



DAS President Julie Oliver
 ARC President Alisa Shubb
 CRC President Gregory Beyrer
 FLC President Paula Haug
 SCC President Lori Petite

Tuesday, January 19, 2021
 3:00 pm – 5:00 pm

Approved Minutes

Julie Oliver	CRC	District Academic Senate President	X
Dan Crump	ARC	District Academic Senate Secretary	X
Alisa Shubb	ARC	Academic Senate President	X
Janay Lovering	ARC	Academic Senate Vice President	X
Amy Gaudard	ARC	Academic Senate Secretary	
Tressa Tabares	ARC	Academic Senate Past President	
Greg Beyrer	CRC	Academic Senate President	X
Scott Crosier	CRC	Academic Senate Vice President	X
Lisa-Marie Mederos	CRC	Academic Senate Secretary	X
Julie Oliver	CRC	Academic Senate Past-President	X
Paula Haug	FLC	Academic Senate President	X
Eric Wada	FLC	Academic Senate Vice President	X
Lisa Danner	FLC	Academic Senate Secretary	X
[NONE]	FLC	Academic Senate Past President	
Lori Petite	SCC	Academic Senate President	X
Sandra Guzman	SCC	Academic Senate Vice President	X
Kandace Knudson	SCC	Academic Senate Secretary	X
Troy Myers	SCC	Academic Senate Past President	X
Eric Wada	FLC	District Curriculum Coordinating Committee (DCCC)	X
Jena Trench	CRC	District Educational Technology Committee (DETC)	X
Bernadette Anayah	FLC	District Equity & Student Services Committee (DE&SSC)	X
Jason Newman	CRC	Los Rios Colleges Federation of Teachers (LRCFT)	X
Guests			
Monica Pactol	FLC	Vice President, Instruction	X
Craig Davis	SCC	Faculty, History (chair of Council of Chairs)	X
Teresa Aldredge	CRC	Faculty, Counseling (college LRCFT president)	X
Victoire Chochezi	FLC	Faculty, Communication Studies	X

Preliminaries

1. Call to Order at 3:02pm
2. Welcome and Introduction of Guests
3. Approval of the Agenda---approved.
4. Approval of December 1 and December 15 minutes---approved.

California Title 5 §53200 "10+1" 1. Curriculum, including establishing prerequisites 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. College governance structures, as related to faculty roles 7. Faculty roles and involvement in the accreditation process 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon.

DAS President's Report

5. Review of meeting notes and weekly recaps and answering of any clarification questions.

See the full text of the DAS President's weekly Recap/Outlook Reports on the DAS page of the District website--- <https://employees.losrios.edu/our-organization/committees/district-academic-senate>

Oliver introduced a video of CRC students talking about online education and last semester.

Barriers:

Lack of dedicated workspace.

Dependent on weak hotspots.

Dropped class since didn't have a quiet place to focus on material.

All courses that they took were asynchronous.

Difficult with all assignments being due on Sunday.

Trouble communicating with professors.

Some professors don't update grades in a timely matter.

All the days were open.

Finding help from classmates was hard since you didn't know them as well as in-person.

Missed socialization that I have with in-person classes.

Not enough room/space for feedback and discussions.

Issue with CRC Bookstore---they were late and it was overwhelming for them. It took too long.

Helpful:

Professors are guiding me through this semester.

Can rely on Puente to help me.

Was able to trade in laptop through the Library.

Office hours are so much better through Zoom---better timeframes.

Professors would explain assignments---videos every week and Zoom meetings.

Online office hour were very helpful. Was great for drawing class.

Accounting teacher set up a Zoom call at the beginning of semester---made it more personal.

Something that has worked:

Prerecorded Zoom/voice lectures---can go back and catch stuff.

More personal feedback from teachers.

Liked when professors put them in small groups---got to know people better.

Support from tutoring.

Thank you to teachers that are supporting us. We are all working together.

They are doing a real good job with the short notice that they were given.

Teachers are suffering just as much as the students---their efforts are not going unnoticed!

Thank you for the opportunity to be a good student.

Oliver also reported that there will be a Collegiality in Action session (presentations from the ASCCC [Academic Senate for California Community Colleges] and the League [Community

College League for California]) for the Los Rios Board of Trustees next Wednesday. We are all scheduled to be there as DAS members.

Oliver reported on the meeting today of the Ethnic Studies Faculty Council. She also noted that a tab for the Council has been established on the DAS page on the Los Rios website

<https://employees.losrios.edu/our-organization/committees/district-academic-senate/ethnic-studies-faculty-council>

- Co-chairs will be Keith Heningburg (SCC) and Tamara Cheshire (FLC); Surangi Frazier (SCC) volunteered to be the logistical support provider.
- All Los Rios Ethnic Studies courses (ETHNS) currently at CRC and SCC will be submitted to CSU for Area F consideration. Everyone agreed that there is need for minor “clean-up” of this existing content.
- Oliver suggests the formation of college Ethnic Studies groups, especially for feedback.
- Next meeting is scheduled February 2.
- A recommendation to add an adjunct faculty member from each college to the Council was made.
- The need for an Area F checkoff box in SOCRATES was stressed.

Decision Items

None.

Discussion Items

1. Antiracism and Equity

Time for reflection on how to infuse antiracism work into everything associated with academic and professional matters.

Discuss strategies to encourage a wide array of faculty to join the college senates and run for officer positions this spring.

One of the Call to Action items was to make concerted effort for inclusion of those missing from the table. There is the need for active recruitment.

Suggestions for actual mechanics for reaching individual faculty:

- Panel discussion with officers to demystify what it actually means to be an officer and involved with the work.
- Personal email to people.
- Talking with department chairs to look for faculty with leadership possibilities.
- Intentionally enter where equity work is happening, e.g. Equity Institutes, Umoja, Puente, T4E, New Faculty Academy, Faculty Diversity Internship Program (FDIP).

2. LRCCD Reopening Plan [Time Certain 3:15pm]

Discussion with FLC Vice President of Instruction Monica Pactol who is a member of the district team working on making plans for how to reopen LRCCD for on-ground activities in the future.

First of all, read the charge (if you have questions).

There are four VPs that are serving on this Re-Opening group. The four VPs are not making

decisions, they are planning out processes (more like a flowchart process). No decision for Fall 2020 has been made yet. The District hopes to have decision by mid-March. Constituencies are engaged through the listening sessions at each of the colleges.

January 31---initial recommendations from VPs in draft form. That is date that it is due, not sure if it will be available.

Not making decision, but recommendations. In January, they are gathering feedback and data from listening sessions and chat page <https://employees.losrios.edu/reopening>

Key issues, themes, and guiding principles.

- Health and safety (#1---hearing loud and clear)---will be following national and state protocols for health and safety.
- Communication and transparency---clear criteria that is communicated, will be in writing and talked about.
- Equity issues---not disenfranchising groups of people. That is in the forefront of recommendations.

We don't know when we will get back on campus, but we know it will look different.

Looking at resources from different colleges and other states.

Will be engaging with academic senate in 10+1 (academic and professional matters) and the faculty unions with workload issues.

One of the four members of the workgroup will come to DAS meetings for the near future (next couple of months).

Questions (Oliver reminded us that these should be regarding academic and professional matters):

- We have no idea on how to plan for Fall schedules. Pactol---her advice to her fellow VPIs has been to create regular on-ground schedule, but then we could then pivot to continued online. Before we go "live" on March 22, we should hope to have a decision. But we might need to "punt" later than that.
- Department chairs are concerned that we will have to pivot a lot. Also not sure if faculty will come back in person or be online. Pactol---goal is to have as few pivot points as possible.

Oliver would encourage every department to have the discussions NOW if they want to be back in person in the Fall (or work from offsite). Hope to have idea in the next couple of months for vaccine rollout. Educators are higher up on vaccine chain than most students. Working with LRCFT on MOUs regarding waiver for faculty to work offsite.

3. Program Placement Council (PPC) – see Attachment B.

Discussion of recommended changes to the Operating Guidelines for the PPC. [supporting document]

Faculty leaders (Oliver and Wada) are now included at each meeting.

We are interested in including all four curriculum chairs as voting members.

Include minutes (haven't been done until this time)---no official notes.

Need some base level of a proposal document---each college has a different process of presentation of proposals.

Only meet four times a year, which creates a bottleneck.

Workload---yes we want to be included, but there is a lot of work.

There is a Google doc---Please get feedback by February 1.

Reports (5 minutes per item)

- Meetings with Chancellor, Deputy Chancellor, etc.
Talked about reopening, Collegiality in Action, briefly debriefed district section of convocation. Vaccination situation---District doesn't have any superpower authority but are working and advocating for all Los Rios employees. Caveat is that most students will be in a lower tier than educators.
- College Academic Senate Presidents

FLC---elections
ARC---retreat, homework on 10+1; need for more Professional Development to inform faculty on what the academic senate does.
CRC---welcoming Lisa-Marie Mederos as secretary. Thanks to Teresa Aldredge for her work as secretary and wishing her the best on her new position as college LRCFT president.
New committee on OER (open educational resources)---will be a college participatory governance committee, not a senate committee.
SCC---Guzman---listening session (text captured by Belinda Lum)
- District Curriculum Coordinating Committee (DCCC) (Wada)---have not met since November, but meeting next Friday.
- District Equity & Student Success Committee (DESSC) (Anayah)---see Attachment A. BJ Snowden will be replacing Melanie Dixon as the administrative lead on the committee.
- District Educational Technology Committee (DETC) (Trench)---have not met since last DAS meeting.
- Other meeting reports
 - o AB705 (Oliver)
 - o Accreditation (Oliver)
 - o Adjunct Hiring Manual (Crosier)
 - o Accessibility (DAPIC)(Knudson)
 - o Budget (Myers)
 - o Calendar (Oliver)
 - o College Bookstores (Crump)
 - o Equivalency Task Group (Oliver)

- o Prison & Reentry Program (Crosier)---challenge in providing services to students.
- o Other...

- Academic Senate for California Community Colleges (Oliver)---Area A meeting (March 26) and Spring Plenary (April 15-17) Sessions will be virtual.
- Los Rios College Federation of Teachers (LRCFT) (Newman)---see Attachment C.

Adjourned at 3:58 pm.

Future Events:

- Future DAS meetings-February 2 and 16, March 2 and 16, April 6 and 20, May 4
- Collegiality in Action Wednesday January 27, 2021 3-5pm [DAS attendance expected]
- LRCCD Board of Trustees Meeting, Wednesday, December 16, 2020 5:30pm; January 13, 2021 5:50pm

ATTACHMENT A:

Los Rios District Equity & Student Success Committee Report to DAS 1.19.2021

The District Equity and Student Success Committee met on December 14, 2020 and responded to concerns from District Academic Senate that not all workgroups reporting to DESSC are faculty weighted. Any work group, taskforce, subcommittee under the purview of DAS must be faculty-weighted, which means that the majority of individuals must be faculty. The issue is that mostly student services and classified professionals are doing this work; the intent is that this work will be visible. The intention to the workgroup model was to get the work done in a nimble and efficient fashion.

DESSC agreed to retract some of the charters - for some of these charters, being under DESSC (faculty-weighted) would slow down the process.

These are the recommendations that were discussed and approved at the Dec meeting.

Sub-committee of DESSC

- Digital Equity - This is ongoing work that should be more formal than a short-term chartered group. Appropriate to be faculty weighted given the skill building component and other training elements.

Chartered Under DESSC (workgroup appointments faculty weighted)

- Advanced Ed/Dual Enrollment - Recommended that these two charters be consolidated given long term interest for both to be under the CCAP agreement. Also, allows appropriate classified professional representation, while maintaining faculty weight.

- UnDocu Student - Planning related to matriculation and persistence

Update DESSC (workgroup standalone w/commitment to report out each semester)

- Call Center - chat bot is one example of the work for this group
- Basic Needs - May consider formal chartering in the future, but for nimbleness related current urgency, should remain standalone in the immediate.
- Health Services Advisory

Membership of workgroups: Appointments should be appropriate to whom is touching the work.
 i. Digital Equity ii. Dual Enrollment iii. Advanced Ed iv. UnDocu Students v. Call Center vi. Basic Needs

ATTACHMENT B:

Agenda Item Discussion #3

Operating Guidelines for the PPC Process

Updated on November 21, 2017

Overview:

The Los Rios Program Placement Council (PPC) process ensures that proposed new degree or certificate programs in the district are vetted thoroughly by vice presidents of instruction, faculty at the department level and faculty represented by the District Academic Senate and District Curriculum Coordinating Committee, and by deans and other administrators. The goal is for transparency of interests—both in identifying potential new programs as they appear on the PPC List and in offering opportunities for feedback about items on the list—before a decision is made by the PPC identifying which college(s) will move forward to develop the programs.

Principles:

- We affirm a commitment to making sure that our programs are healthy and have the best chances of success.
- We will make PPC decisions based on how our programs serve the needs of our students and the community.

Considerations Used When Assessing Program Proposals:

- Unnecessary duplication of a program within the district
- Employment demand
- Likelihood of the program to succeed/achieve sustainability.
- Likelihood of the program to have enough completers to meet federal focus on completion and sustain approval for federal financial aid (e.g. Gainful Employment requirements)
- Existence of a complementary suite of programs at the proposed college site
- Promotion of comprehensive program offerings at all colleges by ensuring the District's smaller colleges (FLC and CRC) can grow to better serve their communities.
- Likelihood of the development of a comprehensive educational program
- Cost of the program to implement and maintain.
- Regional need as evidenced in comments by bodies like the NFNRC and/or local needs as evidenced by advisory committees or other similar local information-gathering processes related to program development.

- Availability of appropriate resources that have been approved or planned for as evidenced in a five-year plan or similar planning document: facilities, equipment, FTE, grant funding, etc.

Operational Rules:

Timing, Frequency, and Documentation:

1. The Vice Presidents will gather new program ideas four times during the academic year, in September, November, February, and April. These proposed programs will go forward to the PPC (the four VPIs, the District Academic Senate President, and the District Curriculum Coordinating Committee Chair) for approval.

New Request Due Dates for PPC List	Approval or Referral to for Informational Meeting
1 st VPI meeting in September	1 st VPI meeting in October
1 st VPI meeting in November	1 st VPI meeting in December
1 st VPI meeting in February	1 st VPI meeting in March
1 st VPI meeting in April	1 st VPI meeting in May

2. The following steps will ensure participation and feedback from all interested parties:
 - a. Following the submission of new requests, the Associate Vice Chancellor of Instruction will distribute the PPC list with new submissions to the PPC. The VPIs will share the list with deans and department faculty, the DCCC chair will share with college curriculum chairs, and the DAS president will share with college senate presidents.
 - b. The AVCI will take the PPC lists to the Career Technical Education Leadership group (CTEL) to capture feedback from its members who are regularly involved in planning for district CTE programs.
 - c. Any concerns brought up at any level (department, curriculum, Senate, administration) should be shared with all members of the PPC.
 - d. By the first VPI meeting of the month following a new-request due date, the PPC will review the lists from the colleges, highlighting the new potential programs. Via an email correspondence, the PPC will make decisions to approve or defer for an informational meeting.
3. Further inquiries may be necessary to achieve clarity and resolution in respect to individual program proposals and proposals that are closely related or which may benefit from further inter-college dialogue, including the Convergence Process described in #7 below.
4. At the VPI meetings listed above, once feedback has been gathered from all groups listed in #2, proposals will be voted on and approved by the PPC only if they have received no irresolvable concerns

by any constituents offering feedback. If such concerns exist, the proposal will go to an informational meeting. Prior to this meeting, the PPC, CTEL, and faculty from the affected college departments will be invited to provide information that they can present to clarify or support their position on the proposed program. Specific information may be requested by the PPC. If this informational meeting leads to agreement and approval, the PPC will vote to approve.

If the informational meeting does not end in agreement, the proposed program will move to the Convergence process (Step 7 below), which will allow further discussion and, if necessary, voting by both administrators and faculty representatives.

Positive results of the PPC process will be recorded on the Recommended to Proceed List, the most recent version of which will be distributed to the DCCC, CTEL (the Career and Technical Education Leadership group), Executive Staff and other groups having interest in the curriculum/ program development process. Approved CTE programs will proceed to the North/Far North Regional Consortium for review and endorsement. In its work reviewing new-to-college courses and programs, the DCCC will be vigilant that the results of the PPC process are reflected in the proposals that are recommended to the Board of Trustees for approval. It will be the responsibility of the Vice Chancellor of Education and Technology, working with the Chair of DCCC, to assure that the current PPC Recommended to Proceed List and PPC procedures documents are available to the DCCC and the District Community.

5. Under emergency circumstances, the PPC will consider program placement requests that fall outside the usual timelines for the PPC process, as indicated in #1 above.

6. Proposals for new athletic teams will be sent to the VPIs for discussion of any possible concerns by other colleges. The process to add or delete athletic teams is addressed in P/R 7141. When a team is proposed to be added, DCCC shall be informed, and athletic coordinators will be apprised as well.

Additional Means of Resolution:

7. Convergence Process: in attempting to achieve resolution of possible conflicts, the PPC may agree to use a Convergence Process, wherein the CTEL and faculty meet to attempt to resolve conflicts related to an individual college program proposal or a complex of related proposals that might result in an agreed- upon allocation of program complex emphases or elements across two or more colleges. Minutes will be taken at this meeting.

8. If other means of resolution (further conversation among the VPs or CTEL, the various forms of the Convergences) have failed and a voting process is ultimately required to determine the placement or replication of a program, then the Vice Chancellor of Education and Technology will convene the PPC for the purpose of voting. The PPC will review the proposals under consideration, using the considerations listed in the second section of this document, and vote on the placement or replication proposal. If necessary, the Vice Chancellor of Education and Technology will cast a tie-breaking vote.

9. If any member is not available for one of the voting PPC meetings, then a designee familiar with the instructional issues under discussion will be appointed to appear in his or her place.

10. The proposals voted to be placed or replicated will be added to the appropriate college's section of the Recommended to Proceed List.

Following the "Recommended to Proceed" Listing:

11. If a program is approved for further development by the PPC by a particular college but is not developed or does not show signs of being developed within two years following placement on the Recommended to Proceed List, the program topic will be open to other colleges for consideration. In March the PPC will conduct an annual update and review of programs that have been approved in order to assess the status of approved programs. If a program has been on the list for over a year and a half with no indication the college has begun any planning for starting the program, the college's VPI will consult with the appropriate dean and faculty from the college to remind them of the program's inclusion on the list and to inquire as to their plans.

ATTACHMENT C:

LRCFT report to DAS
January 18, 2020

- In our steering committee, the LRCFT continues to negotiate Family Leave, Arts stipends, Prison Education program, and “conditions to return to in person instruction” protocols.
- We are meeting with the Insurance Review Committee to discuss insurance rate increases. Negotiations will finish on this topic by July 1 when the new rates begin.
- LRCFT exec. board will continue to host a LRCCD BOT member at each meeting.
- LRCFT exec. board encourages faculty attendance at the BOT retreat March 5-6.
- LRCFT exec. board continues to honor our late president Dean Murakami: scholarships now/in person celebration later. California Federation of Teachers will honor Dean with new statewide award.
- LRCFT exec. board is making new appts to district comms. in consultation with Julie Oliver.
- LRCFT exec. board is creating a Faculty Relief Fund to help faculty w/emergency financial needs.
- LRCFT exec. board continues its internal Equity Audit, on-going, this year.
- LRCFT exec. board is considering funding faculty/students to attend the FACCC A/P.
- LRCFT exec. board is appointing new delegates to the Sacramento Central Labor Council.
- LRCFT Social Justice Caucus continues to focus on student hunger, homelessness, and DACA.
- The LRCFT exec. board took part in the MLK celebration on Monday.