

# CHANCELLOR'S CABINET MEETING

## *Agenda*

Monday, September 18, 2023

3:00 – 5:00pm

**Board Room**

1. Call to Order	Brian King
2. Finalize Agenda & Minutes of Meetings* a. April 24, 2023	Brian King
3. Overview of Purpose of Chancellor's Cabinet and Board Policies & Administrative Regulations Review/Approval Process	Brian King Jake Knapp
4. Update on State Budget and Enrollment for FY 2023-24	Mario Rodriguez
5. Update on ARC Davies Hall Closure	Brian King
6. Repatriation of Native American Remains at Los Rios Colleges	Jamey Nye
7. Proposed Revisions to Board Policy/Administrative Regulations:* <ul style="list-style-type: none"><li>• P/R-2211 – Admission and Entrance Requirements</li><li>• P-2242 – Resident Status</li><li>• R-2254 - Student Enrollment Fee</li><li>• P-2523 – Student Health Services</li><li>• R-2821 – Exempt Criteria</li></ul>	Jake Knapp
8. Information Item: Proposed Changes by the District Academic Senate to R-3421-Academic Senate*	Alisa Shubb
9. Adjournment	Brian King

*\*Attachment*

CHANCELLOR'S CABINET MEETING

*Minutes*

Monday, April 24, 2023

Zoom Video Conference

3:00pm

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**1. CALL TO ORDER**

Chancellor King called the meeting to order at 3:00pm.

**2. FINALIZE AGENDA & MINUTES OF MEETINGS**

The April 24, 2023 meeting agenda and the March 27, 2023 minutes were approved.

**3. REVIEW BOARD'S GOAL TO RESTORE ENROLLMENT TO PRE-PANDEMIC LEVELS IN FIVE YEARS**

Chancellor King went through the Strategic Enrollment Management Planning presentation that was given to the Board of Trustees at the April 12 meeting. The presentation was well received by Trustees, and Chancellor King congratulated and thanked everyone who has been working very hard on this priority. Members of Cabinet discussed and offered feedback on the SEM, the targets and strategies, and the philosophies (the "why") behind the goals. Deputy Chancellor Nye provided an update on the process of developing a written document to summarize the Strategic Enrollment Plan, reminding Cabinet that this originated from the District's Strategic Plan. Senate Leaders expressed concern that faculty were not consulted early in the development of the enrollment management metrics/targets. It was agreed that a philosophy can be included in the intro of the final document.

**4. PROPOSED REVISIONS TO BOARD POLICY/ADMINISTRATIVE REGULATION 8192: CAMPUS POLICE AND SAFETY SERVICES**

Chief Counsel Knapp presented the proposed policy and regulation for Cabinet's consideration. As discussed at last month's Cabinet meeting, these are revisions required by Title 5. There was discussion about the concept of Community Caretaking and what measures will be implemented to ensure to ensure we create a safe environment for students, faculty, and staff. The administrative regulation is now approved by Chancellor's Cabinet, and the board policy will be on the next two board agendas.

**5. 2023 SCHEDULE PRESENTATION**

District Academic Senate President Alisa Shubb brought forth a request on behalf of the Districtwide Academic Senate to review the clarity and effectiveness of the language in our course schedules, through an equity-focused lens, regarding course modality. The Senate's suggestion is to survey student perspectives to see how we can best revise the language to be as clear as possible. District IT will look into how we can improve clarity in the language.

**6. ADJOURNMENT**

Chancellor King offered the opportunity to propose a special meeting in May if needed, depending on the timeline of the regulations currently being reviewed by the Academic Senate.

The meeting adjourned at 3:57pm.

## 1.0 Entrance Eligibility

1.1 The Colleges of the Los Rios Community College District shall admit any California resident, and may admit any nonresident, possessing a high school diploma or the equivalent thereof. The Los Rios Community College District Board of Trustees may by rule determine whether there shall be admitted any other person who is over 18 years of age and who, in the judgment of the Board of Trustees, is capable of profiting from the instruction offered. (Ed. Code, § 76000.)

1.2 Any grade school or high school student may be admitted ~~for a limited program~~ as a special admit student upon recommendation of the student's school principal, with parental consent and the approval of the College President. (Ed. Code, § 76001.)

1.3 Students enrolled in an adult education program may be admitted under the provisions of 1.1 or, with the recommendation of the student's adult education program administrator may be admitted as special part-time students. (Ed. Code, § 76001.)

## 2.0 Non-Discrimination

2.1 It is the policy of the District neither to discriminate against, nor exclude from participation in any benefits or activities related to registration, enrollment, or any other phases of the instructional program or student activities, any otherwise qualified person on the grounds of ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, or marital status. (Ed. Code, § 72011, Cal. Code Regs., tit. 5, § 59300.)

## 3.0 Open Enrollment

3.1 The District shall be an open district allowing students free choice of attendance at any of the member colleges with no boundary lines established; however, the District abides by restrictions on athletic participation as defined in the Athletic Code of the Community College League of California.

## 4.0 Open Classes

4.1 It is the policy of this District that until maximum enrollment is reached and unless specially exempted by statute or regulation, every course, course section or class offered by the District, for which the number of full-time equivalent students is reported for state apportionment purposes, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established by the District.

## 5.0 Registration Priorities

5.1 The District may adopt a registration priority system which shall incorporate all priority classifications required by law.

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ADMISSIONS AND RECORDS	LRCCD Policy Adopted: 3/10/65
	Admission and Entrance P-2211
	Requirements
Enrollment	2 of 2

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LRCCD

Policy Revised: 1/17/68; 11/19/80; 2/10/82; 1/24/96; 1/16/02; 6/18/08; 1/11/12; 11/9/16

Policy Reviewed: 11/9/16

Adm. Regulation [R-2211](#)

## 1.0 Admission Requirements

1.1 Admission requirements include the following:

1.1.1 A uniform District application;

1.1.2 Supplemental Student Data Sheet; and

1.1.3 A residence statement;

~~1.1.4 Transcripts from high schools or other colleges may be required at the discretion of the College of the Los Rios Community College District.~~

## 2.0 Registration Priorities

2.1 (Ed. Code, §§ 66025.8, 66025.9, 76001; Cal. Code Regs., tit. 5, §§ 56026, 56232, & 58108.)

2.2 Priority registration will be District-wide.

2.3 Students will be permitted to enroll in the following order of priority:

2.3.1 The following groups shall have equal priority: foster youth and former foster youth; students eligible for CalWORKs, Student Parents, DSP&S and EOP&S; any California resident who is a member or former member of the Armed Forces of the United States; homeless youth; and any member or former member of the State Military Reserve.

2.3.1.1 “Foster youth” means a person who is currently in foster care, and “former foster youth” means a person who is an emancipated foster youth and who is up to 24 years of age.

2.3.1.2 “Student Parent” means a student who has a child or children under 18 years of age who will receive more than half of their support from that student.

2.3.1.2 The “Armed Forces of the United States” means the Air Force, Army, Space Force, Coast Guard, Marine Corps, National Guard, Naval Militia, Navy, and the reserve components of each of those forces, including the California National Guard.

2.3.1.3 Homeless youth means a student under 25 years of age who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by a postsecondary educational institution that is a

qualifying institution pursuant to section 69432.7, as a homeless child or youth, as defined in subsection (2) of section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), by at least one of the following:

2.3.1.3.1 A homeless services provider, as that term is defined in paragraph (3) of subdivision (d) of section 103577 of the Health and Safety Code.

2.3.1.3.2 The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.

2.3.1.3.3 A financial aid administrator for an institution of higher education.

2.3.1.4 For purposes of this section, a student who is verified as a homeless youth shall retain that status for a period of six years from the date of admission.

2.3.2 Continuing students, or new students with prior special admit status, who have completed a minimum of 12 units in the District who will satisfy the requirements to graduate or transfer to a baccalaureate college or university at the end of the semester of registration.

2.3.2.1 Students must complete a special priority form and have a counselor sign off verifying graduation or transfer readiness.

2.3.2.2 Students may receive this priority one (1) time. If the student does not graduate or transfer to a baccalaureate college or university at the end of the planned semester, the student may petition to receive priority registration one (1) additional time.

2.3.2.2.1 Petitions will be reviewed that show special circumstances including, but not limited to, medical or other urgent issues or students who complete a degree, but need a few additional classes to transfer.

2.3.3 New and continuing students who have been verified by District, College and California Community College Athletic Association rules and regulations to be eligible (in season) or capable to be eligible (out of season) for a competitive sport team.

2.3.4 Students continuing from the prior semester who are not on academic or progress probation for two consecutive semesters as defined in California Code of Regulations, title 5, section 55031 and new students.

2.3.4.1 Within this category, students shall be assigned to priority subgroups based upon their status as new students and/or the number of units completed at the Colleges of the District with the intent to give those students most likely to graduate or transfer preference in registration.

2.3.5 The following groups shall have equal priority: new transfer, returning and returning transfer students.

2.3.6 ~~Advanced Education students~~ Special admit students.

2.3.7 Open Enrollment.

2.4 Registration priorities as specified in sections 2.3.1 through 2.3.6 shall be lost at the first registration opportunity after a student:

2.4.1 is placed on academic or progress probation or any combination thereof as defined in California Code of Regulations, title 5, section 55031 for two consecutive terms;  
or

2.4.2 has earned ninety (90) or more degree applicable semester units at the District.

2.4.2.1 The greater than ninety (90) unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in California Code of Regulations, title 5, section 55000, subdivision (j) or special classes as defined in California Code of Regulations, title 5, section 55000.

2.4.2.2 Students whose educational plans identify they are enrolled in high unit majors or programs may file for an exemption from this Administrative Regulation.

2.5 Students who are placed on academic or progress probation, or who have earned seventy-five (75) percent or more of the unit limit shall be notified of the potential for loss of enrollment priority.

Students who are in their first semester of academic or progress probation shall be notified that a second consecutive term on academic or progress probation will result in loss of priority registration. Such notification shall continue until the student is no longer on probation or the student reaches the unit limit.

- 2.6 A student may appeal the loss of priority enrollment status due to extenuating circumstances or where a student with a disability applied for, but did not receive, reasonable accommodation in a timely manner.

2.6.1 Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

- 2.7 A student on academic or progress probation, or in dismissal status who demonstrates significant academic improvement may appeal the loss of priority enrollment status.

2.7.1 Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in California Code of Regulations, title 5, section 55031 for the term.



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Enrollment

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LRCCD

Adm. Regulation Adopted: 3/10/65

Adm. Regulation Revised: 1/18/67; 1/17/68; 4/15/70; 8/19/70; 3/6/74; 11/19/80; 2/10/82;  
1/24/96; 11/26/01; 2/25/08; 3/22/10; 8/30/10; 11/28/11, 4/29/13;  
9/23/13; 4/28/14; 9/11/17; 9/23/19

Adm. Regulation Reviewed: 9/23/19

**Board Policy:** [P-2211](#)

DRAFT

## 1.0 Resident Student Defined

- 1.1 A resident for community college admissions is a student who had legal residence in California for more than one (1) year immediately preceding the residence determination date or who is entitled to residency classification under the Education Code and California Code of Regulations, Title 5. All other students are nonresident students. (Ed. Code, §§ 68017, 68018, 68060-68075, 68076-68080, 68082-68085, 68100, 76140.5) Nonresident students who are both citizens and residents of a foreign country are international students.
- 1.2 Students who are exempt from the Nonresident Tuition Fees under Education Code, sections 68130.5, 76140, subdivisions (a)(4) & (a)(5), 76140.5 and/or Title 5 Regulations shall be exempt from the Nonresident Tuition Fee, the Student Capital Outlay Fee, and the International Student Application Fee. (Ed. Code, §§68130.5, 68085.5, 76140, subd. (a)(4) & (a)(5), 76140.5)
- 1.3 The Chancellor of the Los Rios Community College District or designee is authorized to evaluate information presented by an applicant for admission and to make determination of residence. (Title 5, §§ 54000-54072)

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LRCCD

Policy Adopted: 5/17/67  
Policy Revised: 3/7/73; 3/6/74; 11/19/80; 2/10/82; 1/24/96; 9/9/15  
Policy Reviewed: 9/9/15  
Adm. Regulation [R-2242](#)

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## 1.0 Student Enrollment Fee

1.1 The amount of fees charged to students of the Los Rios Community College District for each credit unit is established by the State of California. Fractional units shall be computed by multiplying the fraction times the applicable semester unit rate and rounding off to the nearest dollar (Ca. Code of Regs., tit. 5, § 58501).

1.2 The enrollment fee shall be charged at the time the student is enrolled in a class.

1.2.1 Variable Unit Classes - Students shall be charged for a variable unit class at the time the student enrolls in the class. The enrollment fee shall be based on the number of units in which the College enrolls the student. If the student later earns additional units, the student may add those units pursuant to the District's Policy for adding classes. Any additional enrollment fee shall then be charged to the student. No refund shall be made for units not earned by the student.

1.2.2 Program Additions or Changes - The enrollment fee shall be adjusted to reflect added or dropped courses.

## 2.0 Refund Schedule

2.1 No refunds of any enrollment fee paid by a student for program changes made after Friday of the second week of instruction (full semester course) or by the ten percent (10%) margin of the course, Friday of the first week of instruction or as published by the College (short term course or summer session) shall be made unless:

2.1.1 the program change is a result of action by the District to cancel or reschedule a class, or

2.1.2 the program change is a result of action by the District to drop a student where the student fails to meet a prerequisite (Ca. Code of Regs., tit. 5, § 58106).

2.2 A full refund for general enrollment fees paid shall be provided upon request by the student for program changes made, if the request for refund is made by the last day of instruction in the semester or summer session for which the fee was paid subject to Section 2.1 above. For short term courses, a full refund for general enrollment fees paid shall be provided upon request by the student for program changes made, upon the terms and conditions published by the College.

2.3 Enrollment fees paid to the District from federal Title IV program funds shall follow the Pro-Rata Refund Policy established by the federal government.

### 3.0 Method of Payment of Fees

3.1 The enrollment fee is to be paid to the District by the student before completion of registration. Students may elect to pay fees due by cash, check, or credit card.

ADMISSIONS AND RECORDS

Student Enrollment Fee R-2254

Student Fees

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3.2 Students will be assessed a returned check fee of Fifteen Dollars (\$15.00) for each check not accepted by their bank for any reason other than bank error (proven by a bank letter). Any check written for payment of fees and returned by the bank will constitute nonpayment and therefore, may result in disenrollment without further notice.

3.3 A student with an overdue outstanding balance at any College of the District cannot enroll into subsequent courses or semesters until the overdue balance and late charges are paid in full.

3.3.1 Students with outstanding balances less than the minimum amount set by the Vice Chancellor of Finance, or designee, shall be exempt from the rule barring their enrollment into subsequent courses or semesters. Further, the Vice Chancellor of Finance, or designee, may make exceptions to this rule in appropriate circumstances

### 4.0 Special Part-Time Students Waiver of Fees

4.1 A special part-time student enrolled in one or more of the District's credit courses is exempt from the student enrollment fee as provided per Education Code, section 76300(f).

4.2 A "special part-time student" is a pupil attending a local school district who has been determined by the governing board of the school district, the principal of the school of attendance, and with parental consent, to benefit from advanced scholastic or vocational activities at the community college level (Ed. Code, § 48800).

4.3 A "special part-time student" may also be a student enrolled in an adult education program who is pursuing a high school diploma or a high school equivalency certificate and has been recommended by the administrator of the student's adult school to attend a community college as a special part-time student. (Ed. Code, § 52620).

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LRCCD

Adm. Regulation Adopted: 6/16/93

Adm. Regulation Revised: 10/5/94; 3/3/95; 1/24/96; 10/15/96; 9/8/08; 3/27/17;12/10/18;  
10/28/19  
Adm. Regulation Reviewed: 3/27/17;12/10/18; 10/28/19  
Board Policy: [P-2254](#)

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## 1.0 Student Health Services

- 1.1 Each College shall maintain a health service program that reflects the overall philosophy of the college and is responsive to the needs of its students, within the confines of available funding. (Education Code §§ 76400-76409)

## 2.0 Student Health Fee

- 2.1 All full-time and part-time students shall be charged a maximum health fee allowable each primary term enrolled to support health supervision and services for students. The following students are exempt from paying the fee:
- 2.1.1 Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
  - 2.1.2 Students who are attending a community college under an approved apprenticeship training program.
  - 2.1.3 Students who meet the income standards for the California College Promise Grant (Part A only).
  - 2.1.4 Students currently incarcerated.
  - 2.1.5 Students admitted as special part-time students ~~(K-12)~~.
  - 2.1.6 Students enrolled only in Public Safety Training Center courses.
  - 2.1.7 Students enrolled only in UC Davis Co-Op program courses.
- 2.2 Students exempted under Section 2.1.4, 2.1.5, 2.1.6, and 2.1.7 above are not eligible to receive the services of the college health program, unless they opt to pay the fee; all other exempted students are eligible to receive the services.
- 2.3 Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent for treatment signed by his or her parent or guardian.

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## 1.0 Exempt Criteria (Title ~~V~~5, § 55532)

- 1.1 The Los Rios Community College District elects to exempt certain students from participation in orientation, assessment, counseling, advisement, or student education plan development as follows:

1.1.1 Any student who has completed an associate degree or higher.

1.1.2 A student who satisfies at least two of the following and does not wish to participate:

1.1.2.1 the student has identified a goal of upgrading job skills;

1.1.2.2 the student has enrolled in fewer than six (6) units;

1.1.2.3 the student is concurrently enrolled in another post-secondary institution;

1.1.2.4 the student has no degree or occupational objective.

1.1.3 A student who has enrolled as a special admit student pursuant to Education Code section 76001 ~~high school student enrolled as an Advanced Education student.~~

- 1.2 New-to-college students who first enrolled in courses in the District after Spring 2014 are not eligible for the above exemptions.

1.2.1 A new-to-college student is a student regularly admitted to the Colleges of the District, but who has never attended college as a regularly admitted student prior to the date of his or her enrollment.

## 2.0 Notification

- 2.1 Any student declared exempt shall be notified that he or she is covered by an exemption and shall be given the opportunity to elect whether or not to participate in the Student Success and Support Program (SSSP) process, or any part of the SSSP process

Adm. Regulation Revised: 12/2/13; 4/27/15  
Adm. Regulation Reviewed: 4/27/15  
Board Policy: [P-2821](#)



## 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 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 Deputy Chancellor, 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 in the spring semester 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 posted to the District Academic Senate webpage.
- 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 District Academic Senate 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 The faculty chair shall be appointed by the District Academic Senate President to preside over the committee; and

1.1.8.2.6 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 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 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 equity in our education system, including

initiative and legislation, and those of student support services and technologies designed to onboard students and move them through to completion.

### 1.3.2 Areas of Responsibility:

1.3.2.1 Recommend policy related to issues of equity in our educational system, including initiative and 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 in Title 5 regulations;

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

1.3.2.3 Convene and adopt existing workgroups which pertain to issues of equity in our educational system, including initiative and legislation and to student support services and technologies related to onboarding student to a college and moving them through the college to successful goal completion; and

1.3.2.4 Develop recommendations related to issues of equity in our educational system, including initiative and 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 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 chair is a faculty member appointed by the District Academic Senate President to serve a two-year term following the academic calendar. The DESSC Chair must have served as al College Committee 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.

- b) One (1) faculty member from each college and (1) classified member from each college who are involved in equity efforts (examples: equity coordinator 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 appropriate district governance group's president.
  - c) One (1) counseling faculty member from each College Appointed by the District Academic Senate President.
  - d) The Associate Vice Chancellor of Education Services, or designee, who serves as the Administrative Liaison Officer.
  - e) One (1) student representative from each College, appointed by the Associated Student Government. Up to two (2) additional students from each College to serve as designees of the appointed student representative.
  - 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 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 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 to the Chancellor on District-wide issues and initiatives related to educational technology, broadly defined as classroom, laboratory or faculty computing; classroom multi-media, and distance education.

2.1.1.1.1 The administrative co-chair shall communicate regularly with the District Academic Senate and District Equity and Student Success Committee to ensure that the Academic Senate is relied primarily upon on academic and professional matters.

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 Deputy Chancellor 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 and carries to the committee the District Academic Senate's views and suggestions for agenda items;
- 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 Deputy Chancellor.
- 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.

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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](#)