# **District Academic Senate (DAS) Minutes**

**Tuesday, November7th, 2023 - 3:00 -5:00 pm**

Teleconference locations:

**Los Rios District Office Main Conference Room**

**ARC: ARC Administration Building Conference Room**

**CRC: College Center 250 Conference Room #2**

**FLC: FL2-145**

**SCC: Student Center 105**

[**Remote Participation Link**](https://lrccd.zoom.us/j/85212623490?pwd=Sk5WSDhxaExXanRuWC83RjVWUGJ1dz09)Meeting ID: 852 1262 3490Passcode: losrios

## Members Present

DAS

* Alisa Shubb, President
* Sarah Lehmann, Secretary

ARC Academic Senate

* Brian Knirk, President
* Veronica Lopez, Vice President
* David McCusker, Secretary
* Alisa Shubb, Past President

CRC Academic Senate

* Jacob Velasquez, President
* Eric Anderson, Secretary
* Scott Crosier, Past President

FLC Academic Senate

* Eric Wada, President
* Wayne Jensen, Vice President
* Lisa Danner, Secretary
* Paula Cardwell, Past President

SCC Academic Senate

* Sandra Guzman, President
* Dawna DeMartini, Vice President
* Amy Strimling, Secretary
* Lori Petite, Past President

## Preliminaries

1. Welcome/Call to order
2. Land Acknowledgement was read by Eric Wada, FLC Academic Senate President
3. Approval of Agenda
	1. Agenda was approved by consent
4. Approval of Minutes
	1. Minutes were approved by consent
5. Introduction of guests
	1. Guests present included: Tressa Tabares, Megan Ozeran, Teresa Aldredge, Craig Davis, Jason Patterson

## Public Comment Period

Jason Patterson (CRC faculty) commented regarding the moratorium on the use of human remains and Native American cultural artifacts. The CRC biology department supports the efforts to identify and repatriate remains.

Tressa Tabares (ARC faculty) commented that the ARC Political Science department has concerns about the DCCC proposal to remove the “American Institutions” requirement from local AA/AS GE requirements.

## DAS President’s Report

### Faculty Directory Update

From Chief Strategy and Communications Officer Gabe Ross: "Now, any faculty member who does not have a default phone number listed will be able to go into the [Web Directory Update Tool](https://hub.losrios.edu/secure/users/settings2.php) and select “No phone – see syllabus” in lieu of listing a phone number (see screen shots below). For those who are able to list a department phone number or wish to add a different phone number, they are still able to do so using the “Add/Remove Phone” feature." A message will be sent directly to all faculty whose profile previously included the more generic default phone number, to let them all know that we have made “No phone – see syllabus” their new default and remind them of their ongoing ability to update that information as they see fit.



### Notifications to faculty when students enroll after first day of instruction update

From Kevin Wong (DO-IT) " idea has been approved for detailed analysis yesterday and is in the queue to be worked on once we have DO-IT resources available. If Canvas has the ability to do what you are asking for in a new feature set we will get soon, that may shorten the timeline for getting a solution in place. We will continue to provide updates as this moves through our process."

### Universal Design & Accessibility Coordinators appointed

<https://employees.losrios.edu/training/accessibility-support/uda-coordinators>

* For document remediation, complete the [Document Remediation Request](https://employees.losrios.edu/training/accessibility-support/document-remediation) form
* For captioning/transcription services, complete the [Captioning Request Form](https://employees.losrios.edu/training/accessibility-support/captioning-services)
* Faculty can provide documents, videos and audio files and let network of specialists do the rest!
* Message sent to faculty 11/1/23 : [Universal Design Accessibility (UDA) Coordinators.pdf](https://lrccd.instructure.com/courses/176134/files/54352519?wrap=1)

### International Studies Committee

This group requested review/revision of their charter to address their interest in providing improved coordination and adherence to established regulations regarding college initiated study abroad programs.

### Faculty involvement in the LRCCD Equal Employment Opportunity (EEO) Plan

DAS President will present this item at the upcoming Board of Trustees meeting. The current EEO plan states that the EEO advisory committee should include "at least 4 faculty representatives". ***Does DAS wish to recommend the EEO plan be amended to say "at least 4 faculty representatives appointed by the Academic Senate"?***

* [Current EEO Plan](https://losrios.edu/shared/doc/hr/LRCCD-Equal-Employment-Opportunity-Plan.pdf)
* [Proposed Plan in BOT Agenda](https://losrios.edu/lrccd/main/doc/board/2023/20231108-bot-agenda.pdf)

 Notes:

* Currently, faculty are not appointed through a Senate process. Some faculty have been asked to join by District administrators. It is unclear how faculty are appointed.
* There is no website or document that describes the EEO committee, or gives an indication of what a faculty member's responsibility would be as a member of the group.
* DAS supports recommending that faculty members be appointed by the Academic Senate.

### **Board Goals**

The Board’s goals were discussed at retreat: [Board of Trustees' Goals 2023-2026-1.docx](https://lrccd.instructure.com/courses/176134/files/54356931?wrap=1)

* This will be brought back to DAS as a discussion item once each Senate has the opportunity to review them.
* This is the first time the Board is discussing their goals in an open session, rather than a confidential discussion.

## Consent Items

(Any member of the DAS may request an item be removed for further discussion and separate action).

1. No consent items.

## Decisions

(10-15 minutes per item)

### AB 1705 Math Validation Study EW request (first reading)

Action: *Does the DAS recommend that students who receive a "D," "F," or "W" in their college's AB1705 Calculus validation study (at ARC, CRC, FLC, or SCC) in the fall 2023 or spring 2024 semester be allowed to petition for an "EW" to replace the "D," "F," or "W" on their transcript?*

This request comes from the AB 1705 Math Validation Study leads at ARC & FLC

Background provided by AVCI Tammy Montgomery:

*“Last semester the math departments at all four colleges decided to conduct validation studies (allowed by AB 1705) to determine whether or not students could succeed if placed directly into MATH 400 (Calculus I) rather than following a placement route that included prerequisite courses leading to MATH 400. Districtwide, there are approximately 100 students who elected to take this pathway knowing that this is part of a validation study to see if they can successfully complete Calculus I without taking the prerequisites they were originally required to take.*

*When the math leads from all four colleges met in spring 2023, the leads asked about the possibility of assigning the "EW" to students who dropped out of the validation study at any of the colleges. Jamey Nye agreed that this was something we could consider. Last week, Michelle Brock reached out to me, as you can see in the email below, to ask about allowing the "EW" to be assigned if necessary.*

*I have since had the opportunity to discuss this with Jamey Nye and Sonia Ortiz Mercado, and we don't see a downside to this option. However, since grading is the purview of faculty, we believe it best for the DAS to make a recommendation to the District regarding this request.”*

Title 5 and the "EW":

Title 5 now allows the "EW" (which has no ill effect on a student's record) to be assigned to students who experience a variety of extenuating circumstances. Certainly, the AB 1705 math validation study at ARC, CRC, FLC, and SCC would fit within those parameters. In other words, it would be legal to allow the students from the study to petition for the "EW" to replace a "W" or less than satisfactory grade of "D" or "F."

Present:

We've reached midterm in the first semester of the validation study, and it is likely that some students are realizing they aren't going to succeed in MATH 400. The goal is to hold them harmless by providing a soft landing in the form of an "EW." Students who drop will already be 7 units behind where they would have been had they taken the prerequisite they were placed into.

Notes from DAS discussion:

* + Clarification: The students would only know at the conclusion of the class that this would be an option, and they would be informed of the consequences of taking an EW, such as on financial aid. Students would have the choice whether or not to take an EW.
	+ Question: will this option apply to students who are not participating in the study?
		1. No
	+ Concerns about the future of math placement in this district. Will we make changes to math placement based on the result of this study? It was noted that the district seemed reluctant to share the preliminary data from this study.
	+ We are hoping to validate that students do better with the prerequisite. Then, we will be allowed per AB 1705 to require that students take a prerequisite.

### 9. District Textbook Affordability Task Force Low Cost Materials Designation *(first reading)*

*Action: Does DAS support change the definition of Low Textbook Cost from $40 to $30?*

This action is requested by the District Textbook Affordability Task Force

[Presentation slides](https://docs.google.com/presentation/d/1VB_1wsY1WysqWpw9ZfWb7Kz4vVBstzfOK7j1RabR_gQ/edit#slide=id.p)

Notes from DAS Discussion:

* Concern that if we define $30 as the pre-tax Low Cost Textbook threshold, some students may be surprised to learn that the definition did not include sales tax, which in some cases brings the total above $30. This may have a negative impact on some students.
* Concern that including sales tax in the definition would require us to create an internal LTC definition that is lower than $30. Doing so would exclude some sections from the LTC definition, which would mean students who are looking for affordable classes wouldn’t have the information about those courses being low cost
* It was noted that LTC is defined at the college, but our colleges reside in different counties with different sales tax rates.
* Question: could we add a clarification to the definition that states it is the pre-tax cost? Would this meet the interest of informing students of the true total cost?
	+ Yes, this may meet the interest.
	+ Yes, we could add “pre-tax” to the text that appears when users hover over the LTC icon. The [College websites that define ZTC & LTC](https://arc.losrios.edu/admissions/enrollment-and-eservices/zero-textbook-costs) already define LTC as the “pre-tax retail price.”

### 10. Turnitin AI detection tool *(first reading)*

Action: Does the DAS recommend continuing to pay for the Turnitin AI Detection Tool?

Background:

* + Los Rios is currently licensed for Turnitin Similarity. Our subscription term ends 6/30/23 and we are paying approximately$120,000 per year.
	+ We would need to upgrade our license to Turnitin Originality if we would like to keep that feature. The cost to upgrade the license is approximately $11,000
	+ There are some additional features we would get with Originality, in addition to AI detection. T[urnitin Comparison Matrix](https://docs.google.com/spreadsheets/d/1mCcA3UWoLfg5_RU9BvepgAs9xTI0cxCyp_NP0xWz-Bs/edit#gid=1591685393)

Notes from discussion:

* Concern was expressed about the following language from the Turnitin comparison: “Uploaded papers are assessed against known contract cheating indicators to help administrators identify tiers of risk that might be present at their institution.” It is unclear what this means.

## Reports

(5 minutes per report + 5 minutes for questions)

### 11. LRCCD General Education & Graduation requirement revisions (Bill Simpson, DCCC Chair)

Background:

* [Proposal for a New GE Pattern.docx](https://lrccd.instructure.com/courses/176134/files/54303125?wrap=1)
* [GE proposal note.docx](https://lrccd.instructure.com/courses/176134/files/54303143?wrap=1)
* [Ethnic Studies graduation requirement.docx](https://lrccd.instructure.com/courses/176134/files/54303147?wrap=1)

In September 2023 the CCCCO Board of Governors [approved a change to associate degree graduation requirements](https://www.cccco.edu/-/media/CCCCO-Website/docs/regulatory-action/bgccc-associate-degree-final-reg-text-a11y.pdf?la=en&hash=C88E0D34E31E975523EEE00E88CCAB1965D5AB64). We can make changes locally. DCCC reviewed the CCCCO changes, and has made recommendations for how we might consider modifying our local requirements. DCCC encourages local Senates to thoroughly review and “tear apart” those recommendations if needed. DCCC discussed the pros and cons of adding additional requirements. Based on this discussion they recommend that Los Rios add the following graduation requirement to our local associates degrees:

* Living Skills

DCCC does not recommend adding back the “American Institutions” requirement but encourages local senates to consider the pros and cons themselves.

Notes from Discussion:

* Concern that it may not make sense to implement Ethnic Studies as a graduation requirement when CalGETC will include this requirement.
* It is unclear when CalGETC will be implemented but some folks have heard Fall 2025. Others have heard it will be implemented in Fall 2024.
* It was noted that the Ethnic Studies graduation requirement should have been implemented in 2021; we are behind the curve. If it turns out CalGETC is delayed until 2025, the local Ethnic Studies graduation requirement would be in place for a year (if adopted)

### 12. LRCCD Executive Vice Chancellor responses to [*Increasing Full-Time Faculty*](https://bsa.ca.gov/pdfs/reports/2022-113.pdf) California State Audit Report

* [Questions for Mario with responses.pdf](https://lrccd.instructure.com/courses/176134/files/54354799?wrap=1)

Please take this document back to your local senates for discussion

## Discussion

(10-15 minutes per item)

### 13. Changes to CCCApply

Background: CCCO memo: [ess-23-41-auto-adt-a11y (2) (1).pdf](https://lrccd.instructure.com/courses/176134/files/54352825?wrap=1))

* Majors listed under “transfer” (all degrees or just ADTs) - ***Recommendation from DAS requested before Dec 1***)
	+ The State Chancellor's Office allows us to set the filter for students declaring interest in earning a transfer degree in one of two ways (Note that both options prioritize the ADT-AA-T and AS-T degrees).
		- The new filter is automatically set up to display available associate degrees in the following order: AA-T, AS-T, AA, and AS. The list of degrees under each type will appear in alphabetical order.
		- However, the new filter in CCCApply can be adjusted to list only the AA-T and AS-T degrees, again in alphabetical order. [This option leaves out the AA and AS degrees under this educational goal.]
	+ ***Should the CCCApply filter be set up as described in #1 or #2?***
* Transfer without degree option
* Undecided/undeclared option

Notes from discussion:

* Support expressed for giving students as many options as possible
* Some of the AA-Ts are not helpful for students. The local degrees should be an option
* Transfer without degree should be an option
* Support expressed for option #2
* The reality is, many students are undecided. However, because of decisions at the District it may be unhelpful to students to list undecided/undeclared as an option. The District has imposed many limits and barriers to someone being undeclared, such as getting notices that some of their courses are ineligible for financial aid.
* Support for this information about barriers to be known more broadly. We need to know that Los Rios has self-created these barriers for our students.
	+ Would it be appropriate to have the DESSC explore these financial aid barriers?
		- Yes, it would be helpful to explore these
		- DAS would like to know more about these barriers, why are they in place, and what is the source of the barriers? We would like to see a report from the DESSC about this issue.
* Could there be a way to keep the undecided/undeclared option but add a note that it may impact their financial aid?
	+ Concern expressed that new students may not understand what this means
* Sense of DAS is we support AATs, local degrees, transfer without degree, but not undeclared/undecided

### 14. MultiFactor Authentication (MFA) for students

* This will be rolled out to students in January
* What needs to be behind the MFA? Is it too much of a barrier for Canvas to be behind MFA?

Notes from discussion:

* Discussion board on District Ed Tech site – there is more information there.
* Manveer Bola met with a student advisory group, and the students seemed OK with the January rollout but asked for more time for implementation.
* Manveer shared that they’d asked Sierra College for information and had learned some helpful information. For example, dual enrollment students who are in high school sometimes lose cell phone privileges. Therefore, login tokens need to be distributed to students in case this happens
* Concern expressed that there may be unforeseen issues with students phones getting lost, broken, etc and not being able to get their token in time
* Concern about the sentiment that “students are OK with this.” They were asked whether they wanted the rollout in January or December. They were not asked whether they wanted it at all.
* Concern about why Canvas has to be behind the MFA firewall. The response from District was “because of the grades.” And “it could be FERPA related.” Academic Senate Presidents asked whether students are requesting this. It was also pointed out that UC Davis doesn’t have Canvas behind the firewall. Academic Senate Presidents would like more data.
* It was noted that it may be easier for the district to put everything into SSO and not leave some things out.
* Students access to their courses in Canvas is something faculty have a right to weigh in on. If this body wishes to make a recommendation on whether MFA should be used for Canvas, it is within our purview to do so.
* This topic will come back as a decision item

### 15. Faculty hiring

* Manual revision process
* Long Term Temporary positions (LTTs)
* Cluster hiring
* Faculty Diversity Internship Program (FDIP)

Notes from discussion:

* What first steps should we take to revise the manual?
	+ Task group?
	+ Reach out to District HR?
* Concerns that the FDIP had been put on pause (it is reinstated now). Concerns about how much FDIP has been incorporated into our hiring process
* There will be a meeting tomorrow between faculty leaders and district administrators to discuss details about cluster hires and how they will be structured; information will be shared with DAS after the meeting.
* Concerns that we have not been allocated the numbers of positions we actually need in order to meet our needs. Will we need to hire a lot more LTTs to fill the gaps?
* It was noted that last time we revised the hiring manual, there was an interest/intent in the LTT hiring process to mirror the full time hiring process. We could make a separate recommendation about the LTT hiring process before we revise the whole manual.
	+ Suggestion: there should be one faculty hiring manual for all full time hires, LTT and permanent, plus a hiring manual for part time faculty
	+ It was noted that there are three different manuals administrators use for hiring; DAS should make sure all these manuals are aligned
* DAS will develop a recommendation for how to formulate a task group to bring forward as a draft to District HR
* There is an interest from SCC that LTT hires go through a formal hiring process. It was proposed that DAS develop interim guidelines for LTT hires, based on our existing processes.
* Concern expressed that potential applicants to the FDIP program, that there is not a lot of transparency on the website. It is difficult to discover, for example, that FDIP interns are unpaid volunteers. It suggests that this is a pathway to employment, when perhaps it is not. Do we know how many people who have completed the FDIP have been hired by the district?
	+ The DAS president was directed to request that FDIP hiring data be placed on the FDIP website.

### 16. Revisions to proposed R-3412

 [R-3412 Track-changes document](https://docs.google.com/document/d/1CMm7xz8Id7oiUkvlutcVdEQbAf7rWDT8/edit?usp=sharing&ouid=111365725088157068297&rtpof=true&sd=true)

Notes from discussion:

* Concern expressed that it is not faculty responsibility to ensure collegial consultation occurs
* Suggestion to remove “communication regularly with…” and instead read “The administrative co-chair shall ensure that…”

## Items from Colleges for District Academic Senate Consideration

None.

## Committee Reports

## (As time permits, written reports will be posted to Canvas supporting material section and included in subsequent meeting minutes)

### District Curriculum Coordinating Committee (DCCC) – *Bill Simpson*

* + [*DCCC Report to DAS for 10-27-2023 (1).docx*](https://lrccd.instructure.com/courses/176134/files/54462735?wrap=1)

### District Equity & Student Success Committee (DESSC) – *Ea Edwards*

DESSC CHAIR REPORT OCTOBER 2023

Meeting held on 10/23/2023

Minutes: [https://docs.google.com/document/d/1fcucwbiK0RPvLGrX6FFk2QgdxLQdr](https://docs.google.com/document/d/1fcucwbiK0RPvLGrX6FFk2QgdxLQdr8Nk4AimJJ6ncUc/edit)

[8Nk4AimJJ6ncUc/edit?usp=sharing](https://docs.google.com/document/d/1fcucwbiK0RPvLGrX6FFk2QgdxLQdr8Nk4AimJJ6ncUc/edit)

**Chair Report:**

■ 2024/2026 DESSC chair will be from ARC. Official appointment will

be needed

**Administrator's Report:**

■ Student Parent Priority Registration- implemented fall 2023; students able to self-verify status for priority registration for spring 2024

■ Students vote on UTP fee. Of the more than 2,100 students who voted in October, more than 80% voted in favor of maintaining the UTP fee

■ For the 2023-2024 academic year, we have implemented SB 1071 that requires community colleges to provide active duty military and veteran students with a process to petition for credit for courses they’ve taken while in the military. Students can now petition for

credit by completing a form and submitting their Joint Services Transcript

● Request was made for Counselors to receive training on this process

**Discussion:**

■ Undocumented Student Support updated presented by (Sonia

Ortiz-Mercado, Alejandro Torres, and Angelica Perez Marinez)

● Slides: https://docs.google.com/presentation/d/1Jb2XBaxLDAUHE0

0aDspuRKOBN8esU-yv/edit#slide=id.g110199bcf30\_0\_680

● Will bring back topic for data deep dive

■ Equity work across all colleges and location was discussed

Upcoming meetings: 11/20,1/22, 2/26, 3/18, 4/15

### District Educational Technology Committee (DETC) – *Morgan Murphy*

### Prison & Reentry Education Program Committee (PREP) – *Kalinda Jones*

* [*PREP Instructional Lead JD Pilot - S24-1.pdf*](https://lrccd.instructure.com/courses/176134/files/54433867?wrap=1)
	+ This proposal did not formally come to the PREP committee; they were unaware of it until it was forwarded by Sonia Ortiz-Mercado on 11/6.
	+ It had been informally mentioned as part of another agenda item.
	+ SCC plans to follow their local process that is already in place.
	+ This did not come to the DAS subcommittee for any feedback. Teaching prison is very complex and different from teaching on campus. This needs to be discussed by the faculty experts.
	+ It was noted that faculty would like to have input into this proposal
	+ Request that this document goes back to the DAS PREP subcommittee so that it can be vetted at each college.
	+ It was noted that administration has had lots of opportunities to add items to the PREP agenda, but they did not add this item.
	+ The colleges directed the DAS President to request that this proposal be sent to the PREP committee for review and faculty input

### Ethnic Studies Council – *Tami Cheshire, Keith Heningburg*

### Instructional Accessibility Committee  *- Kandace Knudson*

## Other meeting reports

### Budget – *Troy Myers*

### Calendar

### Program Placement Council (PPC) – *Alisa Shubb*

### LRCFT – *Jason Newman*