

Periodic Review Committee (PRC) Minutes
Zoom Videoconferencing
October 22, 2020
9:00 a.m. – 12:00 p.m.

In Attendance:

Shelley Eckvahl, Chaffey College
Ric Epps, Imperial Valley College
Rhonda Farley, Cosumnes River College
George Hanna, Diablo Valley College
Christie Howell, Bakersfield College
Jose Lara, Rio Hondo College
Judy Marasco, Santa Monica College
Virginia May, ASCCC Executive Committee Vice President
Yvonne Reed, Victor Valley College
Ryan Sullivan, Mt San Jacinto College
Nikki Visveshwara, Fresno City College

Staff:

April Lonero, ASCCC Executive Assistant

I. Welcome and Introductions

The committee members introduced themselves and May called the meeting to order. May informed the group that she would chair the initial meeting of the Periodic Review Committee, but will step down from this role after a chair is identified and voted in by the members.

II. Review Criteria and Guidelines for Committee

May provided an overview of how the Periodic Review Committee, including the history, purpose, and content of the review. May identified the seven criteria of the review: Mission, Governance, Responsible Fiscal Stewardship, Professional Integrity, Openness and Disclosure, Inclusivity and Diversity, and Grants, Programs, and Planning. May reviewed the committee appointment process and responsibilities of the committee members. May discussed the role of the Executive Committee in the review process and the final report content and presentation.

a. Sign Statement of Responsibilities

The members were provided the *Statement of Responsibilities* prior to the meeting and given the opportunity to ask questions regarding the documents. The committee will complete digitally sign the statement of responsibilities and return to Lonero.

III. Election of Committee Chair

May reviewed the role of the chair, including the responsibilities of convening the group and working with the ASCCC Executive Director on budgeting and planning for the committee. The members discussed that all fall meetings will be held virtually and will likely be the same in the spring. The committee discussed selecting a chair who has served as a local senate president or on a local senate. Epps was nominated by the committee to serve as chair and accepted the nomination. Epps was unanimously approved as the chair by secret ballot.

IV. Determine Meeting Attendance

a. Determine meeting attendance of ASCCC Staff, ASCCC Vice President, and/or ASCCC Executive Director

May informed the committee that they can choose to invite the ASCCC Vice President, ASCCC Executive Assistant, and/or the ASCCC Executive Director to any committee meeting and can also ask said participants to leave or not attend any meeting at the discretion of the committee. Members discussed including the ASCCC Vice President and ASCCC Executive Assistant at the first several meetings and evaluate as needed. The committee noted the possibility of including the Executive Director in a future meeting as well.

V. Review of LiveBinder Materials & General Discussion

Lonero reviewed the LiveBinder materials, and briefly explained each category and the different materials and resources available to the group for review. The committee discussed the composition of the report and if there was a requirement to follow the format of the previous report.

VI. General Discussion

a. Review of Executive Committee

May provided an overview of the Executive Committee Members, member responsibilities and duties, and re-assign time.

b. Review of ASCCC Staff

Lonero reviewed the Academic Senate Office Team Members' roles and responsibilities.

The committee asked for clarification on where to find information on the Academic Senate's responses to inquires from the field. May notes that the committee priorities' document, action tracking document, and end of year committee reports would provide information on how the Academic Senate is responding to concerns from the field and the resolutions process.

VII. Fall Plenary Breakout

The committee discussed who was available to attend the 2020 Fall Plenary breakout session and reviewed the overall layout of the session. Members noted the importance of allowing time for the session attendees to ask questions of the committee and be able to voice comments and concerns.

VIII. Committee Next Steps

The committee discussed delivering the report to the Executive Committee by January 22, 2021, and will discuss workload division at a future meeting.

IX. Future Meeting Dates

The committee will meet on October 27, 2020, at 7:30 pm and November 1, 2020, at 8 picked next dates 10/27 at 7:30 pm, 11/1 at 8:00 pm. Additional dates will be determined using a Doodle Poll.

X. Adjournment

The committee adjourned at 11:00 am.

Respectfully submitted
April Lonerio, Executive Assistant