Call to Order: Travis Gibbs called meeting to order at 3:57pm

I. Roll Call:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Travis Gibbs</td>
</tr>
<tr>
<td>Vice President</td>
<td>Sal Soto</td>
</tr>
<tr>
<td>Senator-at-Large</td>
<td>Nick Sinigaglia (Absent)</td>
</tr>
<tr>
<td>Business &amp; Information Technology Systems</td>
<td>Cheryl Honore</td>
</tr>
<tr>
<td>Communications</td>
<td>Edd Williams</td>
</tr>
<tr>
<td>Health, Human &amp; Public Services</td>
<td>Bob Fontaine</td>
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<tr>
<td>Humanities &amp; Social Sciences/</td>
<td>Eric Thompson (Absent)</td>
</tr>
<tr>
<td>Math, Science &amp; PE</td>
<td>Ellen Lipkin</td>
</tr>
<tr>
<td>Public Safety, Education, &amp; Training</td>
<td>Natalie Hannum (Absent)</td>
</tr>
<tr>
<td>Vice President, ASMVC</td>
<td>Constance Hardin</td>
</tr>
<tr>
<td>ASMVC-Student Government</td>
<td>Vincent Patterson</td>
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<tr>
<td>Visitors:</td>
<td></td>
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<tr>
<td>V.P. of Academic Affairs</td>
<td>Robin Steinback</td>
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<tr>
<td>Dean of Instruction</td>
<td>Vakil, David</td>
</tr>
<tr>
<td>Director, PSET</td>
<td>Ann Yoshinagaga</td>
</tr>
<tr>
<td>Library/Communication</td>
<td>Debbi Reinfrow</td>
</tr>
</tbody>
</table>

II. Approval of Agenda: Unanimous Approval

  Motion: Bob Fontaine
  Second: Edd Williams

III. Approval of Minutes: 5/6/13 –Approval to be tabled fall 2013

  Motion: Sal Soto
  Second: Edd Williams

IV. New MVC Planning Model: Robin Steinback–Informational item only

- Establishing College Standards for Student Achievement –Packet given only, no discussion

V. Library Updates: Debbi Renfrow

The database page on the library’s web site has been redesigned; the new page will be made available before the end of the spring semester. The URL will remain the same (http://mvc.edu/library/subject.html).
Status of spring database renewals.

a. NEW resources
   i. Paper subscription to Dental Assistant (Dental Faculty request)
   ii. Subscription to Lexicom (Dental Faculty request)
   iii. Vocational Studies Complete (The library currently has Vocational Studies Premier. Complete is the top of the line.)
   iv. Medline with Full Text (The library does not currently have the full text of Medline.)

b. DISCONTINUED resources
   i. LexisNexis Academic
   ii. Career and Technical Education Journals from Proquest (access to end Dec. 31, 2013)
   iii. Education Journals from ProQuest (access to end Dec. 31, 2013)

VI. Grants Advisory Committee Update: Maureen Chavez (Absent)
   (please review attachment sent via e-mail)

VII. Old Business:
   a. AP/BP 4260: Limitations on Enrollment: Prerequisites, Co-requisites, and Advisories
      - Modified Motion: Senate votes to approve tentatively pending Curriculum Committee vote for approval.
      Motion: Carolyn Quin
      Second: Edd Williams
      Unanimous Approval (April 1, 2013 Draft)
   b. AA-T: Spanish: Unanimous Approval
      Motion: Carolyn Quin
      Second: Sal Soto
      *AA-T in Spanish went to HSS department and was received per Sal Soto
   c. Attendance Policy: Nick Sinigaglia (Absent)
      Travis G. spoke on behalf of Nick S.
      - Today MVCAS is asked to approve the attendance policy I forwarded to Travis a few days ago. NorcoAS was fine with the content of the policy MVCAS approved last time, but they wanted it presented in bullet points, for easier perusal. We have also added the policies the district DE committee wanted to see for online courses. Sylvia Thomas will oversee efforts to have this policy published widely, including on webadvisor.
      - We'll see today what RCCAS and NAS do with the equivalency policy MVCAS approved last time. We will have to wait to see what changes they want, if any.
Standards will be forwarding an approved program discontinuance policy to the senates by the end of this week.

Standards were not able to complete policy on the sale of instructor-created publications this semester. We need to wait for Ruth Adams's report on the issue and she is not yet prepared.

Motion to approve with rider—“Due Process” and students’ responsibility because of saturated information
Motion: Carolyn Quin
Second: Edd Williams
Discussion: Unanimous Approval with (1) edit recommendation (removal of shaded area identified below):

<table>
<thead>
<tr>
<th>First Day of Class Absences and Late Arrivals</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ A student who has enrolled in a course and does not attend or is late to the first meeting of the course may lose his or her place in the class, at the discretion of the instructor of record (lateness is defined as one minute after the class is scheduled to begin according to the clock used by the instructor of record).</td>
</tr>
</tbody>
</table>

Robin Steinback: Recommended appropriate signage to assist students in locating courses.
Travis Gibbs: Emphasized paying attention to “Due Process”.
d. Civility campaign and AP 3437: Update—Tabled to fall 2013
e. AP 4020: Program, Curriculum, and Course Development—Tabled to fall 2013
f. Faculty offices in SAS Building (attachment)
Robin Steinback: The intention is to have faculty in stable structure.
Travis Gibbs: How does senate feel about moving faculty out of large size offices (126 SF, 104SF, & 110SF)?

g. Nominations for the Great Teacher Seminar: Unanimous Approval
   Kim Metcalfe & Edd Williams
   Motion: Cheryl Honore
   Second: Sal Soto
   *Discussion: General consensus to permit part–time faculty to attend future GTS.

h. Nominees for the 5-to-Thrive speaker for 12/10/13(?) and back-up for 9/24/13
   Persons of Interest- Kim Metcalfe & Ann Pfeifle
   Motion: Sal Soto
   Second: LaTonya Parker
   Ann Pfeifle voted as the 1st back up

i. Mission Statement: Discussion
   • Next Town Hall Meeting – Thursday, May 23, 2013

j. Committee appointments:
   • Edd Williams—District Academic Standards
Motion: Carolyn Quin
Second: Cheryl Honore

- Cheryl Honore will need chair replacement for Safety Committee for fall 2013.

k. Information: New Curriculum Committee Chair—Dr. Carolyn Quin

l. Accreditation updates: Ongoing

VIII. New Business:

a. Distinguished Faculty Lecturer: Dr. Alexis Gray—May 24th, College hour in Hm 129

b. “Undercover Boss” and Classified School Employees’ week: May 20-24th

   Travis Gibbs: Reminder to thank staff when you see them this week in honor of
   Classified School Employees’ week.

c. Faculty of the Year announcements

d. AP 3420: Information only

e. Emeritus: Associate Professor Emerita for Diane Conrad—Unanimous Approval

   Motion: Cheryl Honore
   Second: Valarie Zapata

f. Department name change: Humanities, Arts, and Social Sciences (“Arts” to be
   added): Unanimous Approval

   Motion: Carolyn Quin
   Second: Cheryl Honore

X. Officer and Student Liaison Reports

a. President: Travis Gibbs

   • Active participation/Committee Commitment
   • Last meeting in December 2011 meeting minutes needed
   • Public personal appreciation of Sal Soto’s 5 years of committed service as the
     V.P. of Academic Senate and congratulation on his job.
   • Acknowledgement of the passing of Chris Rocco’s wife Susanne Reading-Rocco
     and funding needed to honor her life with a memorial bench to be placed at
     Midland School. Faculty Association has agreed to donate $200.00. Senators
     agreed to individually donate $20.00 to match Faculty Association amount. Dean
     David Vakil will promote matching donations as well. Monies collected will be
     given to Fabian Biancardi for Chris Rocco to purchase.

   • Acknowledgements of faculty of the year (ASMVC)

<table>
<thead>
<tr>
<th>Faculty Name(s) and Department(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Barboza</td>
</tr>
<tr>
<td>Business &amp; Information Technology Systems</td>
</tr>
<tr>
<td>Diane Conrad</td>
</tr>
<tr>
<td>Communications</td>
</tr>
<tr>
<td>James Banks</td>
</tr>
<tr>
<td>Health, Human &amp; Public Services</td>
</tr>
</tbody>
</table>
### Adjunct Faculty of the Year for 2012 – 2013

**Faculty Name(s) and Department(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Larisa Broyles</td>
<td>Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>Sean Drake</td>
<td>Mathematics, Science &amp; Kinesiology</td>
</tr>
<tr>
<td>LaTonya Parker</td>
<td>Guidance/Counseling &amp; Support Services</td>
</tr>
<tr>
<td>Jacalyn Lopez Garcia</td>
<td>Business &amp; Information Technology Systems</td>
</tr>
<tr>
<td>Thomas Berry</td>
<td>Communications</td>
</tr>
<tr>
<td>Gerald Goodenough</td>
<td>Health, Human &amp; Public Services</td>
</tr>
<tr>
<td>Kellori (Kelli) Dower</td>
<td>Humanities &amp; Social Sciences</td>
</tr>
<tr>
<td>Douglas Namekata</td>
<td>Mathematics, Science &amp; Kinesiology</td>
</tr>
<tr>
<td>Gertrude (Gertia) Lopez</td>
<td>Guidance/Counseling &amp; Support Services</td>
</tr>
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**b. Vice President:** Sal Soto
- Expressed personal gratitude in serving as the V.P.
- Reviewed Commencement Ceremony Day Agenda
- Note: Travis will notify Teri Currie regarding HSS to place representative on HSS agenda.

**c. Secretary/Treasurer:** LaTonya Parker
No Report

**d. Senator At-Large:** Nick Sinigaglia
No Report

**e. College President (or designee):** Sandra Mayo (Absent)
No Report

**f. Associate Faculty (Part-time Faculty):** Unfilled

**g. Student Liaison:** Vincent Patterson/Constance Hardin
- Classified staff employee week / ASMVC hosted a breakfast earlier today
- The RTA bus survey is ongoing 326 responded to date survey ends wed may 21
ASMVC is moving forward with approving the Budget

Looking to take the incoming student government on the ASMVC retreat

Dr. Mayo end of the year MVAS BBQ at her place of residence.

ICC retreat planning underway

XI. Committee and Liaison Reports:  **May 20, 2013**

   a. **Classified Saff Liaison:** Akia Marshall
      
      No Report

   b. **Strategic Planning Council (SPC):** Debbi Renfrow/Robin Steinback
      
      SPC met on Thursday, May 16, 2013

      Dr. Steinback brought forth the *College Standards of Student Achievement* to begin the discussion on what the college wants to set as its standards of student achievement.

      Dr. Steinback provided an accreditation update to the SPC. A compiled draft of the report will be available before the fall Flex day.

      Natalie Hannum provided an update on the work of the Task Force. The Task Force is working with others to develop online annual program review forms. Those forms should be available online within the next week. An email will be sent out.

      **Standard I report**

      Another Town Hall will be held May 23rd in PSC 11 to discuss the Mission Statement.

      **Standard II report**

      This committee is considering establishing a *Student Support Council*, which would be a sub-sub-committee of this standard.

      **Standard III report**

      **Motion:** Assign authority and responsibility for advocating for and implementing technology needs of MVC.

      This motion passed as a recommendation to the President’ office.

      **Motion:** Discontinue MVC’s TV broadcast (KMVC) as long as doing so saves the College money because technology advancements have made TC broadcasts less useful. Leftover equipment should be re-purposed (rather than being trashed), if it helps the college.

      This motion passed as a recommendation to the President’ office.

      **Standard IV report**

      This standard presented as an informational item the working *Glossary of Terms* to be used as a reference tool for the benefit of the MVC College Community and college members. This is available on the college web site.

      June 3, 2013 scheduled date for subject page update

   c. **Comprehensive Instructional Program Review Coordinator:** Carolyn Quin
DRAFT MINUTES

- May meeting cancelled
- Next meeting 6/4/2013
- Carolyn Q. position as CIPR is open because she is stepping down.
d. District Program Review (DPR): Bob Fontaine

e. MVC Faculty Assessment Committee: Sheila Pisa & Cheryl Honore
   - Cheryl Honore-Assessment projects need to be uploaded to web site.
f. Safety Committee: Cheryl Honore
   - Ongoing concern regarding unsupervised minors on campus.
   - Recommendation for a policy
   - Edd Williams: Suggest signage (i.e. no walking path)
g. Academic Planning Councils (APC): Sal Soto
   - Finalizing Mission Statement
   - 72 Hours Agenda Notification
   - Department Chairs working on additional FTES
   - Recommendation to have APC be over enrollment management
   - Fall 2013 move to have 2 monthly meetings instead of 1
     o 1 Enrollment Management Team meeting
     o 1 Meeting just for APC
h. Curriculum Committee: Natalie Hannum
   No Report
   - Cheryl Honore Comment: Target dates have not been hit regarding forms.
   - Travis G. recommends 1x a week to review email
h. Program Review Task Force: Natalie Hannum
   No Report
i. District Academic Standards (DAS): Nick Sinigaglia
   No Report
j. Diversity Committee: Michael Schwartz
   No Report
k. Basic Skills Committee: Anna Marie Amezquita
   No Report
l. Faculty Development Committee: Dan Clark
   - Committee is revisiting by-laws
   - Dan Clark will stay on
m. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon
   No Report
n. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA
   No Report

XII Open Hearing
- Cheryl Honore: MVCFA Trust Authorization form needs to identify authorized persons Don Foster and LaTonya Parker
- Carolyn Quin: Accreditation Distant Education Concern
  o ACCJC Guide on Distance Education needs to be addressed
  o Recommends a Distance Education Committee
• Per Travis this has come up in the DAS meetings. (One District-One Curriculum)
• May 28, 2013 the Curriculum Committee will vote on ___
• Students are not aware of exam schedule. The online schedule has inaccurate page location of the final schedule. The exam schedule not indicated on MVC.EDU. Travis will request Julio C. post the schedule on the main web page.
• Motion to accept June 12-15, 2013 ASCCC Summer Leadership Institute training for LaTonya Parker
  Motion: Carolyn Quin
  Second: Cheryl Honore
  Unanimous Approval
XIII. Adjournment: Travis G. adjourned the meeting at 6:40pm
  Edd Williams motioned for adjournment