

Bylaws of the
Riverside Community College District
Moreno Valley College
Student Learning Programs and Services Subcommittee

Article I - Name

The name of this Subcommittee shall be the Student Learning Programs and Services Subcommittee of the Moreno Valley College Strategic Planning Council (SPC), hereinafter referred to as the Subcommittee.

Article II - Purpose

The purpose of the Subcommittee shall be:

A. To oversee the committees that fall under Standard II's purview—as specified in the MVC Leadership and Governance Handbook—and to serve as the liaison between those committees and the Strategic Planning Council. Thus, the Subcommittee will hear reports, advice, and recommendations from the committees under its purview and consult with representatives of those committees.

B. To review, evaluate, and as necessary, act on any reports, reviews, initiatives, plans, guidelines, regulations, etc. produced by the College or the District or applied to the College from external entities (accreditation bodies, governmental guidelines, and so forth) insofar as they touch on the areas under the purview of Student Learning Programs and Support Services which includes Instructional Programs, Library and Learning Support Services, and Student Services.

C. To routinely assess, either through externally provided guidelines (e.g., accreditation) or internally-generated guidelines, the values, goals, condition, and needs of the areas of student learning programs and services under the committee's purview.

D. To contribute to the production of key reports and reviews generated by the college.

E. To report the proceedings of its meetings and make recommendations, including items requiring action, at the meetings of the Strategic Planning Council, of which the two Co-Chairs and the Administrative Facilitator of the Committee are members; and to report back to the Subcommittee the proceedings and recommendations of the Strategic Planning Council.

F. To communicate its proceedings through its minutes and as necessary in person to all entities of the College, including the Academic Planning Council, the Academic Senate, and the President's Council.

Article III - Committee Membership and Participation

Section 1: The members of the Subcommittee will consist of MVC administrators, faculty, staff, and students. The voting membership will consist of one student representative, between two and three staff members, and between five and seven faculty members, ideally from each area of Standard II: Instruction, Library and Academic Support, and Student Services. Members will be elected in alternating years and will serve a two-year term, with the exception of the student representative who will serve a one year term. Additional voting members will include a classified Co-Chair and the Faculty Co-Chair. The Subcommittee will include a non-voting Administrator Facilitator.

At the first meeting in the fall of each school year, the Subcommittee will review its membership list and send the list of members, including the Co-Chairs and Administrative Facilitator, for approval to each of the following bodies, with the exception of the Student Member who would be appointed by ASMVC: Faculty: Academic Senate; Staff/Confidential Staff: CSEA; Non-voting Administrator (management): College President.

Section 2: The duties and responsibilities:

- A. Shall represent the interests and concerns of their unit at the Standard II Subcommittee meetings.
- B. Shall be responsible for communication of information from the Standard II Subcommittee to their constituents. Subcommittee members should request to be placed on the agenda for the unit meeting.
- C. Shall be assigned to participate on Standard II Subcommittee task forces and workgroups and contribute to the formation of Subcommittee policy, positions, and recommendations.

Section 3: Committee Participation: Members should strive to attend and participate in every scheduled meeting, and to follow Subcommittee business between meetings. If a member cannot attend a meeting, they may appoint a proxy to attend and vote in their place. If a member misses two consecutive monthly meetings, the Co-Chair should contact the member and ask the individual if they wish to retain their membership, and if so, to provide a rationale for their continued participation. On a third consecutive missed meeting, the committee may vote on whether to dismiss the member from the Subcommittee.

Section 4: Any member who misses half or more than half of the Subcommittee's scheduled meetings over the fall to spring school year, will be asked to submit a rationale for continuance at the start of the next school year (fall), at which time the Subcommittee may discuss and vote on whether to retain the member.

Article IV - Officers

Section 1: Co-Chairs: The committee will have one Faculty Co-Chair and one Staff Co-Chair. The Co-Chairs will facilitate all Subcommittee meetings or appoint a substitute to facilitate in the event that both Co-Chairs are unable to attend. Co-Chairs can be removed from their position if requested to do so by their approving bodies and if this request is confirmed by a vote of no-confidence on the part of the Subcommittee members themselves, with the Co-Chair or Co-Chairs in jeopardy not voting. The Co-Chairs will also represent the Subcommittee at the regular meetings of the Strategic Planning Council

Section 2: Length of Service and Selection of Co-Chairs: Co-Chairs will be expected to commit to a two-year term of service. The Subcommittee may choose to stagger these terms, but this is not required. In the last meeting of the end of the second year of a term, the Subcommittee should take nominations for that Co-Chair position and vote. The presiding Co-Chairs and any nominees may not vote. The result of this vote will be forwarded to the pertinent constituent bodies (Academic Senate, CSEA) for approval.

Section 3: Term Limits for Co-Chairs: There are no term limits. They may serve as many times as they are chosen.

Section 4: Administrative Facilitator: The committee will have one Administrative Facilitator. The Administrative Facilitator's role shall be a resource to the Subcommittee, providing information as well as perspectives from the Administration. The Administrative Facilitator will also be a liaison between the Subcommittee and the Administration. The Administrative Facilitator will, along with the Co-Chairs, represent the Subcommittee at the regular meetings of the Strategic Planning Council. The Administrative Facilitator can be removed from their position if requested to do so by their approving body and if this request is confirmed by a vote of no-confidence on the part of the Subcommittee members themselves. The Administrator Facilitator is a non-voting Subcommittee member.

Section 5: Length of Service and Selection of Administrative Facilitator: Administrative Facilitator will be expected to commit to a two-year term of service.

Section 6: Term Limits for Administrative Facilitator: There are no term limits. They may serve as many times as they are chosen.

Article V - Meetings

Section 1: Regular, scheduled meetings will occur monthly in the fall and spring semesters, following the approved MVC Governance Committee Meeting Calendar. Meetings may be cancelled or rescheduled for legitimate reasons: no business to conduct or an unavoidable conflict with other school activities. Non-scheduled meetings for urgent business may be arranged with the approval of a majority of the quorum, though this should not become a routine practice.

Section 2: A voting quorum will consist of the presence of at least forty percent of voting members. The Administrative Facilitator need not be in attendance for voting to take place. A voting quorum will consist of the presence of at least one member from at least two of the three constituent groups, and at least one of the voting Co-Chairs. If a quorum is not met within fifteen minutes after the call to order for the meeting, the Co-Chair(s) will modify the agenda to postpone action items. If the quorum is met while the meeting is still in session, the committee must vote to reinstate the action items.

Section 3: Electronic (remote, asynchronous) voting is discouraged. Non-scheduled meetings may be considered in the case of urgent business that could not get completed during regular meetings. In the event it becomes necessary to conduct an electronic vote, the Co-Chairs must provide a clear protocol and timeline for motions and discussion. At least two business days should be allowed for discussion and at least two business days be allowed for voting. Electronic votes should be reviewed and entered into the minutes of the next regular, scheduled meeting.

Section 4: Remote attendance at scheduled meetings: In exceptional circumstances, members may attend scheduled meetings remotely, but this should not become the norm.

Article VI - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Subcommittee in all instances to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of the SPC, the Bylaws of the Academic Senate, the Bylaws of the CTA, the Bylaws of the CSEA, or any special rules of order the District may adopt.

Article VII - Approval and Amendment of Bylaws

Section 1: These bylaws, once approved, should be reviewed at least every other year. If approved in an odd year, then every odd year. If approved in an even year, then every even year. The year and date of approval should be included on the Bylaws.

Section 2: Amendments to these Bylaws may be proposed by the Co-Chairs, or by written petition of at least two-thirds of the voting members and submitted to the Co-Chairs. The proposed amendment must be included in the notice of a regular meeting for the first reading. At the second regular meeting, the amendment will be considered for vote.

Section 3: Amendments must be approved by a two-thirds majority of the voting members present at the scheduled meeting. Quorum must be met. Amendments will be added to the bottom of the Bylaws, and then may be incorporated into the body of the Bylaws when they are reviewed bi-annually. In other words, at that point they will no longer appear as amendments.

Article VIII - Publishing of Bylaws

Section 1: All Subcommittee members and the Co-Chairs of the SPC shall be issued an electronic copy of these Bylaws and any amendments. The Bylaws should be dated with the last date of approval, and any amendments added since approval should be dated, and the copy with amendments should be distributed to members and published on the Subcommittee site.

Approved: 5/20/2014

Revised: 5/2016

Revised: 11/12/2020