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 López
SCC President .... Troy Myers

District Office
Main Conference Room
Tuesday, May 2, 2017
3:00 pm – 5:00 pm

Approved Minutes

Roster			
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	X
Georgine Hodgkinson	CRC	AS Past President	
Carlos Lopez	FLC	AS President	
Paula Haug	FLC	AS Vice President	
Francis Fletcher	FLC	AS Secretary	X
Troy Myers	SCC	AS President	X
Steve Cirrone	SCC	AS Vice President	X
Gayle Pitman	SCC	AS Secretary	
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)	

	FLC	Los Rios Colleges Federation of Teachers (LRCFT)	
Guests:			
Ryan Cox	DO	Associate Vice Chancellor, Human Resources	X
Theresa Cuny	DO	Director, Human Resources (interim)	

Preliminaries

1. Call to Order at 3:07pm
   - Approval of the Agenda---addition of Information Item #3.
   - Announcements---DAS expressed thanks to May for her stewardship as DAS President.
   - Approval of the April 18th Minutes---approved.
   - Public Comment (3 minutes per person as time permits)---none.
   - Introductions of Guests---none.

Information Items

1. SB 1359 (2016) – Requires colleges (effective January 2018) to clearly indicate courses that exclusively use digital course materials that are free of charge to the student. The symbol of designation in the college schedules of classes.

2. Faculty Diversity Internship Program (FDIP) – What is needed from DAS over the summer?
   Heads up—August 7-11---plan to interview faculty who wish to be interns. Two interviewing panels (one working with Valerie Carrigan and one with Cuny), which will be 20-30 minutes each. Seven to 12 faculty members---college senate presidents will need to suggest names to the DAS president. There will also be the need for college FDIP facilitators to solicit and match interns with mentors, provide FDIP information to college, meet with interns and mentors at least twice, and solicit faculty interviewers.

3. Quantitative reasoning and intermediate algebra---May provided background information received from the ASCCC and other statewide groups (note: also discussed in senate presidents meeting with Chancellor and Vice Chancellor).

Reports

1. Meeting with Chancellor Brian King and Deputy Chancellor Sue Lorimer

Course Scheduling—SCC and ARC are seeking vendor knowledge now, which is not the original process desired because it doesn't include RFI details; On May 10th, King asked for a demo of one product; official demos will be early in the fall

Student Experience Lifecyle—RFI process in the fall

Both processes (Course Scheduling and SEL) require DO IT, need one solution to fit all colleges, each college has a team, each college sends reps to district work group, district work group collects feedback from all colleges and ends up making a recommendation to Chancellor and his Executive staff on product selected, implementation may be the more challenging work, DAS/AS will need to be active in that process

Technology Audit—State Auditor's Office--- LRCCD selected for a technology audit. Public agencies, people in agency or outside of agency may request an audit of the organization for a specific purpose. The Faculty Guild (the LACCD faculty union) stated they have trouble with faculty participating in following rules in selection of technology, not keeping technology up to date or accessible. The State Auditor's Office is using LRCCCD as a baseline model for the LACCD complaint, three groups going through the audit, Lorimer, Vice Chancellor Theresa Matista, and three IT directors met for initial meeting last Tuesday. There are no state standards for technology concerns (except accessibility). It was noted that Los Rios has a new technology plan and the Campus Works audit. It will be seven-month audit, asking about technology training at colleges and how budgeting works. They will want to visit colleges (will be visiting ARC tomorrow), and asking things such as what are the technology plans, how are they developed, how is the infrastructure paid for, and how training is done,

Report by Mental Health Group—need to turn into a full-fledged group through governance, PAC team at district level, needs to make recommendations for things like student health fees

Math/Intermediate Algebra—nine Associate Degrees for Transfer (ADTs) and algebra competency, going to 5C (California Community Colleges Curriculum Committee) to discuss and determine next steps, CSU wants more data showing students are proficient and competent in upper division level, quantitative reasoning requirements, intermediate algebra only waived for certain situations

State Innovation Awards—what is the plan for the other $ 1million that is not going to Align Capitol Region and should there be a meeting to talk about use of the plans? Need for a district forum to seek input, Sacramento State is a part of this grant also, DAS should request.

SSSP/SEP/BSI—concern about what can and can't be funded, review plans online to see what other colleges are doing

District Convocation for Spring 2018—need to get a DAS segment.

Professional Development—discussed briefly with VPI/VPSS.

Accreditation—last district accreditation committee meeting this Friday 1-2pm with tentative timeline of what needs to be done next year, last meeting was in Feb, request for Lorimer to share membership with DAS leadership

2. College Academic Senate Presidents

ARC---meeting next Wednesday with Chancellor King and Tom Epstein, vice chair of the CCC Board of Governors; ARC Academic Senate officer election results for 2017-18---Gary Aguilar, President; Alisa Shubb, Vice President; and Janay Lovering, Secretary.
CRC---pathways summit last Friday; May 12 is the last meeting of the Academic Senate for the year.
FLC---at last meeting, looked at Strategic Plan, Enrollment Plan and Senate Bylaws; the impressions forum for the next FLC college president was well-attended by faculty.
SCC---LGBT; sent three names forward to the Chancellor for consideration as college president.

3. District Coordinating Curriculum Committee (DCCC) – Lawlor---see Attachment A. Code Alignment Project---messages have already gone out to faculty, but has been delayed until DAS action.

4. District Matriculation and Student Services Committee (DMSSC) – Mays---scheduled to meet on May 15.

5. District Educational Technology Committee – Knudson---see Attachment B

6. Academic Senate for California Community Colleges (ASCCC) – May---Plenary---elections results for the 2017-18 Executive Committee and resolutions adopted at the Spring Plenary Session are on the ASCCC website at www.assss.org.

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

Decision Items
1. DAS Constitution Draft 4-4-2017: (3rd Reading)

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Approved by consensus.
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Discussion/Direction Items

1. Faculty Minimum Qualifications: District Human Relations department and MQs/Equivalencies
Cox described process in the District Policies and Regulations (P-5123 and R-5123). When HR is screening for MQs, there are sometimes degrees on the application that are not specifically the degree noted in the MQ Disciplines List. An example is for the discipline of Psychology where the applicant's degree is in developmental psychology or behavioral psychology, instead of psychology.
In this discussion with DAS, it was clarified that any application that has a degree that is not specifically identified in the MQ/Disciplines List must go through the equivalency process.
In addition, DAS requested that DAS be notified by HR and equivalency committees when there are several equivalency requests using the same degree. This will enable DAS to consider a propose a change to the discipline when the ASCCC has the annual disciplines list review

Future Agenda Items
1. Mobile Device Management (Fall 2017)
2. Program Placement Council (PPC) (May 2)
3. Professional Development (May 2)---May meeting with Lorimer
4. Mental Health Workgroup
5. Innovations Awards grant
6. Code Alignment Project (CAP)

Future Events
DAS Retreat---August 25, 2017, 10:00-3:00, TBA
Next DAS meeting – Tuesday, September 5, 2017; 3:00-5:00, DO
- 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

Adjourned: 4:38pm

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Attachment A:

DCCC Report to the District Academic Senate, May 2, 2017
1. **Curriculum:** All courses and programs on the April 28 agenda were approved. New courses and programs and deletions will appear on the next Board of Trustees agenda.
2. **Competency Committees:** DCCC voted to accept the Writing Competency Committee's recommendations to deny RTVF 368 and ARTH 301's requests for writing competency. The Reading Competency Committee did not complete the review of SOC 305 this year.
3. **New Designators:** The HRIT (CRC) designator was approved.
4. **Thematic Block Requests:** The following new thematic blocks were approved:
ART 100-109 (ARC)
HRIT 100-109, 110 – 119, 130-139, 140-149, 160-169, 180-189, 290-299 (CRC)
5. **Families:** Three new repeatability families were approved for Kinesiology:
FITNS: Life Fitness, Weight Training
TMACT: Pickleball
6. **SOCRATES Advisory Group** (**SAG**)**:** For ease of review by tech review and curriculum committees, temporary numbering has been added to the Student Learning Outcomes and Topics sections. It disappears at Board status. The DE reports has been modified to reflect recent changes to the DE section of the COR. Articulation Officer screens are being revised to reflect changes to ASSIST. SAG agreed that faculty should not have the option to include experimental offerings (299 and 499) in programs, and that experimental offering shells (299 and 499) should be automatically created with new designators.
7. **CAP (Code Alignment Project):** Laura Coleman and Theresa Milan presented information on the Code Alignment Project, a faculty-led process for examining the coding of courses and programs, specifically SOC, CIP, SAM and TOP codes. More accurate data should improve funding levels and make data sites more accurate. It is especially critical for CTE program eligible for Perkins funding but also has implications for student financial aid. Theresa indicated that this will be a district process, funded by CTE data unlocked funding (which ends in October but may be extended). DCCC supports the district's involvement in the project. Faculty on the campuses will drive the decision of which disciplines are first reviewed, and Senate should be involved.
Respectfully Submitted,
Michael Lawlor
DCCC Chair

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Attachment B:

For the District Academic Senate, Meeting May 2, 2017

Report from Kandace Knudson, Co-Chair
District Ed Tech Committee
April 27, 2017 meeting (last of the 2016-2017 year)

LMS Coordinators/Canvas Support
VeriCite is very close to being ready to function properly in both Canvas and D2L starting the first week in May. Efforts are still underway to seed VeriCite with D2L student essays.

Proctorio proctoring vendor has been piloted at ARC, and it appears to be a promising product for enhancing pedagogy and ensuring academic integrity. Recording students or their computer actions while they are being assessed, for instance, can help instructors see student processes and help improve them (e.g. CAD or other process-related tasks). The LMS coordinators and ARC proposed that the district use funds savings form VeriCite (about $60,000) to fund 6000 student licenses throughout the district for the next school year.

Mobile Device Management
The committee will address this in the Fall, likely creating a subcommittee/work group or task force that will develop policy recommendations and send back through constituency groups (Ed Tech, Senate, ISO group, etc.).

Technology Audit
The California State Auditor received a complaint about (a lack of) LACCD faculty participation in their technology acquisition process and is auditing our district in a trial run before auditing LACCD.

CRC LAB/Lecture issue
CRC senate will hear a proposal to limit all online lab classes (or lab portions of online courses) to a synchronous delivery mode in order to eliminate potential problems with regular effective contact.

SCC has recently investigated the delivery of labs in the online modality and will send around campus a reminder of faculty obligations for regular and substantive interaction (regular effective contact) with students in the lab environment.

Considering the divergent approaches by the campuses, it was recommended that this (academic) issue be brought to the attention of the DAS for further discussion or referral to the district curriculum committee for clarification or advisement.

OEI Rubric & curriculum proposal at ARC
ARC senate heard this proposal below and reportedly tabled it for further discussion.

Rationale
In consideration of the Academic Senate for California Community Colleges' (ASCCC) resolution encouraging local senates to establish rubrics for online course standards, this proposal identifies a rubric for ARC use.

Online Education Initiative Course Design Rubric
Whereas, The Academic Senate for California Community Colleges and colleges across California have passed resolutions to establish rubrics for online course standards; Whereas, The Los Rios Community College District has adopted the Canvas course management system provided by the Online Education Initiative (OEI); Whereas, Migration to the new CMS provides an opportunity for American River College (ARC) faculty to evaluate and update their online and hybrid courses, and faculty may wish to include their courses in the OEI Exchange, which will require compliance with certain standards as set forth by the OEI in its Course Design Rubric; Whereas, ARC already utilizes the OEI Course Design Rubric in professional development activities, such as the Rubric Academy and the Online Teaching Institute, and has implemented the rubric in design of the ARC Canvas template; and Whereas, Faculty are primarily responsible for all course content, academic rigor, and other standards, including regular and effective contact, regardless of instructional modality; the Academic Senate proposes that ARC adopt the OEI Course Design Rubric as the standard for online courses.

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Attachment C:
DAS President's Report

District Academic Senate (DAS)

May 2, 2017

DAS President's Final Report

DAS Accomplishments

1. Revised DAS Constitution
2. Senate Involvement in the Faculty Diversity Internship Program (FDIP)
3. Improved processes for considering/granting Equivalencies to the Minimum Qualifications for faculty
4. Equity Training for serving on hiring committees is portable among all four colleges
5. DAS had representation on LRCFT contract negotiating team
6. Professional Development and Compensation for faculty switching from D2L to Canvas
7. Increase in Senate Reassigned time for all four colleges (began fall 2016)

DAS Work in progress

1. Update Board Policy P-7241 – 2.3.3.6 revision of language to state 1 unit of Physical Education and not 1 class
2. Program Placement Council composition and process
3. Class size guidelines/recommendations on Course Outline of Record
4. Professional Development
5. CSERV Courses (February 7, 2017 minutes)
6. Faculty notification for College President evaluations

Items for DAS consideration/discussion

1. Common Assessment Initiative/MMAP
2. Dual Enrollment
3. Course Scheduling Software/Student Experience Software
4. IT Prioritization
5. Guided Pathways