



**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, May 7, 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	X
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	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
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)	

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

### Preliminaries

#### 1. Call to Order at 3:00pm

- Introduction of Guests
- Approval of the Agenda---approved.
- Announcements---draft of adjunct section of Faculty Hiring Manual will soon be ready---Lopez will share with presidents.
- Approval of minutes (4/2/19)---approved.
- Public Comment (3 minutes per person as time permits)

### Information Items

#### 1. ASCCC Spring Plenary Recap---Congratulations to Ginni May on her re-election as ASCCC Treasurer.

#### 2. Chancellor's Cabinet Recap---met Monday, April 22.

The Technology Accessibility Task Force came to Chancellor's Cabinet with an intent for approval by the Los Rios Board of Trustees in September. As this needs to be vetted by the college academic senates, there is the concern that September is too soon for Board approval.

#### Action:

Lopez to inform Chancellor King and General Counsel Sherry of the need for senate vetting and the concern that the September Board meeting might be too soon for approval purposes.

Chancellor King noted that he and College Presidents Gutierrez and Greene visited the Center for Collaborative Design at Valencia College (Florida) recently and suggested that this concept might be something for Los Rios to consider. He is proposing a that group (including senate presidents) travel to Houston (TX) Community College which has a similar model. DAS members were questioning the purpose of such a center for Los Rios.

### Decision Items

#### 1. District Curriculum Coordinating Council Project Charter (Shubb)

There has been concerns expressed by Vice Chancellor Nye and others that there are courses throughout the district with the same designation and number, but do not satisfy the same general education or articulation needs. An internal audit showed there a good number of courses that fall in this category.

The purpose of this workgroup would be to identify the courses and the reasons for differences,

#### DAS:

Motion to support the project charter.

M/S/U

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Discussion Items

1. Proposal to add Online Course Design Coordinators

Lopez noted there will be one committee for the three positions (with representation from each of the three colleges) and that the representatives from the college will decide on the coordinator for that college.

2. LRCCD Guided Pathways Shared Design Principles

This has been being vetted by senates; need to make sure there are not any red flags. It was mostly a faculty collaboration (special credit to Bill Simpson, ARC) with GP administrators.

DAS comments:

Need for stronger equity language (wanted something more specific with it being woven throughout the document)---need to respond to students we have as opposed to the students we want.

Need to look at future of this workgroup---sounds like it is being institutionalized.

Questions about operationalization,

Re: "incentivize full-enrollment (15 units)"---need to look at incentives, such as better childcare and transportation opportunities.

Action:

College senate presidents to share concerns received from senates with Lopez.

Lopez to share concerns about need for equity language throughout and clarification of 15 units.

DAS acceptance of the Principles contingent on feedback from college senates.

3. Technology Accessibility Task Force Recommendations (Aguilar)---see mention under "Chancellor's Cabinet Recap" Item.

4. Matriculation and Student Success Committee Restructure (Royer)

Royer noted that the goal is to change the focus from matriculation to equity, primarily with a change in name and membership.

DAS agreed with Pitman's request (via Ginni May) that it be a goal, not a requirement, for the chair to have served as the college matriculation (or equivalent) chair.

Action:

Motion to Suspend the Rules and consider adoption of the restructure.

M/S/U

Arden-Ogle/Aguilar

Motion to affirm the work of the DMSSC and approve the restructuring proposal.

M/S/U

Arden-Ogle/Aguilar

5. Workload issues for Matriculation/Equity Senate Positions (Haug)

Haug would like DAS to make a proposal for additional faculty FTE for the college senates to help with the new initiatives and programs (e.g. Guided Pathways, the Student Equity and Achievement program, and enrollment management). She noted that FLC doesn't have sufficient FTE to support reassigned time for the matriculation/equity chair.

It was noted that there will need to be a proposal with documentation. There was discussion of the last time DAS requested consideration of additional FTE and that Tony Giusti had produced a spreadsheet quantifying the needs. The request should be of a more general nature in scope of need. It was also noted that there will probably need to be some extra reassigned time at the district level of the anticipated increased scope and workload of the restructured DMSSC (soon to be DESCC).

#### 6. Next District Academic Senate President

As per Article V, section 3 of the DAS Constitution, ARC has designated Gary Aguilar to serve as DAS President for 2019-20. Aguilar accepted the designation and noted that he has already has an agreement with Chancellor King for weekly meetings (phone or in-person) on a weekly basis as opposed to the current monthly meeting.

#### 7. District Academic Senate Fall Retreat planning

It has been tentatively scheduled for Friday, August 30, at Casa Garden.

### Reports

1. Meeting with Chancellor/ Vice Chancellor---no meeting.

#### 2. College Academic Senate President Reports

ARC---elections for 2019-20 officers---Alisa Shubb (president), Janay Lovering (vice president), Amy Gaudard (secretary), with Gary Aguilar serving as past president.

FLC---elections for 2019-20 officers---Paula Haug (president), Eric Wada (vice president), Francis Fletcher (secretary), with Carlos Lopez serving as past president.

CRC---thanks to Ellen Arden-Ogle, Lisa Marchand, and Teresa Aldredge for stepping in to serve as the CRC Academic Senate team for Spring 2019. Elections for 2019-20 officers---Greg Beyrer (president), Scott Crosier (vice president), Teresa Aldredge (secretary), with Julie Oliver serving as past president.

SCC---Pitman noted that SCC has joined the national Achieving the Dream program, and also that the 2018-19 roster of officers will continue for the upcoming year.

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

4. District Matriculation & Student Success Committee (Lambert)---see Attachment B

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

Dieli also noted there is an updating of membership---will have 12 at-large faculty members (not including Distance Education Coordinators) and that there is a need for faculty appointees.

6. Academic Senate for California Community Colleges (May)

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

CONGRATULATIONS (AND THANKS) TO CARLOS LOPEZ FOR HIS TWO YEARS OF SERVICE AS DAS PRESIDENT!!!!

Adjourned at 5:02pm .

- Next DAS meeting – September, Main Conference Room, DO
- LRCCD Board of Trustees Meeting, May 15, American River College
- 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
- ASCCC Events

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ATTACHMENT A:

DCCC Report to the District Academic Senate, May 7, 2019

1. Curriculum: All courses and programs on the April 26, 2019 DCCC agenda were approved. New courses and programs and deletions will appear on the May Board of Trustees agenda.
2. Competency Committees: The DCCC request for more documentation on the denial of POLS 382 (CRC) for Math Competency was discussed. It was agreed that Renee Medina (SCC curriculum chair and SCC MATH faculty) and Lynn Fowler (ARC AO) will explore the current practices of the Math Competency Committee and make recommendations in the fall.
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: RLST new designator and thematic blocks; SCC: NDT new thematic block. In addition, a new thematic blocks for the DESGN designator were approved. Families: The DCCC, noting a noncompliance issue with families in KHA throughout the district, has been working with the KHA faculty on the need to develop family groups that meet the repeatability guidelines required by law.
4. Collaboration Requests: Open collaboration requests in the District were discussed. Progress is monitored by the Curriculum Chairs at each college.
5. GE Alignment Project: The DCCC has developed a project charter with proposed timelines for work on an important GE alignment issue. The project charter was provided via email.
6. SOCRATES Advisory Group (SAG): CIP and SOC codes now appear on program outlines in SOCRATES. These codes can be entered by the Instruction Office. Deans and Chairs can now be changed on an outline if they have not yet signed. If a college deletes a course, but the course still exists at another college in the district, it can be re-launched as a New to College course.
7. District Report: The most recent additions to the PPC list have been provided to the Chairs and the Instruction offices for review. The DCCC has been exploring inconsistencies with language in Los Rios Board Policy and the new Program and Course Approval Handbook (PCAH) with regard to requirements for a grade of “C” or better. New language has been drafted and is under review by JP Sherry and Tammy Montgomery. The DCCC expects to forward draft language changes to the DAS for review in the fall, 2019.

Respectfully Submitted,

Dyan Pease  
DCCC Chair

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ATTACHMENT B:

Los Rios District Matriculation & Student Success Committee

Monday, April 22, 2019, Board Room' 2:30pm-4:30pm

Minutes

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Members Attending: Art Pimentel (DO), Angie Lambert (Chair), Tadael Emiru (CRC – Interim VPSS), Kimberly McDaniel (SCC), Molly Springer (SCC – Equity and Student Success Dean), Ana-Paula DeOliveira (FLC – Student Rep), John Seamons (CRC – Non-Counseling Faculty/Local Chair) , Leila Stone (SCC – Counseling Faculty), Tina Royer (FLC – Non-Counseling Faculty/Local Chair), Davin Brown (FLC – Dean of Student Success), Renee Hyder (FLC – Assessment), Jerome Lahey (ARC – Classified Rep), Tera Diggs-Reynolds (ARC – Student Services), Judy Mays (ARC – Counselor)

Guests:

I. Call to order – The meeting was called to order at 2:30 pm.

II. Approval of agenda – The agenda was approved.

III. Approval of minutes – The minutes from February 25, 2019 were approved by consensus.

IV. Public comments – There were no comments on behalf of the public.

V. Introductions

VI. Administrator's report – Art Pimentel

a. SEA Program Update – the SEA (Equity) plans are due to Art by May 29th. While there has been some confusion from the state regarding metrics, all campuses are writing their plans and are on track to have them in by the deadline. After approval by the Academic Senates, and College Presidents, they will be presented to the board at the June 12th meeting for final approval and subsequent submission to the CCCCCO.

b. Hobson Starfish and Hi-Point – The Starfish kickoff was in early April with 12 representatives from the colleges and district participating. The Early Alert and Case Management Capabilities are being launched simultaneously through the summer with the option to go live by August 15th – ARC and CRC may be ready at that time but SCC and FLC may request longer for training as they would like to ensure instructional faculty are comfortable with the early alert module.

c. Health Services – The \$20 fee per semester charged to students is to provide baseline health services at each college covering baseline services for mental health, smoking cessation, substance abuse, and sexual reproductive health. The district is working with the VPSS from each college for individual development and has hired a consultant, Becky Parelli, to assist. In response to questions, all four colleges need to provide the same services and the cost of establishing clinics could be substantial, it makes sense at this time to contract out for services but there is no definitive answer for what this may be in the future.

d. Advanced Education Taskforce – The task force held its first meeting April 22nd. The structure and purpose of the taskforce were discussed along with a timeline for recommendations (October 19),

membership, and a plan for where to start. The next meetings will be 4-29-19 and 5-6-19 at which time the taskforce will be reviewing the Advanced Ed Application as well as data; items of concern provided by this committee were the discussion items. Regular updates will be provided to this committee.

VII. Chair's report

VIII. Action items

a. Finalize and approve proposed changes to the Committee's Name, Charge, and Membership – The changes presented to the committee were approved (with the modification noted in IX (a)) by unanimous vote, 12-0-0. The changes will be presented to the District Academic Senate at the next meeting, May 7, 2019.

IX. Discussion items

a. Proposed Changes to Committee's Name, Charge, and Membership – All changes and updates from the February meeting were presented in a final document and, after some discussion, it was decided to add "from the District" at the end of the sentence in 1.3.3.2 part (h). Further discussion was had about the addition of a possible Vice Chair or Past Chair or Chair Elect as well as about adding a second meeting per month for the purpose of subcommittee/taskforce work. The committee agreed to table the discussions and not include them in the formal changes at this time as there was not agreement on the need for them. The changes, with the one modification noted above were called to a vote and approved.

b. Advanced Education Workgroup – Covered in the Administrator's Report. It was mentioned again that if anyone would like to join the taskforce or would like to make sure specific items are covered to contact Art (Pimentel) and Angie (Lambert).

c. Follow-up on Registration Issues Observed during Spring Registration – As enrollments begin, we should note if there are issues with enrollment in corequisite courses as full implementation of AB705 begins.

d. Equity Statements from each college – At our May meeting we would like to discuss how to define this committee's role regarding equity (with the proposed change in our charge). Initial thoughts, questions, and ideas were collected for further discussion.

i. We would like to be intentional and specific.

ii. Let's begin by reviewing each school's equity statement.

iii. How are we affecting DI populations?

iv. Can we review data? What data would we like going forward? Data regarding AB705 implementation?

X. Adjournment – The meeting was adjourned at 4:25 pm.

Next Meeting: Monday, May 20, 2019, Main Conference Room, 2:30 – 4:30 pm

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ATTACHMENT C:

## **Educational Technology Committee Report to the District Academic Senate May 7, 2019**

Notes from the District Educational Technology Committee meeting on April 25, 2019.

### **Discussion Items**

#### **• Los Rios Online Consortium Course Approval Process**

A document detailing the final details of the local peer online course review process for the OEI course exchange was reviewed. It is the result of a collaborative process by the faculty coordinators at all four colleges and will be presented as our recommendation to the District Academic Senate. It is hoped the DAS will approve it without making any changes so the process can be implemented quickly. (see Attachment 1)

#### **• New Coordinator Positions**

It was noted that the DAS is in support of the coordinator (Online Course Design Coordinator) positions for the Los Rios Online Consortium. The hiring process for the reassignment of the three tenured full-time faculty who will apply for the 100% coordinator position was reviewed. It was noted that the Vice Chancellor will perform the evaluations of the coordinators while they are in their reassigned positions and LTT/adjuncts will be used to backfill these faculty for the first year until hiring committees can be formed. The Academic Senate president for the host college will be responsible for recommending the members of the peer review team and all collective bargaining agreements will be followed including faculty's right of retreat. The coordinators will start their reassignments on August 15<sup>th</sup> and arrangements are still being made for their office space and equipment needs.

#### **• Online CTE Pathways Grants**

The deadline to apply for the grants is May 1st and the district will be submitting four requests for funding. The budgets are coordinated across the district along with many of the activities contained in the grants and funds need to be expended in one fiscal year.

#### **• Goals/Vision of Ed Tech Committee/Proposal for Revisions to Ed Tech Committee Membership**

The committee continued discussion on this topic and it was noted that Board Regulation will need to be updated to adjust the membership. To better align the membership of the committee with the purpose statement, and reinforce the focus of this committee from IT topics to educational technology topics, the committee concluded the discussion with the following recommendations:

- replace the four college technology chairs with an additional at-large faculty,
- add a librarian (on a two-year rotation) to replace the rotating college IT supervisor.

It was noted that anyone can attend the meetings, but only official members have the ability to vote when voting is required, though it was also noted that the committee has adopted the use of consensus rather than voting when creating recommendations. These changes were agreed upon by the committee and they will be forward to the General Counsel. (see Attachment 2)

#### **• Ally Status Update**

The Accessibility Task Force will be presenting a recommendation at the Board meeting in September. The plan will cover a two or three year plan of actions to become compliant. We need a PD plan for accessibility and resources. Ally will remain an opt-in feature while discussions with LRCFT continue. A communication plan to explain the benefits of Ally might assist with the discussions with LRCFT. Some of the discussion points include the need for faculty with courses that are not 100% accessible once they feature to receive training and the need to ensure that Ally results would not affect faculty evaluation. It was commented that academic freedom allows faculty to use any products they would like and it is the district's responsibility to make those products accessible. Faculty are responsible for choosing resources that are accessible and there will be support from the district but it's the faculty's responsibility to make their resources accessible. Choosing tools that are not accessible and asking the district to remediate them is not ideal. We are somewhere in between. Are we going to have enough resources so everything



can be made accessible? It is resource intensive. What's the requirement? Using Ally instantly remediates many of the problems student face by instantly providing alternative formats and helps faculty by guiding them through the resources that are not accessible and providing instructions to help the faculty modify the documents. It was noted that once Ally is enabled, it is available for all users – there is not an option to opt out. The question of copyright was raised in the context of whether changing an item to make it accessible (a link, captions, etc.) would be a copyright violation. Accessibility is a workload issue and a potential source of lawsuits. Ally will continue the pilot in the summer and fall and anyone who would like to be part of the task group should contact one of the co-chairs.

The committee agreed that a task group could be available to work with LRCFT to answer detailed questions and develop a professional development plan.

- **Title 5 Changes for LRCCD**

The DE addendum to the course outlines of record and the faculty preparation (training) for teaching online are the two major components of the changes. It was noted that DCCC meets tomorrow and this topic will be discussed. It was noted that any required faculty training will need to be negotiated. Whether the absence of a district-wide policy might make us compliant will be discussed as well.

### **Informational Updates**

- DO-IT – they are evaluating single-sign on tools. The district is live with FinishFaster from the CVC-OEI, but not in “real time.” It was noted that the OEI ecosystem could be changing due to the OEI not funding some tools, going out for bid on other tools. Proctorio (the OEI currently provides this at no cost), Net Tutor, and Worldwide Whiteboard are going out to bid. VeriCite, the antiplagiarism tool recommended by OEI replaced our use of Turnitin. Now VeriCite has been acquired by Turnitin and they are offering a scaled down version called SimCheck. OEI is currently reevaluating Turnitin, and we might be on our own to provide an antiplagiarism tool. The LMS coordinators suggested that the district revert to TurnItIn based on the requests of college faculty and the perception that it will be the easiest transition as opposed to learning a new tool, though it could be twice the cost of VeriCite. DO-IT needs a decision by mid-May, but will continue to use VeriCite while we review other platforms especially Turnitin. It was noted that Grackle, the accessibility tool add-on for Google DOCS, Sheets, and Slides, will be purchased for the District per the recommendation of the LMS coordinators.
- SCC: they will have summer support available and are running the Online Teaching and Learning Academy.
- FLC: nothing to report.
- CRC: the current DE Coordinator will assume the Academic President role, so there will be a new DE coordinator and member of this group.
- ARC: will have summer support available and will host the Online Teaching Institute.

All College reports will be added to the ED Tech Canvas site.

### **Future Items/Other**

- The co-chairs thanked all the members for their service to the committee.
- Next Year's Meeting Dates:

Fall 2019: Sep. 26, Oct. 24, Dec. 12 (moved for Thanksgiving)

Spring 2020: Jan. 30 (moved from 1<sup>st</sup> week of semester), Feb. 27, Mar. 26, Apr. 23

*These notes are made possible by the diligent work of Nancy Edmondson, Confidential Administrative Assistant.*  
Respectfully submitted,

*Alice*

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**Alice L. Dieli**

ARC Faculty Instructional Development Coordinator

DETC Co-chair