

Riverside City College
Academic & Career/ Technical Programs
Instructional Support Services (ACTPIS)
November 15, 2018 | Meeting Minutes
Heritage Room, 12:50pm – 1:50pm

Members present: J. Leung, C. Farrar, A. Marshall, K. DiMemmo, T. Huff, C. Ishihara, J. Knieriem, M. Legner, R. Ruiz, V. Sandoval, and S. Soto

Guests present: K. Sell, M. Wiggs, K. Woods, B. Velande, Y. Sharma

- I. Call to Order – Meeting called to order at 12:57 pm, quorum met
- II. Approval of the Agenda – M/S/C M. Legner/S Soto - motion carried by consensus
- III. Approval of Minutes of ACTPIC meeting held on 9/20/18
 - a. Motion by M. Legner, second by R. Ruiz, motion carried by consensus
- IV. New Business
 - a. none
- V. Ongoing Business
 - a. Accreditation update - Draft put together, will be providing copies for update
Dr. Woods draft of standards minus numbers 5, 12 &13
Julie Taylor is helping to find evidence, lacking supporting evidence in statements and claims trying to make in documents, will meet week after Thanksgiving for more editing and evidence.
Dr. Farrar states that according to the timeline for this document, review was to happen by November 15th and submission on November 29th. Clean up still needs to be done and comments and side notes need feedback.
Standard 5, 8 &16 are still needed.
Kathleen Sell states that the goal is to come out of Winter with a draft
Action today- DiMemmo and Woods will review on SharePoint after meeting today.
Woods added hyperlinks to serve as evidence. Once we know evidence inventory we will know where the gaps are. The committee should review and give feedback.
Sal Soto asks what evidence can be for his standard so he can relate to his dept. Woods: Section 7, pg 10-11, feels we have a serious gap in this standard, why is there a gap?
Farrar- there are two types of recommendations, one if you have failed to meet a standard and another is a recommendation similar to an improvement.
Woods- November 29th will be a rough draft, as of now we just need feedback and evidence.
Deadline for feedback is Tuesday, November 27th at noon.
Elena will pull whatever is on SharePoint convert to PDF copy and send to committee.
 - b. Guided Pathways – Micherri Wiggs is working with Wendy but do not have maps.
Mapping needs to include all disciplines. All courses need to be part of a program.
Mapping leads need to be in touch with counselors. Time has been devoted to mapping the programs, another meeting for this will be planned perhaps a retreat or flex. Also, META which includes program mapping.
EduNav will use course of study for these students and create the schedule, faculty will use maps to give options. Contact Laura Greathouse about adding this in FLEX.
 - c. Committee Reports distributed.
- VI. Adjourn – Meeting adjourned at 1:50 pm.
Next meeting **February 21, 2019**