

Riverside City College
Academic & Career/ Technical Programs
Instructional Support Services (ACTPIS)
September 21, 2017 Meeting Minutes
Heritage Room, 12:50pm – 1:50pm

Members present: C. Farrar, A. Fawson, G. Hinojoso, T. Huff, C. Ishihara, J. Knieriem, J. Leong, J. Mowrey, R. Pardee, R. Ruiz, and V. Sandoval

Guests: K. Di Memmo

- I. **Call to Order** – Meeting was called to order at 12:55 pm.
- II. **Approval of the Agenda** – (M) J. Mowrey, (SC) T. Huff. Motion carried (no opposed, no abstentions)
- III. **Approval of Minutes 4/20/17** – Deferred to next meeting.
- IV. **Committee Reports** – The committees below now report to ACTPIS
 - a. **Integrated Academic Support** - None
 - b. **Guided Pathways Steering Committee (pending)** – This will be a new committee that will be critical to the success of RCC students. RCC is one of 22 colleges selected as the initial Guided Pathways adopter. The CCC Chancellor's Office wants to make sure that all 114 colleges have support to move forward with Guided Pathways with extra funding. The "Four Pillars of Pathways" was distributed and discussed. Dr. Farrar indicated sometimes too many choices in courses could cause students to choose nothing – information overload. She indicated the importance of asking the question: "How do we organize ourselves to make sure the college is ready for students, rather than are our students college ready." A copy of the book "*Redesigning America's Community Colleges*" will be sent to committee members for review.
 - c. **Enrollment Management** – Dr. Farrar provided an overview of the 2017-2018 College Enrollment Management Monitoring document and provided an overview and explanation of each column and how each column interacts with totals and college FTES targets. This document will be distributed at the next Enrollment Management Committee meeting for discussion. Additional iterations of this document will also include facilities efficiency and FTEF efficiency in targets.
 - d. **Curriculum Committee** - None
 - e. **Distance Education Committee** - None
 - f. **Department Leadership Committee** - None
 - g. **Faculty Development** (Professional Development) was discussed and Dr. Farrar will verify that this committee should be added under ACTPIS
 - h. **Educational Master Plan** – None.
 - i. **Academic Standards** – None.

Dr. Farrar discussed the following successful strategies from other committees that ACTPIS might want to consider:

- Fully engaged and dynamic relationships with each sub-committee that reports.
- Effective charge – we should consider making sure that the charge for ACTPIS is as effective as possible.
- ACTPIS committee members should participate in other committees, and actively report updates.
- Provide effective feedback.

- Map out the goals and work that ACTPIS will be completing over the year.

V. Old Business

- a. Review Council Charge and Committee Charges and membership – Tabled for next meeting.

VI. New Business

- a. 2017-2018 Action Plans – Tabled for next meeting
- b. Planning Calendar – Tabled for next meeting

VII. Public Commend/Announcements: None

VIII. Adjourn – Meeting was adjourned at 2:05 pm.