

CONSTITUTION & BY-LAWS
of the
Academic Planning Council of Moreno Valley College (MVCAPC)

ARTICLE I. NAME

The name of this organization shall be THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE.

ARTICLE II. PURPOSES

THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE has been formed by the Moreno Valley Academic Senate to:

- 1) Facilitate communication and dialog between the seven academic departments
- 2) Create and implement a process for the reviewing and ranking of Annual Instructional Program Review
- 3) Serve as the primary reviewing body for Comprehensive Instructional Program Reviews.
- 4) Ensure pertinent issues related to the college's overall success are discussed, vetted, and taken back to the academic departments for further discussion and dissemination, then returned the Academic Planning Council APC for formal recommendations to the Academic Senate.

Purpose Statement of the MVCAPC:

The purpose of the Moreno Valley College Academic Planning Council is to assemble all departments within the college community to assist in decision making on critical issues such as enrollment management, allocation of resources, recommendations for faculty hiring, and other processes affecting student success. The MVCAPC will work with faculty, staff and administrators to identify issues as they relate to teaching and learning and work with the appropriate party toward ensuring the best environment for students, faculty and staff.

Mission Statement:

The mission of the Moreno Valley College Academic Planning Council is to provide a forum for dialog and discussion on planning issues affecting teaching and learning, and provide recommendations to the Academic Senate on critical planning issues affecting student success for all academic departments.

ARTICLE III. MEMBERSHIP

Section 1. Membership Qualifications

Membership in the ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE includes all Department Chairs, Assistant Chairs, Academic Deans and Vice President of Instruction.

Section 2. Voting Rights

The voting members of the ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE shall be the seven Department Chairs for the seven departments including: Math, Science & Kinesiology; Health & Human Services; Humanities; Public Safety Education & Training; Business, Marketing & Computer Science; English. Voting members are expected to consult assistant chairs and other faculty in their department to ensure their vote is representative of the department's position.

Section 3. Meetings

Meetings of THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE will be held on the second and fourth Thursday of each month of the fall and spring terms as indicated in the academic calendar. Meeting times and the location will be determined by the MVCAPC Chair Person. Additional meetings maybe added to the calendar to accommodate work of the MVCAPC. Calling of special meetings will be issued with a minimum of five calendar days' notice to MVCAPC members.

Section 4. Annual Dues

None

ARTICLE IV. APCMVC OFFICERS

Section 1. Officer Positions

Officers of THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE will include the following:

- Chair Person
- Recording Secretary

Section 2. Officer Selection or appointments

- The Chair Person of the ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE will be selected by the Academic Senate of Moreno Valley College.
- The recording secretary will be determined by the MVCAPC chair person, giving preference to volunteers. In the absence of a volunteer, the Chair Person will appoint a Recording Secretary for the term in session.

Section 3. Terms of Office

The term of office for officers THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE shall be two years.

Section 4. Chair Person Duties

The duties of the Chair Person shall be to:

- (1) Preside at meetings of THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE.
- (2) Set the agenda for monthly meetings
- (3) Maintain regular communication with the Moreno Valley Academic Senate.
- (4) Coordinate review of annual and comprehensive instructional program reviews

Section 5. Recording Secretary' Duties:

1. Assist with preparing meeting agendas
2. Take notes and prepare meeting minutes and provide to the MVCAPC chair for review and dissemination.
3. Assist with review of annual and comprehensive instructional program reviews.

Section 7. Vacancies

(1) Vacancies to the Chair Person will be filled by the Moreno Valley Academic Senate.

Section 8. Recall

(1) Officers may be recalled from office by a vote of two thirds of the membership of THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE at an election conducted by the Academic Senate.

(2) The election shall take place not less than five school days or more than 15 school days following the vote of the MVCAPC members and will be facilitated by the Academic Senate President or designee.

ARTICLE VI. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, shall govern THE ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE.

ARTICLE VII. AMENDMENTS

Section 1. Adoption of Amendments

- (1) Any article or section of this Constitution and By-Laws may be amended by two thirds majority of the votes cast in an election held for the purpose of amendment, provided that notice of the proposed amendment has been given one week in advance of the election held.

- (2) The Constitution and By-laws of the ACADEMIC PLANNING COUNCIL OF MORENO VALLEY COLLEGE will be review each year during the opening meeting of the academic year.

Section 2. Proposal of Amendments

- (1) Amendments may be proposed by two thirds of the voting members of the MVCAPC.