

Appro



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

DAS President..... Carlos Lopez
 ARC President Gary Aguilar
 CRC President..... Shannon Mills
 FLC President Paula Haug
 SCC President Troy Myers

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

Approved Minutes

Roster			
Carlos Lopez	FLC	DAS President	X
Dan Crump	ARC	DAS Secretary	X
Gary Aguilar	ARC	AS President	X
Alisa Shubb	ARC	AS Vice President	X
Janay Lovering	ARC	AS Secretary	X
Tony Giusti	ARC	AS Past President	
Shannon Mills	CRC	AS President	X
Constance Carter	CRC	AS Vice President	X
Donnisha Lugo	CRC	AS Secretary	X
Julie Oliver	CRC	AS Past President	X
Paula Haug	FLC	AS President	X
Tina Royer	FLC	AS Vice President	X
Francis Fletcher	FLC	AS Secretary	X
Troy Myers	SCC	AS President	
Steve Cirrone	SCC	AS Vice President	X
Gayle Pitman	SCC	AS Secretary	
Ginni May	SCC	AS Past President	X
Michael Lawlor	CRC	District Curriculum Coordinating Committee (DCCC)	X
Alice Dieli	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:			
Susan Slager	DO	Director, Human Resources/EEO	X
Theresa Matista	DO	Vice Chancellor, Finance and Administration	X
Mario Rodriguez	DO	Associate Vice Chancellor, Finance and Administration	X

Preliminaries

1. Call to Order at 3:05pm

- Introduction of Guests---none.
- Approval of the Agenda---approved with the inclusion of Item 4 under Information Items--- Dialogue with Matista and Rodriguez.
- Announcements.
- Approval of the Minutes (9/5 and 9/19)---approved.
- Public Comment (3 minutes per person as time permits)

Information Items

1. Susan Slager, LRCCD Director of Human Resources visits DAS

Slager noted her previous experience as an employment attorney with the state Attorney General's Office, focusing on human resources issues. Working with adjunct faculty, EEO, and the Faculty Diversity Internship Program are among the duties she will be assuming.

Slager also noted two issues in the human resources area:

- 1) Announcement that the federal Department of Education is formally rescinding Obama-era guidance on how schools should handle sexual assaults under Title IX federal law. Slager noted that these changes will not affect us that much in California as state laws and regulations are stronger and will stay in affect.
- 2) Deferred Action for Childhood Arrivals (DACA) regulations---state Attorney General has filed a suit based on violation of the procedures process.

2. Edits to Program Placement Council (PPC) Operating Guidelines

Lopez provided an overview of proposed PPC operating guidelines, which provide for feedback from department faculty, DAS and the DCCC. In addition to the four VPIs, the DAS President and DCCC Chair will serve on the Full Voting PPC, which meets to resolve lack of agreement among the colleges.

May has suggested edits that she will send to Lopez and he will share with DAS members in a Google Doc.

3. Adjunct Email Access Changes

Lopez reported that there is still conversation on this issue. He noted that the LRCFT is also interested in the issue and has requested a change in adjunct email access beyond the current 90 days. There is a tentative agreement to extend access to 120 days. There is concern that there is still a gap for adjuncts that have a class in Fall and not another class until the following Fall, which is

more than 120 days, and they, therefore, would not have ongoing communication with students or District personnel.

4. Dialogue with Matista and Rodriguez

Enrollment---most districts in the state are experiencing loss of enrollment. Enrollment in Los Rios was fairly constant last year, but we are down 2% in Fall.

We are in stability this year, which will result in a reduction in state apportionment if we do not bring our numbers up. “Stability is the term used by the State when a district’s funding is maintained at its base workload level even though the district will not achieve that level. In other words, the district is declining or “in decline” as measured by students served. Stability funds are provided for one year only.” (source: Executive Summary of the Los Rios 2017-18 Adopted Budget).

We are at 72,000 FTES (instead of state Department of Finance projections of 120,000). Hopefully, the scheduling software will help with enrollment by better matching student needs to the schedule.

Parking---this discussion is noted under Item 3 of Discussion/Direction Items (see below).

Reports

1. Meeting with Vice Chancellor Nye

- Nye noted that there will be a reorganization of District administration and shared the job announcement for the new position of Associate Vice Chancellor of Educational Services and Student Success.
- Civitas has been renewed for three years.
- Class caps---if administrators are going to be involved in the discussion, coordination will go through Nye.
- Mailbox size will expand from 1.0 GB to 1.5 GB this year. In Fall 2018, district will transition to Office 365. That will offer 50 GB of cloud storage per user.

2. College Academic Senate President Reports---none

3. DCCC (Lawlor)---see Attachment A

4. DMSSC (Mays)---none

5. DETC (Dieli)---see Attachment B

6. ASCCC (May)---none

7. LRCFT (Presidents/Perrone)---none

Decision Items---none

Discussion/Direction Items

1. DAS response to AB 705

It was emphasized that, if AB 705 becomes law, District discussions will begin soon and it is vital for the faculty to be appointed to any task forces, work groups, etc. in a speedy manner.

In regards to DAS concerns about the process of the adoption of the Board's resolution of support for AB 705, Lopez reported that the senate presidents had met with King and Nye and they agreed to let the DAS president know when there is a resolution with 10+1 implications. DAS was also reminded of section 53203(c) of Title 5---"While consulting collegially, the academic senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the academic senate may present its recommendations to the governing board.

DAS directed Lopez to continue with the composition of a letter to the Board. Mills and Shubb will assist Lopez with the composition.

Action:

Lopez will compose a letter with the assistance of Mills and Shubb.

2. District-Wide Convocation – Spring 2018

Lopez will meet with King to get details, especially on the planning process.

Action:

Lopez to meet with King to discuss details (especially planning) for the Spring 2018 District-Wide Convocation.

3. Parking Enforcement at LRCCD

Two different issues---1) 24/7 enforcement of parking regulations, and 2) provision of passes for specific visitors to the colleges.

- 1) Last Spring, the District moved to 24/7 parking enforcement to take care of some of the issues that had arisen over time (e.g. argument that they had arrived after 10pm; use of handicapped parking, which has always had 24/7 enforcement). The District felt that, as parking costs are 24/7, so should enforcement, and also, that costs should be borne by others besides students.
- 2) Previously, the requests for visitor passes (or for enforcement not to occur in a certain parking area) were handled by the college police units. That practice has been changed and now the college VPAs are responsible for handling such requests. There is a six-month study period for the colleges to identify issues that are either consistent across the District or unique to one or more of the colleges. An example given was that SCC has agreed to pay the cost of parking passes for visitors to the dental hygiene clinic and FLC is providing semester passes for Harris Center volunteers.

Discussion:

- Community members are the ones that pass the bonds. Matista noted that bonds and property taxes pay for the construction of parking facilities, but not the maintenance and upkeep.
- SCC academic senate has a resolution calling for the current parking regulations to be suspended until after a thoughtful and collaborative discussion between administration and faculty.
- Impact of learning, touching on 10+1.
- Every college has way of doing things. Not sure of a blanket solution.
- Perception is that the colleges are not inviting.
- Concern that some administrators have stated that this is absolutely not a college issue, but, rather, something that will be decided at the District level.

Background--- Whatever parking revenues we receive must be used in support of parking-related costs. Parking revenues have increased by 33% since 2002 while parking facilities and spaces increased by 80%. The total revenues generated from parking permits, fees and penalties in 2002 were \$2.7 million. Expenditures were \$1.9 million with \$800,000 remaining to be used for major maintenance. Last year, our revenues were \$3.6 million (does not include the UTP collections which are paid to Regional Transit) and our costs were \$3.6 million.

4. Guided Pathways—tabled discussion.

5. Academic Senate Meetings and Communication

The senate presidents noted that there is a need for more constant communication among senate presidents. They will plan to meet after the Chancellor's Cabinet meetings and before the Board meetings.

Future Agenda Items

1. Mobile Device Management (Fall 2017)
2. Professional Development
3. Online Education Initiative (OEI) Exchange Update

Future Events

Next DAS meeting – October 3, 3:00-5:00, DO

- ASCCC Area A Meeting, October 13, Sierra College
- LRCCD Board of Trustees Meeting, October 18, DO
- ASCCC 2017 Fall Plenary Session, November 2-4, Irvine Marriott Hotel
- LRCCD Board of Trustees Meeting, November 8, Sacramento City College
- LRCCD Board of Trustees Meeting, December 13, DO
- ASCCC Area A Meeting, March 23,
- ASCCC 2018 Spring Plenary Session, April 12-14, San Mateo Marriott
- ASCCC 2018 CTE Leadership Institute, May 4-5, Southern California
- ASCCC Faculty Leadership Institute, June 14-16, Sheraton Park Hotel, Anaheim
- ASCCC Curriculum Institute, July 11-14, Southern California
- ASCCC Events

Adjourned: 5:00pm

ATTACHMENT A:

DCCC Report to the District Academic Senate, October 3, 2017

1. Curriculum: All courses on the September 29 DCCC agenda were approved. New courses and deletions will appear on the October Board of Trustees agenda.
2. Competency Committees: Due to illness, new FLC leadership is being sought for the Reading Competency Committee. The Math Competency Committee recommended approval of MATH 372 and 373, and DCCC unanimously voted to accept that recommendation.
3. New Designators: The new designator SJS (Social Justice Studies, ARC) had a first reading.
4. Thematic Block Requests, Families: None.
5. Collaboration Requests: Several Collaboration requests (FITNS 444, ENGR 300 and GERON 378) were withdrawn as colleges reconsidered.
6. SOCRATES Advisory Group (SAG):
 - a. Developers can now choose assign a new designator to a course under revision.
 - b. New Designator Creation – Previously, IT or Phil Smith had to carry this out. Soon the DCCC Chair will take over this task.
 - c. Previously, only catalog versions were stored on the server once a proposal was catalogued. Now, all intermediate versions (tech review, 1st reading, etc.) will also be stored. SAG decided that ideally Chairs should be able to view these versions.
 - d. Curriculum Chair comments from the previous revision are now erased when a new revision is opened.
7. Recommended Class Max on the COR: DCCC commenced a lengthy discussion of the inclusion of recommended maximum class sizes on the course outline of record. A task group currently has faculty membership from all colleges except FLC. A survey of Articulation Officers via the AO Listserv suggested few community colleges currently include this information on the COR. Concerns aired primarily by administrators included:
 - the existing process of dean/department chair discussions has been generally effective
 - academic freedom of instructors
 - flexibility of scheduling (example: a dean might be more likely to not cancel a lower enrolled classes if instructors add a few extra students to higher demand classes)
 - class sizes at the CSU and UC might be far greater than at the CCC, but have similar success rates regardless
 - a minimum class size is necessary to “break-even”
 - administration (VPI’s, AVCI) should be well-represented on this committee

As for now, further research will be conducted via the Curriculum Chairs listserv and this will be a continuing item on DCCC agendas.

Respectfully Submitted,

Michael Lawlor

DCCC Chair

Appendix B:

District Educational Technology Committee Report to the District Academic Senate
October 3, 2017

The Educational Technology Committee held their first meeting of the Fall 2017 semester on September 28, 2017. The following items were discussed:

Campus Information Technology (IT) Updates

- Campuses are in various stages of their website redesign efforts, with ARC and FLC currently in

process in conjunction with the district, and CRC will begin the project in summer 2018.

□ The District Chief Information Officer (CIO) reported that the 10G Connection with CENIC that the district funded has been completed.

College Distance Education (DE) and Canvas Updates

□ ARC has a new DE Coordinator (DEC), Pamela Bimbi and the District's first Universal Design for Learning Coordinator (UDLC), Leslie Reeves. ARC also reported that on May 11, the Academic Senate passed a resolution in support of use of the OEI course design rubric for online courses.

□ SCC has faculty trying out the new web-based proctoring tool provided by the Online Education Initiative called Proctorio. It includes various level of monitoring. ARC faculty piloted the tool last semester and noted that they discovered that Proctorio could also be used as a teaching tool as well because you can observe students and where they are having difficulties.

□ The Learning Management System (LMS)/DE updates from all four colleges included reports that the colleges are continuing to provide multiple forms of assistance for faculty including hour and day-long workshops, links to Canvas resources, and email support in preparation for the complete transition to the Canvas Course Management System (CMS) beginning in the Spring 2018 semester. All campuses also provided Summer 2017 support and activities. ARC noted that only 20% of the faculty who used D2L in the past have not yet been trained in Canvas, FLC noted that 80 faculty have chosen to use D2L this semester though they may have had training, and SCC noted that about 50 faculty still need to transition their courses to Canvas.

□ Both the District CIO and the District Director of IT Production Services are continuing to explore the means for extended access to D2L for additional time to ensure appropriate archival rights and abilities to student content as is legally appropriate.

□ The district will be posting a webpage with information and the request form for faculty who would like to use new external tools within Canvas. Some have already been integrated such as McGrawHill Connect, Pearson's MyLab and Mastering, Cengage, and others. The process was collaboratively created by the college DE and LMS Coordinators and the District Director of IT Production Services in consultation with the District General Counsel, as a way to ensure that all external tools meet accessibility requirements, FERPA regulations, and District policies.

□ There was a discussion of the creation of Canvas course shells for all lecture and lab classes. The initial question concerned the need for a site for each 5-digit class which is unwieldy for CIS because of the multiple lecture and lab combinations. The discussion continued to include the question of what constituted a lab rather than homework. The SCC DEC noted that the State Academic Senate is writing best practices on effective contact.

Discussion Items

Enterprise Level Scheduling System (ELSS) and Student Life Experience (SEL) Project Updates

The Vice Chancellor (VC) provided updates on these projects. The College Presidents are the Executive Sponsors of these projects and the VC acts as the administrative liaison between the Executive Sponsors and the district work groups. The goal of the both projects is to have student educational plans inform our schedule and to produce an optimized schedule that can be modified as needed. Two Analyst positions have been approved for DOIT to support these two projects. There will be college teams for implementation, but will have district teams as well to ensure as much uniformity as possible.

□ Demos for ELSS were held last week and will be used in Fall 18 to generate the Fall 19 schedule.

□ Demos for SEL will be held on October 10th

. The SEL group has participated in two journey mapping sessions and no state-wide SEL product exists that includes all of the tools desired by the District. Implementation may take 6-8 months for SEL.

Discussion included the possibility of an early alert option to connect to Canvas and the analytics function of the products that will allow for district-wide optimization as well as campus optimization of courses offered and facilities used. The VC noted that since we don't know what product we are getting, it is hard to determine who will make the decision on shared decision-points and what they will be. There will be teams assembled from impacted areas such as Financial Aid, Admissions & Records, etc.) to coordinate the shared decisions.

The VC noted that the District is participating in the Guided Pathways grant. Eligibility for the grant requires sending a team to their meetings (which we have done), and a 34-page self-assessment which is due November 8th. This will result in very important information on guided pathways and will greatly inform our scheduling. Financial Aid is leading the way on submitting electronic documents.

Increasing Faculty Inboxes

SCC noted that the use of Canvas produces large amounts of emails in faculty inboxes and requested that the size of the inboxes be increased from the current 1G. Discussion followed with the agreement that the CIO will increase the size to 1.5G for those whose use of Canvas is impacting their email (all faculty including librarians, full-time, adjunct, counselors) without any additional investment, and once the District moves to Office 365, everyone will receive 50G of storage. The CIO hopes to pilot test Office 365 through March 2018, with implementation during the Summer 2018.

It was suggested that the District also send out information on how to archive, set rules, and efficiently manage inboxes. It was noted that only information stored on network drives is backed up for retrieval purposes if a desktop hard drive crashes.

Mobile Device Management (MDM)

CRC provided some background on this item and suggested that it be moved off of Ed Tech Committee's agenda and that the individual College IT Deans and staff, ISOs, LMS coordinators, and DO IT work on a solution instead. It was noted that mobile device management in the Tech World refers to how devices access our infrastructure and how to control that; not the actual devices or users. The Committee agreed to uncouple the security, planning, and technical implications from the instructional implications of mobile devices.

Respectfully Submitted,

Alice Dieli

Educational Technology Committee Co-Chair