

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

Members present: J Leung, T. Huff, J. Knieriem, R. Ruiz, V. Sandoval, A. Fawson, M. Sanchez, J. Gardner, S. Brewster, C. Ishihara, R. Pardee, J. Mowrey

I. Call to Order – 1:02 pm

II. Approval of the Agenda – Motion by S. Brewster, seconded by M. Sanchez, approved by consensus

III. Approval of Minutes 11/16/17 – Motion by M. Sanchez, seconded by S. Brewster, motion carried.

IV. New Business

- a. Faculty Co-Chair election: *M. Sanchez nominates Juliana Leung as ACPTIS Co-Chair, seconded by V. Sandoval. Juliana elected by consensus.*

V. Ongoing Business

- a. Revisions and Approval to Constitution and Bylaws - Handout of draft ACTPIS Leadership Council Structure provided. Revisions on draft were developed with notes from the last meeting by Carol Farrar and Juliana Leung.
- i. Strategic responsibilities
1. Remove: "prioritization is meeting," add "and timelines" after criteria
 2. Add "from" after requests, remove "Comprehensive" and add "and" after Review
 3. Change "resources" to "resource"
 4. "IE" should now be "Governance, Effectiveness, Mission, and Quality (GEM-Q)"
 5. Okay as is
- ii. Operational responsibilities
1. "KPI" should be spelled out – Key Performance Indicators; "IE" should now be GEM-Q, change "providing" to "and provide."
 2. Okay as is
 3. Remove "s" from "Action Plans"
 4. Remove "through prioritization process," questions on this item – need to follow up with Carol Farrar
 5. Should "through prioritization" be added to the end of the line?
 6. Need to review the subcommittees and this council's name
 7. Okay as is
- b. Finalize recommendations of committees that report to ACTPIS – reviewed Council & Committee Structure as it is posted on College's strategic planning webpage. Currently SSEC, CC, EMC, EMPC, ASC & DLC report to ACTPIS. These committees should continue reporting as structured.
- c. Committee Liaisons
1. Curriculum – is this still part of ACTPIS?
 2. Enrollment Management – Jim Knieriem
 3. Education Master Plan – Juliana Leung
 4. Academic Standards – Jeanie Gardner

5. Distance Education – Steve Brewster
 6. Guided Pathways – Tonya Huff/Mark Sanchez
 7. Departmental Leadership – Mark Sanchez/Steve Brewster
 8. Integrated Academic Support – does this report to ACTPIS?
- d. Accreditation
- i. Victor Sandoval has interest in being the writer for accreditation.

VI. Adjournment: 1:52 pm

DRAFT