Gibbs calls the meeting to Order at 3:58pm; 12 Senators present (see below), plus Pres. Gibbs & VP Parker.

Roll Call:

Senators:
- President: Travis Gibbs (present)
- Vice President: LaTonya Parker (present)
- Secretary/Treasurer / Communications Rep: Edd Williams (present)
- Senator at Large: Nick Sinigaglia (absent)
- Business & Information Technology Systems: Cheryl Honoré (present)
- Communications: Valerie Zapata (absent)
- Health, Human & Public Services: George Gage (absent)
- Lisa Hausladen (absent)
- Humanities, Arts & Social Sciences: Sal Soto (present)
- Advisye Tolunay (present)
- Math, Science & Kinesiology: Kari Richards-Dinger (present)
- Nicolae Baciuna (present)
- Student at Large: Nick Sinigaglia (absent)
- Business & Information Technology Systems: Cheryl Honoré (present)
- Communications: Valerie Zapata (absent)
- Health, Human & Public Services: George Gage (absent)
- Humanities, Arts & Social Sciences: Sal Soto (present)
- Math, Science & Kinesiology: Kari Richards-Dinger (present)
- Math, Science, & Kinesiology / Institutional Research: Sheila Pisa
- Bookstore Representative: Windy Scyoc
- Department Chair, Communications: Anna Marie Amezquita
- Student Liaison Representative: Akia Marshall
- Library Representative: Debbi Renfrow
- Student Government Representatives: Itzel Tiscareño

Visitors:
- New Acting VP of Academic Affairs: Carol Farrar
- Acting Vice-President Student Services: Eugenia Vincent
- Vice-President Business Services: Norm Godin
- Curriculum Committee Chair: Carolyn Quin
- Math, Science, & Kinesiology / Institutional Research: Sheila Pisa
- Bookstore Representative: Windy Scyoc
- Department Chair, Communications: Anna Marie Amezquita
- Student Liaison Representative: Akia Marshall
- Library Representative: Debbi Renfrow
- Student Government Representatives: Itzel Tiscareño

Call to Order: 3:51pm  First information item (before quorum):

I. Item II from Agenda, book orders, Gibbs. We need to turn in our book orders so that the bookstore will know which books can be bought back from students in the next few weeks. At this time, only 15% of faculty book orders have been turned in (not allowing for those who do not use books or have special text arrangements). The number is obviously low and likely not helpful to buy back plans.

II. **Classified School Employees Week**—May 19th-23rd: Sal Soto – Announced Donuts, coffee, and other items will be served at the Staff Appreciation Breakfast @7:30am Tuesday, May 20, SAS-121. There are activities all five days this week to honor and celebrate our Staff. Emails and fliers have been distributed for the past 2 weeks. The Senate wishes to express its appreciation for our Staff and encourages all faculty to take a few moments to contact your support staff and thank them directly for their on-going excellent (and usually behind-the-scenes) work.

Quorum achieved at 4:00pm with the arrival of Senator Honore. Donald Foster will be voting by proxy with Honore as his representative (arranged earlier in the day via emails to Senate).

III. **Approval of Minutes: 5/5/14**  Soto moved, Parker seconded: Minor corrections suggested and added. Vote: Unanimously approved, Donald Foster voted by proxy from Honore.

IV. Akia Marshall next: Classified School Employees Week with activities Monday through Friday. The flier was sent earlier in May. The Senators and Visitors acknowledged our hard-working Staff here at MVC.

NOTE: Bookstore representative arrived, handed out a promotion for various student-friendly services offered for next session, including book rentals.
Further, information about regalia was offered. Students can rent up to graduation day, but a deadline of May 31st has been circulated.

V. Assessment Tracking Report from Sheila Pisa & Cheryl Honore. Pisa All assessments will be submitted and housed through TRAC-DAT. Pisa, using the visual, demonstrates access from the MVC website. Assessments will be accepted right up to the end of the semester. A brief discussion ensued about assessment as they relates to SLOs, independent class sections, when should follow-up, if any, be submitted (Pisa said follow-up are not necessary; individual assessments can be done autonomously). There are assessment / TRACK-DAT workshops on June 3 (4-6pm, HUM-322) and June 11 (2-6pm, SAS-101).

ILO report: Being worked on by APC and Standard I members; June 2, back at Senate Assessment Committee met last week and they came up with SLO templates for Comprehensive Instructional Program Review.

Dr. Farrar asked questions regarding APR for administration. Tolunay asked about the extent to which the assessment data must be included (e.g., test questions, including data, if available). Pisa noted these assessments are not available to the general public; they are not even available to other faculty outside the discipline. Administrators (relative to their area reports) do have access service areas (e.g., for SLO targets, how to budget for certain needs within service areas). These are not punitive; they are not related to Improvement of Instruction.

VI. Curriculum – Carolyn Quin reported as follows:

Your Curriculum Committee representatives asked me to share with everyone the official list of "Pending" curriculum proposals in CurricUNET. The complete list is attached as an Excel spreadsheet. The list is separated by year, starting in 2008 and continuing through this year. Please check every year for (1) your name and (2) for courses in your discipline.

1. PENDING PROPOSALS GO AWAY ON JULY 1
If your name or a course you teach appears on any of the lists, you (or a colleague in your discipline) have an old, "Pending" proposal in CurricUNET that has probably been forgotten. It is also possible that you thought the proposal had been "Launched" as our Assessment Coordinators are discovering in the Trac-Dat training sessions.

2. LAUNCHING WILL SAVE THE WORK THAT HAS BEEN DONE
Launching is a two-step process, and it seems that many faculty have assumed a course was launched when it was not. If you wish to "Launch" a “Pending” proposal, please do so right away. Only the "originator" can Launch, so, you will need to contact that person, if it is not you. If you have any questions about "Launch," please contact me directly. All "Pending" proposals will disappear after July 1, 2014. The "Pending" function prevents non-originators from revising CORs, unless they are co-contributors. Only the "Originator" can “launch.”

The Catalog deadline for the fall 2014-2015 Catalog has passed, but if you "Launch" now, all of your work will be preserved in the launched COR. If you leave the course in "Pending," the work that has been done will disappear and the COR will revert to the former “Active” format. You can search "Active" CORs without logging into CurricUNET from the link on the bottom left of the screen. Those are the CORs that are "official."

3. MAJOR MODIFICATIONS NEEDED TO MATCH NEW GEN ED SLOs TO YOUR COR
Beginning now, all CORs that are sent through for revisions must align at least one Course SLO with at least one of the new General Education SLOs. Because of that requirement, new and "pending" proposals will be "Major Modifications." Here is a link to CurricUNET for your convenience.
http://www.curricunet.com/rccd/index.cfm

4. QUESTIONS?
If you have any questions, please contact your department curriculum representative or me directly. Soto asked about how many ADTs we at MVC have. Quin said 12. How many are we supposed to have? To be in compliance, we need to get to 14 by fall 14. That was the goal that we set for ourselves last year: 14. The state has 32 ADTs. Farrar commented that 14 was an “ambitious goal” that MVC set for itself. The State is recognizing the delays related to the process, such as CID approval – these windows close, so the process can stall. Farrar: “You’ve done a stellar job!” because having 12 fully completed is a great accomplishment. We cannot, however, count on any time extensions, if any, from the State because of expected delays.

VII. Library Update — Debbi Renfrow reports on the Perkins Fund and Electronic Subscriptions
The MVC library subscribes to its electronic resources through a Consortium in order to receive discounted
pricing. The library renews its electronic resources twice a year, spring and fall. This Consortium always has a May deadline for spring orders. This year the deadline was May 9th. For the first time, Moreno Valley did not meet this deadline to renew the library’s electronic resources. Out of 136 colleges that participate in this Consortium, only 4, including MVC, have not renewed their spring databases. As a result of missing the May 9 deadline, the MVC library will not be able to renew its databases before July 1; this delay may (and likely will) result in an interruption of access to resources. Past practice has been as follows: The library applies for Perkins funding. Next, the library is notified in enough time before the Consortium deadline of what Perkins funds the library will be awarded come July 1st. At this point, Godin added that the dean creates a purchase requisition; this could have been done, from a purchasing perspective, as soon as May 5th, but Godin noted that all of the pertinent information is required at the time of the requisition, such as amount of the order and the budget source. Based on what Renfrow is reporting, neither was available. Renfrow continued to report that the library then determines what resources to renew & fund through both Perkins & the library’s budget. The Dean then creates a Purchase Order (PO) and informs the Consortium of what the library will be renewing, but stating that the library is not to be invoiced until July 1st. Since Renfrow does not work in summer, this process may be delayed. Even though Renfrow has been asked to work overload in summer to oversee this process, Renfrow reports she likely will not work this summer. So an increase in cost will likely occur. Godin verified that an increase in costs will result from the missed deadline of May 9. Renfrow reported the delay for May 9 was based on estimated funding, the verification of which, as far as Renfrow has researched at this time, did not occur before May 9. Cid Tenpas and Godin had been communicating about the deadline well before the actual deadline. After July 1, the librarian then contacts the appropriate vendors to let them know that we have committed to subscribing to their product and then take the necessary steps to make sure the resource are available to the college through the library’s website. Because the deadline of May 9 has come and gone with a renewal of services, this year the library will need to create its PO on July 1, which is now the next available date for renewal. For those libraries who do not meet the Consortium’s deadline, an estimated late fee of 5% is assessed against the library’s PO. Refrow reported that the Consortium may have new pricing for the next fiscal year so the 5% late fee may not fully reflect the cost increase. This late fee will have to come out of the library’s budget as it cannot be paid for with Perkins funds. It is unclear if any costs will be charged from the library’s budget for the use of adjuncts/substitutes. Renfrow wondered if a protocol has been established to handle the renewal of the library’s electronic Resources, given the new process and timeline the college is using. Godin reported the timeline that is being used is a district-wide timeline and the process is a district-wide process. It appears, based on info provided by Renfrow, that the Library has yet to be informed of the level of Perkins funds that will be received, so the library cannot process the PO. An effort will be made to fund the library temp funds in lieu of any delayed Perkins funds until receipt of Perkins funds. Apart from the Perkins Fund up-date, Renfrow reported that she will be revising the library’s website over the summer, so come fall there will be a new look to the website. Godin reported that Cid Tenpas can initiate the purchase requisition. Senator Soto asked how we can make sure this happens. Godin said the PO needs to be process through Susan Lauda. Soto pointed out this missed deadline may affect students and we should take steps to rectify this problem. Senator Nollette asked for a follow-up report to the Senate. Gibbs suggested an update be included on the June 2 agenda.

VIII. Ongoing Business:

a. **Attendance Policy:** Latest revision Parker moved, Nollette seconded. Williams described the changes and the process to this point. Call for the vote: Unanimously approved (including Foster by proxy).

b. **Curriculum Handbook:** Information only—strikeouts on pg. 44, Quin reported these will be eliminated along with other items to be revised in subsequent meetings.

c. **AP 7120c—full-time faculty hiring:** Revision recently sent out; Gibbs projected the document for viewing and explained the rationale for the changes. Williams asked about consultants outside the District when all resources have been exhausted within the District. Tolunay described how others
might be used to bring in subject-matter experts. Gibbs stressed that our College Presidents have the final say, and there are steps in place to oversee and scrutinize this process.

Nollette reported that experts in their fields at BCTC sometime do not have the expertise in the college process, such as nurses, police officers, firefighters; so this language becomes very important for those respective disciplines. Experts from outside the District may be necessary, but the process must be carefully monitored.

d. AP 4260: Limitation on Enrollment, Co-requisites, Prerequisites, & Advisories (approved by MVC on 12/2/13—NC also approved—it—RCC still considering)

e. AP 7211: Equivalency Policy: Gibbs showed document, described the rationale for the changes.

Williams asked how this document will be reviewed. Gibbs said it goes through the usual channels: Management, Legal (Ruth Adams), all three Senates, and then the District Senate. Then the Board of Trustees is notified.

Williams moved, Tolunay seconded, Soto abstention, the rest yes. Policy language passed.

f. AP 7160a: Professional Growth—Full-Time Faculty Salary Advancement Information (previously MVC & RCC approved, NC denied—concern about item IIa)

g. Committee appointments: Larisa Broyles, Faculty Development Coordinator Parker moved, Honore seconded, Unanimously approved (including Foster by proxy)

IX. New Business:

a. Comprehensive Master Plan: Need for Senate feedback and approval. The President and SPC have asked for the Senate to comment. Honore moved to Table. Parker seconded.

Godin commented it may be too late for any changes since changes must be reviewed by committee at least 2 weeks before The Board of Trustees meeting in June. The document needs to be in full form when it goes to Executive Committee before it can be approved by the Board. It is our understanding that the version we have (sent by Julio Cuz today) includes the revisions that have been submitted in the previous days. Any spelling or other errors should be sent to Julio Cuz immediately.

Gibbs said we are not killing this item because of spelling errors.

Call for the vote: The motion and second to Table this item have been rescinded.

Parker moved to accept the document (given the pending minor corrections with the caveat that in the future we should not be pressured to make decisions like this), Dinger seconded. Vote 6 yes (Nollette, Richard-Dinger, Baciuna, Tolunay, Wright, Soto, 3 abstain Honore Parker Foster (by proxy), Williams no.

b. Academic Dishonesty (Reporting Form): Procedures and repository (refer to AP 5520, AP 5522, College Catalog, pgs. 21-27). Gibbs pointed out the AP references available through our website.

c. AP 5011: Admission & Concurrent Enrollment of High School and other young students — Some discussion related to potentially provocative subject matter. Nollette pointed out the age requirements at BCTC. Soto noted MCHS and Nuview students register for classes before the first day of classes. So we may run into double standards for acceptance to enrollment and other potentially volatile issues.


Godin presented the flow chart and described the rationale. NOTE: 8 Senators remained during this report (still a quorum, plus Foster by proxy for 9 voters). Farrar asked about the proposed Councils—who will be the members? Will they include student representation? Apparently the answer is no, but there will be Staff and Faculty included. This chart is for annual resource allocation (e.g., non-personnel items) not related to facilities, capital, new academic programs, etc. This is only annual resource allocation. This is something like 5% to 7% of discretionary funding, typically not available in recent years, but it may be coming forth in the future. This is an effort to provide and document the process if and when it takes place.

Godin commented the “Draft Report” for the review of this process is likely to begin in December 2014, January 2015 at the latest.

Gibbs reminds us about budget items and how they might relate to Academic Senate review and approval. Godin said this is not a Senate issue. This is a very small portion of discretionary spending. All will be well-informed, and this will be subject to scrutiny as this spending might not relate to the Mission Statement. Farrar reported that this really is not a Senate issue. For example, if we are deciding to buy music stands or microscopes, such items relate to small discretionary spending.

Gibbs noted that the flow chart does not include the Academic Senate, if needed, to review an item that might be academic related. It was suggested a report near the time the President is reviewing a suggestion; or that the Senate might be consulted, when appropriate, with Academic Services items.
This item is Tabled Soto, Wright seconded – Unanimously approved (including Foster).

e. Great Teachers Seminar, Aug. 3rd-8th: Nominees—Manuel Cortes-Rangel, Edd Williams, Mark Carpenter. LaTonya Parker was approved for one of the two spots on May 5th. Honore moved, Wright seconded, unanimously approved for Manuel Cortes-Rangel be accepted as the second member to go.

f. Fall Senate Meeting Dates: Sept. 8th & 22nd, Oct. 6th & 20th, Nov. 3rd & 17th, Dec. 1st

X. Officer and Student Liaison Reports:

a. Student Liaison: Itzel Tiscareño reported the Awards Banquet was held this past Thursday May 15th, approximately 175 people attended. Guitar Ensemble performed and was actually their first performance.

The Moreno Valley Senate as well as the students of MVC would like to recognize the Faculty of the year, including Matthew Barboza, Valerie Zapata, James Banks, Larisa Broyles, Sean Drake, Sal Soto, and Robert Fontaine; Adjunct Faculty of the Year winners were Jacolyn Lopez, Debra White, Thu Tran, Ryan Godfrey, Tanya Brown, Gertrude “Gertie” Lopez, and Curtis Brown. Outstanding Staff Support award went to Angie Arballo, and outstanding Club Advisor went to Maria Pacheco. Any of those who received awards and are not listed here will be added to the Minutes of the June 2nd meeting.

-Student Commencement Speaker will be Chanton Sway-Jenkins, who also serves as a student senator.

-Scholarship tea will be Thursday May 29th.

NOTE: Senator Honore moved, Parker seconded, that Quin report next. Unanimous approval.

b. Comprehensive Instructional Program Review Coordinator: Carolyn Quin

MVC COMPREHENSIVE INSTRUCTIONAL PROGRAM REVIEW (CIPR)

Carolyn Quin: MVC representative to the District Program Review Committee and Chair, MVC CIPR Screening Committee

DISTRICT PROGRAM REVIEW

The District Program Review has completed district-wide training sessions for the fall 2014 Comprehensive Instructional Program Review cycle.

The next meeting of the District Program Review Committee is scheduled for Tuesday, June 3, but there are no documents coming forward from any of the colleges. Older documents can still be submitted for review at that meeting if you know of reports that are almost ready and can be finished by Wednesday, May 28.

Since Jim Thomas’s 10-year term as chair of District Program Review ended last year, the three colleges started a one-year rotation for the chair position. This year’s chair was from Riverside. The chair position rotates to Moreno Valley for next year. Subject to Senate approval, I have told the district that I would be happy to serve as chair for 2014-2015.

MVC COMPREHENSIVE INSTRUCTIONAL PROGRAM REVIEW

I will be training Eddy Chi (Economics) and Eric Thompson (Sociology) individually here at the college between now and the end of June. I have not heard back from the Physician Assistant program about related curriculum revisions and preparations for that report.

c. President: Travis Gibbs – no report
d. Vice President: LaTonya Parker- APC report (see below in XI. f.)
e. Secretary/Treasurer: Edd Williams – no report
f. Senator At-Large: Nick Sinigaglia - no report
g. Administrator Reports - no report
h. Associate Faculty (Part-time Faculty): Brené Wright – no report
i. XI. Committee and Liaison Reports:

a. Classified Staff Liaison: Akia Marshall
b. Strategic Planning Council (SPC): Eugenia Vincent/ Ree Amezquita – no report (no attending at this time in the meeting)
c. District Program Review (DPR): Carolyn Quin (See above in X. b.)
d. MVC Faculty Assessment Committee: Cheryl Honore & Sheila Pisa
e. Safety Committee: Joyce Kim – no report
f. Academic Planning Council (APC): LaTonya Parker reported APC CONCERNS as expressed in the Thursday, May 8, 2014 Meeting. Points included: Hiring outside the process; Hiring without department chair involvement. General Discussion: Flexible weekend and evening offered courses; Adding classes and student services needs; Streamlining the APR feedback process

Next Meeting: May 22, 2014, 4:00-5:00pm in HUM-234.
g. **District Academic Standards (DAS):** Edd Williams/Kim Metcalfe – Williams reported that on May 13, DASC met and reviewed / revised the District Attendance Policy based on the comments of the three college Senates. On May 15, Sylvia Thomas forwarded the attendance policy to the Senates; Senate President Gibbs sent the policy to the MVC Senators. The same process has taken place for the Equivalency Policy, which the DASC revised in an extended meeting on May 13.

h. **Diversity Committee:** Adviye Tolunay
   The Diversity Committee met on April 23, and will meet again on May 21 (Wednesday).
   1) The Norco Legacy Committee will host the District’s Annual Diversity Recognition and Awards event on Thursday, May 22, 5:00-7:00PM at Norco College in CSS 217. This annual event recognizes and celebrates hard-working College Diversity Committees and the individuals who have gone “above and beyond” in efforts to create an inclusive college community. The keynote speaker this year will be Ash Beckham as she brings her message that “Hard is Hard. There is no Harder. There is only Hard.” She gives her audience permission to relate to each other as direct, authentic, unapologetic human beings. Rather than serving up candy-coated optimism, her stories offer listeners something more tangible. She elevates her audience beyond empathy into the realm of personal discovery, and challenges every listener to take personal responsibility for creating a much bigger societal shift.
   2) **ALLY:** Two Ally Training events took place on May 5 and May 12 during the college hour at HM 234. The regular 3 hour training was broken into two shorter 60 minute sessions to accommodate participants' schedules. Attendance was low. This might be due to the fact that many faculty, students, and staff members have already attended the training in the previous semesters, and that these new sessions were scheduled with short notice.
   An ALLY is a visible member of the Riverside Community College District community (staff, faculty or students) who is willing to provide a safe haven and an empathetic ear to anyone concerned with sexual orientation or gender identity issues.
   3) On May 27 (12:50pm-1:50pm, HM 129) a presentation will be given by Dr. Cordell Briggs and Ann Pfeifle on Anniversary of the Brown vs. Board of Education Decision.

i. **Basic Skills Committee:** Sonya Nyrop – no report

j. **Faculty Development Committee:** Dan Clark is stepping down; Broyles taking over the position.

k. **District Profession Growth & Sabbatical Leave Committee (PG&SLC):** Kathy Saxon: The PG&SL committee is in the process of reviewing guidelines or rubrics they prepared to determine the weight and potential unit value of a submission for publications per AP 7160a II.B.2 and 3.

l. **RCC District Faculty Association (RCCDA)/CCA/CTA/NEA – no report**

m. **Student Equity Committee:** David Vakil/Cordell Briggs – no report

XII. **Open Hearing** – Committees that are supposed to report – what are we supposed to do about those who have not sent a report for a while?
   Don Foster (by Proxy) wanted an announcement for the Voice Studio Recital in STU-101 during College Hour on Tuesday, May 20. Chamber Singers & Gospel Singers appear the following week on Tuesday, May 27, at 5pm in SAS-121. A $5 advance fee or $7 at-the-door fee is required.

XIII. **Adjournment** at 6:32pm.