

CHANCELLOR'S CABINET MEETING

Agenda

Monday, October 12, 2020

3:00 p.m.

Zoom Video Conference

1. Call to Order	Brian King
2. Finalize Agenda & Minutes of Meetings* <ul style="list-style-type: none">• September 28, 2020 Minutes	Brian King
3. Revisions to R-3412: Academic Senate*	Jake Knapp
4. Overview of Planning and Timeline for Gradual Resumption of Face-to-Face Interactions	Brian King
5. Future Agenda Items and Meeting Schedule	Brian King
6. Adjournment	Brian King

CHANCELLOR'S CABINET MEETING

Minutes

Monday, September 28, 2020

Zoom Video Conference

3:00 p.m.

1. CALL TO ORDER

Chancellor King called the Zoom Conference meeting to order at 3:00 p.m.

2. FINALIZE AGENDA & MINUTES OF MEETINGS

The September 28, 2020 meeting agenda and minutes of the September 14, 2020 meeting were approved by consensus.

3. SIX-MONTH ASSESSMENT OF PANDEMIC RESPONSE EFFORTS

Members of the Chancellor's Cabinet reflected back on the last several months and the major decisions and collaborative work that have occurred through the pandemic. Some examples that were shared included:

- The team effort to rapidly pivot to online instruction and remote operations within a matter of days.
- The advanced planning to shift to online for the Summer, and then Fall 2020.
- Getting the impossible-to-convert first responder programs up and running on ground.
- The decision to put the Harris Center for the Arts into hibernation.
- Proactive budget reduction planning. We started planning for the economic devastation from the pandemic in its very early stages.
- The work that has occurred around digital equity, internet support, etc. for our highest need students.
- The leadership of LRCFT and the District getting back to negotiations.
- Focusing on equity and increasing student success, particularly for African American and Latino students.

Operationalizing these decisions has taken a tremendous amount of team effort, and appreciation was expressed for the early, frequent communication and collaboration with constituent groups across the colleges and district.

Cabinet members also acknowledged the many positive outcomes that have occurred amidst this challenging year, such as transitioning almost all processes to paperless, a greater focus on students' technological needs and the digital divide, and our demonstrated ability to be agile as an organization when necessary.

4. FUTURE AGENDA ITEMS AND MEETING SCHEDULE

The next meeting is scheduled for Monday, October 12, 2020.

5. ADJOURNMENT

Chancellor King adjourned the meeting at 3:47 p.m.

1.0 Senate-Led District Committees

1.1 Senate-led Los Rios Community College District Committees

1.1.1 Senate-led Los Rios Community College District Committees (i.e., the District Curriculum Coordinating Committee and District Matriculation Equity and Student Success Committee) are under the direction of the District Academic Senate and report back to the District Academic Senate on a regular basis. Proposals on regulations, policies and procedures from the following committees will come first to the District Academic Senate for review. The District Academic Senate will send its recommendations to the Los Rios Community College District Board of Trustees and/or its representative and all other recommendations to the Chancellor or designee.

1.2 District Curriculum Coordinating Committee (DCCC)

1.2.1 Purpose: To provide recommendations to the Board of Trustees and/or its representative on District-wide curriculum matters.

1.2.2 Areas of Responsibility:

1.2.2.1 Review College proposals for new and deleted courses/programs prior to their recommendation to the Board of Trustees or its representatives;

1.2.2.2 Coordinate the review of District-wide graduation competencies prior to making recommendations to the Board of Trustees and its representative;

1.2.2.3 Review District-wide general education requirements for associate and associate for transfer degrees;

1.2.2.4 Work toward consensus on those curriculum issues having implications for two (2) or more Colleges;

1.2.2.5 Develop and review District grading procedures;

1.2.2.6 Place courses into disciplines; and

1.2.2.7 Perform other duties related to curriculum.

1.2.3 Committee Composition: The District Curriculum Coordinating Committee will consist of the following:

1.2.3.1 Three (3) faculty members from each College recommended for appointment by the College Academic Senate President and appointed by the District Academic Senate President;

- 1.2.3.2 One (1) District Academic Senate representative appointed by the District Academic Senate President;
 - 1.2.3.3 The Vice President of Instruction or designee from each College;
 - 1.2.3.4 The Vice Chancellor of Education and Technology, who serves as Administrative Liaison Officer;
 - 1.2.3.5 One (1) student representative from each College, nominated by the Student Advisory Committee;
 - 1.2.3.6 One (1) Articulation Officer appointed by the District Academic Senate President; and
 - 1.2.3.7 The Chair, a non-voting faculty member determined by the rotation noted in 1.2.4.
- 1.2.4 The Chair shall serve for two academic years from June 1 through May 31 by College on a rotating basis in alphabetic order based on the College name.
- 1.2.4.1 When the Chair is selected from the existing membership of the DCCC, that position will be backfilled by appointment of a new member by the College Academic Senate President.
 - 1.2.4.2 The Chair will serve as an ex officio member of the District Academic Senate.
- 1.2.5 The Chair-Elect of the Committee will be a faculty member recommended by the Curriculum Committee and the local Academic Senate President of the College next in line to chair the DCCC, and appointed by the District Academic Senate President.
- 1.2.5.1 The Chair-elect will be appointed by September of the second year of the Chair's term.
 - 1.2.5.2 The Chair-elect shall be trained by the Chair during the second year of the Chair's term.
- 1.2.6 All members of the Committee are voting members except the Chair and the Chair-elect, unless the Chair-elect is a current voting member.
- 1.2.7 DCCC agendas and minutes shall be routinely forwarded to the District Academic Senate President.
- 1.2.8 Competency Committees:

- 1.2.8.1 The District Curriculum Coordinating Committee shall call for a review of Reading, Writing and Mathematics competencies once per semester or on an interim basis as needed.
- 1.2.8.2 The DCCC shall designate a faculty chair to preside over a committee for each area of Mathematics, Writing and Reading competency. The initial selection of the chair shall be by random selection and shall rotate every two years to the next College in alphabetical order. The DCCC shall keep the official record of each of the faculty chairs. The composition of each of the committees is the following:
- 1.1.8.2.1 One (1) dean or an appropriate administrator from each College (subject area);
 - 1.1.8.2.2 One (1) subject matter faculty member from each College, selected by the Academic Senate President;
 - 1.1.8.2.3 One (1) related subject matter faculty member from each College, selected by the Academic Senate President;
 - 1.1.8.2.4 One (1) counselor from the College of the chair, selected by the College Academic Senate President;
 - 1.1.8.2.5 One (1) faculty member from each College representing assessment interests; these members are non-voting;
 - 1.1.8.2.6 The faculty chair shall be appointed by the District Academic Senate President to preside over the committee; and
 - 1.1.8.2.7 The competency standards are set forth in Administrative Regulation (R-7241).
- 1.2.8.3 Reports from the Competency Committees will be made at the District Curriculum Coordinating Committee. The DCCC will rely primarily upon those recommendations. The DCCC will make a recommendation to the Board of Trustees and/or its representative. The course outline of record will contain the new competency designation and shall be forwarded to the Board of Trustees for approval. In lieu of submitting the course outline of record, the DCCC chair may make a separate report of all competency changes and submit that to the Board of Trustees for approval.
- 1.2.9 Subcommittees: The committee shall form the appropriate sub-committees necessary to carry out the tasks associated with its responsibilities.

1.3 ~~District Matriculation Committee (DMC)~~ District Equity and Student Success Committee (DESSC)

1.3.1 Purpose: To provide recommendations to the District Academic Senate and advise the Board of Trustees or its representatives on matters related to District-wide issues of ~~matriculation equity in our education system, including initiatives, and the implementation of legislation, and those of student support services and technologies designed to onboard students and move them through to successful goal completion.~~

1.3.2 Areas of Responsibility:

1.3.2.1 Recommend policy related to ~~the issues of equity in our educational system, including initiatives, and the implementation of legislation, and to student support services and technologies related to onboarding students to a college and moving them through the college to successful goal completion as defined components of matriculation reflected in Title 5 regulations;~~

1.3.2.2 Examine those areas ~~relating to issues of equity in our educational system, including initiatives, and the implementation of legislation, and those of support services and technologies related to onboarding students to a college and moving them through the college to successful goal completion which impact of matriculation affecting~~ two (2) or more Colleges and support the effort to work toward consensus;

1.3.2.3 Convene ~~new and adopt existing~~ integrate the work of existing workgroups which pertain to issues of equity in our educational system, as appropriate, including initiatives, and the implementation of legislation, and to student support services and technologies related to onboarding students to a college and moving them through the college to successful goal completion; and special task forces to address Board Policy pertaining to matriculation; and

1.3.2.4 Develop recommendations related to ~~issues of equity in our educational system, including initiatives, and the implementation of legislation, and to student support services and technologies related to onboarding students to a college and moving them through the college to successful goal completion that are assigned to the committee by matriculation issues assigned to the committee~~ by the District Academic Senate or by the Board of Trustees or its representatives.

1.3.3 Committee Composition:

1.3.3.1 All appointments are for two-year terms; all members are voting members, except the Chair who will vote only in the event of a tie.

1.3.3.2 Membership

- a) The ~~DESSC-DMC~~ chair is a faculty member appointed by the District Academic Senate President to serve a two-year term following the academic calendar. The ~~DMC-DESSC~~ Chair must have served as ~~at the local~~ College Matriculation Committee Chair ~~in order to serve as DMC Chair~~. The Chair shall serve for two academic years from June 1 through May 31 in a rotating basis by College as follows: SCC, FLC, CRC, and ARC. The faculty chair is the representative of the District Academic Senate ~~and may serve as a liaison, member, or chair of the local College matriculation committee.~~
- b) One (1) faculty member from each college and (1) classified member from each college who are involved in equity efforts (examples: equity coordinator, member of a disproportionate impact workgroup, student equity committee chair), and/or core matriculation services, and/or serving on a workgroup designed to facilitate academic goal completion, appointed by the president of the appropriate district governance group's president. ~~committee chair from each of the four Colleges or their designee recommended by their Academic Senate President and appointed by the District Academic Senate President.~~
- c) One (1) counseling ~~or non-counseling~~ faculty member from each College. ~~The Academic Senate Presidents shall consult to encourage a balance of disciplines prior to appointment by the District Academic Senate President. If the faculty matriculation chair from a College (in item b above) is a non-counselor, then the additional member shall be a counseling faculty member, to ensure a counselor from each College is a member. Appointed by the District Academic Senate President.~~
- d) ~~One (1) faculty member currently serving on the District Academic Senate appointed by the District Academic Senate President.~~
- e) ~~The matriculation coordinator or designee from the same constituency group from each College.~~
- f) ~~One (1) person representing Assessment appointed by the appropriate participatory governance group's president to serve on a rotating basis by College.~~

~~g)d~~ The Associate Vice Chancellor of Education ~~and Technology Services~~, or designee, who serves as the Administrative Liaison Officer.

~~h)e~~ One (1) student representative from each College, appointed by the Associated Student Government. Up to two (2) additional students from each College may serve as designees of the appointed student representative. nominated by the Student Advisory Committee.

~~i)~~ ~~One (1) classified member from each College associated with matriculation services as described in 1.3.2, appointed by the College Classified Senate President.~~

~~j)f~~ Two (2) Vice Presidents of Student Services, or designees, to serve on a two-year term on a rotational basis: as follows: CRC & ARC; SCC & FLC.

- 1.3.4 Subcommittees: The Matriculation Committee ~~DESSC~~ shall form the appropriate subcommittees it deems necessary to carry out the tasks associated with its responsibilities included in 1.3.2.
- 1.3.5 Through its representatives on these committees, the District Academic Senate may request assistance from the committee in carrying out the District Academic Senate's task of making broad policy recommendations on academic and professional matters, as outlined in Title 5, Section 53200 (c) (1)-(11).
- 1.3.6 Meetings: The committee shall meet at least once per month during the fall and spring semesters and may call additional meetings as necessary.
- 1.3.7 Voting: Members of the ~~DMC~~ DESSC shall act as representatives of their local College areas or divisions. Members shall share vital information with all affected parties in a timely way pursuant to Board Policy 3412, Section 5.0. Feedback may be gathered electronically in order to expedite the process. Members shall vote based upon their College areas' interests. Abstentions must be formally stated. Lack of response shall not be considered an abstention. The majority of yes or no votes shall constitute a decision.

2.0 Non-Senate Led District Committees

2.1 Non-Senate Los Rios Community College District Committees are under the direction of the Chancellor.

2.1.1 Academic Calendar Committee (See R-7123).

2.1.2 District Budget Committee (See R-8122).

2.1.3 Educational Technology Committee.

2.1.1.1 Purpose: To discuss and make recommendations on District-wide issues and initiatives related to educational technology, broadly defined as classroom, laboratory or faculty computing; classroom multi-media, and distance education.

2.1.1.2 Areas of Responsibility: To explore and provide input to the appropriate District committees and constituent leaders on the following subjects:

- a) Classroom/lab and distance education software, equipment, and infrastructure planning, selection, and implementation;
- b) Accreditation distance education policy implementation requirements;
- c) Student support for using educational technology;
- d) Educational technology tools and strategies;
- e) Non-classroom faculty technology tools (e.g. online grading);
- f) Classroom and student related data security, FERPA compliance;
- g) Institutional research regarding educational technology;
- h) Faculty training related to areas of responsibility for this committee;
- i) Input to District IT's Technology Plan; and
- j) Input to District Board Policies and Regulations which address educational technology issues.

2.1.4 Committee Composition:

- 2.1.1.2.1 The Vice Chancellor of Education and Technology is appointed by the Chancellor and serves as committee co-chair;

- 2.1.1.2.2 One (1) District Academic Senate representative appointed by the District Academic Senate President and serves as committee co-chair;
 - 2.1.1.2.3 Twelve (12) at-large faculty members, three (3) from each College, appointed by the District Academic Senate President;
 - 2.1.1.2.4 Four (4) instructional development/distance education coordinators, one (1) from each College appointed by the District Academic Senate President;
 - 2.1.1.2.5 Four (4) College administrators, one (1) from each College, appointed by the College President;
 - 2.1.1.2.6 One (1) Librarian, appointed by the Colleges in two-year rotation cycle (ARC, CRC, FLC, SCC); and
 - 2.1.1.2.7 Two (2) District IT representatives, appointed by the Vice Chancellor of Education and Technology.
 - 2.1.1.2.8 One (1) representative appointed by the Los Rios College Federation of Teachers.
- 2.1.1.3 Procedures for Reporting to the Representative Constituency Groups: Committee members are responsible for providing regular committee updates to their constituency groups and to soliciting input for use by the Educational Technology Committee as requested by the committee co-chairs. The co-chairs will post electronic committee notes or minutes on a regular basis.
- 2.1.5 International Education Committee
- 2.1.1.4 Purpose: To discuss and make recommendation on District-wide issues and initiatives related to international education, broadly defined as international students attending Los Rios Colleges, student Study Abroad programs, faculty study abroad and exchange opportunities, and strategies to enhance global studies programs and activities.
 - 2.1.1.5 Areas of Responsibility: To explore, discuss best practices, and provide input to the appropriate District Committees and constituent leaders on the following subjects:
 - a) Best practices on developing programs and services for international students enrolled in Los Rios Colleges, including how to better integrate them into the Colleges;
 - b) Input to Los Rios student Study Abroad programs;

- c) Input to faculty study abroad and exchange opportunities;
- d) Best practices to integrate global awareness throughout the curriculum and in College activities;
- e) Best practices to enhance student internships with local companies and agencies working with international partners or projects;
- f) Faculty and staff training related to the areas of responsibility for this committee; and
- g) Input to District Board Policies and Regulations which address international education issues.

2.1.1.6 Committee Composition:

- 2.1.1.6.1 The Vice Chancellor of Education and Technology is appointed by the Chancellor and serves as committee co-chair;
- 2.1.1.6.2 One (1) District Academic Senate representative appointed by the District Academic Senate President to serve as committee co-chair;
- 2.1.1.6.3 Eight (8) faculty members, two (2) from each College recommended by the College Academic Senate President for appointment by the District Academic Senate President;
- 2.1.1.6.4 Two (2) classified staff members recommended for appointment by his or her College's Classified Senate President;
- 2.1.1.6.5 Four (4) College administrators, one (1) from each College, appointed by the College President; and
- 2.1.1.6.6 One (1) College administrator, who serves as the District-wide Study Abroad Coordinator.

2.1.1.7 Procedures for Reporting to the Representative Constituency

Groups: Committee members are responsible for providing regular committee updates to their constituency groups and soliciting input for use by the International Educational Committee as requested by the committee co-chairs. The co-chairs will post electronic committee notes or minutes on a regular basis.

- 2.2 All non-senate led District-wide committees are advisory to the Chancellor and will not address matters within the scope of collective bargaining unless otherwise agreed to under the collective bargaining contract.
- 2.2.1 Each District-wide committee will be periodically reviewed by the Chancellor's Cabinet. The Cabinet may make recommendations to the Chancellor concerning composition, continuance and charge of the committee. If the recommendation of the Chancellor's Cabinet is not accepted by the Chancellor then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.
- 2.2.2 Proposals to establish new, District-wide committees will be developed by the constituencies of the Chancellor's Cabinet. These proposals will include but not be limited to the following elements:
- a) Purpose;
 - b) Area(s) of responsibility;
 - c) Committee membership;
 - d) Appointment process for members; and
 - e) Procedures for reporting to the representative constituency groups.
- 2.2.2.1 The Chancellor's Cabinet will review each proposal and make a recommendation to the Chancellor.
- 2.2.2.2 The Chancellor will decide whether to authorize and implement the recommendation of the Cabinet.
- 2.2.2.3 If the recommendation of the Cabinet is not accepted by the Chancellor, then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.
- 2.2.3 Each District-wide committee will have an administrator co-chair appointed by the Chancellor and faculty co-chair appointed by the District Academic Senate President unless otherwise specified.
- 2.2.4 District Committees may establish subcommittees and/or task forces within their charge. The Chancellor's Cabinet must be informed of the development of any subcommittees and/or task forces. Any proposed change of committee charge or a substantive alteration must be approved by the Chancellor's Cabinet.

- 2.2.5 The Chancellor’s Cabinet may form temporary task forces or subcommittees to address educational issues that are not otherwise addressed by existing District Committees.
- 2.3 The appointment of faculty members to serve on District committees, task forces, or other groups shall be made by the College or District Academic Senates or, when appropriate, by the collective bargaining representative.
- 2.4 A District list describing the District Committees and their subcommittees and/or task forces will be updated and published annually by the Chancellor or designee.
- 2.4.1 The list will be widely distributed and all members of the Chancellor’s Cabinet will receive copies.

 LRCCD

Adm. Regulation Adopted: 5/6/92

Adm. Regulation Revised: 4/28/97, 6/16/98; 11/6/00; 5/10/04; 11/17/08; 4/29/13; 2/24/20

Adm. Regulation Reviewed: 4/29/13; 2/24/20

Board Policy:

[P-3412](#)

Draft 8/25/2020