

Riverside City College
Academic & Career/ Technical Programs
Instructional Support Services (ACTPIS)
April 19, 2018 Meeting Minutes
Heritage Room, 12:50pm – 1:50pm

Members present: S. Brewster, K. DiMemmo, C. Farrar, A. Fawson, J. Gardner, T. Huff, C. Ishihara, J. Knieriem, J. Leung, J. Mowrey, Ron Pardee, R. Ruiz, and V. Sandoval

Guests present: S. Acharya, M. Sellick, K. Woods

I. Call to Order – 12:55 pm

II. Approval of the Agenda – *Motion by R. Pardee, seconded by A. Fawson. Correction to agenda date to read April 19th. Request to add under “V – New Business” Strong Workforce. Approved by consensus.*

III. Approval of Minutes 03/15/18 – *Motion by R. Pardee, seconded by K. DiMemmo, motion carried with two abstentions.*

IV. New Business

- a. Strong Workforce – K. DiMemmo presented a copy of the Strong Workforce budget. RCC was awarded \$1.8M. Program Reviews were looked at and almost all requests that aligned with Strong Workforce were able to be funded. *A. Fawson motioned acceptance of the proposal with a support to forward to EPOC. J. Knieriem seconded. Motion carried.*

V. Ongoing Business

- a. “Academic Clusters” update – Updated to remove redundancies and placement of information into correct areas. *R. Ruiz motioned to accept the updated Academic Clusters. K. DiMemmo seconded. Motion carried.*
- b. Accreditation update – Dr. Farrar would like to empower K. DiMemmo and K. Woods to contact committee members to obtain information needed in order to continue the work of gathering evidence and identifying gaps for reporting to EPOC by May 3rd. Committee members were asked to be prepared to respond to inquiries.
- c. Revisions and Approval to Constitution & Bylaws – Additional review produced revisions to the Strategic and Operational Responsibilities of the Bylaws. A finalized draft will be submitted for electronic vote to committee members.
- d. Committee Reports
 - i. Distance Education – S. Brewster distributed a hard copy report due to lack of time.

VI. Adjournment: 1:52 pm