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BYLAWS OF THE

**Riverside Community College District  
Moreno Valley College**

**Strategic Planning Council**

**Article I- Name**

The name of this college planning body shall be the **Strategic Planning Council**, herein after referred to as the “SPC,” or “Council.” It shall be a constituent assembly of members voted on by the four (4) individual subcommittees of the SPC, which are based on the four (4) Standards of the Accrediting Commission for Community and Junior Colleges (ACCJC): I. Mission and Institutional Effectiveness; II. Student Learning Programs and Services; III. Resources; and, IV. Leadership and Governance.

**Article II- Purpose**

The purpose of the SPC shall be to provide integrated planning based on sustainable, continuous quality improvement. To that end, the SPC will

- A. use program review as the basis for integrated planning,
- B. ensure that student learning outcomes and assessment are ongoing, systematic, and used for continuous quality improvement,
- C. support the college dialogue about student learning outcomes for courses, programs, support services, certificates and degrees,
- D. communicate regularly with the Academic Senate, including all information and action items from meetings of the SPC,
- E. forward recommendations from the Standards-based subcommittees to the President of the College, and,
- F. follow-up with the College President and Academic Senate as recommendations move forward to the District Strategic Planning Committee and to the Board of Trustees.

**Article III- Members**

Section 1: Members of the Strategic Planning Council are the co-chairs of the Standards-based subcommittees, the elected co-chairs of the Council, the appointed student members, the elected part-time faculty member, and the appointed administrative facilitators. The administrative co-chair shall be the Vice President, Academic Affairs, who is also the College liaison with the ACCJC, the college accrediting agency.

Section 2: Because the college planning process is inclusive of all members of the institution, full-time and permanent, part-time employees of Moreno Valley College are expected to serve on one (1) subcommittee. Recommendations for membership are made based on subcommittee needs (vacancies, etc.) or on strengths and

1 backgrounds of employees. Members may request an assignment for a specific  
 2 subcommittee as long as the subcommittees remain balanced in terms of numerical  
 3 membership. Part-time employees and students are also encouraged to participate.  
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5 Section 3: Each Standards-based subcommittee of SPC is governed by its own  
 6 Bylaws and is subject to the Bylaws of the SPC regarding membership.

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#### **Article IV- Officers**

9 Section 1: The SPC shall have three co-chairs, a faculty co-chair and a staff co-chair,  
 10 elected by the Council and one administrative co-chair who will be the ACCJC liaison  
 11 officer, the Vice President, Academic Affairs.

12 Section 2: The voting members of the Council shall be the eight (8), elected co-  
 13 chairs of the ACCJC Standards-based subcommittees. There shall be two (2)  
 14 students selected through the Associated Students of Moreno Valley College  
 15 (ASMVC) to serve as voting members of the SPC. There shall be one (1) part-time,  
 16 Associate faculty member elected by the SPC to serve as a voting member of the SPC.

17 Section 3: The non-voting members shall be the Vice President, Academic Affairs,  
 18 who also serves as the administrative co-chair, and the appointed administrative  
 19 facilitators for each subcommittee.

20 Section 4: Standards-based Subcommittees: Each subcommittee shall elect one (1)  
 21 faculty member and one (1) staff member from its membership to serve as co-chairs  
 22 of the subcommittee.

23 Section 5: The duties of the officers will be as follows:

24 A. The co-chairs of the Council will conduct all SPC meetings or appoint a  
 25 substitute to chair in the event that a co-chair is unavailable. The co-chairs  
 26 will set agendas and represent the SPC at college and district meetings,  
 27 including the meeting of the District Strategic Planning Committee. The co-  
 28 chairs will assign all members of the subcommittees and review requests for  
 29 reassignment. The co-chairs shall maintain, at all times, the official  
 30 membership lists of the Council and of each of the subcommittees. The co-  
 31 chairs shall assist in the transition to new leadership after an election cycle.  
 32 The faculty co-chair shall be the official liaison with the Academic Senate and  
 33 will communicate regularly with the Senate, including all information and  
 34 action items from the meetings of the SPC.

35 B. The co-chairs of the Standards-based subcommittees will conduct all  
 36 subcommittee meetings or appoint a substitute to chair in the event that  
 37 neither co-chair is available to attend. The co-chairs will serve as the voting  
 38 members of the SPC and will attend all SPC meetings or appoint a proxy to

1 attend and vote in their stead. The co-chairs shall set agendas for the  
 2 subcommittee meetings, see that minutes of the subcommittee are recorded  
 3 and posted online, and bring action items to the SPC for vote. The co-chairs  
 4 shall be familiar with ACCJC Standards and ensure that members of the  
 5 subcommittee are aware of the accreditation criteria within the Standard, the  
 6 importance of assessment of outcomes to the planning process, and the  
 7 importance of program review to the planning process.

8 C. The Recorder shall keep minutes of the meetings, prepare agendas, and  
 9 regularly post the minutes and agendas online. The Recorder will maintain  
 10 attendance records and prepare special documents or printed handouts as  
 11 needed for meetings.

12 Section 6: Lengths of Terms: Co-chairs of the Council are elected in March of an  
 13 election year. The official term of office begins in July of the year of election and  
 14 ends in June of the year of the end of the term. Co-chairs of the subcommittees are  
 15 elected in August or September of the academic year in an election cycle. All co-  
 16 chairs may be reelected for additional two-year terms.

17 a) Faculty Co-Chair and Staff Co-Chair of SPC

18 The length of service shall be two (2) academic (July-June) years barring  
 19 resignation or termination of College service or Committee service. The  
 20 faculty co-chair and the staff co-chair shall be elected in alternating years.  
 21

22 b) Faculty and Staff Co-chairs of Subcommittees

23 The length of service shall be two (2) academic (August-June) years barring  
 24 resignation or termination of College service or Committee service. The  
 25 faculty co-chair and the staff co-chair shall be elected in alternating years.  
 26

27 c) Student Representatives

28 The length of service shall be one (1) academic (August-June) year,  
 29 contingent upon retaining student status with the College as outlined by the  
 30 current *Moreno Valley College Student Handbook* and/or the current *Moreno*  
 31 *Valley College Catalog*.  
 32

33 d) Part-Time Faculty

34 The length of service shall be one (1) academic (August-June) year barring  
 35 resignation or termination of College service or Committee service.  
 36

37 Section 7: In summary, the Moreno Valley College Strategic Planning Council will  
 38 consist of:

39 **Co-chairs and Recorder**

- 40           ▪ Faculty Co-chair, determined by election
- 41           ▪ Staff Co-chair, determined by election

- 1                   ▪ Administrative Co-chair (non-voting), Vice President,
- 2                   Academic Affairs
- 3                   ▪ Recorder (non-voting), Administrative Assistant to the
- 4                   President or a designee of the President

5   **Standard I Subcommittee: Institutional Mission and Effectiveness**

- 6                   ▪ Faculty Co-chair (voting)
- 7                   ▪ Staff Co-chair (voting)
- 8                   ▪ Administrative Facilitator (non-voting)

9   **Standard II Subcommittee: Student Learning Programs and Services**

- 10                  ▪ Faculty Co-chair (voting)
- 11                  ▪ Staff Co-chair (voting)
- 12                  ▪ Administrative Facilitator (non-voting)

13   **Standard III Subcommittee: Resources**

- 14                  ▪ Faculty Co-chair (voting)
- 15                  ▪ Staff Co-chair (voting)
- 16                  ▪ Administrative Facilitator (non-voting)

17   **Standard IV Subcommittee: Leadership and Governance**

- 18                  ▪ Faculty Co-chair (voting)
- 19                  ▪ Staff Co-chair (voting)
- 20                  ▪ Administrative Facilitator (non-voting)

21   **Student Representation**

- 22                  ▪ ASMVC Student Representative (voting)
- 23                  ▪ ASMVC Student Representative (voting)

24   **Part-Time Faculty Representation**

- 25                  ▪ Part-Time Faculty Representative (voting)

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28   **Summary of Faculty, Staff, and Administrative Co-Chairs of SPC**

29   The voting members of the SPC shall elect a faculty co-chair and a staff co-chair to  
30   serve with the Vice President, Academic Affairs, who is the administrative co-chair.

31

32   The faculty, staff, and administrative co-chairs work together as an agenda review  
33   committee determining SPC agendas , meeting dates, and meeting times.

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35   The faculty, staff, and administrative co-chairs, along with the College President and  
36   Academic Senate President, attend District SPC meetings as voting members.

1  
2 a) The co-chairs shall serve as the presiding officers for all meetings of the SPC,  
3 and shall be the official spokespersons for the Council. In chairing meetings of  
4 the SPC, the co-chairs shall have the right to express the SPC's official position on  
5 an issue and to defend that position in debate. In case of a tie or if secret ballots  
6 are used, the faculty co-chair and the staff co-chair may vote.

7 a) The Recorder shall give notice of all meetings and keep a faithful record of all  
8 meetings (minutes).

### 9 **Article V- Meetings**

10 Section 1: Regular meetings of the Council will occur during College Hour (12:50  
11 p.m. - 1:50 p.m.) on the 3<sup>rd</sup> Thursday of each month (with the exception of  
12 January, June, July, and August). If there are no agenda items, the co-chairs may  
13 recommend that a meeting be cancelled. If it is deemed that an unavoidable  
14 conflict exists (Holiday, Distinguished Event, etc.) a meeting may be cancelled or  
15 rescheduled.

16  
17 Section 2: Special meetings may be called by the co-chairs or by the co-chairs at  
18 the request of another member for the transaction of only such business as is  
19 stated in the call for the meeting.

20  
21 Section 3: The Quorum for the SPC meetings shall be six (6) voting members. If  
22 a quorum is not met within a reasonable time, the co-chair(s) shall be  
23 empowered to modify the agenda to consider items not requiring voting action.

24  
25 Section 4: Emergency voting--In the event that a vote is deemed necessary  
26 before the next regularly scheduled or special meeting, or if an initial quorum is  
27 not met, the co-chairs may initiate an electronic voting (e-mail) request. The e-  
28 mail must state the time limits for voting, and the votes counted must represent  
29 a quorum of the members for the action to be valid. The results of the action will  
30 be read into the minutes at the next regular meeting. This method should only  
31 be used in extenuating circumstances as defined by the co-chairs.

32  
33 Section 5: The Standards-based subcommittees shall meet monthly on a regular  
34 schedule established by that subcommittee at its first meeting of the fall  
35 semester and announced publicly to the entire college. The meetings dates and  
36 times of all subcommittee meetings will be announced at the beginning of the  
37 academic year and before each meeting using the MV-ALL list serv.

### 38 39 **Article VI-Parliamentary Authority**

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41 The rules contained in the current edition of *Robert's Rules of Order Newly*  
42 *Revised* shall govern the SPC in all instances to which they are applicable and in  
43 which they are not inconsistent with these Bylaws, the Bylaws of the Academic

1 Senate, the Bylaws of the CTA, and the Bylaws of the CSEA or any special rules of  
2 order the College or District may adopt.

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4 **Article VII-Committees**

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6 Section 1: The following committees shall be appointed annually by the co-chairs of  
7 the Council: Standards-based subcommittees, a Nominating Committee when  
8 needed for elections of co-chairs of the Council, and ad hoc committees as deemed  
9 necessary to conduct the business of SPC.

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11 **Article VIII- Amendment of Bylaws**

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13 Section 1: These Bylaws shall be reviewed every two years in even-numbered  
14 years.

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16 Section 2: Amendments to these Bylaws may be proposed by the co-chairs, or by  
17 written petition of two-thirds of the voting members of the Council and  
18 submitted to the co-chairs for the agenda.

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20 Section 3: The proposed amendment(s) must be included in the notice of a regular  
21 meeting for the first reading and considered at two (2) meetings, provided the  
22 amendment(s) was in the call for the meeting. At the second regular meeting,  
23 the amendment(s) may be considered for vote.

- 24  
25 a. To become effective, any amendment so proposed must be approved and  
26 adopted by a two-thirds majority of the SPC.  
27 b. Once approved, an amendment becomes part of the Bylaws until the  
28 biennial review occurs. At that time, the amendment may be  
29 incorporated into the Bylaws.

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32 **Article 9- Publishing of Bylaws**

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34 Section 1: An electronic copy of these Bylaws shall be posted on the Intranet  
35 website so that all members have access to it. Any member who does not have  
36 access to the Intranet shall receive a printed copy.

- 37  
38 a. The official copy of these Bylaws shall be left with the Recorder and  
39 archived with Strategic Planning Council minutes.  
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41 b. Any amendment to these Bylaws shall be distributed to all members of  
42 the SPC upon adoption and added to the electronic copy.  
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1 **Appendix A (not a part of the ByLaws)**

2 Reference Only: Flow Chart of Strategic Planning Process as of March 2012

