RIVERSIDE COMMUNITY COLLEGE DISTRICT
MORENO VALLEY COLLEGE ACADEMIC SENATE
September 9, 2013 3:50pm PSC-11
Minutes compiled by Edd Williams, in lieu of Donald Foster’s leave-of-absence

Call to Order: Travis Gibbs called the meeting to order at 3:58pm.

I. Roll Call:

President Travis Gibbs (present)
Vice President La’Tonya Parker (present)
Senator-at-Large Nick Sinigaglia (present)
Business & Information Technology Systems Cheryl Honore (present)
Communications Valarie Zapata (present)
Health, Human & Public Services George Gage (present)
Humanities, Arts & Social Sciences Eric Thompson (present)
Math, Science & PE Ellen Lipkin (present)
Public Safety, Education, & Training Chris Nollette (absent) (Bob Fontaine)
Associate Faculty Vacant

Visitors:
Vice President, Academic Affairs Robin Steinback
Associate Dean of Public Safety, Education, & Training Ann Yoshinaga
Dean of Instruction David Vakil
Dean of Instruction, CTE (Current Technical Education) Christopher Whiteside
Dean of Student Services Eugenia Vincent
Library Representative Debbi Renfrow (present)
Comprehensive Instructional Program Review Coordinator Carolyn Quin
Accreditation Self-Evaluation Editor Sheila Pisa
Physicians Assistant Program Rosslynn Byous
Interim VP Student Government Regina Miller

II. Approval of Agenda
Motion Zapata, Second: Thompson: Unanimous approval.

III. Approval of Minutes: 5/6/13 & 5/20/13
5/6/13 Tabled for further review
5/20/13 Tabled for further review

IV. Accreditation Approval of Timeline: Sheila Pisa
The timeline is posted as a link to mvc.edu
Reports on workshop for feedback in Standard 1, 2, 3, and 4 and working toward incorporating feedback before Sept 23 for Academic Senate; also going to Associated Students and Strategic Planning (SPC) Sept 26. Sheila encourages continuing feedback. Gibbs encourages Senators to email him with feedback that he can share with Sheila.
First reading of Draft #3 by Sept 23; provide feedback no later than Monday, Oct 7; draft for SPC review Oct 24; District Review Nov 18 and Nov 25 for RCCD Executive Cabinet; RCC Board Approval Dec 3 and to Governing Board Meeting for Final Approval Dec 10. Submission to ACCJC Jan 3

V. Physicians Assistant Update: Rosslynn Byous, using PowerPoint presentation:
Review: Sept 2012 PA Program put on Probation; 32 citations regarding Institutional Support, Number of Faculty, and Number of administrative support staff.
By 2020, qualifications must include a Master’s Degree of Medical Science.
MVC’s PA Program needs to connect with institution(s) that can allow us to comply with the MA educational requirements. Bridge options are being worked out as part of the revision of the Program. PowerPoint attachment available at

Adjustments currently include (but are not limited to) dealing with enrollment issues; hiring qualified faculty; improving attrition rates, evaluating and instituting minimum requirements (e.g., courses required; GPA; clinical hours of experience), providing venues through which students can achieve their educational requirements.

Ultimately, how can we assure our students that they can qualify and pass their Boards?

VI. Student Code of Conduct: Eugenia Vincent and David Vakil
AP 5520 (an 8-page document on Student Discipline Procedures; Reference Code Sections 66017, 66300, 72122, 76030, and 76032) is on the website for Student Code of Conduct.
Beginning in the classroom, Instructors are encouraged to promote Student Code of Conduct;
Classroom instructors having issues with students can go to the Dean of Instruction.
Disruptive Students may provide the instructor reason to contact Campus Police.
Disruptive Student Behavior FORM is available on-line.
NOTE: Faculty do NOT issue Formal Reprimands or take disciplinary action. The Dean of Student Services is responsible for student discipline and may issue a reprimand.

Issues of notifying faculty, dealing with disruptive students, resolving problems were discussed.

VII. Annual Program Reviews: Bob Fontaine
RE: some disciplines have only 1 faculty or only part time faculty – how do we deal with paying part timers for doing extra work for Program Review?
Pisa reports that some activity in the District is trying to utilize funding for part timers related to assessment. Since Part timers are already eligible for assessment compensation ($50 each for 2 assessments in an academic year), can we free up funds for other purposes for part time faculty when they are working on Program Review? Fontaine recommends the Senate to look into this issue of Program Review in disciplines with 1 or no full time faculty.

VIII. Old Business
a. AP/BP 4260: Limitations on Enrollment: Prerequisites, Co-requisites, and Advisories: Travis reports this issue is still in curriculum and is thus tabled.
b. Attendance Policy: Edd Williams & Nick Sinigaglia: Originally, we were under pressure from the Science Department who were concerned about late shows; but Title V does not allow students to be dropped for being late on the first day of class. “Excessive absences” prior to and after CENSUS remains ambiguous. This will need to be put on the Agenda again for clarification as this issue relates to Title V and the new information that has come forward since May 2013 Senate meetings that discussed this problem. (Academic Standards Committee will address this.)
c. MVC Mission Statement: Travis commented on the most recent revision and the bullet points that now are included. Carolyn Quin: We have had two Town Halls on the Mission Statement “Diverse” and “Multicultural” are distinctly different.
d. Civility campaign and AP 3437 -- Tabled
e. AP 4020: Program, Curriculum, and Course Development -- Tabled
f. Faculty offices in SQAS Building: Dr. Steinback reported a document listing faculty who will be moving to the new building. The current plan to put faculty by discipline together (as much as is feasible). There’s a limited amount of money for professional movers. The timeline is some moving in the Winter Session and the opening of the building in the Spring semester.
g. Committee appointments: the rule is the Academic Senate in conjunction with local Administration must approve committee appointments.
h. Safety Committee – we need someone on this committee (Cheryl Honore has shifted to other committees). They have been meeting on Mondays, but the Part timer on this committee is leaving, so the scheduled meetings can be re-established.

IX. New Business:
a. Curriculum Committee: Carolyn Quin – This is for information only: report includes who is on the committee and who should be included on the committee, including a part time representative, a
representative from Counseling (Maria Pacheco is filling that position), other administrative positions as they are itemized in the Curriculum Committee By-Laws.

X. Officer and Student Liaison Reports
a. President: Travis Gibbs – We have some new Senators and a new Student Liaison. A list of the 10+1 was provided. Donald Foster is on temporary leave (intermittently)
b. Vice President: LaTonya Parker (no report)
c. Secretary/Treasurer Donald Foster (on-leave)
d. Senator At-Large: Nick Sinigaglia (no report)
e. College President (or designee): Dr. Steinback – Reported on extensive work being done on our College 5-Year Master Plan. Authorizations for SUBSTITUTES so that full time faculty can participate in the interview clusters related to the Master Plan. This is a priority for full time faculty to provide their vision for their discipline as it applies to the Master Plan.
f. Associated Faculty (Part-time Faculty): Unfilled
g. Student Liaison – The President of the Student Body left the State; officers moved up in rank; a special election is planned for November to replace the President position. AP 5524 We had our first reading; it needs to go back to SDCC (Student District Council Committee) by Sept 16. We reviewed applicants to fill positions in the Board of Commissioners and the multicultural council. Students are still looking into RTA issues – forums to be formed.

XI. Committee and Liaison Reports (No reports were due for today’s meeting
a. Classified Staff Liaison:

b. Strategic Planning Council (SPC): Debbi Renfrow/Robin Steinback
c. Comprehensive Instructional Program Review Coordinator: Carolyn Quin
d. District Program Review (DPR): Bob Fontaine
e. MVC Faculty Assessment Committee: Sheila Pisa & Cheryl Honore
f. Safety Committee: Vacant at this time
g. Academic Planning Council (APC): LaTonya Parker
h. District Academic Standards (DAS): Edd Williams/Kim Metcalfe
i. Diversity Committee: Michael Schwartz
j. Basic Skills Committee: Sonya Nyrop
k. Faculty Development Committee: Dan Clark
l. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon
m. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA: Chris Rocco

IX. Open Hearing
a. Travis asked for a motion to move the committee and liaison reports to be done twice in October (delaying the September report) Motion: Fontaine Second: Thompson

b. Edd Williams asked about the space issues in the Writing and Reading Center; Dean Vakil reported his recent efforts to investigate / research the actual volume of student traffic and the specific needs and times for increasing space for the WRC. Pending research / ways of research being seriously considered. Follow-up is recommended for the Senate as a future Agenda item.

X. Adjournment
Motion: Honore, Second: Lipkin. No discussion. Unanimous approval.
T. Gibbs adjourned the meeting at 5:55pm