

# **Moreno Valley College Academic Planning Council Constitution and Bylaws**

## **ARTICLE I. NAME AND DEFINITIONS**

**Section 1.** Name: THE MORENO VALLEY COLLEGE ACADEMIC PLANNING COUNCIL.

**Section 2.** Definitions: The following terms are to be understood in the sense herein defined:

- A. Moreno Valley College Academic Planning Council, hereinafter “MVCAPC.”
- B. Moreno Valley College, hereinafter “MVC.”
- C. Moreno Valley College Academic Senate, hereinafter “MVCAS.”

**Section 3.** The MVCAPC is a standing committee of the MVCAS.

## **ARTICLE II. PURPOSE AND MISSION**

**Section 1. The purpose of the MVCAPC is to:**

- A. Facilitate communication among the eight academic departments;
- B. Review and rank new faculty position requests from approved annual program review from each department and make a formal recommendation to MVCAS;
- C. Review course and program offerings in order to plan for the subsequent academic year and make formal recommendations to MVCAS, when necessary;
- D. 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 MVCAPC to make formal recommendations to the MVCAS, when necessary;
- E. View and discuss resource allocation requests and make formal recommendations to the MVCAS, when necessary.

**Section 2. Mission Statement:**

The mission of the MVCAPC is to provide a forum for discussion and to make recommendations to the MVCAS on critical planning issues affecting teaching and learning for all academic departments.

## **ARTICLE III. MEMBERSHIP, VOTING RIGHTS & MEETINGS**

**Section 1. Membership Qualifications**

Membership in the MVCAPC includes all Department Chairs, Assistant Chairs, Academic Deans and the Vice President of Academic Affairs.

**Section 2. Voting Rights**

The voting members of the MVCAPC shall be the Academic Department Chairs, or proxy.

**Section 3. Meetings**

Meetings of the MVCAPC will be held from 10:00 am to 12:00 pm on the third Friday of each month of the fall and spring terms with some exceptions as indicated in the approved Master Calendar for Leadership and Governance Committee meetings published by The Leadership and Governance Subcommittee of The Moreno Valley College Strategic Planning Council. Additional meetings may be added to the calendar to accommodate work of the MVCAPC. Calling for an additional meeting will be issued to the MVCAPC members at least five days in advance of the meeting.

## **ARTICLE IV. MVCAPC OFFICERS**

### **Section 1. Officer Position**

The Chair of MVCAPC is the MVCAS Vice President.

### **Section 2. Term of Office**

Chair term of office is defined by the term of office of the MVCAS Vice President, which is two years as of this writing.

### **Section 3. Chair Duties**

- A. Preside at meetings of the MVCAPC;
- B. Set the agenda for monthly meetings and send to MVCAPC members;
- C. Work with the Vice President of Academic Affairs in the collection and dissemination of any relevant data for the purpose of making recommendations to the MVCAS;
- D. Work with the Vice President of Academic Affairs to identify a recording secretary for MVCAPC meetings;
- E. Appoint a recording secretary if one is not available;
- F. Work with the recording secretary to ensure the dissemination of the meeting minutes;
- G. Maintain regular communication with the MVCAS.

### **Section 4. Vacancies**

Vacancies to the MVCAPC Chair position will be filled by the MVCAS.

### **Section 5. Recall**

By a two-thirds majority vote, the MVCAPC may recommend to the MVCAS to appoint a new chair of MVCAPC.

## **ARTICLE V. PARLIAMENTARY AUTHORITY**

The rules in Robert's Rules of Order, Revised, shall govern the MVCAPC for anything not specified in this Constitution and Bylaws.

## **ARTICLE VI. AMENDMENTS**

### **Section 1. Adoption of Amendments**

- A. Any article or section of this Constitution and Bylaws may be amended by a two-thirds majority vote;
- B. Proposed amendments to this Constitution and Bylaws shall be disseminated to the MVCAPC at least five days in advance of the vote;
- C. The Constitution and Bylaws of the MVCAPC will be reviewed each year during the opening meeting of the academic year;
- D. Amendments to the Constitution and Bylaws may be proposed by any voting member of MVCAPC.

(Approved by APC on 5/20/22, Approved by MVCAS 8/29/22)