



**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, May 1, 2018  
 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                                 |         |
| Gayle Pitman     | SCC | AS Secretary                                      | X       |
| Ginni May        | SCC | AS Past President                                 | X       |
| Dyan Pease       | SCC | District Curriculum Coordinating Committee (DCCC) | X       |
| Alice Dieli      | SCC | District Educational Technology Committee (DETC)  | Excused |

|                     |     |  |         |
|---------------------|-----|--|---------|
| Judy Mays           | ARC | District Matriculation & Student Success Committee (DMSSC) | Excused |
| Robert Perrone      |     | Los Rios Colleges Federation of Teachers (LRCFT)           | X       |
| Guests:             |     |  |         |
| Victoria Rosario    | DO  |  | X       |
| Mellonie Richardson | DO  |  | X       |

Preliminaries

1. Call to Order---called to order by Lopez at 3:03pm.
2. Introduction of Guests---See Roster.
3. Approval of the Agenda---approved.
4. Approval of the Minutes (4/17/2018)---approved.
5. Announcements---congratulations to Ginni May on her last official meeting as a DAS member.
6. Public Comment---none

Information Items

1. Recap of Chancellor’s Cabinet meeting

Report on the regularly scheduled meeting of Chancellor’s Cabinet. Suggested language about the proposed policy on Ban of Consensual Relationships was discussed---Lopez represented the concerns expressed at DAS meetings.

A special Chancellor’s Cabinet meeting is scheduled for May 9 before the Board of Trustees meeting. As this is the regular time for the District Budget Committee meeting, it had been suggested to Lopez to possibly not have the special Chancellor’s Cabinet meeting. Several DAS members expressed strong concerns with the possible cancellation of the special Chancellor’s Cabinet meeting. In addition to discussion of the Ban on Consensual Relations, it was noted that the meeting was also to include discussions about sexual harassment concerns in general, plus other issues such as college service, which need to be addressed before the end of the semester. It was also noted at the last special Chancellor’s Cabinet meeting that these issues would be addressed at a special Chancellor’s Cabinet meeting in May.

2. Proposal for Ad Astra committees

Senate presidents are busy approving a structure, plus membership of district and college committees. The hope is that there be both scheduling and analytics group for college and district committees. Lopez reported that there will be reassigned time of .2 FTE (and possible ESA for summer work) for the faculty leads.

3. Appointments for 2018-19 District Committees

Senate presidents have received a document with a listing of committees that need to be filled for the next academic year.

|   |
|---|
| <p>Action:<br/>Senate presidents to provide Lopez with names for district committee appointments.</p> |
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#### 4. Dates for Fall 2018 District Academic Senate Retreat

It was decided to meet on Friday, September 7. Lopez will work with Aguilar on logistics.

#### 5. Student Health Fee workgroup update

Pitman reported that the workgroup has been meeting weekly. A strong concern expressed by faculty was that funds from the student health fee would be supplanting current funding. College presidents have been asked to map FTE in the health services areas which is also a cause for concern. The workgroup has also met with WellSpace Health and they outlined basic services and a service model and solicited input on what to offer. It appears to be based on the WEAVE model. There is the possibility, that WellSpace might set up FQHC (federally qualified health clinic). It was noted by health faculty that they would like in-house staff to provide services instead of an outside agency. A bigger concern is that FQHCs are open to general public and that college community might not have access to services in a timely manner. Dixon will be presenting to the Board of Trustees next week. Pitman also requested Lopez to confirm to Dixon that Pitman has been appointed to the work group. Deputy Chancellor Matista noted that there is a concern for Los Rios personnel to take on mental health issues and that is why there appears to be desire for off-campus sources.

**Action:**

Lopez to inform Dixon of Pitman appointment as a DAS representative to the workgroup.

#### Decision Items

##### 1. Edits to Regulation 3412 regarding District Academic Senate

Lopez noted that this regulation still requires edits to the DM&SSC portion of the regulation. May noted that there needs to be clarification that edits approved by DAS last year have not been placed in the regulations.

**Action:**

Accept the edits as stated in Appendix C.

MSU

#### Discussion Items (~45 min)

##### 1. Victoria Rosario visits to discuss faculty EQ process, use of supplemental questions, and potential changes to hiring processes

Rosario noted there is a long list of to-do items from the CUE (Center for Urban Education) training in March and the follow-up meeting at DO on April 27:

- Looking at EEO data more discretely
- Need to work on:
  - equity handbook,
  - supplemental questions,
  - the application itself,
  - updating the “hiring the best” training, and

- modifying equity training modules
- composition of interview committees

Supplemental questions---what is the Senate role?

#### Interview Committees

- Demographic profiles of interview committees.
- Who are involved in the committees? Need to work on self-reported demographic data.
- Composition of interview committees could be more reflective of the student populations.
- Composition of interview committees---have seen some which have been homogeneous (except for committee chair), and will try to work on this, but always follow the recommendation of the college president.
- What can the Senate do about this?
- Appointment process---are there opportunities for change? Going beyond discipline/department
- Senate presidents do not have EEO data when making appointments to interview committees
- Effective July 1, District will include binary in addition to male and female.

#### Interview Pool

- Noted that composition of initial pool is more reflective of diversity than the final interview pool.
- “Blind screening” isn’t really blind---many times you can figure out diversity by things such as colleges attended, and group and association activities
- Sometimes, there is a complete flip in diversity from the initial pool to final interview pool.
- How many make it past the equivalency review?

There will be more training in the fall.

- October 12 – training with CUE staff
- Seeking input for 50 faculty from each college.
- Concern was expressed that faculty leadership was not consulted, as apparently administrators were consulted, about the date for this training. It was noted that October 12 is the same day as the ASCCC Area A meeting in preparation for the ASCCC Plenary Session..
- Time frame for October 12 training:
- Early morning (7:30-9:00) for executive staff
- Three hours in morning for managers.
- Three hours in the afternoon for faculty

**Action:**

Lopez to follow up with Rosario about the date for the CUE training session.

#### Additional Training:

Rosario noted that there is the need to go back to colleges and do training on existing college processes. Rosario and Ryan Cox (Associate Vice Chancellor, Human Resources) will be starting this at the beginning of the Fall semester.

Some issues noted were that different processes are being followed at each college. One example was given of candidates being skipped in the ranking process.

Role of faculty in the Faculty Hiring Manual (due for update in Spring 2019)---Senate presidents asked to provide names by the end of this semester---three to five faculty.

Action:

Senate presidents to provide Lopez with names for workgroup to review Faculty Hiring Manual.  
Need to clarify number from each college.

Hiring the Best training---need to look through equity-minded lens, and address implicit bias.

Molly Senecal (FLC equity officer) has agreed to spearhead dialogue. Lopez noted that he will be co-presenting with Senecal.

Supplemental questions

Background---the District contracted with the law firm of Liebert, Cassidy & Whitmore to provide analysis of supplemental questions. They have provided a 14-page summary which Rosario will be reviewing. She noted that one of the conclusions is that we have to be very careful and limiting in supplemental questions. It was requested that the document be shared with DAS members in order to inform further dialogue about this issue.

Action:

Lopez to make arrangements for the summary document to be shared with DAS member.

Equivalency process

Richardson expressed concern that more equivalency requests are being sent to interview committees for review. It was noted that DAS had responded to a request about the equivalency process from Cox at the May 2, 2017 DAS meeting---“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 [Los Rios District Regulation 5123---5.2.1 If the applicant claims to possess the minimum qualifications, but the degrees are not exactly those listed in the District minimum qualifications, that application shall be considered under the equivalency process even though the applicant did not claim equivalency] 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 proposing a change to the discipline when the ASCCC has the annual disciplines list review.”

Richardson noted that HR has been a little more lenient when the degrees listed on applications have been very close.

Other:

Signature---needs to be more user-friendly.

Concerns about scheduling of dates for interview committees being set by deans without checking about faculty availability.

Schedule---Richardson noted that there is a five-day timeframe from the close of application to the time it is released. Concern was raised that this might not always be followed (i.e. longer time period) and then interview committees have a very short (e.g. three days) timeframe in which to review applications.

It was noted that communication is key. Many issues and concerns could be better addressed if faculty were provided with the needed information in a timely manner.

## 2. AB 705 Work Group Update

Lopez has received updates from all the involved disciplines. He noted that he had been tasked to request more reassigned time and there is now FTE for ten faculty leaders---4-math, 4-english, 2-reading. ESL is being extended to four years and will be included later in the process.

## 3. Feedback on Ban on Consensual Relationships with Students policies

## 4. Update of Research into Noncredit Viability at LRCCD (Crump, May)

May and Crump provided a PowerPoint presentation on background of noncredit throughout the state.

It was noted that we need input, and agreement, from discipline faculty, in order for noncredit to be considered in Los Rios. It was also suggested that we share the PowerPoint with faculty in general.

## 5. Collegial Consultation in Los Rios

Concerns about lack of consultation. There has been a tentative agreement between AS presidents and Chancellor King to use IBA process to improve collegial consultation in the district.

## Reports (10 min)

### 1. Meeting with Chancellor/ Vice Chancellor

The senate presidents discussed the letter that Chancellor King sent expressing support for the Fully Online Community College (FOCC) in the Governor's Budget (see Attachment D) as it was sent with the knowledge that the academic senate at least one of the colleges had expressed deep concerns about the FOCC.

### 2. College Academic Senate President Reports

ARC---discussion of "lack of collegial consultation with the state Chancellor's Office;" Aguilar also noted that the current executive team (Aguilar, Shubb, Lovering) had been elected to a new one-year term.

CRC---no report.

FLC---no report.

SCC---Pitman noted that the SCC Academic Senate had passed a resolution expressing concern about the FOCC (see Attachment E).

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

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

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

### 6. Academic Senate for California Community Colleges (ASCCC) (May)---no report.

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

## Future Agenda Items

### 1. Consideration to explore the use of CSU GE and IGETC as satisfying the GE pattern for the local degree

### 2. Online Education Initiative (OEI) Exchange Update (Dieli)

### 3. Policy for Excused Withdraws (EW) Grade

Future Events

**Next DAS meeting – Fall 2018 DAS Retreat, DO**

- LRCCD Board of Trustees Meeting, May 9, American River College
- 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

Adjourned at: 5:05pm

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ATTACHMENT A:

**DCCC Report to the District Academic Senate, May 1, 2018**

1. **Curriculum:** Five new programs and five program deletions on the April 27, 2018 DCCC agenda were approved. All new courses and all course deletions were approved. ARCs FITNS 416 (new to district) was held at ARCs request until KHA faculty finalize families. In addition, CRCs KINES 460 (previously: *Introduction to the Sociology of Sport*), which was held last month, was approved. At the DCCC's request the CRC developer revisited the course title and topics because it appeared to be more of a sociology course than a Kinesiology course. The title of the new course has been changed to *Sport in Society*. New courses, programs, and deletions that were approved will appear on the May Board of Trustees agenda.
2. **Competency Committees:** Math Competency for MATH 125, MATH 355, MATH 356, and STAT 480 were all approved by the competency committee.
3. **New Designators/Thematic Blocks/Families:** The DCCC voted to approve the following thematic blocks: ESLA (ARC), ENGLB (CRC), MAKR (SCC), and STAT (FLC). The DCCC also approved the following new designators: ANIM (SCC), DDSN (SCC), GAME (SCC), MODL (SCC), CHEMT (SCC), ENTR (SCC), and MATHS (FLC).
4. **Collaboration Requests:** The DCCC reviewed the collaboration requests that are in progress. Chairs at the colleges agreed to encourage faculty to make necessary changes and move the curriculum along. CHEM 306 and SPORT 318 have completed the process and will be moved to catalog.
5. **SOCRATES Advisory Group (SAG):** The Socrates Advisory Group continues to work on important updates and fixes. SAG has its last meeting of the year on Monday, May 7 from 3:30 – 5:00 PM.
6. **District Report:** Tammy Montgomery shared updates on the progress with AB 705.
7. **The next DCCC meeting:** Friday, August 31, 2018 in the main conference room at the District Office. DCCC meeting dates for 2018/2019 are 8/31, 9/28, 10/26, 11/30, 1/25, 2/22, 3/29, and 4/26.

Respectfully Submitted,  
Dyan Pease  
DCCC Chair

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ATTACHMENT B:

**District Educational Technology Committee Report to the District Academic Senate, May 1, 2018**

Notes from the District Educational Technology Committee meeting on April 26, 2018:

**IT Updates**

- Website update: The collaborative website conversion being undertaken ARC, FLC, and the district now includes an add-on called Cartella, which will provide more capabilities for displaying updated faculty information.
- The campus IT departments in conjunction with District IT, is continuing exploration of funding for programs to provide wireless internet to students. The most cost-effective product for this purpose seems to be the program offered through the Foundation.
- PeopleSoft will be undergoing an update this summer. In addition to updated capabilities and more mobile-friendly operations, the public-facing side will have a new look for students.

### **OEI Course Exchange**

All four colleges have been accepted into the OEI's 2018 Online Equity Cohort! The implementation is in its earliest stages.

### **CMS Update**

- Canvas faculty and student user numbers continued to increase slightly this month. ARC, FLC, and SCC requested and received additional support from the district for faculty to provide limited Canvas support and online teaching professional development opportunities throughout the summer.
- The Canvas shells for Summer and Fall terms were created without any problems. As new classes are added to the schedule, processes are in place to smoothly add those to Canvas.
- The implementation of ALLY, the tool to enhance the accessibility of digital teaching and learning resources, has begun with an initial web-based coordination session with ALLY, the campus Canvas faculty coordinators, and the district Canvas team. The ALLY team will be holding an introductory in-person session at ARC at the end of May with campus faculty coordinators and Canvas administrators. Shared governance and faculty workload issues remain as important considerations in the integration plans.

### **Office 365 Migration**

DOIT continues to migrate Outlook accounts with *early adopters* both at the district and on-campus from ARC, FLC, and SCC. Issues are being identified and handled as they arise. Full conversion is now slated for the end of the calendar year.

### **Accessibility Task Force Update**

The Task Force is currently reviewing revised policies and regulations. The decision was made to have contractors review 80 random Canvas courses to identify trends in areas where accessibility is lacking and training needs to occur.

### **Ad Astra Update**

Implementation of Ad Astra is moving forward with the formation of district and campus scheduling and analytics teams that will include members from all constituencies and experts from the appropriate operational areas. Possible use of the product for scheduling may happen as early as the Fall 2019 semester.

This was the final meeting of the academic year.

Respectfully submitted,

*Alice*

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**Alice L. Dieli**

ARC Faculty Instructional Development Coordinator



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ATTACHMENT C:

Regulation 3412 Edits of section 1.0 Senate-Led District Committees:

Senate-led Los Rios Community College District Committees (i.e., the District Curriculum Coordinating Committee and District Matriculation 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 **on those proposals** to the Los Rios Community College District Board of Trustees and/or its representative **and all other recommendations from those committees to the Chancellor or designee.**

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ATTACHMENT D:

Text of King letter.

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ATTACHMENT E:

Text of SCC resolution.