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

Roll Call:

- President: Travis Gibbs (present)
- Vice President: LaTonya Parker (present)
- Secretary/Treasurer: Edd Williams (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: Sal Soto (present)
- Math, Science & PE: Ellen Lipkin (present)
- Public Safety, Education, & Training: Chris Nollette (present)
- Associate Faculty: Vacant

Visitors:
- Dean of Instruction: David Vakil
- Dean of Student Services: Eugenia Vincent
- Dean of Student Services: Greg Sandoval
- Library Representative: Debbi Renfrow
- Comprehensive Instructional Program Review Coordinator: Carolyn Quin
- Accreditation Self-Evaluation Editor: Sheila Pisa
- Interim VP Student Government: Regina Miller

I. Approval of Minutes:
   - 10/21/13 Motion: Soto; Second Honore ayes approved, 1 abstain
   - 11/4/13 Motion Honore; Second Gage 10 ayes approved, 1 abstain

II. Associate Faculty and Student Club advisors: Nick Sinigaglia – no indication part time faculty cannot serve as faculty advisor for Student Clubs. Ruth Adams has not chimed in on liability issues. Travis is going to contact Ruth.

III. Akia Marshall report Student liaison - The classified staff feel that Fall 2013 got off to a great start. We are excited to support the students in their success this semester. We are currently preparing for the 2nd annual Classified & Confidential Staff retreat which is scheduled to take place 12/16/13. We have invited representatives from the Norco Classified Senate to present at this event. Also, as the staff co-chair for Standard IV, Marshall has recently been reminded that her faculty counterpart, Eric Thompson, is at the end of his term. Marshall would like to put out a call for another faculty co-chair and ask if it is appropriate for her to send out a call to MV-all or would the Senate president like to take the lead on that.

IV. Ongoing Business:
   a. Self-Evaluation for Reaffirmation of Accreditation: Sheila Pisa: We are down to the wire with printing and graphic. Last proof by this coming Wednesday; email report sent to Secretary: Accreditation Self Evaluation Report presented to Senate Nov. 18, 2013

The Good Things That Happened:
The Institutional Mission and Effectiveness Committee took ownership of review of the mission, involving all college constituencies in dialogue about the mission.
The College has accomplished significant work in making program review the foundation for planning. Program Review Task Force did excellent work in studying the program review/planning structure and made several good recommendations that will provide a stronger foundation for a restructuring of planning and governance. Program review processes are now similar for AS, SS, and BS.

The college strives to include all constituents in its governance processes.

Course SLO assessment has increased from 15% to over 80% of all courses assessed since 2010.

Faculty and staff care about student success: We have many exemplary programs based on dialogue about helping students become more successful: Puente, Renaissance Scholars, Accelerated math and English courses, Honors Program, supplemental instruction, and reading apprenticeship groups are examples.

MCHS and ECHS programs, and Upward Bound have been successful at increasing the college going rate for at risk high school students.

We have exemplary programs in Dental Hygiene, Dental Assistant, EMS with above average rates in certification tests.

The curriculum committee does excellent work to, support shared curriculum and processes such as the DE policy and the revisions to AP4620 to benefit of our students

The College is making strides to support a culture of evidence by creating a position for an Institutional Research specialist, assessment coordinators, and a system for tracking and sharing assessment information.

Student services has worked hard to meet recommendations about providing services to BCTC and to administer CCSSE survey, and to put into place new positions (e.g. director of financial aid) to decentralize student services.

Action Plans:
The Institutional Mission and Effectiveness Committee will establish a plan for the regular review of the mission statement and will bring the plan to the Strategic Planning Council, the Academic Senate and the President’s Cabinet for approval

The College will establish a planning document reflecting timelines, progress, assignments and evaluations

The College will put into place regular evaluations of governance structures, program review processes and planning documents that have been incorporated into SPC subcommittee by-laws.

In the revised program review process, there will be feedback mechanisms so that units will understand which requests have been granted, which have not, and why. Part of this process will involve alternative plans and will serve as documentation that a request has been made but not granted if funds are not available. This documentation will be helpful in the next round of prioritization for requests made in program review.

A process for the systematic evaluation of program review and planning will be devised using more direct assessment methods, when possible.

The Institutional Mission and Effectiveness Subcommittee of the Strategic Planning Council and the Moreno Valley Assessment Committee along with the Governance subcommittee will lead the development and implementation of processes which include accountability and timelines to regularly review and measure the effectiveness of program review and planning and develop action plans based on outcomes of evaluations.

The planning structure for implementing program reviews will be finalized and put into place.

Curriculum committee will review contract and community education courses.

Develop a means for the periodic evaluation of GE and AOE programs, and a process for revising AOE degrees when necessary.

While the catalog does meet this standard, as a Hispanic serving institution, the College will be moving towards translating more of its College policies into Spanish.

Implement the remaining IT Audit recommendations

Now, with the availability of an institutional researcher, a specific research plan for student services programs will be developed to facilitate appropriate research to respond to student needs.

Based on feedback provided from the various workshops and seminars provided to employees identify professional development opportunities. Reestablish sabbaticals as funding allows.

The Standard IV subcommittee will adopt, as a component of its responsibilities, the regular evaluation of College governance processes. With the approval by all governance bodies, this committee, along with Academic Senate and CSEA input, will compose a Participatory Governance and Planning Handbook. This handbook will detail charges (including products for which the committee is responsible) and timelines for all planning processes and budget development.

Metcalfe wondered about a visual means to review the information; Dr. Sandoval reminded us all it’s a process.

Honore wondered if any Senators have read the document word-for-word, page by page. No Senator has.

Motion for Gibbs to sign document when completed: Motion: Honore; Second: Nollette Unanimously approved
Soto moves to acknowledge the substantial work that Sheila Pisa has taken on and completed for APR. We all seconded! Unanimously approved/acknowledged.

b. Curriculum Reports (including Distance Education Best Practices Document): Carolyn Quin: Gibbs suggests a motion to rescind the Nov 4 to approve DE Documents (4 documents) because of new information that has come to light in good faith. Motion: Williams, Seconded: Metcalfe. Unanimously Approved Curricular gives thanks for the trust that the Senate expressed on Nov 4 in its approval vote. Updating, in May of 2013, Crasnow and Dariush (FA) had reached an agreement in terms of DE Docs. However, some elements had been revised in Fall 2013, including a request for faculty to sign the “Best Practices” portion of the DE Doc. The FA objected to the changes and, at this time, the documents are being revised to satisfy the FA’s objections to potential changes in working conditions, which need to be negotiated. In good faith, these documents have been worked on / revised / and are being worked on to reach “course quality standards” and made with the full involvement of the Curriculum Committee standards.

Williams reported that DASC discussed this on Nov 13, Williams contacted Shari Yates (Secretary of the FA), and found out that FA did have an objection to some portion of the DE Docs. Subsequent emails with Dariush (FA President) revealed minor changes that are needed. All again is proceeding in good faith to resolve any conflicts with working conditions.

c. AP 4021: Program Discontinuance – Williams reports the DASC voted to change the name to “Program Viability and Discontinuance” Gage wonders if the title needed to be changed; the document itself, however, deals with both Viability and Discontinuance; thus, the title’s change.

d. Grants Advisory Committee: Shall this be a Standing Committee of the Senate? Under the 10+1 and budget issues, Gibbs expressed some concerns. Soto states we (the Senate) do not micromanage anyone. Gibbs will be contacting Maureen Chavez to discuss this further. TABLED until Dec 2 until further report can be provided.

e. 5-to-Thrive faculty speaker for March 18, 2014 – 3 candidates expressed interest: Natalie Mann, Ree Amezquita, and Robert Fontaine. Mann and Fontaine sent emails that proposed topics to the Senators over the past week; Amezquita had expressed an interesting in reporting on Basic Skills. For the March 18, 2014, presentation, who will be the one to present to the Board? And who will be the back-up? The back-up, if not used on March 18, would present on June 17. Soto moves for a vote on 5-to-thrive faculty speaker March 18. Williams Second. Vote is Music (Mann) for primary for March 18. Back up for March 18 and primary for June 17 is [Motion: Kim, vote for a 5-to-thrive primary and secondary; Williams Second] EMS (Fontaine).

f. Distinguished Faculty lecturer, Spring 2015 Tolunay nominated Fabian Biancardi. Gibbs reported that another faculty has expressed interest. We are tabling this until Dec 2.

g. Committee appointments:
--Chancellor’s Search Committee: Gibbs reports 2 people (Soto and Sinigaglia) have expressed an interest, so Gibbs will send both names forward as reps for MVC, but Gibbs reports he does not know how the selection is being made and whenever both will be accepted.
--District Services Committee: Bonavita Quinto has expressed an interest. Unanimously approved;
--Hearing Committee (In the event of a student grievance) (need 5): Don Foster, Donna Lesser, Jeanne Howard, Bonavita Quinto, Sal Soto: Unanimously approved

VI. New Business:
a. Waitlist and adding students – some concern was expressed last meeting whether or not waitlists are to be used at the discretion of the faculty. Administration has recommended that we use the waitlist to add students; but the waitlists have not, as yet, been deemed mandate. Gibbs advises faculty to be “very cautious” about how adds are done, especially when a student high on the waitlist is somehow bypassed. The Senate acknowledges that sometimes students may need to be added due to the program they are in. Dr. Sandoval suggests each faculty member develops a protocol (in the event of a student complaint). Course repetition was also mentioned by Lipkin (BP 4225 limits to 3 times / 3 semesters how many times a student can repeat a class). AP 4225, AP 4427, and AP 4428 – all three are drafts from 4-20-13; RCC’s Richard Mahon was making small corrections in May. But nothing has been done forward from that. Metcalfe noted that she sometimes sees students who repeat the course may times; some trying to get in for the first time; student complaints are inevitable. Dean Vakil mentioned other factors as he meets with students who have had problems adding.
b. Faculty-only forums: Senate and Academic Department roles – Senate meetings operate under the Brown Act, so we cannot discuss items outside of a quorum; cannot create a series of discussions, nor use emails to discuss an item without a quorum. This is a public meeting. We must remain transparent. The Senate thus is different from faculty meetings such as Department meetings. So the Senate cannot have a faculty-only meeting. The CTA, as a contrast, does deal with confidential issues and thus can and must meet privately. But the Senate cannot do this sort of thing.

c. Senate Secretary/Treasurer for Spring of 2014: Nomination of Edd Williams. Motion: Sinigaglia; Second, Zapata. Unanimously approved

d. Safety and courtesy issues: Students sitting in hallways and on stairs. The new SAS Building may help with this issue, but perhaps signage could help resolve this problem. In counseling area, this is a “huge concern” (Parker). Tolunay mentions signage may be helpful for faculty and others to ask students to move. Parker comments about Fire Inspector and fire hazard issues. Gibbs will take this forward to the Safety Committee.

e. Fall State Plenary Meeting – Gibbs reports a lot of issues over accreditation – CCSF is an example where accreditation was decided to be terminated effective July 2014. Gibbs reports that the State Senate Plenary suggested that warnings should be given and more time allotted for corrections. Other issues for inter-rater reliability (issues of equity).

V. Officer and Student Liaison Reports

a. President: Travis Gibbs: First, we are nearing completion of the Self-Evaluation Report for Reaffirmation of Accreditation and the document is here at Senate, today, Nov 18 for Senate affirmation and to authorize the Senate president to sign, when appropriate. We are in the process of preparing the document for print, so the copies that you will be looking at are not perfectly formatted and may be marked up for the graphics department. However, no substantial content revisions are planned. If there are errors of fact that come to light before final printing, these will be addressed as will grammatical errors. The report is in sections (Introduction, Standard I, Standard II, etc…) and is available at this link: https://drive.google.com/folderview?id=0B3StohNWGgswVkFGZjNSeU1LRG8&usp=sharing

Gibbs also reported about AP 7120c – the procedure for hiring new faculty. One major concern was if we have a majority on hiring committees. AP 7120c makes it clear the ad hoc committee is strictly a recommendation committee.

b. Vice President: LaTonya Parker – no report

c. Secretary/Treasurer: Edd Williams – What is the process for depositing cash donations from Senators, Staff, and Administrators for Frankie Moore’s mother’s memorial donation to the Alzheimer’s Foundation? The paperwork was delivered by Parker to Williams, who will follow-up and report on Dec 2. Also, at the suggestion of Librarian Renfrow, here is the website for State Senate resolutions: http://www.asccc.org/resources/resolutions

d. Senator At-Large: Nick Sinigaglia - no report

e. Administrator Reports: Dr. Vakil. Jennifer Floerke will continue as a temporary full timer this Spring, so her contract was extended through the academic year. Gibbs reported MVC is considering hiring Tenure-Track faculty for the PA Program to replace the two temporary, one-year contract positions now in place. Dr. Mayo told Senate President Gibbs that the budget will not be impacted by this extension because a new hire (if it had happened) was budgeted.

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

g. Student Liaison Regina Miller: ASMVC participated in the district wide GIVE BIG Riverside on Tuesday, November 12th, 2013. We established a scholarship for ASMVC leadership. A little over $500 was raised. Approximately 40 students, staff, and administrators participated in STEP OUT Walk to stop diabetes on Saturday, Nov 16. It was a 2-mile walk around Castle Park in Riverside. We reached our goal raising over $1000. ASMVC is still collecting canned goods until November 21st. We are looking to feed 150 families. We support the local Woman’s Shelter, Veterans Program and other community families in need.

St. Nick is coming to Student Activities. In coordination with the Early Childhood Education Center, child attending the center receive a gift from Santa (via their parents). Dates are still be determined.

ASMVC is planning a logo contest which we hope to role out in spring. The logo is for the student government and a scholarship would be given for the winner. The suggestion was made that faculty and staff may be interested also, in which case a different type of compensation would be offered.

VI. Committee and Liaison Reports: Due Nov. 18th
a. Classified Staff Liaison: Akia Marshall (See IV. Above, moved in Agenda)
b. Strategic Planning Council (SPC): no report
c. Comprehensive Instructional Program Review Coordinator: Carolyn Quin – all submitted reports have been reviewed, next meeting Dec 12
d. District Program Review (DPR): Carolyn Quin – no report
e. MVC Faculty Assessment Committee: Cheryl Honore: Trac-Dat software to be reviewed on Friday, Nov 22 (Demo). Institutional Level Outcomes (ILOs) need to be incorporated with General Ed. SLOs: need faculty input. Program-level Assessment is on-going. Course-level SLO Workshops for Dec 5; FLEX are being developed for Spring.
f. Safety Committee: Joyce Kim: The Safety Committee met Nov. 6 HM 234 2:30pm to 3:10pm

The following were discussed:

- A New Mass Notification System/Emergency Phone Training will be established most likely during the first week of December. MVC will test the All-Call, Speaker System to check your phones (i.e. Active Shooter for Emergency Evacuation).
- Sherry recommended that Officer Jackson trains the MVC staff/faculty RE: emergency phones
- A safety walk is scheduled on Tuesday, Nov. 26th at 5:30pm. Kimberly will invite committee members to safety walk at night (focus = exterior and lighting issues/trees blocking light). A checklist for OSHA compliance will be utilized.
- A list of Essentials/Emergency Supply for the College (approx. for 1000 students) is being established. A central Location of Supplies will be established.
- There is a one-time money/budget available to invest in Emergency Supplies. Hence, members discussed fiscally responsible ways of using the funds (i.e. First Aid items are more perishable than canned foods. Plans include to recycle such items like latex gloves
- Fire Inspections by Moreno Valley Fire Department completed third day of inspections. MVC will receive a list of criteria and be given 30 days to correct. MVC is aware that the fire alarm system is antiquated and not reliable. MVC plans to upgrade or replace—estimate $135,000.
- Also, RCCD plans to upgrade its fire alarm system as well. Doorstop = firewalls, hence, Fire Dept. recommends removal and to keep doors closed.
- Citation is considered helpful for documenting a universal policy of removing doorstops for the process of accountability and transparency.

g. Academic Planning Council (APC): On October 25, 2013 APC voting members (5 yes and 1 no votes) recommended as established by Institutional Research the MVC Standards for Satisfactory Performance of Student Success. Currently reviewing the Annual Program Review Process (October 25, 2013). Historically, document not read & information not used for faculty position selection. Document page length has increased from 8 pages to 32. Document request dates of Course Assessment. SLOs were an issue; recommendation to condense the document to absolutely necessary information. Faculty questioned why data is being collected. Next meeting Fri Nov 22 12:40pm – 2:20pm.

h. District Academic Standards (DAS): Williams reports the DASC met on 10/23 and 11/13. The “Program Discontinuance” policy was approved on 10/23 and revisited on 11/13 and renamed “Program Viability and Discontinuance” with unanimous approval of the committee. Secondly, the Equivalency Policy was discussed at length on 10/9, reviewed again on 10/23, and was then revisited on 11/13 in order to double check the most recent revision, which will be re-sent to the committee members by Sylvia Thomas (DASC Administrator and Co-Chair) for the DASC’s an upcoming review and final approval. Lastly, on 11/13, a new version of the District Attendance Policy was drafted by Edd Williams and was emailed to the DASC members for review and discussion at next DASC meeting, set for Dec 4, 3:45pm – 5:15pm, in HUM-234. Gibbs reminds us that “equivalency” means “equivalent to the minimum degree required by the Ed Code.”

i. Diversity Committee: Adviye Tolunay: The committee met on October 28 (12:30-2:00pm HUM 234). On Nov 8 (Friday), there was an ALLY training open to all faculty, staff, and students. About 15 people participated. On Nov 18 and 19 between 4pm and 5:30pm, the ALLY program will screen an episode of the Stephen Fry series on BBC on the topic of origins of homophobia. This will be followed by a discussion section. All faculty, students, and staff members are invited. The Diversity Committee will
present a summary of their activities to the Management Group later in the academic year. We would be happy to make the same presentation in Senate in Spring. Senator Tolunay asked that you please let her know if you have any questions or concerns.

k. Basic Skills Committee: Sonya Nyrop – no report

l. Faculty Development Committee: Dan Clark

m. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon: PGSL will be reviewing professor applications the first week of December. Edits are being finalized for the revision of AP 7160a.

n. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA – On behalf of the FA, Senator Williams reported communication with President Haghighat about the DE Docs. FA reports a policy was concluded in May 2013 between Haghighat and Crasnow, but some new language was added in fall 2013, language that needed to be revised in good faith and the process for making those changes is taking place.

o. Student Equity Committee: Ann Yoshinaga – no report

VII. Open Hearing
Honore: The reports in the past have been sent to all Senators and should still be so that Senators can read the reports before the meeting. Gibbs agreed to begin doing that again.

VIII. Adjournment at 6:32pm