

# ***Academic & Career/Technical Programs & Instructional Support***

## ***Meeting Minutes***

April 1, 2010

### **I. Call to order**

Doctor Patrick Schwerdtfeger called to order the impromptu meeting of the Academic & Career/Technical Programs & Instructional Support at 1310 Hours on April 1, 2010 in Hall of Fame.

### **II. Roll call**

The following persons were present: Ernie Arellanes, Hayley Ashby, Stephen Ashby, Bernie Fradkin, Joanie Gibbons-Anderson, Ellen Kime-Hunt, Anita Kinser, Norma Lopez, Richard Mahon, Patrick Schwerdtfeger, James Seals and Ron Vito.

### **III. New business**

- a) As instructed by Strategic Planning's Executive Council, the Academic & Career/Technical Programs & Instructional Support Council reviewed the 2009-2014 Riverside City College Strategic Plan's Strategies and determined which of those fell under the purview of the council's oversight. (SEE: Attachment.)
- b) Faculty chair Hayley Ashby reported that the Library and Learning Support Services (LLSS) subcommittee had been making progress on the strategic goals by visiting other learning centers to learn about how they operate, serve students, and have been maximizing efficiency with fewer resources. In addition, the subcommittee has been getting updates on the college's Basic Skills initiatives. Recently, the subcommittee has been focused on prioritizing the Annual Program Review requests. The subcommittee has been keeping a log of progress on the planning agenda items that pertain to the library and learning centers in section II.C. of the accreditation self-study.
- c) Mahon then gave a report on where the Institutional Programs Committee stood. Mahon said that during his tenure as co-chair over the committee at the beginning of the 2009-2010 Academic Year this started a "meta"-conversation as to the committee's place within the overall Strategic Planning structure.

Mahon voiced concerns regarding the "daunting" task of not only reading the various comprehensive Program Review documents, each document weighing in at no less than 30 pages in length, but also in giving substantive recommendations, all of which would require copious amounts of time.

It was then brought up that the Facility Master Plan should be brought more aligned with that of the Educational Master Plan and that perhaps this council should utilize that link. Lastly, Mahon mentioned that it was the general opinion of the committee that the Educational Master Plan had several fundamental errors throughout the document, which needed to be addressed.

- d) Once the committee reports were concluded, Mahon brought up that the bulk of the college's operating budget, around 85% or so, was fixed, thus giving the college a small amount in terms of discretionary spending. As such, the councils should move towards adopting overarching commitments in terms of the allocations of resources throughout the college. These commitments would be in addition to their assigned duties as dictated by the Strategic Plan.

#### **IV. Next meeting**

- a) Mahon was to set up the next meeting, in light of the upcoming spring break. These arrangements would be conducted via e-mail.
  
- b) In addition, Patrick Schwerdtfeger said he would forward the council members documents to be reviewed prior to our next meeting, and that we should rank the agreed upon strategies in order of importance.

#### **V. Adjournment**

Schwerdtfeger adjourned the meeting at 1400 Hours.

Minutes submitted by: James Seals

Minutes approved by: [Name]