RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE ACADEMIC SENATE:
APRIL 15, 2013 4:00PM-5:50PM    PSC-11
Minutes Constructed by: Spring 2013 Interim Secretary LaTonya L. Parker

Call to Order: Travis Gibbs called the meeting to order at 4:00pm

I. Roll Call:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Travis Gibbs</td>
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<tr>
<td>Vice President</td>
<td>Sal Soto (Absent)</td>
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<tr>
<td>Senator-at-Large</td>
<td>Nick Sinigaglia (Absent)</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>Health, Human &amp; Public Services</td>
<td>Bob Fontaine</td>
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<td>Humanities &amp; Social Sciences/</td>
<td>Eric Thompson</td>
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<tr>
<td>Associate Faculty</td>
<td>Carolyn Quin</td>
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<tr>
<td>Math, Science &amp; PE</td>
<td>Ellen Lipkin</td>
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<tr>
<td>Public Safety, Education, &amp; Training</td>
<td>Natalie Hannum</td>
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<td>Vice President, ASMVC</td>
<td>Constance Hardin</td>
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<td>ASMVC-Student Government</td>
<td>Vincent Patterson</td>
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<td>Visitors:</td>
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<tr>
<td>Library/Communication</td>
<td>Debbi Renfrow</td>
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<tr>
<td>Disabled Student Services</td>
<td>Joe Gonzalez</td>
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<tr>
<td>Vice President, Student Services</td>
<td>Greg Sandoval</td>
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<tr>
<td>Director, PSET</td>
<td>Ann Yoshinaga</td>
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II. Approval of Agenda: Unanimous Approval
Motion: Natalie Hannum
Second: Valarie Zapata

III. Approval of Minutes: 4/1/13 **tabled to May 6, 2013 meeting**

IV. New MVC Planning Model: Robin Steinback (Absent)-**tabled to next meeting**

V. New Business:
   a. C-ID representatives from the District: Information/The C-ID Committee is looking for discipline experts. There is a call to have representation from departments for input regarding common descriptors. Allied Health and EMS are the two current discipline areas pertaining to Moreno Valley College (**www.C-ID NET**).
   b. MVC Self-study report: Standard II.A.7
Travis Gibbs: Make sure not using the 2009 accreditation question. The current MVC guidelines are needed for correct responses. Send any responses to Julio Gonzalez or Sheila Pisa.

c. Mission Statement: **Next meeting discussion agenda item.** SPC, Standard I subcommittee (Carolyn Quin, faculty co-chair) needs input regarding the draft. Co-Chairs move to accept mission statement draft. The recommendation will go forward to Dr. Mayo. Per Carolyn Quin lifelong learning has been omitted from the statement. There is a Town Hall meeting scheduled for May 2, 2013, at 12:50 p.m. in HUM 234, to finalize the mission statement. Travis will re-send the mission statement.

**March 21, 2013 - A Draft of the Revised Mission Statement:**

<table>
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<tr>
<th>Supporting the educational needs of its diverse student body, Moreno Valley College offers academic programs leading to baccalaureate transfer and career technical education programs appropriate for specialized careers or post-employment opportunities. Student services contribute to student learning by providing supportive assistance to match student needs related to transfer, financial aid, health, careers, and counseling. Moreno Valley College, as an institution of higher education, is committed to student learning and to the improvement of teaching, assessment, and planning that results in an increase in student achievement.</th>
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**Current Moreno Valley College Mission Statement (reaffirmed May 31, 2012; Board of Trustees approval 2006):**

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<tr>
<th>Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially in health and public service preparation.</th>
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**Note:** Mail BCTC inter-office attention Bob Fontaine or Natalie Hannum.

d. Nominations for MVC Curriculum Representative:
The Curriculum Committee /Academic Senate are currently accepting nominations for Maria Pacheco replacement.

Natalie Hannum: The Curriculum Committee is in the process of recommending the committee make-up. Curriculum Committee should have a representative/liaison from each of the following: Counseling, Senator, Communication, and Library.

VI. Old Business

a. AP/BP 4260: Limitations on Enrollment: Prerequisites, Co-requisites, and Advisories  
**Next meeting discussion agenda item** - No document submitted to Senate.

b. AP 7120c: Nominations for Senate VP
   - Carolyn Quin nominated LaTonya Parker
   - E-mail message from Sal Soto: After careful consideration, I would like to continue to represent you as the Vice President of the MVC Academic Senate.
     I have given plenty of thought and knowing the increasing amount of time (well beyond the 0.1 reassigned time) that it takes in this position, it would be an honor to be your Senate V.P. for the next 3 years. - Thank you for your consideration
c. Nominations for MVC Curriculum Representative: Ongoing-no nomination(s)

d. Nominations for Faculty graduation speaker: Ann Pfeifle
   Unanimous Approval
   Motion: Natalie Hannum
   Second: Edd Williams

e. Nominations for Five-to-Thrive speaker in September-Dan Clark
   Unanimous Approval

f. AP 4020: Program, Curriculum, and Course Development
   General Discussion: Senate did not pass the policy at the last meeting. Per Natalie
   Hannum the Curriculum Handbook is almost ready for release. Once the editing is
   complete the document will be available in electronic form. The guideline for
   program development is included in the handbook.

g. Faculty-authored or compiled texts, papers, packages required of students.

II.A.7. In order to assure the academic integrity of the teaching-learning process, the
institution uses and makes public governing board-adopted policies on academic freedom
and responsibility, student academic honesty, and specific institutional beliefs or world
views. These policies make clear the institution’s commitment to the free pursuit and
dissemination of knowledge.

   a. Faculty distinguish between personal conviction and professionally
      accepted views in a discipline. To present data and information fairly and
      objectively.
   b. The institution establishes and publishes clear expectations concerning
      student academic honesty and the consequences for dishonesty.
   c. Institutions that require conformity to specific codes of conduct of staff,
      faculty, administrators, or students, or that seek to instill specific beliefs or world
      views, give clear prior notice of such policies, including statements in the catalog
      and/or appropriate faculty or student handbooks.

2009 MVC Self Study Report: Standard II:
http://www.mvc.edu/files/MV_SelfStudy%208-20-09-STANDARDii.pdf

   Nick Sinigaglia (e-mailed response): In consultation with Ruth Adams, District
   Academic Standards will draft policy addressing this issue. We haven't met since
   we were tasked with this, but we hope to have something for the senate to look at
   in May.

h. Committee appointments:
   Human Resource Advisory Group: Joanna Frazic
   RCCD Portal Governance Group: Sal Soto, Jose Duran, & Julio Cruz
   Comprehensive Master Plan Task Force: Sal Soto, Debbi Renfrow, Rebecca
   Loomis, & Rossylnn Byous

i. Accreditation updates: Ongoing
   Travis Gibbs As there appears to be some confusion and folks may indeed be writing
   only in response to the 2009 accreditation report, it is the Senate’s suggestion to send
   out the latest accreditation guidelines as a reminder to the writing teams what
   questions should be addressed. It was further suggested that a reminder may be
appropriate that linking the 2009 report to the present report is necessary, but not sufficient.

Travis comment: Updates are not as viable as formal inputs with specific links and updates of current guidelines. Sheila Pisa is the identified MVC Self Study Report editor and Robin Steinback VPAA-Accreditation Academic Liaison Officer

VII. Officer and Student Liaison Reports
   a. President: Travis Gibbs
   b. Vice President: Sal Soto - Email submitted report
      Mr. Soto will be attending the State Senate Plenary Session representing as the delegate representing MVC in San Francisco.
   c. Secretary/Treasurer: LaTonya Parker/ No Report
   d. Senator At-Large: Nick Sinigaglia /No Report
   e. College President (or designee): Designee Dr. Sandoval-encouraged more faculty CCSSE participation.
      • Email sent to MV-ALL on Wednesday, April 10, 2013 1:52 PM providing dates for when the CCCSE survey can be administered and classrooms/class sections. The last day Moreno Valley College will be administering the survey is **Friday, May 3rd**.
   f. Associate Faculty (Part-time Faculty): Michael Schulz
      No Report
   g. Student Liaison:
      • CCSSE survey still being conducted the month of April
      • Transportation survey 2 due to launch the week of April 22
      • APRIL 16 will be a transfer fair 10-1 & BBQ 12:50-1:50
      • Student Body election packets for next year senate and president and vice president due date extended to wed 17 at 4 pm
      • “locks of love” event Monday April 22 ,5-7 pm in L.D. Patio
      • April 23 will be Day of Tolerance during collage hour – focus “Body Imaging” events include lecture on eating properly, healthy meal at end, 20-25 min of “Zumba” will occur
      • Student of distinctions info update –deadline to dept. chairs April 22 and decisions to Ms. Moore by Thursday, April 25, send to Michael fielder’s supervisor Jamie Clifton at Jamie.cliffton@mvc.edu instead of Michael Fielder
      • Club/Organizations “Volunteer” service hour logs due 4p.m.Thursday , April 18 to Ms. Moore

VIII. Committee and Liaison Reports: **Proposed for April 15, 2013**
   a. Classified Staff Liaison: Joe Gonzalez-
      • Working on more staff committee participation
      • CSEA May 20-24, 2013 “Undercover Boss’
      • Anyone interested in participation in the “Undercover Boss” activities contact Akia Marshall or Joe Gonzalez

RCCD | See the MVC Academic Senate website for the complete document and power point attachments
b. Strategic Planning Committee (SPC): Debbi Renfrow/Robin Steinback – Absent
   No Report-Next meeting Thursday, April 18, 2013.

c. Comprehensive Instructional Program Review Coordinator: Carolyn Quin
   District Program Review Committee: April 2, 2013
   1. Accepted ADJ/Law Enforcement from MVC
   2. Accepted Kinesiology 2012 from MVC
   The final set of Moreno Valley College CIPRs will be presented at the final meeting of the District Program Review Committee on May 7, 2013:
   - Communication Studies
   - English
   - History (including Military Science)
   - Philosophy
   - Business, CAT, CIS
   - Human Services
   - Fire Technology
   - EMS
   Passwords have been removed from all CIPR documents that are posted on the mvc.edu website, so that they are accessible to the public, to the planning teams, and to the consultants who are creating the master plan.

d. District Program Review (DPR): Bob Fontaine/ No Report
   (see Comprehensive Instructional Program Review Report for DPRC)

e. MVC Faculty Assessment Committee: Sheila Pisa & Cheryl Honore
   - Committee met on 4/3/13
   - Looking to expand committee
     - Business Discipline Representative Needed
     - Student Representative Needed
     - Classified Staff Representative Needed
     - Part-Time Faculty Representative Needed
   - Responsibilities on college web site
   - Assessing College Goals

f. Safety Committee: Cheryl Honore
   - Reporting Safety Issues
   - What is the Safety Committee’s role?
   - Ways of Communicating safety concerns
   - Discussion of Building Captains
   - Minor Children left unattended on campus: Children under the age of 12 left unsupervised on campus during K-12 spring break. Committee currently looking for policy that addresses unsupervised minors. This concern is a major liability issue. Kim Metcalfe-Discussed EAR Annual Program Review area of concern for security hasn’t been addressed.
     - Blood Borne Pathogens/Hepatitis B – Sue Tarcon
     - Employee Confidentiality
• Safety Webinars-Faculty contact information being given out is an area of concern.

g. Academic Planning Council (APC): Sal Soto/Absent – E-mail submission
   Annual Program Reviews:
   • There have been 30 of the 52 APRs reviewed/ranked.
   • We still need 22 APRs to be ranked (by three individuals).
   • Mr. Soto will be sending an e-mail to our faculty to assist with this task with the following "APRs Ranking Dates":
     Thursday, April 25, 9:00-12:00 and 3:00-5:00pm
     Tuesday, April 30, 9:00-12:00 and 3:00-5:00pm
     Wednesday, May 1, 3:45-5:00pm

h. Curriculum Committee: Natalie Hannum
   • Program Review Coordinator Needed w/ at least .6 release time
   • Formulation of Program Review Committee needed
   • Representative for the Curriculum Committee from the Senate needed (Maria Pacheco has been serving in this role, but cannot make the Senate meetings to report.

i. Program Review Task Force: Natalie Hannum
   • Beginning Program Review Handbook

j. District Academic Standards (DAS): Nick Sinigaglia
   In addition to drafting the policy on faculty compiled material, DAS is working on program discontinuance policy, first day instructor drop policy, and equivalency policy. All of these should be ready for the senate to look at in May.

k. Diversity Committee: Michael Schwartz
   No Report

l. Basic Skills Committee: Anna Marie Amezquita
   No Report

m. Faculty Development Committee: Dan Clark
   No Report

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

o. RCC District Faculty Association (RCCDFA)/CCA/CTA/
   No Report

IX. Open Hearing
   Ann Yoshinaga asked whether the Senate decided to include the Student Equity Committee in its Committee Reports. Travis responded, “Yes,” and asked for a report. Ann said there was no report.

X. Adjournment: 5:50pm