



**Los Rios Community College District  
District Academic Senate  
2017-2018**

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

**District Office**  
 Main Conference Room  
 Tuesday, December 5, 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	Excused
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	
Paula Haug	FLC	AS President	X
Tina Royer	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	X
Ginni May	SCC	AS Past President	X
Michael Lawlor	CRC	District Curriculum Coordinating Committee (DCCC)	X
Alice Dieli	SCC	District Educational Technology Committee (DETC)	Excused
Judy Mays	ARC	District Matriculation & Student Success Committee (DMSSC)	X

K.C. Boylan	FLC	Los Rios Colleges Federation of Teachers (LRCFT)	X
Guests:			
Sandra Guzman	SCC	Counseling	X

### Preliminaries

#### 1. Call to Order at 3:05pm

- Introduction of Guests---none.
- Approval of the Agenda---approved.
- Announcements---none.
- Approval of the Minutes (November 7 and 21)---both sets of minutes were approved.
- Public Comment---none.

### Information Items

#### 1. Associate Vice Chancellor Impression Sessions Update

Impressions Panels were recently held for the two Associate Vice Chancellor positions---Instruction, and Educational Services and Student Success. Lopez expects the positions to be announced at the Board meeting on December 13. Jamey Nye, Vice Chancellor, Education and Technology, also noted to Lopez that he would invite faculty members of the interview committees to participate in the second round of interviewing for those positions.

#### 2. AB 705 Implementation Group Kick off --Recap and Next Steps

Lopez reported that there were about 70 attendees for the meeting on December 1. The meeting started with an overview and highlights of the legislation. The FLC researcher shared the model (and data) from Butte College showing that, with the use of high school grades and GPA, students will be placed at higher levels and will succeed at higher levels. CRC has done some similar research, but did not present. May was also in attendance and noted faculty concern/issues at some of the data presented, e.g. students who leave after first week were not included.

Next steps (from Nye conversation with senate presidents)---still discussing composition of groups. It was also noted that the “Chancellor’s Office has initiated an AB 705 Implementation Team, which had its first meeting on November 21, 2017. The group will meet through February to establish a timeline for compliance, clarify language and policy implementation issues, and identify the professional learning needed to support practitioners. A timeline will be published shortly and includes the goal of full compliance with AB 705 by fall of 2019 (source: *First Friday Update* from Chancellor’s Office). Some major issues still to be resolved include definition of “highly unlikely to succeed” and the scope of the one-year time frame for college-level math and English.

#### 3. SB 1359 (Zero Textbook Cost---ZTC) at LRCCD---Update

Nye, Garcia (interim AVC-Instruction) and Lopez are working on an email (with FAQs) to inform all Los Rios faculty and staff. It should be coming out any day now.

One of the main questions had involved the situation where the original faculty member cannot teach the ZTC section---would the section still be a ZTC section. In the current language of the FAQ, the dean will work closely with the department chair to make an effort to locate a faculty member to use the ZTC material for the section.

DAS requested that J P Sherry (LRCCD General Counsel) take a look at the language of the FAQ. It was also noted that it might be useful to get feedback from faculty who are currently using OER/ZTC materials.

The concern was also expressed that the local senates have not been consulted. The suggestions on the FAQ should be considered temporary (because of January 1, 2018 implementation) and will be presented to the college senates for feedback and review.

Action:

Lopez to present FAQ to Sherry for review.

## Decision Items

### Discussion Items

#### 1. District-wide Convocation Planning (Lopez)

Lopez shared the tentative agenda, which includes a 3-minute presentation from Lopez. He asked for feedback/suggestions from DAS members---“what is important for faculty to hear from the DAS President.” Convocation will also include a presentation from Rob Johnstone (founder and president, National Center for Inquiry and Improvement) on guided pathways. Robert Nelsen, Sacramento State president) will also be a presenter, being described as a conversation between him and Chancellor King.

Action:

DAS members---provide suggestions to Lopez for his presentation.

#### 2. Hiring Committee Appointments for vacancy created by retirement (Myers)

Myers noted that he had been told that it is a practice that faculty who are retiring at the end of the semester cannot be appointed to serve on interview committees (note: while they are still full-time faculty members). DAS members noted that this is not in either Board Policy & Regulations or in the Faculty Hiring Manual. Other senate presidents noted they had never been informed of such a practice, but that they might not have known of this happening as departmental faculty might be told by deans that the names of retiring faculty cannot be sent to the senate president for appointment to such interview committees.

Action:

Lopez to get clarification of Cox’s statement that there is a practice which is not in Board policy or the faculty hiring manual that faculty who are retiring cannot serve on a subsequent interview committee for that department.

#### 3. Edits to the Program Placement Council Guidelines

Comments:

- Does the “clock start ticking” for programs currently on the list or just newly-proposed programs?
- What if there is a program on the list and there is no movement?
- Does a shift to “draft” mode (with no other action) from constitute action?

DAS will plan to take a vote at the February 6 meeting.

Action:

Senate presidents take to college senates for review and feedback.

#### 4. DACA (Deferred Action for Childhood Arrivals) Issues---Update and Concerns (Guzman)

Guzman is a member of La Comunidad, a group of Los Rios faculty and staff and one of their concerns is the District response to President Trump's actions regarding DACA. She provided background and an overview of some of the responses, include Board resolutions, emails from the LRCCD General Counsel, and a meeting with Chancellor King. Some highlights:

Need for redrafting of District policy when Immigration and Customs Enforcement (ICE) personnel come to the colleges, e.g.who is qualified to verify warrants

Would like District policy to reflect the recommendations of the state Labor & Workforce Development Agency

Ask that District Office mirror AB 21.

Isn't there a District DACA Team (the rapid response team) that could deal with this? Lopez is co-chair of team. Lopez' reading is that they have done what they were supposed to do.

District Policy should reflect what is in state law. Recommend taking back to other colleges to see if they are interested.

ASCCC has plenty stuff on DACA

The Los Angeles CCD has a policy which does follow AB 21.

Action:

Lopez to ask Sherry on how LRCCD is conforming to AB 21.

#### 5. District Coordinator for Inmate Education (Haug)

Background---FLC had requested a faculty coordinator for inmate education in their faculty prioritization request process. Haug has been informed that there is a proposed District managerial position for inmate education. Haug also noted that CRC has an inmate program and that the state Prison Industry Authority (PIA) would like to expand programs that might move beyond the scope of offerings at FLC and CRC. She is asking if there is interest in a district-wide faculty task force for inmate education.

Boylan noted that LRCFT is looking at an MOU for faculty participating in inmate education. There is also concern that the work previously performed by faculty is now being done by classified and management. She noted that she directly asked management members of the Los Rios Labor/Management Steering Committee and they said there was no interest in a management position and they stated "no."

Is this an issue for the Senate Union Joint Issues Committee?

Action:

Senate presidents to ask senates if there is interest in a district-wide task force on inmate education.

Action:

Lopez to contact Nye regarding the status of coordination of inmate education in Los Rios

### Reports

#### 1. Meeting with Vice Chancellor Nye

Included discussions about the COR class size issue and a brief discussion about the implementation of SB 1359.

District-wide implementation team on assessment to include discipline work groups (four faculty in each of the four disciplines---math, English, reading, ESL---from each college, for a total of 16) and include

discussions of curriculum and portability (placement honored at sister colleges). The question of compensation for some of the work, similar to that for work on the Common Assessment Initiative (CAI). It was also reported that there was a visit to SCC by staff from the Chancellor's Office Center for Student Success, plus legislative staffers from the state Assembly and Senate to hear about the English co-requisite courses, and also to talk with math faculty; reading and reading competency came up.

## 2. College Academic Senate President Reports

SCC---working on letter of interest to join OEI Exchange; pathways work---getting some additional reassign time

FLC---pathways design teams; faculty-staff campaign for a student scholarship; working on letter of interest to join OEI Exchange

CRC---working on letter of interest to join OEI Exchange; participated in pathways workshop at Bakersfield College

ARC---working on letter of interest to join OEI Exchange; facilitating meeting of meta-majors among the four colleges.

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

DCCC will be discussing the issue of class size on Course Outlines of Record (CORs) at their January 26 meeting and has requested for DAS members to come speak on the topic. Shubb and Lopez will attend the meeting.

Action:

Shubb and Lopez to attend DCCC meeting on January 26.

Boylan noted that there are also contractual issues about putting class size on CORs.

4. District Matriculation & Student Success Committee (DM&SSC) (Mays)---no meeting, no report.

5. District Educational Technology Committee (DETC) (Dieli)---see Attachment B.

6. Academic Senate for California Community Colleges (ASCCC) (May)

May noted that the ASCCC will be holding regional workshop on the guided pathways awards frameworks.

7. Los Rios College Federation of Teachers (LRCFT) (Presidents/Perrone)---see Attachment C (will be based on a communication to the LRCFT Exec Board on contract negotiations).

## Future Agenda Items

1. Mobile Device Management
2. Professional Development
3. Online Education Initiative (OEI) Exchange Update (Dieli)
4. Update of Research into Noncredit Viability at LRCCD (Crump)

## Future Events

### **Next DAS meeting – February 6, 3:00-5:00, DO**

- • LRCCD Board of Trustees Meeting, December 13, DO
- • LRCCD Districtwide Convocation, American River College, January 12, 2018
- • 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

Adjourned at: 4:55pm

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Attachment A:

DCCC Report to the District Academic Senate, December 5, 2017

1. Curriculum: All courses and programs on the agenda were approved. New courses and deletions will appear on the December Board of Trustees agenda.
2. Competency Committees: The Reading Competency recommended denial of CRC's SOC 305 and approval of ENGRD 311. DCCC voted to not accept those recommendations at this time, and will reconsider when the committee provides evidence that the approved rubrics were used in making the decision. The Math Competency Committee recommended approval of SCC's MATH 135. DCCC voted unanimously to accept that recommendation.
3. New Designators/Thematic Blocks/Families: New thematic blocks GENSCI 90-99 and INDIS 320-329 were approved.
4. Collaboration Requests: JOUR 350 (title change) was approved.
5. SOCRATES Advisory Group (SAG):
  - Total student learning hours are now recorded on the COR, as required by the most recent PCAH.
  - Current topics of revision or discussion include AO dropdown menus, Interdisciplinary Studies faculty discipline, certificate names and types.
6. Program Placement Council (PPC) Process – DCCC unanimously recommended to DAS the Program Placement Council Process.
7. Class Max on the COR – DCCC plans to discuss this in detail at our next meeting, January 26, 2018. DCCC requests that several DAS members, specifically those supporting the inclusion of recommended class sizes on the COR, be in attendance to explain the rationale.

Respectfully Submitted,  
Michael Lawlor  
DCCC Chair  
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Attachment B:

**District Educational Technology Committee Report to the District Academic Senate, December 5, 2017**

Notes from the Educational Technology Committee meeting November 30, 2017.

IT Updates

ARC reported that the new governance structure will include technology representatives on task-oriented flexible-response workgroups rather than having a dedicated technology committee. CRC reported that the tech committee sent reminders to online faculty to be aware that the students face technology constraints and urged flexibility during online finals. FLC is continuing with the website redesign. SCC is moving forward with the technology plan including upgrading switches to support wireless access points.

College Distance Education (DE) and Canvas Updates

All colleges are continuing their Canvas transition activities with workshops and support for faculty, classified staff and managers:

☑ ARC staff are registering for Spring semester professional development opportunities including the Online Teaching Institute, the Course Design Rubric Academy, and the Accessible Course Academy. ARC has forwarded their letter of interest to explore joining the OEI Consortium (Course Exchange).

☑ CRC is providing Winter Canvas activities to support faculty and is in the process of acquiring signatures for their letter of interest to explore joining the OEI Consortium (Course Exchange).

☑ FLC has programs in place to support faculty who are interested in using Canvas.

☑ SCC faculty are exploring the processes among divisions for selecting faculty for online classes. SCC has forwarded their letter of interest to explore joining the OEI Consortium (Course Exchange).

☑ DOIT reported that 24/7 phone support for Canvas has been renewed through June 2018, with a recommendation from the LMS coordinators to continue the support throughout the next fiscal year. The recommendation was also made by the coordinators to allocate funds for summer support and coordinators will provide more specific information on how much support they will need at the next meeting. DOIT also presented information that approximately 2/3 of online course sites have moved from D2L to Canvas. DOIT, with the support of LMS coordinators, has requested funding to support the integration of Ally, a tool that focuses on helping to make digital content accessible. Finally, at the end of the semester, DOIT will implement a single sign-on process for accessing Canvas and Los Rios Google Apps.

The SCC report sparked a discussion on the topic of the different colleges' approaches to selecting faculty for online teaching assignments. The Ed Tech Committee will be gathering that information for a future discussion.

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Attachment C:

December 6, 2017

CN Report to LRCFT EB

Ongoing negotiations issues:

Department chair (DP)—the small team has made progress on increasing reassign time for the largest (FTE) departments, offering the option of reassign time or stipend for another level of DP, recognizing /compensating single faculty departments or departments with faculty not eligible for DP elections.

Coaches—the small team has made progress on increasing the Head Coach stipend to compensate for out of season (or preseason) workload. Two other issues are still in discussion: developing an exit strategy for coaches, both single sport and dual sport.

Salary Schedule Improvement—the small team is still discussing two issues: a change in the HR form used for preapproval of lower division coursework and non-academic activities, and the challenge of deciphering semester unit for Professional Development and Continuing education coursework as well as other Academic Activities.

Student online reviews—the small team launched a limited pilot this semester with a larger attempt and review to occur next semester. Pilot might be misleading since a vendor has already been identified.

Post retirement (adjunct and full time faculty spouse)—no activity to report.

Steering topics of discussion:

LRCFT

LRCFT requested copies of all membership forms. Digital copies will be maintained in house.

LRCFT requested a response to language we proposed related to maintenance of membership.

LRCFT requested an update of a previously negotiated item: a revision of a doctor's notice to be submitted by faculty to the district upon request.

LRCFT requested a response to proposed language in article 2 to bring contract language into alignment with the law regarding Repayment of Money Owed.

#### LRCCD

Class caps—the lack of consistent class caps represents tremendous variation in workload, within the college departments and across the district. The discussion included 3 options:

(1) Caps be determined through the curriculum approval process. LRCCD reports that this option does not have Senate consensus.

(2) Caps be negotiated by LRCFT to allow for a maximum of 45.

(3) Caps be determined through current means (i.e. local determination).

Faculty Training—several topics for training are currently required for new faculty as they matriculate into Los Rios (Sexual Harassment Prevention Training, Anti-discrimination, , etc.). Human Resources proposed a payment option for faculty who have to update training in a variety of areas every 2 or 3 years.

Shifting faculty work to other bargaining units—LRCFT raised concern over faculty coordinator positions being eliminated.