

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**

*Enrollment Management Committee 10/5/18

I was not able to attend the 10/5/18 meeting, here are the summarized minutes.

Summer and Winter targets at 8761 we are 233 above and will still increase as positive attendance is completed.

Guided Pathways- Business Psychology, and Communication Studies are being piloted through EduNav.

Multi term registration will start in November for both Winter and Spring 2019.

Next meeting 11/2/18

*Enrollment Management Committee 11/2/18

College is looking good in regards to the FTE targets. Will make target and likely exceed.

'19/'20 move targets to an expectation rather than just adding to add to get FTE.

Become more responsible with scheduling.

2 year rotations-Need to realistic and work with AOE demands so students get through.

District is going to roll an additional 800 FTES into the 17-18 FY. This will increase the "hold harmless" base year for future calculations. It is anticipated that RCC can achieve our share (55%) by maintaining current enrollments. Some members expressed concern that this may be too risky if enrollments begin to decline in the next few years. It was pointed out that this could bring in 4 million in apportionment to the 17-18 FY and could bring millions to the district over the next few years.

Committee is using Long Beach City College enrolment plan as a template for our plan and changing as necessary to accommodate what we do.

Next Meeting 12/7/18

Riverside City College

Council: ACTPIS

Member: Jeanine Gardner

Sub-Committee: Curriculum

Date: October 2018

Overview: Nothing to report.

Currently waiting to be added to Curriculum Committee membership and email distribution list.

- May 2018 – was supposed to be added as the liaison for Enrollment, Financial Aid, and Academic Evaluations. Dean O'Connor sent multiple requests.
- September 2018 – on ACTPIS Meeting Notes to get added.
- November 2, 2018 – Received email notification through Dean O'Connor that Elena will be adding me as a non-voting member.

**No Outlook Calendar invite or documents received as of yet.*

Observation: Was unable to find Curriculum Committee through RCC Website search field. However, I finally located a working link for this sub-committee under Faculty Resources - <http://websites.rcc.edu/curriculum/meeting-dates/>

Follow-up: Next scheduled meetings are November 13th and 27th from 3 – 5 pm in Hall of Fame.

Guided Pathways Core Group Report:

This group last met on September 21 (upcoming meeting on 11/16)

Major points of discussion:

- Pillar #1 – Instructional pathways (“clusters”) have been sorted and design concepts for each have been developed and are being revised, 31 program maps had been submitted but need some revisions (units should be chunked into “first 15, second 15, etc.” rather than just semester by semester to accommodate our part-time students)
- Pillar #2 – We discussed how to streamline the “entering the path” pillar. Suggestions included using a system other than email to contact students (app?), offering more extensive, discipline-specific orientations, surveying the students to identify their career path before they apply to RCC
- Pillar #3 – Goals include developing a clear communication plan for contacting students and changing the frequency of early alerts
- Pillar #4 – The need to involve Faculty Development in this pillar was discussed
- Equity – It was suggested that a conversation about financial stability needs to be had with students at every level – not just at financial aid. Additionally, it was noted that degrees are now being “auto-awarded” when a student earns enough credits