



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

DAS President...Carlos López
 ARC President...Gary Aguilar
 CRC President...Ellen Arden-Ogle
 FLC President...Paula Haug
 SCC President...Gayle Pitman

District Office
 Main Conference Room
 Tuesday, March 5, 2019
 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	
Janay Lovering	ARC	AS Secretary	X
Tressa Tabares	ARC	AS Past President	
Ellen Arden-Ogle	CRC	AS President	X
Lisa Marchand	CRC	AS Vice President	X
Teresa Aldredge	CRC	AS Secretary	
Julie Oliver	CRC	AS Past President	X
Paula Haug	FLC	AS President	X
Tina Royer	FLC	AS Vice President	
Francis Fletcher	FLC	AS Secretary	X
Gayle Pitman	SCC	AS President	X
Lori Petite	SCC	AS Vice President	X
Sandra Guzman	SCC	AS Secretary	
Troy Myers	SCC	AS Past President	
Dyan Pease	SCC	District Curriculum Coordinating Committee (DCCC)	

Pamela Bimbi	ARC	District Educational Technology Committee (DETC)	X
Angelena Lambert	SCC	District Matriculation & Student Success Committee (DMSSC)	X
Robert Perrone		Los Rios Colleges Federation of Teachers (LRCFT)	
Guests:			

Preliminaries

1. Call to Order at 3:04pm

- Introduction of Guests
- Approval of the Agenda---approved.
- Approval of Minutes (February 19)---approved.
- Announcements---SUJIC---most important item was discussed at Chancellor’s Cabinet. Did talk about compensation for matriculation chairs (LRCFT supported) and compensation for OEI Rubric (that has been agreed upon between the district and union).
- Public Comment (3 minutes per person as time permits)

Information Items

1. Recap of February Chancellor’s Cabinet Meeting

- Project Charters
Vice Chancellor Nye shared an update on the implementation of Project Charters. Project Charters are currently being used at American River College and have been in a helpful tool in streamlining decision-making and improving communication among stakeholders. Districtwide Project Charters will be used for projects that have a clear start and end date and either fall outside of current governance structures or span the purview of multiple governance groups.
- Food Insecurity
Chancellor King shared an update on plans to work on a districtwide project to coordinate efforts to address food insecurity among students in our district. He discussed opportunities for partnerships with external and internal groups working on this topic, including supporting the great work underway by LRCFT and others. The Chancellor and LRCFT President Murakami shared updates on legislative efforts in this area.
- Open Education Resources (OER)
Chancellor King shared an update on the districtwide effort to lower textbook costs, including the district’s interest in supporting efforts already at the colleges. SCC Academic Senate President Pittman shared an update on SCC’s work in this area, including the college’s application and receipt of a UC Davis grant to provide access to existing curated OER resources from the University for all Los Rios colleges. Pittman shared the SCC Academic Senate’s interest in creating a clear districtwide definition for “low cost.” The group talked about the need for coordination and resources districtwide. CRC Academic Senate President Arden Ogle and FLC Academic Senate President Haug shared examples of successful efforts in this area.
- Online Education Update

- Chancellor King and Vice Chancellor Nye shared an update about the work to build a robust online education presence among our four colleges. Given the complexity of this effort, King and Nye shared that it will be broken into smaller projects as opposed to one structure that may be too large to be effective. Chancellor King reiterated that the goal of this work is to support and scale the work happening at the colleges in a coordinated way. Additionally, King talked about the idea of exploring partnerships with public 4-year partners with robust online programs as a vehicle to offering an online “2+2” model as an alternative for students to private – sometimes predatory – online providers. The group was in agreement about the interest in looking at this issue through the lens of equity gaps that exist with potential partners, especially in light of historical data that shows large equity gaps in online (particularly in online Career Education programs). The group also discussed looking at Los Rios online enrollment from students outside the capitol region and consider a potential priority process for local students, particularly as we look to expand online offerings.
- Public Safety
Deputy Chancellor Matista and Chief Savidge shared an update on training and drills relating to evacuation procedures districtwide. Chief Savidge provided additional context regarding the procedures, which constitute very little if any change for faculty and front-line staff. Constituent leaders asked questions about liability for employees under this model as well as broader questions about security and safety measures in place. Chancellor King reiterated that the questions and concerns, while valid, exist under the current model as well. LRCFT and Academic Senate leaders suggested using Fall Convocation as an opportunity to provide training for all faculty and staff districtwide.

Lopez asked to include a future discussion about the District Academic Senate’s review Regulation 5123 regarding Equivalency.

Decision Items

1. Edits to the Faculty Hiring Manual (Lopez)

Lopez reported that CRC comments have been forwarded to the workgroup for consideration and some changes have been made. He noted that the most current draft was sent out on March 1 to the district academic senate.

He also reported that a work group has been appointed to look at the specific adjunct issues for inclusion in the Faculty Hiring Manual.

The plan is for DAS to vote on the hiring manual on March 19 and, if approved, to be voted on by the Board of Trustees on March 20.

2. LRCCD Academic Senate Collegial Consultation Resolution

Lopez noted that there had been suggestions (on Google Doc form) to the proposed DAS resolution. He will share the completed document with DAS members and then it will be up to each college senate to determine how to inform DAS member for approval of the resolution.

Action:

Lopez to share resolution with DAS members.

Discussion Items

1. AB 705 Implementation and Support Work Group

Lopez reported that the work group met last week and spent much of the meeting talking about the Guided Self Placement model. Phil Smith (ARC math faculty) has already finished and it is already up. Lopez noted that this will apply to a limited number of students (i.e. if students have high school grades from the last 10 years, then those grades will be used). He also noted that it will not provide ESL placement data, but will provide directions for counselors.

2. District EEO Plan Revision

A work group (with faculty appointments by the DAS President) is being led by Jacob Knapp (Director, Diversity, Compliance and Title IX).

In addition to district personnel receiving training from the Center for Urban Education (CUE), we also provided them with district data. They have evaluated data and produced a final report with specific recommendations. The report has been shared with senate presidents and will come to DAS for vetting,

Action:

Lopez to share CUE report with DAS members.

3. Vision For Success Local Goal Alignment Update

The work group met last week and there was a lot of discussion about methodology and concern that not all the data is available.

4. Revision of Regulation 5123 to include district-wide Equivalency Committee for current employees.

Lopez reported that he forwarded the suggested language to General Counsel Sherry for review.

5. Academic Senate Constitution revisions

Lopez noted that he has placed the constitutions and bylaws (and other supporting documents) from all the senates for review.

Reports

1. Meeting with Vice Chancellor Nye

Guided Pathways

A Los Rios follow-up meeting to an earlier GP institute for multi-college districts was planned for March 22. There is a conflict for senate presidents on that date and, as Nye felt it essential for senate leadership to attend, the meeting has been cancelled.

Lopez also noted the Rob Johnstone, statewide GP advisor, has "office hours"---two one-hour sessions for Los Rios.

OEI Grants for CTE Pathways. Colleges in LRCCD will be writing letters of interest for OEI Grants. Letters are due by March 15th. Initial programs being considered are Cybersecurity, medical coding, and project management. The money should lead to innovation and support.

AB 705 data---transfer level placement in math. While placement numbers have significantly increased with the district efforts to meet AB705 requirements, the success rates are still too low.

Nye wants to increase the number of sections of MATH 300 being offered in the district and math deans have been directed to change the offerings for Fall 2019. There was concern raised in the DAS meeting that there is the need to have conversations with subject experts (in this case, math faculty) before this is implemented.

2. College Academic Senate President Reports

FLC---is requested additional FTE for the DE Coordinator position.

SCC---lots of hiring committees (23), trying to use guidelines from proposed Hiring Manual

ARC---interest in offering different ways of “hiring the best” (e.g. online training);

CRC---almost staffed for hiring committees, critical hire for systems librarian, problem with finding equity reps

Discussion of the faculty hiring committees included the possible desire for exploring compensation for equity representatives on committees.

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

4. District Matriculation & Student Success Committee (Lambert)---hopefully will be voting at their next meeting. Major intents are to broaden the scope to include equity and student success, and the composition of committee.

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

6. Academic Senate for California Community Colleges (May)

Area A meeting---San Joaquin Delta (March 22)

7. Los Rios College Federation of Teachers (Presidents/Perrone)

Adjourned at 4:59pm.

Future Events

Next DAS meeting – March 19, Main Conference Room, DO

● ASCCC AB705 Data Revision Project Area Meeting, March 7, LRCCD, DO

● LRCCD Board of Trustees Meeting, March 20, 2019, Cosumnes River College

● ASCCC Area A Meeting, March 23, San Joaquin Delta College, Stockton

● ASCCC 2019 Spring Plenary Session, April 11-13, Westin San Francisco Airport

● ASCCC 2019 Career and Noncredit Institute, April 25-27, San Diego

● ASCCC 2019 Faculty Leadership Institute, June 13-16, Sacramento

● ASCCC 2019 Curriculum Institute, July 10-13, Hyatt San Francisco Airport

ATTACHMENT A:

DCCC Report to the District Academic Senate, March 5, 2019

1. **Curriculum:** All courses and programs on the February 22, 2019 DCCC agenda were approved. New courses and programs and deletions will appear on the March Board of Trustees agenda.
2. **Competency Committees:** The DCCC accepted the recommendation of the District Math Skills Graduation Competency Committee to approve the following courses for Math Competency: STAT 480 (ARC), MATH 372 (SCC), MATH 373 (SCC), MATH 355 (SCC), and MATH 356 (SCC).
3. **New Designators/Thematic Blocks/Families:** The DCCC suspended the rules and completed a first and second reading on the following new designators and thematic blocks: ARC: APPRT new designator and thematic blocks; CRC: MAT new designator and thematic blocks; SCC: EDUC new designator and thematic blocks; and SCC MAKR new thematic blocks. All were approved.
4. **Collaboration Requests:** There are currently eight open collaboration requests in the District. Progress is monitored by the Curriculum Chairs at each college.
5. **SOCRATES Advisory Group (SAG):** CIP codes will be added to SOCRATES. At a minimum the codes will be added to programs but the feature may be added for courses as well. At the recommendation of SAG, the DCCC requests support for Phil Smith either in the form of more release time or the form of another programmer who can complete some of the work related to big projects and general maintenance of the platform.
6. **District Report:** The latest PPC list was distributed to the curriculum chairs of the colleges. Feedback is due to Tammy Montgomery by mid-March. Release of the self-guided placement tool is expected in early March.

Respectfully Submitted,
Dyan Pease
DCCC Chair

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ATTACHMENT B:

Educational Technology Committee Report to the District Academic Senate March 5, 2019

Notes from the District Educational Technology Committee meeting on February 28, 2019.

Discussion Items

Goals/Vision for Ed Tech Committee

No changes were suggested to goals/vision for the Educational Technology Committee which was discussed at the last meeting. The group agreed that the charge of the committee should be followed more closely and the group should focus more of its meetings on topics related to academic computing versus updates from every campus. The Academic Senate could refer items related to online education or educational technology to this committee for recommendations.

Revisions to Ed Tech Committee Membership

It was noted that Board Regulation 3412 related to Ed Tech Committee purpose, areas of responsibility, and committee composition was reviewed at the last meeting. Representatives from DOIT and each campus keep the committee in the loop regarding technical IT. Governance committees at the campus may have changed, but the committee wants to maintain or increase the number of faculty on this committee. Once the committee agrees on changes to the membership, the proposed changes would go to the chancellor's cabinet and then to the Board for approval. The draft changes will be put into the Canvas site for review by all committee members.

□ Los Rios Online

Discussion was held regarding the disparate efforts for preparation and reimbursement for faculty who align their online courses with the OEI's rubric. Currently three campuses have differing compensation amounts (due to different levels of support available) and one campus has not yet determined an amount for compensation.

ARC's model for support and compensation of faculty aligning their courses with the OEI rubric and submitting them to the OEI was reviewed. Scaling this model for the whole district is desirable. The district is working on converting two existing faculty members to district-wide faculty coordinators (possibly at 80% coordinator/20% instruction) to assist in the submission of 20% of our courses by 2020. The faculty coordinator would be responsible for the "a, b, and c" steps of the rubric alignment process and would be funded by backfilling the two faculty with new hires. The backfilled positions would be in areas that are historically known to be in demand and the faculty selected for the coordinator position will be a tenured faculty with expertise in the online/OEI area. The need for a classified person similar to what ARC has (an SPA assigned 20% for this task) to review courses for accessibility issues was noted, but the difficulty of hiring new classified positions was also noted. Any new classified position(s) would need to be funded from campus resource allocations, but a district-wide position could be funded by each campus contributing a percentage of the salary. The location of the faculty coordinators and possibly the classified SPA would most likely be at a campus, but they would be available to all campuses via Zoom and/or by travel to the appropriate campus.

The desire for a single process for the district with equal support and compensation for all was noted and would most likely initially involve the faculty coordinator and classified support reviewing proposals on a first come first served basis (not weighted toward the campus from which the employees are hired), but might be weighted toward courses deemed in high demand/ desirable for students in the future. All campuses would have equal access to the district-wide faculty coordinator and special projects classified position.

It was noted that at ARC, faculty coordinators assist faculty who (1) enroll in a self-paced course in Canvas which guides them through looking at their course and aligning it with the OEI's rubric and (2) once they get their course ready for review by meeting the a, b, and c standards having an anonymous peer reviewer review the course and make comments.

The need for an accessibility expert (section d of the OEI process) at each campus was noted. It was noted that hiring of classified on campus is a college issue, not a district issue and should be brought to VPAs attention at each campus during the classified prioritization process. It was noted that other districts are hiring Instructional Designers to handle this work and that the OEI recommended that districts hiring Instructional Designers.

Any recommendations we have regarding the compensation recommendation and filling of these positions would be made to the Academic Senate with collaboration with the union. Discussion on how to determine the number of hours it takes to align a course with the OEI's was held. This is difficult to determine due to the differing amounts of support and expertise of faculty at each campus. It was noted that when a course goes to the OEI, it is assigned to the submitting faculty. It is portable for them and only assigned to be taught by the submitting faculty.

The effect of an ESA issued to an adjunct for aligning their course with the OEI was noted because it would be tied to FTE and might put adjuncts over the threshold for adjunct FTE. A way to avoid this would be to issue the ESAs for summer work which does not affect annual FTE.

A side bar question regarding class caps in Los Rios and in the OEI was asked. The caps are set by the college submitting the course and may not be uniform. Even within Los Rios, faculty have the right to choose to increase their class caps; room size can also affect class caps.

A recommendation will be drafted to:

1. Recommend hiring faculty as faculty coordinators to review a, b, and c in the OEI's submission process. (Jamey will check with Deputy Chancellor Matista regarding funding)
2. Recommend 20 hours (at the B2-B3 salary schedule) as the minimum number of hours required by faculty to get their courses aligned with the OEI's rubric. It was noted that additional time is needed to get OEI approval.
3. Recommend we review the numbers of hours to determine if the compensation is appropriate.

The group agreed to continue with the current campus-specific compensation model for courses already "in the pipeline" but switch to a district-wide standard amount for summer/fall submissions. District funds would be used to compensate faculty aligning their courses beginning in the summer/fall. Courses that are already in the pipeline will be compensated at the current rate established by each campus (if there is uncertainty, hopefully some coordinating between campuses will take place regarding a more common rate). Once the model is adopted, the districtwide standard will apply to all courses.

Online CTE Pathways Grant

Opportunities to apply for three tracks of CTE grants (expanding existing programs to 100% online; developing new 100% online courses; and support for ancillary activities related to online education) were discussed. It was noted that the presidents of each college are coordinating and determining which grants would best serve our district. Letters of intent are due March 15th, and the deadline for the grant application is May 15th. A suggestion to submit for a grant to tackle the equity gap of DI students related to basic knowledge of how to participate in online courses was suggested.

Informational Updates

DOIT and LMS (to be uploaded to the Canvas Committee site)

None – no report submitted.

College LMS/DE (to be uploaded to the Canvas Committee site)

SCC – Representative noted desire to be part of the group to develop the process for the districtwide review/alignment of courses with the OEI, including assisting with determining the fair compensation for faculty. They have secured FTE for a case management classified to assist in determining the gaps/needs of DI students.

FLC – no report

CRC – There is a DE summit on March 14. They are working on Starfish initiatives.

ARC – It was noted that proposed changes to Title 5 regarding DE will become effective on March 17, but no guidelines have been issued from the State Chancellor's Office. The District will wait for guidelines from the state before going forward with any changes to the course outlines of record in SOCRATES.

Respectfully submitted,

Alice L. Dieli, ARC Faculty Instructional Development Coordinator, DETC Co-chair

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