

**Riverside Community College District
District Academic Senate
November 30, 2020**

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:01 p.m.** via teleconference.

Members Present:

Quinton Bemiller
Jennifer Floerke
Jeannie Kim
Ann Pfeifle
Mark Sellick

Staff Present:

Jeanie Fortin

- I. Call to Order:** Meeting called to order at 3:01 pm
- II. Approval of the Agenda:** Bemiller/Sellick moved to approve the agenda.
Motion carried.
- III. Approval of the Minutes:** Bemiller/Sellick moved to approve the minutes of October 26, 2020 with the revision of changing BP 2105 to AP 2105 on page 3; DE Dean-Administrative Reports. Motion carried.
- IV. Committee and Liaison Reports**
 - A. RCCD Faculty Association (Taube)
 - CTA is currently working on negotiations for a new contract. The District will be starting the Sunshining process with negotiation meetings beginning in the spring. Nothing can be shared until the contract has been sun shined and because of budget constraints, both sides have agreed not to include salary or benefits in the negotiations.
 - Because of several issues, the Benefits Committee is looking at different proposals with a possible change to “Retirees First”.
 - B. Curriculum (Pfeifle)
 - There are currently 23 ethnic studies courses going through the process ready for the spring semester 2021.
 - The Curriculum Committee will decide how courses are added to the ethnic studies category and inclusion in course catalogues. The Academic Standards Committee, along with Articulation Officers and representatives from each college will discuss fulfilling general education requirements, distance ed addendum and equity language included in courses.
 - Moreno Valley College has a local policy about sun setting courses that are no longer taught. The Curriculum Committee would like to also consider adopting a policy districtwide for courses that are sunset at a particular college but still being taught elsewhere. Sellick suggested notification to the other colleges be sent within the districtwide curriculum.
- V. Administrative Reports**
 - A. Chancellor’s Report (Isaac)
 - B. Vice-Chancellor of Academic Affairs (Kim)

- Working on an Equivalency Committee to oversee who is eligible to teach ethnic studies courses. With the help of DAS, the committee will review applications; not all will meet the requirements.
- Teaching and Learning Call to Action workgroup will be meeting later today. The committee has voiced a desire to have a course dedicated towards anti-racist ideology with plans to eventually have all curriculum around that mind set. All levels of faculty committees will be brought into the conversations. Discussions with UCR are continuing and will meet with them again in late December with the inclusion of their senate and ethnic studies chairs.
- Student Services Survey – Low response rate; only about 1300 students responded. The Chancellor is requesting faculty to encourage their students to fill out the survey. https://www.surveymonkey.com/r/SS_SURVEY
- DE Boot Camp currently underway with faculty volunteers who will engage in a variety of trainings. This is a pilot program hopefully to increase the distant education curriculum.
- Academic Calendars – The State Chancellor’s Office has identified approved holidays through 2024-2025 academic years. Conversations will begin with CTA on the 2022-2025 calendars. Students needing financial aid will be at a disadvantage if these are not submitted on time.
- Guided Pathways – The District is in a good place in regards to the framework. Norco College is working on a plan for student assessment and how students are on boarded that the other colleges are interested in reviewing. The new plan would identify specific resources for each student as they are on boarded at the college.
- AB705 Math Taskforce – Their next meeting is December 1st to review current data on student progress. The cohort of students being analyzed are those not completing their math during their 1st year. Ways to help, including interventions and possible math institute during the summer will be discussed.
- Credit for Prior Learning – college academic senates will review this policy on December 7th in time for Board approval on December 8th.

C. DE Dean (Davis)

- No report

VI. **New Business**

A. The District Academic Senate will consider revision to BP/AP 2040 – Library and Other Instructional Support

- **Sellick/Bemiller moved to approve the revisions to BP/AP 2040 – Library and Other Instructional Support.** Motion carried.

B. The District Academic Senate will consider review to AP 2105 – Distance Education

- **Sellick/Bemiller moved to approve AP 2105 – Distance Education - With the language changes proposed by the local senates.** Motion carried.

C. The District Academic Senate will discuss potential strategies to review and revise all RCCD Academic Affairs Board Policies and Administrative Procedures

- As so many Board Policies and Administrative Procedures are coming forward for review it has become overwhelming. Floerke asked Bemiller and Sellick to hold a special academic senate meeting on February 22nd to review the documents with small minor changes and move those on, allowing the

policies with substantive changes to be worked on. Sellick requested to develop a districtwide schedule for future policy review. The new general counsel will most likely take over this responsibility. The policies with minor changes will be brought back to the March 29, 2021 DAS meeting.

VII. College Senate Reports

A. Moreno Valley College – Jennifer Floerke

- Their senate has been working on policies and their adoption assessment. Discussion of an academic freedom statement has begun; will bring forward a resolution in the new future.

B. Norco College – Quinton Bemiller

- Senate received a budget update; reviewed the policies and procedures brought forward to this meeting; gave a presentation on constituency roles and participatory governance aligning to Title V and Ed Code; will hold their 1st read of their strategic plan and governance manual next week; voted to approve their constitution updates and the job description for the faculty coordinator of the Learning Resource Center and recommended equity language to all job descriptions; will vote to approve a charter for professional development coordinating network to prioritize professional development goals connected to their strategic plan. Dominique Hitchcock has been selected as the faculty commencement speaker for the June 2021 graduation.

C. Riverside City College – Mark Sellick

- Requested a copy of the presentation on participatory governance from Norco College, as well as the equity language used in the job descriptions. This updated language may be a best practice to use districtwide.
- Senate reviewed the policies and procedures brought forward to this meeting; their Guided Pathways plan which has been tailored to align with their 10 point plan to address anti blackness on campus, connecting their guided pathways plan, strategic plan and education master plan together. Also reviewed their accreditation follow-up report for the first time. Will be updating their bylaws, constitution and standing rules. Thanked Dr. Farrar for her dedication as vice president of academic affairs and welcomes her back as a faculty member.

VIII. Open Hearing

- IX. Adjournment – Sellick/Bemiller moved to adjourn the meeting at 3:51 pm.**
Motion carried.

Next meeting: March 29, 2021

**Riverside Community College District
District Academic Senate
October 26, 2020**

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:00 p.m.** via teleconference.

Members Present:

Quinton Bemiller
Jennifer Floerke
Jeannie Kim
Ann Pfeifle
Mark Sellick

Guests:

Wolde-Ab Isaac

Staff Present:

Jeanie Fortin

- I. Call to Order:** Meeting called to order at 3:00 pm
- II. Approval of the Agenda:** Sellick/Bemiller moved to approve the agenda. Motion carried.
- III. Approval of the Minutes:** Sellick/Bemiller moved to approve the minutes of **September 28, 2020 with the addition of adding Dr. Isaac as a guest.** Motion carried.
- IV. Committee and Liaison Reports**
 - A. RCCD Faculty Association (Taube)
 - A faculty survey has been completed with over 253 responses received. All but 12 voted in favor to roll over the current contract. Health care and benefits were the priority of most faculty members. There were questions about the online instruction wording in the contract.
 - IOI and distance education evaluation during the pandemic is still a problem. CTA is willing to participate in a meeting or task force to discuss the parameters of online instruction during the COVID pandemic. The signed MOUs have been shared with faculty but are still causing questions.
 - Sellick reminded everyone when negotiating loads during the online environment, the compressed calendar the colleges operate under can cause an issue. He feels this topic should be discussed during a scope and process meeting.
 - B. Curriculum (Pfeifle)
 - Meetings regarding the new ethnic studies area have begun. The last few days have been spent making sure we have courses to teach in the fall 2021 to meet requirements established by the CSU for the creation of area F, ethnic studies GE breadth requirement. She has worked hard with various departments to get courses cross-listed in Meta and ETS.
 - The deadline for the emergency only DE addendum was Friday. A few courses still to be completed but the majority have been completed by faculty.
 - Would like to give credit to faculty and classified staff for their participation in these meetings.
 - Floerke questioned the list of faculty with FSAs. Vice Chancellor Kim confirmed she had received verbal clarification there are 3 at RCC, 1 at NC and 0 at MVC. There is a 5th person in the process but will need to be reviewed by the Equivalency Committee. Once the list has been received in

writing, she will forward to J. Floerke and A. Pfeifle. Anyone who feels they qualify should fill out the form and submit. Faculty with a FSA are qualified to teach anywhere in the District.

- Sellick feels J. Floerke, as DAS president, should continue to be part of this process.

V. Administrative Reports

A. Chancellor's Report (Isaac)

- Dr. Isaac gave his condolences to Dr. Anderson on the passing of his father.
- The Chancellor has created a committee to review the CTA contract. He mentioned when discussing the IOI it is important to remember the connection to Standard 3 of the accreditation standards, which addresses sustaining the quality of teaching whether face to face or online. A rigorous system should be built to monitor and identify improvements.
- Some faculty who possess a FSA have been questioned, in the past, whether they are actually qualified. The Chancellor suggested creating a committee under the guidance of the senate to monitor the high standards. If the methodology needs to be updated a process should be developed and reviewed on a regular basis.

B. Vice-Chancellor of Academic Affairs (Kim)

- Curriculum Committee –Several ethnic studies courses are coming through the reactivated Academic Standards Committee. Faculty are excited their courses are being included, but the committee is concerned that some of these courses actually do not qualify. It could be problematic that students may take these courses, based on the name of the course, and later find they do not qualify under the area f, GE breadth requirement. Discussion ensued regarding a District policy on changing course names. By changing the name to include “ethnic studies” does not mean it qualifies. The Articulation Officers are taking the burden of the requests from faculty to have their courses articulated as general education courses. M. Sellick will work on locating a policy on naming of classes.
- The revision of board policies and administrative procedures is moving forward. The policy on credit for prior learning needs to be reviewed and sent for Board approval by December 2020 per State Chancellor's Office requirements. A timeline will be created to review and move the remaining policies forward for approval.
- The scaling of the guided pathways plan is being put forward for discussion through Click-Up to allow each college to have input.
- The communication on EW/W to students and faculty should be finalized later today. In order for students to receive a refund, they must complete an ECP application.
- The Call to Action Teaching & Learning subcommittee will meet on November 9th.
- The search for an Interim Director of Adult Education is ongoing but so far has produced one potential candidate.
- The final interviews for the Director, Center for Social Justice are scheduled November 4th.

C. DE Dean (Davis)

- The position recruitment for Interim Assistant Director of Distance Education

has been started.

- Canvas Support – they are moving to an online chat only option; no phone support. RCCD is in the process of acquiring phone support until the end of the 2020-2021 academic year. Most issues coming from faculty and students are not Canvas related. They are mainly login problems, internet connectivity, difficulty finding their courses, etc.
- Reinstated the option for faculty to add other users to their classes through Canvas. If adding students, students need to be reminded to go through the entire enrollment process.
- The DE Department has been discussing a process of introducing new technology to the colleges, how does faculty notify the district about their interest in new technology and how to make the final selection.
- Creating a District policy on using Canvas for messaging. Faculty have wanted to use Canvas for general advertisements.
- Creating a policy on when Canvas courses are open and available to faculty and students. Some institutions make their courses available the first day of the semester.
- Seems to be confusion on who assigns note takers to specific courses, DRC or the instructor. J. Floerke shared she had heard of instances where the instructor is asking for student volunteers to take notes for other students in the class. The Chancellor stressed if there is a student with a disability accommodation the District is obligated to provide resources and the DRC should be assigning a note taker. The instructor should be notified of this addition to their class.
- Distance Ed Chairs are discussing the IOI process and will be making a recommendation to Senate.
- Distance Ed Chairs will also be making revisions to AP 2105 for accreditation purposes. The district has been using best practices. The committee will separate guides from policies and have the revised policy to the Board for approval in January.
- Faculty are requesting the two newly created accessibility positions be used to make document repairs for them, not train faculty to complete. The department will be meeting next week to strategize how to provide hands-on help with the accessibility issues.
- The issue of certification of training to teach online has resurfaced. Currently working on developing a course design boot camp. Once completed, will work on the certification portion.

VI. New Business

A. The District Academic Senate will consider revision to AP 6120a – Hiring for Academic and Classified Managers

- The revisions to AP 6120a were approved at all three colleges prior to coming to DAS.
- **Sellick/Bemiller moved to approve the revisions to AP 6120a – Hiring for Academic and Classified Managers.** Motion carried.

B. The District Academic Senate will address participatory governance in planning processes

- DAS is advocating for District guidance on this issue. All three colleges have begun work on bylaws, constitutions, strategic planning, etc. Following Title V and Education Code, not all shared governance groups have the same roles

in the planning process. Some groups feel if they have a co-chair on the committee they have parity in the strategic planning process. Too much time has been spent on who has voting rights and who is included on the committee and not enough time on the actual planning. The Chancellor understands their concern and will work with the Senate Presidents to layout the principals to continue this discussion. Effective participation from students and staff is also needed and their opinions need to be given reasonable consideration but need to understand their role in the planning process.

- C. The District Academic Senate will discuss potential strategies to review and revise all RCCD Academic Affairs Board Policies and Administrative Procedures
- Numerous revised policies have been sent out by the Chancellor for review. The revised policies and procedures from CCLC include legal background and standings and are not as cumbersome as they appear. Vice Chancellor Kim will work with senate presidents and the three vice presidents of academic affairs to review these documents. The policy on distance education and credit for prior learning need to be brought forward for approval in November. Sellick suggested including teaching delivery modalities to the DE policy, rather than continuously adding the plus one, plus one, etc. There was discussion on creating a policy on how and when Board policies are revised or should we wait until the new general counsel is hired.

VII. College Senate Reports

- A. Moreno Valley College – Jennifer Floerke
- Senate voted on the role of student success teams related to the Guided Pathways. Questions still remain in terms of compensation.
 - Talked about the EW/W letter that will go out to students and faculty.
- B. Norco College – Quinton Bemiller
- Met on Monday to revise their constitution. Will then work on their bylaws.
 - Academic standing committees have been working to align their purpose with educational master plan goals and objectives.
 - Faculty working on ethnic studies requirements.
- C. Riverside City College – Mark Sellick
- Prioritization will be happening on Friday. Vice president’s plans will be reviewed where they have identified areas of focus; those focus areas are then ranked and recommendations are forwarded on to the president.
 - Faculty leadership groups have come together to write resolutions in regards to equity which will be brought forward to DAS.
 - Suggested that members of curriculum and equity committees receive equity training. Faculty development committee could also offer equity minded trainings for faculty.

VIII. Open Hearing

IX. Adjournment – 4:36 pm

Next meeting: November 30, 2020

**Riverside Community College District
District Academic Senate
September 28, 2020**

Minutes

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Ms. Jennifer Floerke at **3:00 p.m.** via teleconference.

Members Present:

Quinton Bemiller
Jennifer Floerke
Jeannie Kim
Ann Pfeifle
Mark Sellick

Guests:

Wolde-Ab Isaac

Staff Present:

Jeanie Fortin

- I. Call to Order:** Meeting called to order at 3:00 pm
- II. Approval of the Agenda:** Agenda approved by consensus
- III. Approval of the Minutes:** Will be brought back at a later meeting for approval.
- IV. Committee and Liaison Reports**
 - A. RCCD Faculty Association (Taube)
Sellick/Bemiller moved to postpone item until Dr. Taube is able to attend the meeting.
 - Dr. Taube shared CTA held a retreat on Friday in preparation for the upcoming contract negotiations. They have established a priority list of items to negotiate. A survey will be sent out to faculty for further suggestions.
 - An MOU with the district has been signed concerning faculty evaluations during the online environment for full-time and part-time faculty.
 - There is a need for a Distance Education Best Practice document. Will request a meeting with District Academic Senate and the District to further discuss.
 - CTA is working with the Distance Education office to enable a feature in Canvas to allow faculty to add other faculty to their courses as a form of support and an aid in the evaluation process.
 - B. Curriculum (Pfeifle)
 - The Distance Education addendum is being worked on, building courses and curriculum for the winter and spring semesters. A little more work remains to have it uploaded into the system, which was due last Friday.
- V. Administrative Reports**
 - A. Chancellor's Report (Isaac)
 - Most information he receives from the State Chancellor's Office is forwarded on to DAS, especially information received directly from Chancellor Oakley and the Board of Governors.
 - The budget information received from Sacramento representatives is not encouraging. Recently met with Senator Roth, and Assembly members Medina and Cervantes who are not willing to make any personal budgetary requests. Assemblywoman Cervantes normally supports veterans and early childhood and Senator Roth, the UCR Medical School. The State budget short

fall is close to \$54 billion, which will take the state many years to recover. It appears Federal funds will not be coming until after the election in November.

- RCCD fall semester enrollment is down from their target by 13.3%. The Educational Services department is analyzing data to determine the cause and what groups are affected. From the preliminary data, African American and Caucasian students are most affected. Sellick asked if the 13.3% is over last year's enrollment or our target. The Chancellor confirmed the decline was from our enrollment target.
- CSEA is having difficulty understanding the urgency of approving the Distance Education positions. They are concerned with their positions being taken out of the classified union and converting them to management. The District is moving forward with the position of Coordinator of Accessibility and will be ready for advertisement next week.
- Sellick asked the Chancellor about guidance from the State Chancellor's Office on grading, EWs, pass/no pass. The Chancellor feels the guidance will be coming soon and won't be surprised if this criteria is not also extended. Once received, Sellick would like information forwarded to students and faculty as soon as possible.
- The Chancellor hopes the information sent out last week from Rhonda Taube, Jennifer Floerke and himself regarding online instruction and when students and faculty will return to the classroom was helpful. The pandemic situation is improving; the County of Riverside has moved from the purple tier to the red tier.

B. Vice-Chancellor of Academic Affairs (Kim)

- Canvas/IOI access – The ability to add roles by faculty members has been implemented in Canvas, but has caused the need of an upcoming policy change. This change also allows students to be added at any time in a variety of roles that are available. This could cause an issue with enrollment numbers. Sellick has used this function to allow students to monitor his class. It also works as an encouragement for students to join his class. Email history shows situations where students were added to classes but later not terminated. Under certain roles, students were allowed to see or do things they should not be allowed. Duplicate roles and appropriate roles have been set for students to help eliminate these issues. Sellick is concerned these changes were made without faculty consultation. He would like the option for faculty to allow students to remain in their classes until census or could the observer role within Canvas automatically eliminate the students after 2 weeks? VC Kim shared that any issues concerning curriculum, Canvas, distance education environments have been referred to the DE Chairs. She will also continue to work with all college academic senate presidents on these type issues.
- Canvas training is now available for faculty without an RCCD email address. Training can begin before the hiring process is completed. Will not have access to their courses until formally hired.
- Student hubs and engagement centers are being established for each college. This will allow students to have access to support and services in their entirety.
- Maxient technology has been implemented through Student Services to track behavior and academic discipline issues. Software is used to manage behavior

records at colleges and universities. As the technology continues to roll out, faculty involved in discipline cases may receive training. It was also suggested to include library faculty in the training since discipline issues arise in the library. VC Kim will follow-up regarding the nexus between Maxient and BIRT, currently being used. Sellick shared that BIRT has been used in the past to track student behavior that might metastasize into something that becomes problematic.

- Enrollment – Institutional Effectiveness team has been working on various dashboards. These dashboards will be broadly available in October once the license has been implemented with Power BI. The enrollment dashboard for students who are currently enrolled is being analyzed.
- Ally Dashboard – This information previously was provided using an Excel spreadsheet. Vice Presidents now have access to this information to work with faculty and deans. Currently not all support systems are in place to address this issue but are working on bringing this up to the proper accessibility levels.
- Guided Pathways Dashboard – Will provide 5-year historical information to offer guidance on how to utilize matrix and data and understand where we need to provide additional support and eliminate barriers so our students can be successful.
- Personnel Searches – The Chancellor previously spoke about the DE positions. Also currently in search for the Interim Director of Adult Education and Director for Center for Social Justice and Civil Liberties.
- EduNav Platform – field and production testing is underway to help prevent previous issues with add codes. Previously not all programs were added into EduNav but now have been made available to students for enrollment.
- Strategic Planning – Has not received much attention but talks have begun and looks forward to working with Academic Senate to develop further processes and systems to track the progress of our strategic plan. District is moving forward using Nuventive at each of the colleges and will begin at the District to help track these systems.
- PRT Grant Project – will focus on the cleanliness of our data and create a clearinghouse of data to add to the new ERP system. This will allow expansion of the data and capabilities we need for scheduling purposes. EduNav provides the navigation tools for students in relation to their Guided Pathway but unfortunately not able to extract that information. Norco College is working with ITPI to expand on our capabilities for planning and enrollment projection. The project is well underway and further information can be provided by Dr. Lee at Norco College.

VI. New Business

A. Minimum Qualifications (Floerke)

- Minimum qualifications listed on classified management job searches have raised some concern. Sellick reminded everyone the Board AP6120C which sets minimum educational qualifications for faculty hires and others should be held to a similar standard. A similar policy will be drafted and brought to college senates and the next Academic Senate meeting for approval and then sent on to the Chancellor. Some management positions are including past

experience, as an equivalent to educational experience. It appears HR personnel are making these determinations, not the hiring authority. Bemiller expressed his concern that job descriptions are going out to the public listing one qualification, which is different from what was agreed upon. The Chancellor was not aware changes were made on the Director of Risk Management job search, but is aware of an agreement to use past experience in place of education for classified staff positions. It was suggested to form a committee to assist HR in making those type changes.

- Floerke stressed there is concern about the applications in the pool for the Director of Risk Management. A request is being made to re-run the position listing the original minimum qualifications. The Chancellor reminded everyone the committee can screen and only include the applicants who have a master's degree and invite those to the interview. The outreach of how we advertise our positions will attract a diverse applicant pool.

B. Strategic Planning (Bemiller/Floerke)

- Moreno Valley and Norco colleges are working on writing into their strategic plans, clarity between Academic Senate and District Strategic Planning Council. There is some confusion of the participatory governance role of classified in the strategic planning process. Tensions are happening because of their desire to have a decision in the process. Faculty and administration are charged with making recommendations on planning to the Board. DAS would like clarity and direction across the district on how to handle this issue.
- Bemiller and Sellick will draft a resolution to address the issue based on the law, Title V and Board policy, which allows classified to have a voice and their role in the strategic planning process.
- The Chancellor explained the long history with involving all governance groups in the development of plans but not all are in the decision role. The structure of DSPC has not yet been finalized. The Chancellor will begin communication to focus on and address this issue.

VII. College Senate Reports

A. Moreno Valley College – Jennifer Floerke

- Their academic senate met to review success roles in Guided Pathways.
- Looking into creating a bylaw template for standing committees within senate.
- Discussing the creation of a task force for OER. Part-time faculty rep will serve as the second rep. Suggested DAS make a recommendation for all to have OER representatives.
- MVC has a Dean of DE who is working on faculty training, best practices, and working with SPC on clean-up of the planning process.

B. Norco College – Quinton Bemiller

- Prior to COVID, a committee meeting was scheduled regarding course caps. Faculty have concerns over the current caps. Some faculty feel they are too high and is effecting the quality of their instruction.
- Concerns over the online testing. Science instructors are indicating stolen exams, stolen codes and in some instances, students appear to be taking the test but are not really in the room. It has been suggested students come on campus to take their exams in person.

- The first draft of their governance manual has been completed which is aligned with their educational master plan. The second draft is on schedule to be completed by the end of October.
 - Currently making changes to their constitution; needing faculty approval.
 - Conversations are occurring for faculty oversight of their library resource center and prison program.
 - Five faculty equity leads have been identified as Guided Pathway liaisons. One from each of their four schools and counseling.
- C. Riverside City College – Mark Sellick
- RCC is dealing with the same issues as MVC and NC.
 - Priority plans are being sent out to leadership councils who will rank their priority, and vote. Recommendations will be made to the college president, who will then make an announcement.
 - Faculty prioritization will also be completed.
 - Working on the Guided Pathways framework, which is connected to their strategic plan and educational master plan.

VIII. Open Hearing

IX. Adjournment – 4:35 pm

Next meeting: October 26, 2020