**Los Rios Community College District**
**District Academic Senate**
**2016-2017**

DAS President ……………… Ginni May
ARC President ……………… Gary Aguilar
CRC President ……………….. Julie Oliver
FLC President………………. Carlos Lopéz
SCC President……………….. Troy Myers

| **Approved Minutes** |
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**District Office**
Main Conference Room
Tuesday, February 7, 2017
3:00 pm – 5:00 pm

| Roster | | | |
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| **DISTRICT ACADEMIC SENATE** | | | |
| Ginni May | SCC | DAS President | X |
| Connie Zuercher | SCC | DAS Past President | |
| Dan Crump | ARC | DAS Secretary | X |
| Gary Aguilar | ARC | AS President | X |
| Alisa Shubb | ARC | AS Vice President | X |
| Robin Reilly | ARC | AS Secretary | X |
| Tony Giusti | ARC | AS Past President | X |
| Julie Oliver | CRC | AS President | X |
| Shannon Mills | CRC | AS Vice President | X |
| Scott Crosier | CRC | AS Secretary | |
| Georgine Hodgkinson | CRC | AS Past President | X |
| Carlos Lopez | FLC | AS President | X |
| Paula Haug | FLC | AS Vice President | X |
| Francis Fletcher | FLC | AS Secretary | X |
| Troy Myers | SCC | AS President | X |
| Steve Cirrone | SCC | AS Vice President | X |
| Gayle Pitman | SCC | AS Secretary | X |
| Michael Lawlor | CRC | District Curriculum Coordinating Committee (DCCC) | X |
| Kandace Knudson | SCC | District Educational Technology Committee (DETC) | X |
| Judy Mays | ARC | District Matriculation & Student Success Committee (DMSSC) | X |
| | | Los Rios Colleges Federation of Teachers (LRCFT) | |
| Guests: | | | |
| Brian Bedford | | President, Align Capital Region | X |
| Brian King | DO | Chancellor | X |

## Preliminaries (10 minutes)

1. Call to Order at 3:04pm
   - Approval of the Agenda---approved.
   - Announcements---none.

- Approval of the December 6<sup>th</sup> Minutes---approved.
- Public Comment (3 minutes per person as time permits)
- Introductions of Guests---Bedford and King

**Information Items (15 minutes/item)**

1. Align Capital Region (ACR)

Brian Bedford, president of Align Capital Region, made a presentation to DAS. (note: Bedford also gave a presentation to the LRCCD Board of Trustees in January 2017. A copy of that PowerPoint is on the Board page of the LRCCD website--- http://www.losrios.edu/board-of-trustees/agendas.php).

ACR is really about an "operating system" and "structure." Faculty are needed to engage in these efforts.' ACR is an alignment of private and public resources, based on the model of Alignment Nashville (Tennessee) -- www.alignmentnashville.org.

ACR Mission Statement---"Integrate community stakeholders and resources to ensure student success, work readiness, and overall prosperity."

ACR Long Term Regional Outcomes
- College readiness
- Educational attainment (international definition just uses bachelors/masters---we are working to include certificates and associate degrees
- Career readiness
- Community vitality (e.g. homelessness, child/domestic/substance abuse)

32 ACR Steering Committee Members---education (including King), community organizations, business, and elected officials (including Deborah Ortiz, LRCCD Board of Trustees)

ACR Steering Committee Guiding Principles
- We believe we are better together as a whole region than as individual communities.
- Our work is focused on supporting the whole child.
- We will do whatever it takes to help students succeed in school, work, and civic engagement across our region.
- Our work is generational and requires long-term stakeholder commitment.
- Our work will ensure that every student has access to opportunity, full engagement, and is accountable.
- We are committed to innovation and possibility thinking to achieve greater outcomes for all students in our region.

Comments/Questions
Even though ACR is based on the model of Alignment Nashville, it was noted that Sacramento is more diverse in our approach.
In regards to curriculum, it was emphasized that faculty is responsible---"completely governed by us (i.e. faculty)." There is respect from the team on what faculty do---nothing is planned to take that away from faculty.
ITP=Invitation to Participate
Alignment teams will figure how the work of ACR fits in with the Common Core State Standards.

ACR Timeline: Tactical Plan is 90% done still working on vetting.  Date of March 20, 2017 for introduction to the community.

We are going to be the example of how to **scale** the Nashville prototype.


**Reports (5 minutes/report)**

1. Meeting with Deputy Chancellor (senate presidents, plus Associate Vice Chancellors Nye and Ross)

Program Placement Council (PPC):

   a.  Jamey Nye is leading an effort to revise the "Operating Guidelines for the PPC Process". Last update was 11/29/2012
   b.  Current list is as of 12/15/2017.  Next opportunity is 2/15/2017.
   c.  Each college should use local processes to determine which programs are placed on PPC.  If one does not exist currently, one should be created with faculty input.
   d.  Associate Degrees for Transfer (ADT's) automatically get placed on PPC.
   e.  For CTE programs, VPI, through work with deans and department chairs, can propose CTE programs on PPC.
   f.  ACCJC requires minutes for Convergence decisions.  This did not become a formal recommendation in the ACCJC visits, but it was communicated to LRCCD District Office.
   g.  Nye asked for volunteers to help with revision.
        i.  May and Lopez volunteered.  Interest to invite Lawlor and Lisa Lawrenson, VPI from ARC.


Enrollment Management Plan/ Course Scheduling Software (through IEPI funds)

   h.  Colleges agreed to contribute at least 100K dollars.  ARC will contribute K150.

Hodgkinson noted that she had been in the original process and will search her files for pertinent information.

Each college to have committee to work and then identify members to serve on a district committee.

Lorimer noted that reassigned time will be available.

2. College Academic Senate Presidents

California Guide Pathways

   CRC---no decision at this time; ARC---waiting on local academic senate discussion; FLC has exercised its right not to participate in CA Guided Pathways---"we are not ready for this at this time;" SCC---senate voted down application for CA Guided Pathways.

3. District Coordinating Curriculum Committee (DCCC) – Lawlor---see Attachment A

4. District Matriculation and Student Services Committee (DMSSC)---Mays---See Attachment B

5. District Educational Technology Committee (DETC) – Knudson---see Attachment C

6. Academic Senate for California Community Colleges (ASCCC) – May---Cirrone will be district delegate for Spring Plenary.

7. Los Rios Colleges Federation of Teachers (LRCFT) - Presidents/Perrone---no report.

**Decision Items (15 minutes/item)**

**Discussion/Direction Items (15 minutes/item)**

Professional Development

Professional development (PD) is done differently at each college.  The possibility of bringing PD leaders together to have a district meeting.was discussed with the objective to gather resources and discuss topics.
It was determined that the first stage will be to invite involved faculty to the discussion.
Discussion of PD reassigned time at each college (possible agenda item).
Oliver and Aguilar volunteered to coordinate (not facilitate) a meeting of faculty PD leaders from each of the four colleges.
Other sources of PD funding, e.g. Student Equity funding.

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Action:
Senate presidents to contact pertinent PD faculty leaders.

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Class Size/Max on Course Outline of Record

LRCFT has some broad contract language regarding oversize classes (section 4.3.3.2 of the contract)
A minimum of 70 students=1.5 times normal load credit and a minimum of 85 students=2.0.

Class size is based on pedagogy and andragogy---"what is best for our students to learn."

Comments/Questions:
Do we want to put a recommendation on our Course Outlines of Record (CORs)?
If there is a statement, it needs to be discipline-friendly, and based on national studies.
Reminder that number of students determines the state funding for college.
What is happening through the state? We need to find out how other districts do this.
Rule of Five (Los Rios Curriculum rules)---what if same course at different colleges have different class size?
LRCFT---they have already done their part, it is now up to the senates.
Issues---online classes (attrition rate higher than on-ground).
Can dean raise the cap?
Is this a 10+1---is it rely primarily or mutual agreement?

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Action:
Senate presidents to ask senate and curriculum committees for DAS to consider placement of language of class sizes in the CORs.

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DAS Constitution Update

Lopez has created a Google Doc of the DAS Constitution and has volunteered to review comments.  He will also look at pertinent ASCCC documents.  It was noted that DAS does not have bylaws.

The plan is to meet after February 21 DAS meeting and discuss possible changes.

Action:
DAS members (especially senate presidents) requested to make comments with a deadline of February 21.

Community Service (CSERV) Courses

We came to the point of moratorium in 2014 on CSERV courses.  Nothing has happened that May is aware of.  DCCC would like some direction from DAS.  It was proposed to put together a subcommittee (with Lawlor serving on subcommittee).
Need to do research on why we use CSERV.  Examples of CSERV---smog certification, CPR, recertification.  Zuercher informed May with some concerns from the past, also concern from ARC that possibly some proposed Gerontology courses would compete with credit courses, replacement of credit courses with community service courses, and how this affects lifelong learners in certain areas (e.g. art yoga).
Pitman volunteered to represent DAS on the subcommittee.  As the plan is to have one person each college, with Pitman from SCC and Lawlor from CRC, a representative from both ARC and FLC (different disciplines than Pitman or Lawlor) will be needed.

Action:
Aguilar and Lopez to identify one person each from ARC and FLC to serve on subcommittee.

**Future Agenda Items**
1.   Equity Training and EEO
2.   Student Mental Health Comprehensive Plan
3.   Common Assessment Initiative
4.   Course Scheduling Software

**Future Events**          **Next DAS meeting – February 21, 2017; 3:00-5:00, DO**
- LRCCD Board of Trustees Meeting, February 8, FLC
- ASCCC Accreditation Institute, February 17-18, Napa
- ASCCC Instructional Design and Innovation Institute, March 17-18, San Jose
- ASCCC Area A Meeting, March 24, Modesto Junior College
- ASCCC 2017 Spring Plenary Session, April 20-22, San Mateo
- ASCCC 2017 CTE Leadership Institute, May 5-6, San Jose

- ASCCC Faculty Leadership Institute, June 15-17, Sacramento
- ASCCC Curriculum Institute, July 12-15, Riverside
- [ASCCC Events](#)

**Adjournment**
Meeting adjourned at 4:44pm

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ATTACHMENT A:

DCCC Report to the District Academic Senate, February 7, 2017

1. Curriculum: All curriculum from the January 27, 2017 DCCC meeting was approved except for NUTRI 340 (FLC). The committee recommended that the developer reconsider the course prerequisites (or lack thereof). Approved new programs, new-to-district courses and deletions are on the February Board agenda.
2. Competency Committees: The Math Competency Committee recommended to deny math competency for CISP 300 (CRC).
3. Designator/Thematic Block Requests: A new ARC designator, FFS (Fire and Forestry Services) and two thematic blocks (FFC 1500 – 1509 and 1510 – 1519) were approved.
4. SOCRATES Advisory Group (SAG):
☐ Local curriculum members can now use a "compare" feature for program revisions.
☐ The Articulation Officer screens are being reviewed and revised.
   5. CSERV Revisions – CSERV courses can presently not be revised in SOCRATES. While some CSERV courses are short-lived, others, such as Auto Smog Certificate Update courses, would benefit from regular revision. DCCC recommends that SAG consider allowing revisions of CSERV courses

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ATTACHMENT B:

District Matriculation & Student Success Committee
Report to District Academic Senate
February 7, 2017

1.      Online Orientation – The District wide online orientation is currently being revised.  The revised orientation will include a new module on how to be a good online learner as well as language with a focus on inclusivity.  Final vetting of the orientation will take place in fall 2017 and full rollout is scheduled for spring 2018 with the transition to Canvas.

2.      Email message to students regarding Incomplete grades – DMSSC members discussed a need to reach out to students receiving Incomplete grades and provide them with the additional information needed to successfully complete the course.  An email has been drafted and is being vetted by local Academic Senates to ensure faculty concurrence.

3.      Probation & Dismissal Practices – review of current practices – DMSSC members are looking at the various practices and services across the District for students on academic or progress probation and for those who have been dismissed.  The goal is to assess whether there are regulations that need to be updated based on the practices happening at the colleges, or whether current regulations need to be revised to align with campus practices.

4.      Lack of student access to eServices between 11:30pm and 7:00am –DMSSC members requested that eServices open earlier to allow students more access to the system.  This request was made in consideration of students who work late nights or in the early morning.  The recommendation is to open eServices at 5:00am.  Vice Chancellor Victoria Rosario is taking this request to District IT on behalf of the Committee.

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ATTACHMENT C:

District Ed Tech Committee, Jan. 26, 2017 meeting
Report from Kandace Knudson, Co-Chair

ARC reported successful DE-only intersession pilot 12/16/16 to 1/12/17.

ARC has approved the hiring of a faculty Universal Design Specialist who will help faculty to provide accessible materials in their DE courses.

There were significant problems with the transferring of SIS data from PeopleSoft to Canvas during the first 2 weeks of the semester. A consultant hired to write the code to perform that function worked with DOIT staff to find and repair the problem.

Doug Meline, Vice Chancellor of IT at DO, retired at the end of January. Sue Lorimer reported that there are plans to hire a consulting company to fill that CIO role for 2 years. The IT production supervisor position is in the hiring process and is expected to be completed near the end of the semester. Andrew Brooks is now the interim IT production supervisor.

Other IT positions are vacant due to recent resignations.

MS Office 365 is due to be rolled out by the end of the calendar year. Rollout will be incremental, and staff are projected to begin using it in summer.

CCC system updates from Fall 2016 Directors of Ed Tech in California Higher Ed conference that I attended:

* Nearly all CCC campuses have committed to transition to Canvas (106/113 as of Dec. 2), and it should be funded by the system "in perpetuity" according to OEI Director Jory Hadsell.
* Starfish case management system is live in 13 pilot colleges and expected to rollout to 31 campuses by the end of the school year.
* Currently, about 1/3 of all CCC graduates have taken at least one online class, and that number is expected to go to ½ within the next couple years.