

CHANCELLOR'S CABINET MEETING

Agenda

Monday, February 26, 2024

3:00 – 4:00pm

Board Room

1. Call to Order	Brian King
2. Finalize Agenda & Minutes of Meetings* a. January 22, 2024	Brian King
3. State Budget Update	Mario Rodriguez
4. Proposed Revisions to R-7252 Course Repetition*	Alisa Shubb
5. Proposed Revisions to R-3412 Academic Senate*	Alisa Shubb
6. Adjournment	Brian King

**Attachment*

CHANCELLOR'S CABINET MEETING

Minutes

Monday, January 22, 2024

Board Room

3:00pm

1. CALL TO ORDER

Chancellor King called the meeting to order at 3:00pm. Members of Cabinet introduced themselves.

Chancellor King provided an overview of the participatory governance role of the Chancellor's Cabinet. Members discussed the meaning of "consensus" in the context of this group, which is defined as general agreement. Chief Counsel Knapp noted that Cabinet serves as a recommending body, but ultimately final decisions are the responsibility of the Chancellor.

Chancellor King also provided a copy of the Board of Trustees' Goals for 2023-2026 with updated metrics for the mid-year.

2. FINALIZE AGENDA & MINUTES OF MEETINGS

The December 11, 2023 minutes and January 22, 2024 agenda were approved.

- LRCFT President Jason Newman requested to add the new COVID Protocols to the agenda; however, it was agreed that Deputy Chancellor Nye and Executive Vice Chancellor Rodriguez would follow up with each of the employee representative groups separately.
- CRC Academic Senate President Jacob Velasquez requested to add a discussion about the Appeals Process to the agenda. Specifically, instructional items that were not under the scope of NAGPRA or the moratorium have been removed. Deputy Chancellor Nye confirmed that the District can follow up with the consultant once we know what the items were, and they will be returned if not within the scope.

3. 2025-2026 ACADEMIC CALENDARS

Deputy Chancellor Nye presented the proposed 2025-2026 Academic Calendars, and they were approved by consensus. These will be presented to the Board of Trustees for final approval at their February meeting.

4. STATE BUDGET UPDATE

Executive Vice Chancellor Rodriguez provided an update on the state budget, including some of the specific figures in the Governor's initial proposal. The state overestimated the prior-year's revenues, so much less new funding is expected for the upcoming year and potentially for a few years to come depending on the economy. Executive Vice Chancellor Rodriguez discussed the weekly budget advocacy call that several large California Community College Districts participate in, which helps districts work together and not overlap/compete for funding. Members of Cabinet also discussed ways in which as a District we've succeeded in increasing our enrollment over the last year by being responsive to what the students needed.

5. ADJOURNMENT

Chancellor King adjourned the meeting at 4:00pm.

1.0 Academic Symbols (Title 5, §§ 55023, 55024)

1.1 Grades and Grade Points

<u>Symbol</u>	<u>Definition</u>	<u>Grade Points</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0

1.2 Pass/No Pass (formerly Credit/No Credit)

<u>Symbol</u>	<u>Definition</u>
P (formerly CR)	Pass (At least satisfactory. Units awarded not counted in GPA.)
NP (formerly NC)	No Pass (Less than satisfactory or failing. Units not counted in GPA.)

1.3 Non-Evaluative Symbols

The following are the only non-evaluative symbols that may be used in regard to incomplete student work or lack of complete records in credit courses.

<u>Symbol</u>	<u>Definition</u>
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

1.3.1 Incomplete “**I**” Symbols (Title 5, § 55023)

- 1.3.1.1 An incomplete symbol “**I**” may be assigned at the end of the term when, in the judgment of the faculty member of record, the student was unable to complete the work of the course for unforeseeable, emergency, and justifiable reasons.
- 1.3.1.2 The condition for removal of the “**I**” and the grade assigned in lieu of its removal shall be stated by the faculty member of record in a written record, which shall be given to the student with a copy filed in the Records Office.
- 1.3.1.3 A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has elapsed.
- 1.3.1.4 An “**I**” may not be made up later than one (1) year from the end of the semester in which it was assigned. A student may petition for a time extension due to unusual circumstances.
- 1.3.1.5 The “**I**” symbol shall not be used in calculating grade point averages, but excessive “**I**”s, as defined in Administrative Regulation [R-2231](#) of the Los Rios Community College District Administrative Regulations, shall be used as factors in progress probation and dismissal procedures (Title 5, §55031).

1.3.2 In Progress “**IP**” Symbol (Title 5, § 55023)

- 1.3.2.1 The “**IP**” symbol shall be used only in those courses which extend beyond the normal end of the academic term. It indicates that a substantive grade must await the completion of the course.
- 1.3.2.2 The appropriate final evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The student must re-enroll in the same course until course completion.

1.3.3 Report Delayed “**RD**” Symbol (Title 5, § 55023)

- 1.3.3.1 The “**RD**” symbol may be assigned only by the Records Office where there is a delay in reporting the grade of a student beyond the control of the student and shall be replaced by a permanent symbol as soon as possible.
- 1.3.3.2 The “**RD**” shall not be used in calculating grade point averages.

1.3.4 Withdrawal “W” Symbol (Title 5, § 55024)

1.3.4.1 No notation (“W” or other) shall be made on the academic record of a student who withdraws from a course no later than the following dates:

1.3.4.1.1 For courses longer than eight (8) weeks, the third Sunday after instruction begins.

1.3.4.1.2 For courses eight (8) weeks or shorter, the ten percent (10%) margin of the course, or as published by the College.

1.3.4.2 A student who withdraws from a course between the time period identified in section 1.3.4.1 and the first seventy-five percent (75%) of the elapsed time of the course shall receive a “W”. The appropriate faculty shall be notified.

1.3.4.3 The academic record of a student who remains in a course beyond the first seventy-five percent (75%) of the elapsed time of the course shall reflect a grade in accordance with section 1.1 or 1.2 of these Administrative Regulations and shall not reflect a “W.”

1.3.4.4 The “W” shall not be used in calculating grade point averages, but “W”s shall be counted in progress probation and dismissal calculations.

1.3.4.5 A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to California Code of Regulations, title 5, section 59300 and following (See [P-2423](#), [R-2423](#)) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

1.3.4.6 The maximum number of times a student may withdraw from the same course and receive a “W” symbol is three (3); however, the maximum number of times a student may attempt a particular course shall not exceed the maximum number of attempts allowed in section 3.0, below.

1.3.5 Military Withdrawal “MW” Symbol (Title 5, § 55024)

1.3.5.1 . The “MW” occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.

- 1.3.5.2 Upon verification of such orders, the Military Withdrawal symbol “MW” shall be to all courses affected by the Military Withdrawal
- 1.3.5.3 The “MW” shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. “
- 1.3.5.4 In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, a community college district shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.
- 1.3.6 Excused Withdrawal “EW” Symbol (Title 5, § 55024)
- 1.3.6.1 Excused Withdrawal” (EW) shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.
- 1.3.6.2 “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student.
- 1.3.6.3 Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal.
- 1.3.4.3.1 If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal (“EW”) symbol on their transcript.
- 1.3.4.3.2 Students shall not be denied an excused withdrawal due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.
- 1.3.4.3.3 An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the number of withdrawals or enrollment attempts
- 1.3.4.3.4 . An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.
- 1.3.4.3.5 An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition under Title 5 § 58509.

2.0 Pass/No Pass Grading Options (Title 5, §55022)

- 2.1 Each College of the District may offer courses on a pass/no pass grading basis in either of the following categories:
 - 2.1.1 Courses in which all students are graded on a pass/no pass basis.
 - 2.1.2 Courses in which each student may elect, until the last day of instruction, as established and published by the District, whether the basis of evaluation is to be “pass/no pass” or a letter grade.
- 2.2 Units earned on a pass/no pass (formerly credit/no credit) basis shall not be used to calculate grade point averages; however, units attempted for which a student received a “NP” (formerly NC)” designation shall be considered in probation and dismissal procedures as described in Administrative Regulation [R-2231](#).

3.0 Repetition of Courses (Title 5, §§ 55000, 55024, 55040-55046)

- 3.1 Definitions
 - 3.1.1 “Course repetition” occurs when a student who has previously received a grade as defined in section 1.1 above in a particular course re-enrolls in that course and receives a grade as defined in section 1.1 and 1.2 above.
 - 3.1.2 An “attempt” occurs when a student enrolls in a course and receives a grade as defined in sections 1.1, or 1.2, above, or a “W” in that course. The following do not constitute attempts:
 - 3.1.2.1 A student receives no notation;
 - 3.1.2.2 A student receives an “MW;” or
A student receives a “EW”
 - 3.1.3 “Extenuating Circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. (Cal. Code Regs., tit 5, § 55045.)
 - 3.1.4 “Substandard grade” is defined as “D”, “F”, or “NP” (formerly “NC”) (as defined in Title 5, § 55023 [see section 1.1 and 1.2, above]).
 - 3.1.5 “Satisfactory grade” is defined as an “A”, “B”, “C”, or “P” (formerly CR) (as defined in Title 5, § 55023 [see section 1.1 and 1.2, above]).
 - 3.1.6 “Active Participatory Courses” are those courses where individual study or group assignments are the basic means by which learning objectives are obtained (Title 5, § 55000).

- 3.1.7 “Courses related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
- 3.1.8 An “intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students of different colleges that are sanctioned by a formal collegiate or industry governing body.
- 3.1.9 An “intercollegiate athletic courses” is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course that supports the organized competitive sport.
- 3.1.10 A “course” for purposes of this Administrative Regulation includes the course itself and any other courses with the same numeric identification and any course identified as the equivalent of that course, including prior versions of the same course.
- 3.1.11 A “significant lapse of time” is no less than thirty-six (36) months.
- 3.2 Repeatable Courses (Title 5, §§ 55040, 55041)
- 3.2.1 Only the following courses are repeatable:
- 3.2.1.1 Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The College shall maintain documentation that verifies that repetition is necessary to meet the major requirements for CSU or UC for completion of the bachelor’s degree.
- 3.2.1.2 Intercollegiate Athletics.
- 3.2.1.3 Intercollegiate Academic or Vocational Competition.
- 3.2.2 For any course identified in section 3.2.1 above taken in the District, a student shall not be allowed to attempt a course more than four (4) times, except as authorized in this section 4.0 and in District Policy/Administrative Regulation ([P-7421](#)) and ([R-7421](#)) (Work Experience).
- 3.2.3 A student shall be allowed one (1) additional attempt of the courses identified in section 3.2.1 above in excess of the four (4) attempts in a particular course if the additional enrollment is pursuant to sections 3.5.6 (significant lapse of time).
- 3.2.4 A student shall be allowed one (1) additional attempt of the courses identified in section 3.2.1 above in excess of the four (4) attempts in a

particular course if the additional attempt is pursuant to section 3.6 below (extenuating circumstances); however, this exception does not apply to courses identified in sections 3.5.4 below.

3.3 For the purpose of course repetition, attempts at regionally accredited colleges and universities outside the Los Rios Community College Districts shall not be included in calculating the number of attempts in a non-repeatable or repeatable course.

3.3.1 Where such external credit is deemed equivalent, attempts in Los Rios courses may be discounted pursuant to the requirements in section 4.4.

3.3.2 Where acceptance of external credit results in duplicative non-repeatable credit appearing on the student record, such credit shall not be applied to meet general education, degree, or major requirements.

3.4 Course Repetition where substandard grade has been recorded (Title 5, § 55042):

3.4.1 Where a student has received substandard grade in a course taken at a College, a student may repeat that course up to a maximum of two (2) times in an effort to alleviate substandard academic grade.

3.4.2 Once a student has received a satisfactory grade in a course, he or she may not repeat that course again under this section 3.4 and any further repetition must be authorized under another subsection but remains subject to the general rule of a maximum number of attempts in section 3.2 above. The College may designate courses that require prior approval for repetition.

3.4.3 Except as provided in section 3.5, the grade and credits earned in the final enrollment shall be used exclusively in determining the grade points earned for that particular course.

3.5 Repetition Absent Substandard Grades:

3.5.1 Unless a specific exception applies in this section 3.5 or in section 3.6, a student who has received a satisfactory grade shall not repeat that course.

3.5.2 Students may repeat a course where a course is required by a statute or regulation as a condition of continued paid or volunteer employment. These repetitions are not limited. (Title 5, § 55040) The College must document the course is required under this section.

3.5.3 Students may repeat a course as a result of a significant change in industry or licensure standards such that repetition is necessary for employment or licensure. These repetitions are not limited. (Title 5, § 55040) The College must document the course is required under this section.

- 3.5.4 The Colleges shall identify active participatory courses in physical education, visual arts, or performing arts that are related in content in their catalogs that students may enroll in up to a maximum of three (3) times beyond the first enrollment. A student may attempt these courses up to a total of four (4) times. This limit applies regardless if a student receives a substandard grade or petitions for a repetition due to extenuating circumstances.
- 3.5.5 Where the College finds, upon a student's petition, that a student received a satisfactory grade the last time that he or she took a course and that there has been a significant lapse of time since that grade was obtained:
- 3.5.5.1 A College may require a student to repeat a course if the College has a properly established recency prerequisite for a course or program pursuant to California Code of Regulations, title 5, section 55003. (Title 5, § 55043)
- 3.5.5.2 A College may permit a student to repeat a course if the College finds that another institution of higher education to which the student seeks to transfer has established a recency requirement which the student shall not be able to satisfy without repeating the course in question. (Title 5, § 55043) Pursuant to a petition, a College may permit this repetition where less than thirty-six (36) months have elapsed since the student previously took the course where the student documents the repetition is necessary for the student to transfer to the institution of higher education.
- 3.5.5.3 Where a College permits a student to repeat a course identified under section 3.5.5 above, due to a significant lapse in time, that repetition shall be counted against the limit of four (4) attempts, however, if the student has exhausted those attempts, a single additional repetition may be allowed under this section 3.5.5. (Title 5, § 55043)
- 3.5.6 Grades awarded for courses repeated under section 3.2.1 shall be counted in calculating a student's grade point average except if the course is repeated under another section that permits the prior grade to be disregarded. Grades for courses repeated under sections 3.5.2, 3.5.3, and 3.5.4 shall be counted in calculating a student's grade point average. (Title 5, §§ 55021, 55040, 55041) Grades awarded for courses repeated under sections 3.5.5 shall not be counted in calculating a student's grade point average. (Title 5, § 55043)
- 3.6 Course Repetition Due to Extenuating Circumstances (Title 5, § 55045):
- 3.6.1 A student may petition to repeat a class in which a grade has been recorded (substandard or not) based upon the claim that the student's most

recent previous grade is, at least in part, the result of extenuating circumstances. The College shall grant or deny this petition in writing. If the student has attempted the course three (3) times prior to this repetition, they may only use this section one (1) additional time.

- 3.6.2 When course repetition is allowed pursuant to this section 3.6, the previous grade and credit is disregarded in computing the student's GPA each time the course is repeated.

3.7 Course Repetition of Variable Unit Courses (Title 5, §55044)

- 3.7.1 A student may enroll in a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open entry/open exit basis as many times as necessary to complete one (1) time the entire curriculum of the course as described in the course outline of record.

- 3.7.2 A student may not repeat any portion of the curriculum for the course for variable units on an open entry/open exit basis, unless:

3.7.2.1 The course is required for legally mandated training;

3.7.2.2 The course is a special class for students with disabilities, which the student needs to repeat for one of these reasons:

3.7.2.2.1 When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;

3.7.2.2.2 When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or

3.7.2.2.3 When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

3.7.2.3 The repetition is justified by extenuating circumstances; or

3.7.2.4 The student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as set forth in section 3.4 above.

3.7.2.5 When course repetition is allowed pursuant to section 3.7.2, the previous grade and credit is disregarded in computing the student's GPA each time the course is repeated.

3.8 When course repetition occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

3.9 Annotation of course repetition by other accredited colleges shall be honored.

4.0 Academic Renewal Without Course Repetition (Title 5, § 55046)

4.1 A student may have previous substandard grades earned within the District alleviated if it is not reflective of a student's current demonstrated ability according to the following Administrative Regulations and procedures:

4.1.1 For purposes of academic renewal, "substandard grade" is defined as "D", "F", "NP" (formerly NC) (as defined in sections 1.1 and 1.2 above);

4.1.2 The maximum amount of semester units that may be alleviated is thirty (30) units;

4.1.2.1 The requirements in 4.1.3 pertaining to the maximum number of units that may be academically renewed shall not apply to units academically renewed upon successful completion of a transfer level course within the same English, English as a Second Language, or Math and Statistics sequence and where course repetition is not possible due to the removal of the course in which academic renewal is being requested from the schedule of classes.

4.1.3 A minimum of twelve (12) consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of "C" or Pass (formerly Credit) or better shall have been attained. The coursework must have been completed at a regionally accredited college;

4.1.3.1 The requirements in 4.1.3 pertaining to the minimum time elapsed and the minimum credit attainment since receiving a substandard grade in which academic renewal is requested shall be waived for units to which this exception applies upon successful completion of a transfer level course within the same English, English as a Second Language, or Math and Statistics sequence and where course repetition is not possible due to the removal of the course in which academic renewal is being requested from the schedule of classes.

4.1.4 All work on the permanent record must remain legible, ensuring a true and complete academic history;

4.1.5 College procedures related to academic renewal shall be published in the College catalog and shall be implemented by the Office of Admissions and Records;

4.1.6 Records of academic renewal action shall be kept by the Admissions and Records Office at each College.

4.2 Academic renewal is intended to provide students an option to alleviate substandard grades in the absence of course repetition and may be reversed in the event a student later repeats the course within the District or applies articulated or equivalent transfer credit meeting the requirements for discounting a substandard grade in section 3.4.

5.0 Academic Standing - Standards of Probation (See [R-2231](#))

6.0 Academic Standing - Standards for Dismissal (See [R-2231](#))

7.0 Grade Reports to Students

7.1 Instructors are responsible for providing a mid-term grade to each student. Those students whose performance is substandard (“D”, “F”, or “NP” (formerly NC)) will receive written notice and will be directed to counseling services for assistance. Each campus will be responsible for implementing a workable process.

7.2 Final grades shall be available to students through web access.

7.3 The final grade report shall indicate the student’s academic and progress standing.

8.0 Grade Changes (Ed. Code, § 76224; Title 5, § 55025)

8.1 In any course of instruction for which grades are awarded, the faculty in the course shall determine the grade to be awarded each student in accordance with section 1.0 of this Administrative Regulation. The determination of the student’s grade by the faculty shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expurgating the incorrect grade from the record.

8.2 “Mistake” may include, but is not limited to, clerical errors and errors made by faculty in calculating a student’s grade.

9.0 Implementation of Academic Standards and Progress

9.1 Each College shall implement and publicize the procedures outlined in District Policies/Administrative Regulations [P-2231](#), [R-2231](#), [P-7252](#), and [R-7252](#).

Adm. Regulation Adopted: 4/19/78

Adm. Regulation Revised: 11/19/80; 1/28/81; 4/21/82; 7/12/83; 3/5/91; 6/3/02; 2/26/07;
4/27/09; 5/7/12; 4/29/13; 2/23/15; 3/27/17; 9/24/18

Adm. Regulation Reviewed: 3/27/17;9/24/18

Board Policy:

[P-7252](#)

LRCCD
[Draft 8.28.23](#)

1.0 Senate-Led District Committees

1.1 Senate-led Los Rios Community College District Committees

1.1.1 Senate-led Los Rios Community College District Committees (i.e., the District Curriculum Coordinating Committee and District Equity and Student Success Committee) are under the direction of the District Academic Senate and report back to the District Academic Senate on a regular basis. Proposals on regulations, policies and procedures from the following committees will come first to the District Academic Senate for review. The District Academic Senate will send its recommendations to the Los Rios Community College District Board of Trustees and/or its representative and all other recommendations to the Chancellor or designee.

1.2 District Curriculum Coordinating Committee (DCCC)

1.2.1 Purpose: To provide recommendations to the Board of Trustees and/or its representative on District-wide curriculum matters.

1.2.2 Areas of Responsibility:

1.2.2.1 Review College proposals for new and deleted courses/programs prior to their recommendation to the Board of Trustees or its representatives;

1.2.2.2 Coordinate the review of District-wide graduation competencies prior to making recommendations to the Board of Trustees and its representative;

1.2.2.3 Review District-wide general education requirements for associate and associate for transfer degrees;

1.2.2.4 Work toward consensus on those curriculum issues having implications for two (2) or more Colleges;

1.2.2.5 Develop and review District grading procedures;

1.2.2.6 Place courses into disciplines; and

1.2.2.7 Perform other duties related to curriculum.

1.2.3 Committee Composition: The District Curriculum Coordinating Committee will consist of the following:

1.2.3.1 Three (3) faculty members from each College recommended for appointment by the College Academic Senate President and appointed by the District Academic Senate President;

1.2.3.2 One (1) District Academic Senate representative appointed by the District Academic Senate President;

1.2.3.3 The Vice President of Instruction or designee from each College;

1.2.3.4 The ~~Vice Deputy~~ Chancellor ~~of Education and Technology~~, who serves as Administrative Liaison Officer;

1.2.3.5 One (1) student representative from each College, nominated by the Student Advisory Committee;

1.2.3.6 One (1) Articulation Officer appointed by the District Academic Senate President; and

1.2.3.7 The Chair, a non-voting faculty member determined by the rotation noted in 1.2.4.

1.2.4 The Chair shall serve for two academic years from June 1 through May 31 by College on a rotating basis in alphabetic order based on the College name.

1.2.4.1 When the Chair is selected from the existing membership of the DCCC, that position will be backfilled by appointment of a new member by the College Academic Senate President.

1.2.4.2 The Chair will serve as an ex officio member of the District Academic Senate.

1.2.5 The Chair-Elect of the Committee will be a faculty member recommended by the Curriculum Committee and the local Academic Senate President of the College next in line to chair the DCCC, and appointed by the District Academic Senate President.

1.2.5.1 The Chair-elect will be appointed ~~by September~~ the spring semester of the second year of the Chair's term.

1.2.5.2 The Chair-elect shall be trained by the Chair during the second year of the Chair's term.

1.2.6 All members of the Committee are voting members except the Chair and the Chair-elect, unless the Chair-elect is a current voting member.

1.2.7 DCCC agendas and minutes shall be routinely posted to the District Academic Senate webpage ~~forwarded to the District Academic Senate President~~.

1.2.8 Competency Committees:

1.2.8.1 The District Curriculum Coordinating Committee shall call for a review of Reading, Writing and Mathematics competencies once per semester or on an interim basis as needed.

1.2.8.2 The DCCC shall designate a faculty chair to preside over a committee for each area of Mathematics, Writing and Reading competency. The initial selection of the chair shall be by random selection and shall rotate every two years to the next College in alphabetical order. The ~~DCCC~~ District Academic Senate shall keep the official record of each of the faculty chairs. The composition of each of the committees is the following:

1.1.8.2.1 One (1) dean or an appropriate administrator from each College (subject area);

1.1.8.2.2 One (1) subject matter faculty member from each College, selected by the Academic Senate President;

1.1.8.2.3 One (1) related subject matter faculty member from each College, selected by the Academic Senate President;

1.1.8.2.4 One (1) counselor from the College of the chair, selected by the College Academic Senate President;

~~1.1.8.2.5 One (1) faculty member from each College representing assessment interests; these members are non-voting;~~

1.1.8.2.6 The faculty chair shall be appointed by the District Academic Senate President to preside over the committee; and

1.1.8.2.7 The competency standards are set forth in Administrative Regulation (R-7241).

1.2.8.3 Reports from the Competency Committees will be made at the District Curriculum Coordinating Committee. The DCCC will rely primarily upon those recommendations. ~~The DCCC will make a recommendation to the Board of Trustees and/or its representative.~~ The course outline of record will contain the new competency designation and shall be forwarded to the Board of Trustees for approval. In lieu of submitting the course outline of record, the DCCC chair may make a separate report of all competency changes and submit that to the Board of Trustees for approval.

1.2.9 Subcommittees: The committee shall form the appropriate sub-committees necessary to carry out the tasks associated with its responsibilities.

1.3 District Equity and Student Success Committee (DESSC)

1.3.1 Purpose: To provide recommendations to the District Academic Senate and advise the Board of Trustees or its representatives on matters related to District-wide issues of equity in our education system, including initiative and legislation, and those of student support services and technologies designed to onboard students and move them through to completion.

1.3.2 Areas of Responsibility:

1.3.2.1 Recommend policy related to issues of equity in our educational system, including initiative and legislation, and to student support services and technologies related to onboarding students to a college and moving them through the college to successful goal completion as defined in Title 5 regulations;

1.3.2.2 Examine those areas relating to issues of equity in our educational system, including initiative and legislation, and those of support services and technologies related to onboarding student to a college and moving them through the college to successful goal completion which impact two (2) or more Colleges and support the effort to work toward consensus;

1.3.2.3 Convene and adopt existing workgroups which pertain to issues of equity in our educational system, including initiative and legislation and to student support services and

technologies related to onboarding student to a college and moving them through the college to successful goal completion; and

1.3.2.4 Develop recommendations related to issues of equity in our educational system, including initiative and legislation, and to student support services and technologies related to onboarding students to a college and moving them through the college to successful goal completion that are assigned to the committee by the District Academic Senate or by the Board of Trustees or its representatives.

1.3.3 Committee Composition:

1.3.3.1 All appointments are for two-year terms; all members are voting members, except the Chair who will vote only in the event of a tie.

1.3.3.2 Membership

a) The DESSC chair is a faculty member appointed by the District Academic Senate President to serve a two-year term following the academic calendar. The DESSC Chair must have served as a College Committee Chair. The Chair shall serve for two academic years from June 1 through May 31 in a rotating basis by College as follows: SCC, FLC, CRC, and ARC. The faculty chair is the representative of the District Academic Senate.

b) One (1) faculty member from each college and (1) classified member from each college who are involved in equity efforts (examples: equity coordinator disproportionate impact workgroup, student equity committee chair), and/or core matriculation services, and/or serving on a workgroup designed to facilitate academic goal completion, appointed by the appropriate district governance group's president.

c) One (1) counseling faculty member from each College Appointed by the District Academic Senate President.

d) The Associate Vice Chancellor of Education Services, or designee, who serves as the Administrative Liaison Officer.

e) One (1) student representative from each College, appointed by the Associated Student Government. Up to two (2) additional students from each College to serve as designees of the appointed student representative. f) Two (2) Vice Presidents of Student Services, or designees, to serve on a two-year term on a rotational basis: as follows: CRC & ARC; SCC & FLC.

1.3.4 Subcommittees: The DESSC shall form the appropriate subcommittees it deems necessary to carry out the tasks associated with its responsibilities included in 1.3.2.

1.3.5 Through its representatives on these committees, the District Academic Senate may request assistance from the committee in carrying out the District Academic Senate's task of making broad policy recommendations on academic and professional matters, as outlined in Title 5, Section 53200 (c) (1)-(11).

1.3.6 Meetings: The committee shall meet at least once per month during the fall and spring semesters and may call additional meetings as necessary.

1.3.7 Voting: Members of the DESSC shall act as representatives of their local College areas or divisions. Members shall share vital information with all affected parties in a timely way pursuant to Board Policy 3412, Section 5.0. Feedback may be gathered electronically in order to expedite the process. Members shall vote based upon their College areas' interests. Abstentions must be formally stated. Lack of response shall not be considered an abstention. The majority of yes or no votes shall constitute a decision.

2.0 Non-Senate Led District Committees

2.1 Non-Senate Los Rios Community College District Committees are under the direction of the Chancellor.

2.1.1 Academic Calendar Committee (See R-7123).

2.1.2 District Budget Committee (See R-8122).

2.1.3 Educational Technology Committee.

2.1.1.1 Purpose: To discuss and make recommendations on District-wide issues and initiatives related to educational technology, broadly defined as classroom, laboratory or faculty computing; classroom multi-media, and distance education.

2.1.1.2 Areas of Responsibility: To explore and provide input to the appropriate District committees and constituent leaders on the following subjects:

- a) Classroom/lab and distance education software, equipment, and infrastructure planning, selection, and implementation;
- b) Accreditation distance education policy implementation requirements;
- c) Student support for using educational technology;
- d) Educational technology tools and strategies;
- e) Non-classroom faculty technology tools (e.g. online grading);
- f) Classroom and student related data security, FERPA compliance;
- g) Institutional research regarding educational technology;
- h) Faculty training related to areas of responsibility for this committee;
- i) Input to District IT's Technology Plan; and
- j) Input to District Board Policies and Regulations which address educational technology issues.

2.1.4 Committee Composition:

2.1.1.2.1 The ~~Vice Deputy~~ Chancellor ~~of Education and Technology~~ is appointed by the Chancellor and serves as committee co-chair;

2.1.1.2.2 One (1) District Academic Senate representative appointed by the District Academic Senate President and serves as committee co-chair;

2.1.1.2.3 Twelve (12) at-large faculty members, three (3) from each College, appointed by the District Academic Senate President;

2.1.1.2.4 Four (4) instructional development/distance education coordinators, one (1) from each College appointed by the District Academic Senate President;

2.1.1.2.5 Four (4) College administrators, one (1) from each College, appointed by the College President;

2.1.1.2.6 One (1) Librarian, appointed by the Colleges in two year rotation cycle (ARC, CRC, FLC, SCC); and

2.1.1.2.7 Two (2) District IT representatives, appointed by the ~~Vice Deputy~~ Chancellor ~~of Education and Technology~~.

2.1.1.2.8 One (1) representative appointed by the Los Rios College Federation of Teachers.

2.1.1.3 Procedures for Reporting to the Representative Constituency Groups: Committee members are responsible for providing regular committee updates to their constituency groups and to soliciting input for use by the Educational Technology Committee as requested by the committee co-chairs. The co-chairs will post electronic committee notes or minutes on a regular basis.

2.1.5 International Education Committee

2.1.1.4 Purpose: To discuss and make recommendation on District-wide issues and initiatives related to international education, broadly defined as international students attending Los Rios Colleges, student Study Abroad programs, faculty study abroad and exchange opportunities, and strategies to enhance global studies programs and activities.

2.1.1.5 Areas of Responsibility: To explore, discuss best practices, and provide input to the appropriate District Committees and constituent leaders on the following subjects: a) Best practices on developing programs and services for international students enrolled in Los Rios Colleges, including how to better integrate them into the Colleges; b) Input to Los Rios student Study Abroad programs;

2.2 All non-senate led District-wide committees are advisory to the Chancellor and will not address matters within the scope of collective bargaining unless otherwise agreed to under the collective bargaining contract.

2.2.1 Each District-wide committee will be periodically reviewed by the Chancellor's Cabinet. The Cabinet may make recommendations to the Chancellor concerning composition, continuance and charge of the committee. If the recommendation of the Chancellor's Cabinet is not accepted by the Chancellor then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.

2.2.2 Proposals to establish new, District-wide committees will be developed by the constituencies of the Chancellor's Cabinet. These proposals will include but not be limited to the following elements: a) Purpose; b) Area(s) of responsibility; c) Committee membership; d) Appointment process for members; and e) Procedures for reporting to the representative constituency groups.

2.2.2.1 The Chancellor's Cabinet will review each proposal and make a recommendation to the Chancellor.

2.2.2.2 The Chancellor will decide whether to authorize and implement the recommendation of the Cabinet.

2.2.2.3 If the recommendation of the Cabinet is not accepted by the Chancellor, then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.

2.2.3 Each District-wide committee will have an administrator co-chair appointed by the Chancellor and faculty co-chair appointed by the District Academic Senate President unless otherwise specified.

2.2.4 District Committees may establish subcommittees and/or task forces within their charge. The Chancellor's Cabinet must be informed of the development of any subcommittees and/or task forces. Any proposed change of committee charge or a substantive alteration must be approved by the Chancellor's Cabinet.

2.2.5 The Chancellor's Cabinet may form temporary task forces or subcommittees to address educational issues that are not otherwise addressed by existing District Committees.

2.3 The appointment of faculty members to serve on District committees, task forces, or other groups shall be made by the College or District Academic Senates or, when appropriate, by the collective bargaining representative.

2.4 A District list describing the District Committees and their subcommittees and/or task forces will be updated and published annually by the Chancellor or designee.

2.4.1 The list will be widely distributed and all members of the Chancellor's Cabinet will receive copies.