

Riverside City College
Academic & Career/ Technical Programs
Instructional Support Services (ACTPIS)
November 16th, 2017 Meeting Minutes
Heritage Room, 12:50pm – 1:50pm

Members present: C. Farrar, J Leung, T. Huff, J. Knieriem, R. Ruiz, V. Sandoval, K. Sell, S. Acharya

I. **Call to Order** – 12:59pm

II. **Approval of the Agenda** – *No Quorum*

III. **Approval of Minutes 10/19/17** – *No Quorum.*

IV. **Approval of Faculty Co-Chair: Juliana Leung-** *Motion for email to vote in Juliana Leung as ACPTIS Co-Chair: M/Huff S/Sandoval-consent unavailable due to lack of quorum.*

V. **Work Plan for year**

A.) Handout of ACTPIS Leadership Council Structure provided. Constitution and Bylaws of the Leadership Councils reviewed for any recommendations to be made for sections

1.) Strategic responsibilities

- a. Function of ACTPIS members is to provide verification that prioritization is meeting the outline criteria of the masterplan and that timelines are being met.
- b. Sections 5, 7, 8 can be combined
- c. Integration of 2, 3, and 6 to better reflect new state mandates and support structures.
- d. Section 4: Include “monitor and assess” with “developing”.
- e. Will need to speak with IE for monitoring and assessing phase. Subcommittee will be created to work on this. Proposed subcommittee members include: Victor Sandoval, Ron Ruiz, and Kathleen Sell.
- f. James Knieriem will be at the Enrollment Management meetings as an ACTPIS representative.
- g. Summary of language change will be made and sent out via email to ACTPIS members.

2.) Operational responsibilities

- a. ACTPIS should be reviewing key performance indicators only.
- b. IE will provide ACTPIS with a direct report.
- c. No changes necessary for Sections: 2, 3, 5, and 7.
- d. Section 4 to be further reviewed.
- e. Section 6: Not all subcommittees to be listed, but only the ones that connect with ACTPIS.

B.) Review the work committees that report to ACTPIS

- 1.) Not every group should need to meet every month
- 2.) Members of both committees and ACTPIS can provide their reports from outside committees at ACTPIS meetings.
- 3.) A solid connection/point of contact needs to be established between ACTPIS and Institutional Effectiveness.

C.) Looking Ahead- Review and update Standard IIA-Spring 2018

- 1.) Hoping to move our registration dates up sooner. Roll-overs can come from the district so classes can be scheduled sooner. This will help with both faculty and student retainment
- 2.) Goal is for students to be able to register classes two semesters at a time. Ultimately we would like for students to be able to register for the full year.
- 3.) IDS can provide you with last year’s SAR and codes can be updated later.

- 4.) Dramatic changes in enrollment targets may prove to be an issue.
- 5.) ACCJC Accreditors:
 - a. PowerPoint by Hayley Ashby provides listed items to ACTPIS.
 - b. Quality focus essay to self-identify room for improvement or if you meet standard you can make a statement showing that standards are being met.
 - c. Key dates provided.
 - d. Timeline PowerPoint provided.
 - e. ACTPIS's Standard IIA is available for viewing on the ACCJC website.

VI. Adjournment: 1:57pm