

Riverside City College
Academic & Career/ Technical Programs
Instructional Support Services (ACTPIS)
May 17, 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 Brewster, seconded by Mowry. Approved by consensus.

III. Approval of Minutes 05/15/18 – Motion by Brewster, seconded by Gardner, approved by consensus

IV. New Business

- a. Election of New ACTPIS Faculty Co-Chair – Academic Senate will ratify the division elections
 - i. Elections are held in Spring for the Fall
 - ii. Juliana Leung is elected faculty chair for ACTPIS unanimously
- b. End of Year Summary
 - i. The summary will be written by chairs and submitted to EPOC and posted to the ACTPIS webpage

V. Ongoing Business

- a. Accreditation update – ACCJC sponsored retreat in Ontario in May 2, 2018
 - i. When selecting evidence, select the best evidence, not all the evidence
 - ii. Evidence should be district-wide; when possible
 - iii. As gaps are identified, plan & remediate
 - iv. Equity needs to be the focus
 - v. Need brown bag sessions where students and staff can participate
- b. Revisions and Approval to Constitution & Bylaws –
 - i. Operational Responsibility #4 should be changed to:
Monitor the assessment of academic, career & technical, college, and basic skills educational programs;
 - ii. Motion to approve revisions to the Strategic & Operational responsibilities by Brewster, seconded by Mowry. Motion passed unanimously
- c. Committee Reports
 - i. Curriculum – James Knieriem – no report
 - Kathleen Sell – a representative is needed to represent ACTPIS; Mark Sellick will find a curriculum committee representative to attend ACTPIS in the fall.
 - ii. Enrollment Management - James Knieriem – enrollments are less than the projected FTES but we will be closer to the target. It is projected now to be 150 below target for the year.

- Discussion in regards to new funding model, EM plan, and space utilization

Motion to extend meeting m/s/c: Brewster/Ruiz

- iii. Education Master Plan – Juliana Leung – no report
 - ACTPIS chairs will revisit
- iv. Academic Standards – Jeanie Gardner – this is not an active committee
- v. Distance Education – Steve Brewster – handout provided (attached)
- vi. Guided Pathways – Tonya Huff – handout provided (attached)
- vii. Departmental Leadership – Mark Sanchez – no report
- viii. Integrated Academic Support – no report
- ix. College Readiness – Surekha Acharya – Juliana has attended this committee and there are concerns regarding AB705.

VI. Adjournment: 2:02 pm

Guided Pathways from Tonya Huff

Here is a short summary of info from the most recent Guided Pathways meeting:

- The first chunk of Pathways funding has been received and much of the meeting was spent discussing how we should distribute that funding during continued implementation of the Pathways program. After hearing about how other schools are handling this process, the consensus seemed to be that RCC needs either a full-time Guided Pathways Coordinator or two half-time Coordinators (depending on willingness of individuals who might take on this job). Additionally, it was concluded that we likely need 4-5 part-time coordinators from the disciplines / clusters to help with implementation. We discussed the idea of combining that responsibility with the already-existing Faculty Advisor Coordinator position so that all of the Pathways concepts are truly integrated into the various programs. We did not come to an official decision but the group seemed to agree on the above plan and Susan Mills will likely continue the discussion with administration.
- Many program maps have been received but there are still quite a few that have not and there seems to be some confusion / lack of knowledge across campus about what this "Pathways" idea is and how it will be implemented. Many are apparently viewing it as just another program rather than a real change in the structure and how things are done at RCC. We discussed the fact that we need continued efforts toward education and communication about the program on campus.
- Academic clusters have been approved and sent to EPOC for final approval. Some work has begun on creating graphics for each cluster that will eventually be used on the website, on printed materials, etc. We looked at two versions of the graphics and overwhelmingly voted for one version of the designs so Carol was going to move those forward.