



MVC Academic Planning Council

Meeting Minutes

Friday, March 27, 2020

Zoom Web Conference

10:00 AM – 12:00 PM

Call to Order: 10:06 AM

- I. Roll Call:
Anna Marie Amezquita, James Banks, Sean Drake, Laura Dunphy, Jennifer Floerke, Bob Fontaine, Melody Graveen, Carlos Lopez, Shara Marshall, Bonnie Montes, Jeff Rhyne

Recorder: Jennifer Cruz
- II. Approval of Agenda
Motion to approve: Fontaine, Second: Drake: Unanimous approval with one abstention (Rhyne).
- III. Approval of Minutes from February 21, 2020
Motion to approve: Rhyne, Second: Fontaine: Unanimous approval.
- IV. New Business
 - a. Governance Committee Meeting Calendar for 2020-2021
 - i. Drake shared a draft of the master calendar that Standard IV put together. Amezquita pointed out that there were some conflicts that were unavoidable, but that also presents an opportunity to review whether certain committees need to meet as long or as often. Committees may also need to review their bylaws.
 - ii. Fontaine asked whether there is an updated list of faculty participation. Amezquita said there is not, but Standard IV is working on the governance handbook and reaching out to the shared governance committees to evaluate participation. Decreased participation is likely related to scheduling conflicts.
 - iii. Rhyne said the faculty contract only stipulates that five hours of the workweek be dedicated to institutional service, but there are no guidelines as to how faculty choose to distribute those five hours.
 - iv. Floerke suggested that the calendar could be built upon and color-coded in order to include other workgroups and recurring college meetings.
 - v. The goal for 2020/2021 is for all departments to meet on the first Thursday of each month beginning Fall 2020.
 - b. Department Chairs Vision of Guided Pathways Implementation
 - i. Fontaine said the Guided Pathways (GP) workgroup is working on moving their spring meetings to Zoom. GP will still be implemented in Fall 2020.
 - ii. Lopez said they are still seeking spaces for GP school engagement centers.
 - iii. Fontaine asked the chairs to review the six-school structure and evaluate how their departments will be impacted. For example, math will be in the School of STEM, so the math and NSK chairs may need to work together more.

Next Meeting: Friday, April 24, 2020, from 10:00 AM to 12:00 PM via Zoom



- Drake suggested that individual departments should initially maintain their internal structure and use GP as an external guiding structure. Graveen shared that other colleges have done this, but the process was not without challenges.
- v. Marshall asked if the plan is to put engagement centers in the Welcome Center. Lopez said the engagement centers may take the spaces that were vacated as other services move to the Welcome Center.
 - vi. Marshall expressed concerns over the naming of certain fields of interest and possible confusion created by similar names. Fontaine recognized her concerns and reminded everyone that part of the school structure relates to the embedded services, so fields of interest are only guides, not defining rules. Graveen suggested inserting clarifying words. For example, the School of Business, *Allied* Health, and Human Services.
 - vii. Lopez stated that the first priority is determining how to set things up, including flushing out how to fully staff the engagement centers. Taskforces and specific roles need further defining as we work through the process.
 - viii. Fontaine shared that the website is also top priority because students will leave the website if they don't find what they need in the first few clicks.
- V. Information Item
- a. None.
- VI. Announcements
- a. Amezquita shared that she emailed all of her PT and FT faculty individually to check in. It was a very helpful exercise to connect with her faculty and staff, and a reminder of the strength of MVC. Graveen seconded that sentiment.
 - b. Drake strongly suggested that if public health allows, final exams should be given on campus and in person. Math faculty are concerned about protecting exam integrity. Marshall expressed the same concerns within NSK. Administrators are well aware of these concerns and will communicate with faculty if on-campus testing becomes a possibility.
 - c. Lopez stated that MVC converted approximately 600 sections to online instruction. The EMT/Paramedic/Fire programs have been granted approval to re-start with a few extra guidelines per county health order.
 - d. Lopez stated that MVC was nominated for the Dr. John W. Rice award for outstanding efforts to improve student equity. Winners have not been announced yet.
 - e. There are efforts to allow excused withdrawals and refunds due to COVID-19. More information should be shared with the campus community soon.
 - f. Marshall reminded all to be cautious of Zoom meeting hackers.
- VII. Adjournment: 11:35 AM.