I. Call to Order: Travis Gibbs called the meeting to order at 3:55pm.

II. 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 (present)
- Communications and Interim Secretary/Treasurer: Edd Williams (present)
- Health, Human & Public Services: George Gage (present)
- Humanities, Arts, & Social Sciences: Sal Soto (present)
- Math, Science & PE: Ellen Lipkin (present)
- Public Safety, Education, & Training: Chris Nollette (present)
- Public Safety, Education, & Training: Joanna Warner-Fraczek (present)
- Associate Faculty: Vacant

Visitors:

- President: Sandra Mayo
- Vice President, Academic Affairs: Robin Steinback
- Associate Dean of Public Safety, Education, and Training: Ann Yoshinaga
- Dean of Instruction, CTE (Current Technical Education): Christopher Whiteside
- Chair, Curriculum Committee: Carolyn Quin
- Dean Students Services: Greg Sandoval
- Interim VP Student Government: Regina Miller

III. Approval of Agenda Motion: Soto; Second: Williams Unanimously approved

IV. Approval of Minutes: 10/7/13 Motion: Sinigaglia Second: Lipkin Unanimously passed

Minutes for 10/21/13 tabled until next meeting

V. Library Information: email information from Debbi Renfrow: Food for Fines: Library’s support of ASMVC’s food drive from Oct 31 – Nov 21st. A flier was made, stating the following: “Donate one food item and have one overdue library fine waived (not applicable to overdue fine for NetBooks or replacement fines. Please feel free to donate multiple food items for multiple fines. Please donate even if you do not have library fines.”

VI. WRC’s Winter Session Pilot: Ree Amezquita WRC is bursting at the seams, so we are trying something in the Winter, all 14 sections: we are scheduling the WRC labs for each class and keeping the instructor of records will be with their same students. Valarie and I will meet with every instructor to discuss how the WRC is going to work and how things are going as the Winter proceeds. In the Spring, we have so many sections, we cannot schedule ALL of the sections; however, we took 10 sections of basic skills sections and scheduled those times. We think all of the spring sections will fill and we will have students using the WRC at times that are not generally overused / too crowded. Senator Soto noted that student complain about the WRC fairly frequently. Senator Williams commented on the history of the WRC and how this was common in the early and mid-90s; and it may make it more difficult for students to schedule their other classes during the Spring semester.

VII. Grants Advisory Committee request to be a Senate Standing Committee: Maureen Chavez. We meet the fourth Monday of the month 12:30-1:30 in coordination with our District Office. We are moving toward a more strategic approach with our resources. We are looking to be a Standing Committee of the Academic Senate. The following document was passed out at today’s meeting and reviewed by Chavez: Dr. Mayo is asking about the location of this committee relative to the ASMVC. Funding may be an issue as the GAC goes through its existing process for funding and informing the appropriate groups. Consideration for vote tabled for two weeks until the next Senate meeting.
VIII. Best Practices for Reporting Student Conduct: Chris Nollette

What do we do about safety issues, etc., that is, How do faculty report student conduct? What about outside agencies? We are talking about EMS, Fire, Police, Nursing, Dental Assisting, Physician Assistants – what do we do when these students are on field trips, at hospitals, etc.? How does the administration handle such situations? And perhaps more importantly, how do faculty and administration work together – what are the protocols – in such cases? What if a report is deemed necessary? What if, for example, a student is on prescription medication? We want to be responsive to student needs, but we need to know what the best practices are.

Dr. Sandoval reports that the matter should be resolved at the “first level” – between student and faculty member. From there, faculty and administration work together. The Programs we have are college Programs and thus must comply to existing college policies. We need to work together to coordinate our efforts. We want to insure we are fair – and we work close together – and we need to keep in mind that these things can sometimes “end up in court.” The faculty needs to have dialog with the administrators in that Program.

Dr. Mayo: one of the challenges is it’s not always an everyday thing, so things can sometimes go sideways. It becomes important that administration is kept informed, so as faculty members, we should be careful to inform administration.

Parker reports Ms. Vincent is doing some inquiries in this same matter. Vincent can be contacted with further information.

Dr. Steinback: Administrators sometimes have to act in situations of harassment, violations of policy or existing laws; and there are protocols that “we must follow.” Indeed, we have special legislated training in these issues annually.

Soto: Do we need to make sure all of our faculty be reminded of these issues and being proactive. Perhaps we should communicate with ALL faculty, including our part time faculty.

Gage / Mayo: Sometimes faculty may need informal advice on protocols, procedures.

Gibbs / Mayo: Working toward a cooperative effort – including outside agencies.

The conversation during this part of the meeting included some hypothetical and actual cases where how we respond to student needs can be sensitive and must be carefully considered. “Communication is the best way to go,” says Mayo. “We need to get this information out to our colleagues so that we are not creating a blindside situation…. We are indeed living in a litigious society…..”

IX. MVC Faculty Trust Fund: Sal Soto

In 2012, we decided NOT to have a checking account but rather a trust fund. Membership funds were being paid to specific trust funds, and the amount of $3 had been authorized to go to a RCC Senate. Recent contacts with Richard Mahon RE: distribution to the 3 colleges of funds of $11,764.32 from the FA Trust Fund. On June 4, 2012, MVC received 14.2% of the general fund, the percentage determined by the moneys from MVC faculty who contributed to the total fund. The amount of the June 4, 2012 disbursement was $1,670.

Secondly, Soto reports Ac Senate debits of $75 on 12/13/12 to the American Cancer Society (bereavement allotment approved by MVCAS); and $307.95 to Sal Soto on 12/14/12 for Distinguished Faculty Lecturer Award (crystal monument for $258.60 and $49.35 for frames for professorship faculty awards = $307.95).

The statement of record for these costs was sent from Bill Bogle on Oct 28, 2013 after Soto made inquiry on behalf of the Senate. This brought the total available to $1,287.05, which is the opening balance for the academic year 2013-2014 and remains the current balance as of Nov 4, 2013.

Soon, $917.00 will be sent and added to our MVC Faculty Association Trust Fund, to clear out the residual moneys being paid to the District Trust Fund.

X. Ongoing Business:

a. MVC Curriculum Committee: Carolyn Quin: The District Curriculum Committee has worked on documents related to Distance Education for several months. Last spring the Moreno Valley College Curriculum Committee received drafts of documents describing regulations and best practices and also looked briefly at the ACCJC Guide to Distance Education at the end of spring semester. The curriculum committees were charged by the Academic Senates with defining regular, effective and substantive contact in Distance Education courses. The District Curriculum Committee took the lead on this so that the three colleges could develop a common document to address shared courses across the district, rather than devising three different definitions of regular, effective/substantive contact.

The District Curriculum Committee sent out four documents to the college curriculum committees and asked for a review and revisions. The three colleges responded, and the four documents were revised
and numbered for clarity and sent to the college curriculum committees a second time with the intent that they would then go to the college Senates. Before today’s meeting, you were sent the documents. Document 1 is called “Regulations for Regular, Effective/Substantive Contact for Distance Education.” This document states the regulations. The State and the accrediting agency use the phrase “regular and effective contact with students” and the federal government uses the term “substantive” contact with students, so we decided to combine the two expressions into “Regular, Effective/Substantive Contact.” The primary distinction between distance education and correspondence education is the interaction the instructor has with students. In distance education, the instructor has regular, effective/substantive contact with students as a group and individually. In correspondence education, interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; correspondence courses are typically self-paced.

Document 2 is called “RCCD Guide to Best Practices Regarding Regular, Effective/Substantive Contact in Distance Education.” It was compiled by faculty who teach online at the three colleges in the district. I edited it this fall and made it look more professional, but it had been circulated in a previous version last spring as an “RCC” document.

Document 3 is called “Instructional Addendum for Distance Education.” It is a document that is intended to be used to document which best practices an instructor uses in each course section taught through distance education. The contents were extracted exactly from document 2, but instructors would specify the ways regular, effective/substantive contact for distance education is accomplished in each section.

Document 4 is a template for a Certification Letter that each college would customize for the purpose of documenting what instructors self-report they are using as best practices in their course sections. They simply state that they have read the regulations and the best practices documents and that they have prepared the Instructional Addendum for document methods they are using for replacing face-to-face contact to ensure fulfillment of this requirement. The Curriculum Committee at Moreno Valley College recommended that this certification letter be on file with both the department chair and the dean of instruction. The Certification Letter idea originated at Norco College last spring, and Sharon Crasnow had worked with the faculty association (Dariush Haghighat, FA President) on a version of it then. This version of the letter reflects the changes they suggested last spring.

The Curriculum Committee would like for the Senate to take action on these items today so that they can move forward to the District Academic Senate before the end of the fall semester.

Michael Schwartz, Curriculum Representative for the Communications Department, has stepped forward to be the chair of the Distance Education Subcommittee of the Curriculum Committee.

Motion: Honore; Second Metcalfe – voting on Distance Learning policy

Discussion pointed out that the Norco and Riverside Senates have approved these; Williams asked about the Faculty Association and whether or not these documents are consistent with our Contract. Nick Sinigaglia reports the FA has been working with this and will be approving them tomorrow at the Tech Review Committee (first item on the agenda).

The vote was unanimous for approval.

Two additional items from Quin/Curriculum: Thanks to Adviye for revising PSY-1 for the C-ID number and for defending the PSY discipline against some very strange comments from a reviewer. On appeal, Adviye's arguments were accepted and recognized as being correct. Also, Joanna revised BIO-11H, which is only an MVC course, but she has had much resistance from Bio faculty at RCC over this course. The MVC curriculum committee has been trying to convey to the district since last spring that science courses need lab manuals, but the faculty were slow to accept the idea. BIO - 11 H was sent to the UC system for articulation this summer and rejected because the COR did not contain a lab manual. Joanna added the lab information that was needed, and again she met resistance from RCC. She stood her ground and the course was resubmitted with the lab information. She won her appeal to the UC system and the course is now articulated.

AP/BP 4260: Limitations on Enrollment: Prerequisites, Co-requisites, and Advisories

Sharon Crasnow and Quin have met and have worked on this document and getting close to approval.

b. AP 4020: Program, Curriculum, and Course Development

c. AP 4021: Program Discontinuance Tabled until we can read the document and also to see if we should RENAME this policy to something that is no so much a negative connotation.
Dr. Mayo: Why not “Program Viability” or something more consistent with the State language? Dr. Steinback mentioned the State language used for the comparable State policy and will send the title to Williams, who Chairs the District Academic Standards Committee, which meets on Wednesday.

d. AP 7212: Temporary Faculty—short- & long-term  Motion: Williams; Second: Zapata
Discussion: When is it going to the Board? It needs approval by all Senates. Unanimously passed

e. AP 7214: Compensation for Substitute Faculty  Motion: Williams;  Second: Honore
Unanimously passed

f. 5-to-Thrive faculty speaker for March 17, 2014 – 3 names have been brought forward: Bob Fontaine; Natalie Mann (Associate Faculty in Music); Ree Amezquita. Before the Senate selects, the Senators would like to know about the respective topics, so Gibbs will request a short note from each.


g. Distinguished Faculty Lecturer, Spring 2015 – Parker sent out an inquiry last week; no response as yet.

h. Committee appointments: Gerald Goodenough, Associate Faculty rep for SPC; Motion: Honore; Second: Williams Unanimously approved

The District Services Committee – remains open; time of meetings would be based on availability

XI. New Business:

a. Officer and Student Liaison Reports

b. President: Travis Gibbs – Gibbs going to Plenary meeting and will be giving a report on Nov 18

c. Vice President: LaTonya Parker – no report

d. Secretary/Treasurer: Edd Williams – no report

e. Senator At-Large: Nick Sinigaglia – no report

f. Administrator Reports: No specific reports from Steinback, Whiteside, Mayo except of the work that is being put into the Annual Program Review and Comprehensive Master Plan.

g. Associate Faculty (Part-time Faculty): Unfilled; we’re working on a rep for Spring

h. Student Liaison Tomorrow is student body elections; only one candidate for President. T & W, 4-6. Tomorrow Student Forum; Thursday Veterans Day Celebration: two barbecues planned: tomorrow during college hour and in the evening, 7-8:30pm for evening students. On Nov 11-12 moving evening barbecue from 14 to 12 5:30-7:30. Also, walk around the park at Castle Park to fight diabetes planned for Nov. 16 begins 8am; walk begins 9:30am; Student State Conference last weekend, 44 resolutions were discussed. Quite a learning experience.

XII. Committee and Liaison Reports:  ALL are DUE on Nov. 18th

XII.  Open Hearing –

a. What shall we do with the moneys we have raised for Frankie’s donation. So we suggest a donation to Alzheimer’s Association. The Senate has collected donations for those present on Oct 21 meeting. Motion: Honore; Second Soto. Williams to arrange for deposit of donations to Trust Fund and a requisition request for the same amount. Unanimously approved.

b. Metcalfe asked about the Waitlist policy for adding students. Gibbs reports the use of Waitlist can be helpful to keep an orderly selection. Dr. Mayo suggests the Waitlists should be honored – at least that’s the way it has been at the other institutions I’ve worked at. The language has always been “recommended” and is not mandatory. Soto suggests we bring it up as an agenda item for discussion.

Steinback wonders if students who need a class to complete their educational program understand they have a means to add classes via petition.

Lipkin provides examples of faculty who need to make independent judgments apart from the Waitlist. Parker agrees with examples from the Counseling, Nursing Program, PA Programs Nollette comments on the Paramedic Program which deals with adders way beyond the number of seats available in these classes. Instructor discretion is necessary but can be problematic.

Dr. Mayo comments on repeat students who have dropped or failed a class more than two times.

Gage: It’s good that faculty currently have the opportunity to make discretionary decisions.

c. Gage brings up the cumbersome APR report and figuring out ways to minimize pages. The Senate discussed this last meeting and will continue to discuss ways to minimize the report.

d. Honore wants to know if we have a process ahead for reviewing APR.

XIII. Adjournment at 6:04pm Motion: Honore  Second: Gage  nobody voted nay.