



**Los Rios Community College District
District Academic Senate
2016-2017**

DAS President Ginni May
 ARC President Gary Aguilar
 CRC President Julie Oliver
 FLC President Carlos López
 SCC President..... Troy Myers

District Office

Main Conference Room Tuesday,
 April 4, 2017
 3:00 pm – 5:00 pm

Approved Minutes

Roster			
Ginni May	SCC	DAS President	X
Connie Zuercher	SCC	DAS Past President	
Dan Crump	ARC	DAS Secretary	X
Gary Aguilar	ARC	AS President	X
Alisa Shubb	ARC	AS Vice President	X
Robin Reilly	ARC	AS Secretary	X
Tony Giusti	ARC	AS Past President	X
Julie Oliver	CRC	AS President	X
Shannon Mills	CRC	AS Vice President	X
Scott Crosier	CRC	AS Secretary	X
Georgine Hodgkinson	CRC	AS Past President	X
Carlos Lopez	FLC	AS President	X
Paula Haug	FLC	AS Vice President	
Francis Fletcher	FLC	AS Secretary	X
Troy Myers	SCC	AS President	X
Steve Cirrone	SCC	AS Vice President	X
Gayle Pitman	SCC	AS Secretary	X
Michael Lawlor	CRC	District Curriculum Coordinating Committee (DCCC)	X
Kandace Knudson	SCC	District Educational Technology Committee (DETC)	X
Judy Mays	ARC	District Matriculation & Student Success Committee (DMSSC)	
	FLC	Los Rios Colleges Federation of Teachers (LRCFT)	
Guests:			

Preliminaries

1. Call to Order---May called the meeting to order at 3:05pm
 - Approval of the Agenda---the agenda was approved by consensus. Add agenda item under Reports---Report from Class Size Task Force.
 - Announcements---May announced that the district was one of the awardees (\$2 million) of the Awards for Innovation in Higher Education state grant; \$1 million of the grant will be going to Align Capitol Region program.
 - Approval of the Minutes---the March 21st minutes were approved by consensus.

- Public Comment (3 minutes per person as time permits)---none
- Introductions of Guests---none.

Information Items

1.

Reports

1. Meeting with Deputy Chancellor Lorimer

Course Scheduling/Student Experience Life Cycle (SEL) —District will be asking for an RFI (Request for Information) that meets certain criteria from vendors so all vendors respond to same criteria; vendors will go to multiple sites to demo; from there then RFP (Request for Proposal) will be released which will be much more detailed; possibly will get RFI by summer, but not 100% sure; RFP likely requested in the fall; some people looking at College Scheduler product which is not what we are asking for, not appropriate application; SEL looking for student education plans and early alert in product; SEL graphic showing decision making flow is premature, needs shared governance vetting; concern about small disciplines and how the scheduling software will affect them; possibly need a district wide workload committee; catalogs need to be up-to-date, clean up needed; use of SEL will be voluntary by faculty similar to use of Learning Management System (LMS).

P7241—Ethnic Studies added; Kinesiology needs to be 1 unit not one class, request needs to come from DAS

CAI—goal to form group similar to DCCC; have a group continually meeting to keep up with SCC pilot; manager might be needed to facilitate resolutions on some issues; so DCCC format may not work very well; faculty-focused group to meet without administrators was original idea, but reality is an administrator may need to be there to get actual work done; maybe have an update from Josh Roberts regarding the implementation at SCC; does there need to be an ongoing district wide group; need a separate group for multiple measures; might convene in the fall need updated list of faculty Professional Development—request from Fri March 31st faculty meeting to consider some district centralization of PD with branches to the four colleges; Lorimer and May to discuss at their next meeting

2. College Academic Senate Presidents

SCC---it appears that SCC is looking at an MOU with a charter high school in West Sacramento--- faculty participated in research tours to similar programs at San Joaquin Delta College and the College of Alameda; Partnerships in Pathways task force (response to accreditation report)---college looking at functional way to respond to various initiatives.

FLC---currently at 1st reading of Senate constitution and bylaws.

CRC---waiting to hear about CA Pathways application; campus summit and conversation about pathways

ARC---draft strategic plan going through college review process; waiting to hear about CA Pathways application.

3. District Coordinating Curriculum Committee (DCCC) – Lawlor---see Attachment A.

4. District Matriculation and Student Services Committee (DMSSC) – Mays---no report.

5. District Educational Technology Committee – Knudson---see Attachment B.

6. Academic Senate for California Community Colleges (ASCCC) – May---Gary and Alisa, Steve & Gayle, Julie, Shannon & Scott, Carlos. Raffle items.
7. Los Rios Colleges Federation of Teachers (LRCFT) – Presidents/Perrone---no report.
8. Report of Class Size Task Force---see Attachment C.

Decision Items

1. DAS Constitution (4-4-17 draft) (1st reading)

No comments have been received at this time.

Discussion/Direction Items

1. Course Scheduling Software/Student Experience Life Cycle (SEL) Software

Note: much of this was reported in Item 1 of the Reports (Meeting with Deputy Chancellor Lorimer).

How and when decision will be made---have been assured that the appropriate groups will be consulted---will come through DAS. Some demos have already occurred at some of the colleges. Some colleges have task forces.

Who is setting the criteria for the RFI? Need to have both college and district committees providing input.

Course scheduling---one faculty member from each college, plus a DAS representative. Roy Simpson (CRC) is serving as faculty co-chair.

SEL---an instructional and counseling faculty from each college, and Reyna Moore (ARC counselor) is serving as faculty co-chair.

Action:

May to discuss with Sue Lorimer that besides the one faculty member from each college to serve on the Course Scheduling Software Workgroup, DAS will also have a representative, Gary Aguilar, who will serve as part of his senate president duties.

2. [P-7241](#) – Two issues:

- a. 2.3.3.6 (Physical Education Course of .5 unit)---general agreement that .5 unit of PE is not sufficient for General Education graduation requirement. DAS directed May to notify JP Sherry, LRCCD General Counsel, to specify that one unit of PE activity is necessary to satisfy the PE section of 2.3.3.6. This change will be brought to Chancellor’s Cabinet for final notice.

Action:

May will notify JP Sherry of desire for specification of one unit of PE as a graduation requirement.

- b. 2.3.7 (Addition of Ethnic/Multicultural Studies in language)---May reported that she had agreement from the four colleges to specify in the LRCCD Policies & Regulations that a holder of a bachelors degree has satisfied the Ethnic/Multicultural Studies graduation requirement.

Action:

May to notify JP Sherry of DAS concurrence with clarification of policy.

3. Common Assessment Initiative: Request from American River College for Formal CAI Workgroup for each of Math, ESL, English and Reading

Giusti clarified his communications with Associate Vice Chancellor Jamey Nye and the senate presidents in calling for coordination and information-sharing among the groups (in ESL, Math, Writing and Reading) that have been involved with CAI issues.

Hodgkinson gave history of a similar districtwide effort when portability of assessment/placement scores was completed and suggested this as a model for these efforts.

May stated the need for a faculty chair to coordinate and facilitate such interactions and reported that she (as DAS president) has appointed Carlos Lopez to be the chair.

Adjourned at 4:29 pm.

Future Agenda Items

1. Equity Training and EEO (Hiring the Best) Training
2. Program Placement Council (PPC)
3. Faculty Diversity Internship Program (FDIP)
4. DAS Constitution (2nd Reading April 18 or May 2)
5. Mobile Device Management
6. Class Caps/Size---Course Outlines of Record

Future Events

Next DAS meeting – April 18, 2017; 3:00-5:00, DO

- ASCCC 2017 Spring Plenary Session, April 20-22, San Mateo
- ASCCC 2017 CTE Leadership Institute, May 5-6, San Jose
- ASCCC Faculty Leadership Institute, June 15-17, Sacramento
- ASCCC Curriculum Institute, July 12-15, Riverside
- [ASCCC Events](#)

Attachment A:

DCCC Report to the District Academic Senate April 4, 2017

1. **Curriculum:** Courses and programs in Allied Health (SCC) were tabled to the next meeting, and the deletion of the Elementary Teacher Education AA-T (SCC) was temporarily withdrawn, pending more information. All other curriculum at the March 24, 2017 DCCC meeting was approved. New items and deletions will be included on the April Board of Trustees agenda.

2. **Competency Committees:**

No new approvals or denials.

3. **New Designators:** The MIDWIF (ARC) and HMONG (CRC) designators were approved, including some thematic blocks.

4. **Thematic Block Requests:** The following new thematic blocks were approved:

ACT 180-189, 190-199, 240-249, 280-2899 (ARC)

CHEM 80-9 (ARC)

DCDT 180-189, 240-249, 260-269, 280-289 (ARC)

MUIVI 200-209 (ARC)

VITI 310-319, 320-329 (FLC)

4. **SOCRATES Advisory Group (SAG):** The “leapfrogging” issue for competing new courses/programs has been corrected. Ken Sorensen (District IT) is very familiar with SOCRATES and is developing side-by-side program compare features.

5. **ADA Compliance Statement in DE Sections** – Draft language is in development.

Respectfully Submitted,

Michael Lawlor

DCCC Chair

Attachment B:

For the District Academic Senate, Meeting April 3, 2017

Report from Kandace Knudson, Co-Chair

District Ed Tech Committee, March 23, 2017 meeting

SCC CEUs

SCC has received endorsement from UCD Extension for approval of 2 continuing education units (CEUs) for its Online Teaching and Learning Academy—its course that helps faculty learn how to teach online.

Canvas Support

Per A. Brooks, DO: 24/7 Instructure phone and electronic help desk support would cost \$150,000. We now pay only \$44,000 per year for the phone support coverage during the day, and the OEI covers the cost of the phone support from 5:00 p.m. to 8:00 a.m. (which does not include answering electronic help desk requests). To get 100% support 24/7 (electronic and phone) would cost approximately \$150,000. He noted this high cost is why the OEI also only provides phone support because they were also not able to negotiate a lower rate. Andrew noted that if we discover peak times (beginning of semesters and evenings), then we could cover this by adjusting schedules/adding staffing to cover locally what’s not covered by Instructure

External Learning Tools Change: VeriCite Update

See the CCC Confer webinar for details about Vericite. Brooks reported that we will be able to load into VeriCite millions of student assignments submitted to D2L, even those not already submitted to Turnitin. The LMS coordinators and EdTech Committee members did not have any objections to doing that.

Innovate Conference

Can-Innovate Canvas User Conference will be August 14 at ARC.

Mobile Device Management

As mobile devices such as phones, tablets, and laptops become ubiquitous tools at campuses throughout the world, many US campuses are creating mobile device management policies to address the boundaries between campus and user responsibilities and permissions. E.g. consider the security issues or privacy issues of faculty who work on DE courses (with student data) using private mobile devices. What about campus-owned devices? Who updates them and how often? Can they be taken off-campus? What networks should students’ devices be able to access via wifi? Direct Ethernet connection?

CRC has begun to address these issues, but they must also be addressed at the district level, especially as they relate to access of district resources such as databases and systems. The Institutional Security Office) ISO committee was suggested, but it was determined that their charge was too limited because MDM affects more than just security. It also affects budget (replacement costs due to theft & breakage), software updates, and usage limitations. Ed Tech should contribute to the conversation but should not control it. Sue will bring this topic to Executive Staff and Kandace will bring it to Academic Senate to determine which committee (or task force) would be best to discuss and generate any policies related to MDM.

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Attachment C:

Course Outline of Record (COR) Class Caps

Discussion 4-4-17

Alisa Shubb, Shannon Mills, Michael Lawlor, Kandace Knudson

Points of agreement:

We don't want:

- * To require everyone to have the same #
- * To limit campus autonomy

What we do want:

- * Allow for flexibility
- * Encourage academic freedom
- * Honor pedagogical recommendations of curriculum

Two recommendations:

- .1. Recommend to DAS to ask DCCC to develop a process to allow CORs to include class caps if faculty wish to do so
- .2. Recommendation to union: deans must notify faculty promptly when class size is changed when no cap is in place

DAS Meeting with Sue Lorimer April 4, 2017

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PD—request from Fri March 31st faculty meeting to consider some district centralization of PD with branches to the four colleges; Sue and Ginni to discuss at their next meeting

English Automated PreReq checking—CRC problem