in place that specific time be defined.

Cordell Briggs- Discussed students officially enrolled denied access. Dr. Briggs discussed three variables: time, locking door and students not enrolled allowed staying in class. He also spoke about the need for clear delineated procedures.

Greg Sandoval- Requested a statement from Academic Senate.

Ellen Lipkin- Discussed agreement with Edd as it pertains to adding/dropping. Science department problems with lab and limited spacing when addressing adding and dropping students on the first day.

c. DSPC Operational Guidelines (E-mail attachment was sent out 2/12/13 @ 1:05pm Travis)

Recommendation to change first sentence ending to state the following: as well as ensuring that the planning process responds to the structural changes and supports the academic needs of the district. Edd will write a revision and submit to Travis.
d. BP/AP 3430: Prohibition of Harassment and Retaliation (part of the respect campaign)  
   - Tabled until 3/4/13 MVCAS meeting.  
   Motion: Edd Williams  
   Second: Eric Thompson

e. AP 3437: Handling Complaints of Bullying (part of the respect campaign)  
   5:40pm Discussion: Edd Williams requested Academic Senate invite Diversity Committee representative to conduct a 10 minute presentation on  
   BP/AP 3430 & AP 3437. Continued dialogue requested between  
   Academic Senators and Diversity Committee representative regarding  
   clarification of handling complaints of bullying document and Academic Senates’ recommendations.

IX. Old Business

a. MVC Senate Bylaws: Edd Williams  
   Tabled until 3/4/13 MVCAS meeting.  
   Discussion: Edd Williams will bring revised copy to next meeting for academic senate vote.

b. Committee Appointments:  
   Sal Soto Reported 2 new committee appointments. Sheila Pisa appointed  
   Accreditation Report Editor & Fen Johnson Ad Hoc Math Equivalency Committee

c. Accreditation updates:  
   No Report

d. Equivalency Updates: Nick Sinigaglia (Absent)

X. Officer and Student Liaison Reports

a. President: Travis Gibbs (Absent)

b. Vice President: Sal Soto  
   No Report

c. Secretary/ Treasurer: LaTonya Parker  
   No Report

d. Senator At-Large: Nick Sinigaglia  
   No Report – Sal Soto discussed email sent from Mr. Sinigaglia regarding continuing revisions to the equivalency policy scheduled for senates review next month. They are also working on updating policies on program discontinuance.

e. College President: Sandra Mayo  
   No Report

f. Associate Faculty (Part-time Faculty): Michael Schulz (Absent)

g. Student Liaison: Constance Hardin ASMVC President  
   o ASMVC Student Leadership will be assisting with the administering of the CCCSE student satisfaction survey evaluations the months of April and May.

   o Two scholarships are currently available: The Hispanic Scholarship Fund in the amount of $2500 and is due back by 2/28/13. The ATHENA scholarship for female students only and due back by 3/5/13

   o Black History Month celebration events are coming to a close. Closing ceremonies will be 2/28/13 and will feature a performance by the MVC choral society.

   o Club Rush and Special Elections to fill the Vice President position with take place February 27 and 28 from 11-2 and 4-6pm. (elections will begin at 9am)
The egg hunt has been changed from March 28 to March 22, 2013 from 4-6pm.

Month of March, the Student Activities Center will be closed off and on due to Ms. Moore and student leaders traveling to various conferences and meetings beginning with the weekend of March 1st. 3 Student Senators along with the Student Body President will be traveling to Sacramento to participate in the FACCC policy conference, SSSCC meeting, March in March on the state capitol and meetings with Assemblymen Jose Medina, Mike McCorrell, Brian Nest and Senator Richard Roth to discuss student issues/concerns in community colleges.

RTA contract cancelled beginning summer 2013. A school wide student committee is being formed to look at options for bus riders. The bidding meeting is scheduled for March 11, 2013 at 4pm in Humanities 129.

XI. Committee and Liaison Reports:

a. Strategic Planning Council (SPC): Debbi Renfrow/Cordell Briggs
   Travis forwarded email report on 2/22/13 @ 10:01am) Report from Debbi R, stating the following: The SPC met on Thursday, Feb. 21, 2013 from 12:50 – 3:10.
   ▪ The new VPAA, Dr. Steinback was welcomed.
   ▪ On behalf of the Task Force, for discussion and input, Natalie Hannum presented the work of the Task Force to date. Presented were various strategic planning models. The Task Force will continue to seek input and develop a Strategic Planning process for the college. This presentation and additional documents can be found at http://www.mvc.edu/spc/prtf.cfm.
   ▪ Subcommittee III, Resources, presented a new structure for their subcommittee that will assist them in more efficiently doing the large amount of work this subcommittee is responsible for.
   ▪ Subcommittee III presented a breakdown of costs for Group II, furniture and equipment, for the SAS building. They presented the following motion:
     Approve augmentation to the Group II FF&E budget for the Student Academic Services Building project in the amount of $1,651,000, bringing the total Group II budget to $2,387,000. Funding Source: Measure C.

   The SPC voted to recommend this increase in budget from Measure C funds to the college president. This recommendation will be going forward to the college president.

b. Comprehensive Instructional Program Review Coordinator: Carolyn Quin
   CIPR Coordinator reported the Screening Committee has read all documents with the exception of Kinesiology and will be forwarding to district. A handout of accepted and district approved CIPR reports was submitted to Academic Senate. With documents that have been identified as outstanding for a variety of reasons Carolyn stated she will work 1-on-1 with the faculty leads. Some programs were submitted as district program reviews, but next time reports will be college specific. CIPR spring meeting dates: 3/15/13, 4/19/13, & 5/17/13.

c. District Program Review (DPR): Bob Fontaine
   No Report

d. MVC Faculty Assessment Committee: Shelia Pisa & Cheryl Honore
   Student Learning Outcomes (SLO) Implementation report is due on March 15, 2013. A draft of the report will be sent out for review on Wednesday or Thursday. The Committee is looking for comments from the Academic Senate on Mar. 4, 2013.

e. Safety Committee: Cheryl Honore
f. Academic Planning Council (APC): Sal Soto
   No Report

g. Curriculum Committee: Natalie Hannum
   No Report

h. Program Review Task Force: Natalie Hannum-see section (VI) above.
i. District Academic Standards (DAS): Nick Sinigaglia
   No Report/Absent

j. Diversity Committee: Michael Schwartz
   No Report/Absent

k. Basic Skills Committee: Anna Marie Amezquita
   No Report/Absent

l. Faculty Development Committee: Dan Clark
   No Report/Absent

m. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon
   No Report/Absent

n. RCC District Faculty Association (RCCDFA)/CCA./CTA/NEA
   No Report/Absent

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Open Hearing:
Edd Williams- Discussed concern regarding faculty compensation winter session &
summer session (non-contract). Questioned funding source, amount of compensation and
whether or not receiving compensation to regular pay.

Adjournment: Sal Soto adjourned the meeting at 6:17pm

Motion: Cheryl Honore
Second: Edd Williams