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

I. Roll Call:
- President: Travis Gibbs (present)
- Vice President: LaTonya Parker (present)
- Senator-at-Large: Nick Sinigaglia (present)
- Business & Information Technology Systems: Cheryl Honore (present)
- Communications: Valarie Zapata (absent)
- Communications and Interim Secretary/Treasurer: Edd Williams (present)
- Health, Human & Public Services: George Gage (present)
- Kim Metcalf (present)
- Humanities, Arts & Social Sciences: Sal Soto (present)
- Advisy Tolunay (present)
- Donald Foster (present)
- Math, Science & PE: Ellen Lipkin (present)
- Joanna Warner-Frazcek (present)
- Public Safety, Education, & Training: Chris Nollette (present)
- 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 Student Services: Greg Sandoval
- Comprehensive Instructional Program Review Coordinator: Carolyn Quin
- Math & Science Program: Micki Clowney
- Library Representative: Debbi Renfrow
- Classified Staff Liaison: Akia Marshall
- Institutional Research Specialist: Jamie Rodriguez
- Interim VP Student Government: Regina Miller

II. For Information Only: Upward Bound Math & Science Program update: Micki Clowney:
History of TRiO:
--Mission of UBMS - strengthen students' skills in math and science, encourage students to enter college majors and careers in Science, Technology, Engineering, Math (STEM)
--MVC - UBMS received $1.25 million grant (5 years) to serve cohort of 60 students from Vista Del Lago High School
--UBMS is a partnership between MVC and MVUSD
--June 17 -July 31, 2013 -UBMS held inaugural six week Summer Academy for students focused on hands-on activities in STEM. Also, did student development, leadership development, and composition skills
--Several Field Experiences - Research at the Ocean Institute and on Boat Floating Lab; trips to San Jacinto State Park; UC San Diego - Electrical Engineering Department' CSU Long Beach Engineering Department
--23 UBMS Students selected to participate in Nanotechnology Chip Camp at UC Santa Barbara - conducted research 3 day program; poster presentations; 23 of 40 students in California to participate
--Since start of 2013-2014 academic year have taken students to Super Saturday at CSU Dominguez Hills and Bourns, Inc for the Science, Technology Education Partnership
--Started weekly science and college series on Tuesdays and Wednesdays during lunch at Vista Del Lago High School - Senate members invited to assist

Quorum achieved at 3:58pm
III. Approval of Agenda  
Motion: Soto  
Second: Fraczek  
Unanimously approved

IV. Approval of Minutes: 9/23/13  
Motion: Parker  
Second: Sinigaglia  
9 ayes  1 abstain

V. Grants Update: Maureen Chavez  (tabled; not in attendance)

VI. Library Report: Debbi Renfrow  
We have two group study rooms; one is being used temporarily as a transcript evaluation office, so we are down to one room; room likely to be returned mid-December.

VII. Student Achievement Metrics: Jamie Rodriquez  
Power point presentation: 5-year trends for persistent rates, completion rates, etc.

--First trend: steady completion rates at ~73.3%, but withdraw rates are going up 1 percentage point (from : .3 to 13.2%) while unsuccessful completion rates are going up from 12.3% to 13.4%.

--Second, Successful Course Completion Rates (by Course Type) steady for past 5 years give or take 1.5% -- Soto / Honore suggest Census data may be a factor in non-success, and Dean Vakil clarifies.

--Third, Awards of AA and AS and Certificates, big dip in 2010 (same year we became an independent college and perhaps based NOT at MVC but at RCC); Question: did RCC’s awards INCREASE in 2010 (as an explanation of the steep decline in 2010-11)? In 2008, ~750 awards were given; ~600 in 2009; and ~300 in 2010, then back to 466 in 2011-12 and 529 in 2012-13.

--Fourth, Fall to Fall persistent rates, slight steady growth from 38.2% in 2008 to 44.5% in 2012-13.

--Fifth, Fall to Spring persistent rates, similar pattern with tiny decrease from 2011-12 and 2012-2013.

--Sixth, Fall 2012 Course Placement has remained essentially the same for the past 5 years.

--Seventh, Reading Placement: 35.5% have reading competency, 31.6% in Reading 81, 12.8% for Reading 82, 20.1% for Reading 83.

--An ESL report for levels from ESL 51 – 55 was also reported with 18.2 % at ESL 52, 22.7% at ESL 53, 22.7% at ESL 54, and 36.4% for ESL 55.

VIII. Classified Staff Liaison: Akia Marshall  
First, some staff and faculty are expressing concern about the work-release program being moved from the weekends to the weekdays.  Second, Transfer Fair successful w/many students participating.  Third, Staff is working hard on accreditation and did some proofreading for Sheila Pisa; fourth, working with Dean Whiteside at MVC and BCTC; fifth, did presentation at last flex day, but few faculty attended.  One additional comment about staff morale being low in light of the budget cuts in the past couple of years.

IX. Old Business:

a. Curriculum Reports: Carolyn Quin  
We have approved at MVC for updates: all of the Spanish courses; science classes need to include labs as part of the Course Outlines of Record; has a list of CORs that have not been updated, some going back to 2008; Quin is encouraging faculty in their respective disciplines to start updating old CORs as part of our accreditation; at the District Curriculum Committee, some items needing closure include: good draft of distance education and policies for accreditation (now organized in four parts, including rules and regulation, best practices, instructional addendum used by Curriculum Committee, and fourthly, a way for faculty to report its student contact hours.  Program approval process was revisited.

b. AP/BP 4260: Limitations on Enrollment: Prerequisites, Co-requisites, and Advisories  
Quin reported the BP has passed and has been sent forward; AP is still in-process, dealing with cross-discipline prerequisites: How do we get the disciplines / Departments together to establish pre-requisites appropriately.

c. AP 4020: Program, Curriculum, and Course Development  
Quin reported this is still on-going.

d. AP 7212: Temporary Faculty—short- & long-term  
Sent from Ruth Adams’ office; recently revised by Edd Williams and reviewed and approved the document. Motion to Approve: Honore; Second Metcalfe.  Unanimously approved

e. AP 7214: Compensation for Substitute Faculty  
Edited recently by Edd Williams.  Motion to Approve: Honore  
Second: Parker  
Discussion included definition of “long-term,” which has long been clearly defined.  Comments included the .67 (67%) maximum for part time faculty and overloads.  Unanimously passed.


g. MVC Mission Statement -- Having been approved by SPC, the Ac Senate is now considering approval.  Motion to Approve: Soto; Second, Honore  
Discussion: reminder that this is a “living thing” that can be revisited in the future.  10 ayes, 2 opposed  
Majority approval
h. Committee appointments: Safety Committee, Joyce Kim (unanimously approved); District Leadership Committee, LaTonya Parker (unanimously approved); DSPC (planning committee) sub-committee, none yet found; District Program Review Carolyn Quin (already on the committee), SPC faculty co-chair, none as yet; Associate Faculty rep for the SPC, none as yet.

X. New Business:
a. AP 7120c: Faculty hiring - Reported on AP 7120c still forming an ad hoc committee that includes 2 faculty members from all three colleges (RCC still has only Lee Nelson on the committee); Sharon Crasnow & Alexis Gray from Norco; Travis Gibbs & Christopher Rocco from Moreno Valley.

XI. Officer and Student Liaison Reports
a. President: Travis Gibbs – Associate faculty need to be compensated (Faculty Association) in doing assessments of SLOs – MOU has been created and will be distributed via hard copy in faculty mailboxes. All SLOs in all CORs need to be assessed every 4 years (Program Review): if the class is offered, we need to assess all SLOs in all CORs. Full time and Part time faculty will be involved in this process, so Part time faculty will be compensated for their participation. Secondly, the District Strategic Planning Council must obtain consensus of at least 2 of the 3 college Academic Senates. Thirdly, the APR: Steinback agrees that this process is getting unruly; we need an infrastructure to help faculty complete this process; it is onerous at this time; the Senate did not actually approve all of this, so the process has some hurdles to overcome as we talk with ACCJC. Foster asked if the deadline is still the 18th; the answer, of course, is yes: these pending changes do NOT affect the current process. Lastly, Gibbs reminded us of the 5-to-Thrive nominees for march 2014; and we need to vote for Distinguished Faculty Lecturer for Spring 2015: re-assign time for Faculty Lecturer; we need to vote for this person a YEAR in advance.

b. Vice President: LaTonya Parker – no report
c. Secretary/Treasurer: Edd Williams – no report
d. Senator At-Large: Nick Sinigaglia I was approached by a part time faculty to be club advisor and found out that part time faculty are not allowed (AP5400) to be club advisors. See also Education Code 48930.
e. College President (or designee): Sandra Mayo – no report
f. Associate Faculty (Part-time Faculty): Unfilled
g. Student Liaison Report: Barbecue Oct 8 during college hour; blood drive Oct 15 9am-3pm; homecoming packets due Oct 9 (17 apps so far, only 3 from guys); Spirit Week is Oct 21-25 as a follow-up to homecoming.

XI. Committee and Liaison Reports: These had been postponed until Oct. 7th, due to Accreditation review
a. Strategic Planning Council (SPC): Debbi Renfrow/Robin Steinback Debbi Renfrow was present and reported to the Senate. Renfrow sent an email report to Secretary Williams. A summary of the minutes for SPC meeting Sept 26 is as follows:
1. The College Mission Statement was approved unanimously;
2. SPC will meet from now on the 4th Thursday of the month;
3. Question(s) sent to Dr. Mayo: Nominations for SPC Staff Co-chair: For a year now the SPC has had in its by-laws that there would be a staff co-chair to join the administrative and faculty co-chairs. Last Sept. I put out a call for nominations. I received the name of one somewhat interested staff person. However, that person was reluctant to run and assume this role as the duties and responsibilities were not clearly outlined. At today’s SPC meeting, the members indicated that they would like some guidelines and guidance from the administration in this area. This is increasingly important as without a staff co-chair on the SPC, there will not be staff representation at the DSPC meetings”;
4. Question(s) sent to Dr. Mayo: Subcommittee II motion: Subcommittee II proposed a motion to establish a Student Services Planning Council. The idea was that this council would be equivalent to the APC. However, during today’s meeting there was a robust discussion in which several questions came up: where/who would this council report to, what relationship would this council have/not have to the Senate, should subcommittee II be divided into two groups, where does the discussions from the Program Review Task Force fall within this, etc. The members of the SPC would like to ask if the current structure of the Strategic Planning Council is going to remain the same or if this body will be reorganized.
5. Resources: New Staff Co-Chair: Abel Sanchez
6. Leadership and Governance: New Staff Co-Chair: Akia Marshal

7. Question(s) sent to Dr. Mayo: Motion Form: The Strategic Planning Council would like to ask for some guidelines/criteria as to when it is necessary/appropriate to complete the Motion Form and what type of evidence should be included.

8. Other: Review Draft III of the Self-Evaluation Report (mvcsp.com/accreditation) The SPC reviewed sections of the self-study under the guidance of Sheila Pisa in much the same way the Academic Senate reviewed the drafts.

b. Comprehensive Instructional Program Review Coordinator: Carolyn Quin Email information reiterated to Senators. Email info as follows:

Since the last report, the following MVC CIPRs have been accepted by the District Program Review Committee:

1. English 2011
2. Philosophy 2011
3. EMS 2011 (MVC Only)
4. Life Sciences 2012 was revised and reposted
5. History 2011

(CIPR REPORT, Continued):
For Fall 2013, the following CIPR Reports are due:

1. Spanish
2. Dental Assistant
3. Fire Technology (2011 document revised)
4. Honors
5. Humanities
6. Music
7. Physics and Astronomy

c. District Program Review (DPR): Carolyn Quin -- Reminds us again that all CORs must be revised.
d. MVC Faculty Assessment Committee: Cheryl Honore & Sheila Pisa Changed the composition of the committee (showed a long list on the screen); Mission Statement and Responsibilities also projected for Senators; finally, the integrated strategic plan assessment needs to be done: if you look at the goals and you know something that has already been assessed, please let us know. Go to the main website, go to accreditation, go to integrated strategic plan 2010-2015, and open the document for the goals. Again, let us know if you know of already-completed assessments.
e. Safety Committee: Earlier in the week, Kimberly Brooks announced the first meeting of the Safety Committee on Oct 2, 2:30pm – 3:30pm in the Administrative Annex, Room 104. It was announced today that Joyce Kim will be serving on the Safety Committee. Thank you, Kimberly!
f. Academic Planning Council (APC): LaTonya Parker – We have conducted 3 meetings this fall; focused on Constitution and By-Laws; Enrollment Management Unit. Next meeting Oct 10, PSC-11, at 3:45 – 5:15pm PSC-11; then Oct 25, 12:40-2:10 HUM-234; Nov 14 3:45-5:15pm PSC-11; Nov 22, 12:40-2:10 PSC 11; and Dec 12, 3:45-5:15 PSC-11
   • APC has conducted three meetings fall 2013. The meetings have focused on APC Constitution and ByLaws review, Mission Statement Revised & Enrollment Management Unit (EMU)
   • APC has extended meetings to two days a month instead of one to include the EMU.
   • Annual Program Review Rubric and Evaluation Process
   • APR Review dates 11/14/13 & 11/22/13

g. District Academic Standards (DAS): Edd Williams/Kim Metcalfe - The Policy for Discontinuing a Program was revised by Edd Williams, discussed and passed at our first meeting of the semester on Sept 25; next meeting Oct 9 with agenda items to include (1) District Attendance Policies for regular classes, hybrids; and on-line attendance policy; and (2) Equivalency Committee Policies, which are being refined / revised as a result of our discussions at the meeting on Sept 25.
h. Diversity Committee: Michael Schwartz – Tolunay reported she is on the committee and will be reporting at future Senate meetings. Dr. Mayo and the rest of the committee went over some of the main findings of the College Diversity Climate Survey. We did not discuss the Civility Documents at that meeting. Oct 21 12:30pm-2pm.

i. Basic Skills Committee: Sonya Nyrop Nyrop sent an email report to the Academic Senate President and Secretary. The email is as follows: “The BSI committee met on Tuesday, September 24 to approve funds for faculty to complete Reading Apprenticeship online training and to discuss the annual BSI report. Two of the most pressing needs identified by the committee for the report are the need to institutionalize projects and programs and the need for greater communication of BSI assessment and project results to the college at large.”

j. Faculty Development Committee: Dan Clark – no report

k. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon – they had two revisions to AP7160a (reclassification for pay purposes); and worked on professional publications to help get away from self-publishing; applications for Professor are due on Oct 31, 2013

l. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA

XI. Open Hearing – Ann asked about Student Equity Committee not on the Agenda: we have a meeting set for Oct 16, 12:50pm, location TBA. Honore procedure AP4300 (approved in July) for field trips.

XIII. Adjournment