



**Los Rios Community College District
District Academic Senate
2017-2018**

DAS President,..Carlos López
ARC President...Gary Aguilar
CRC President...Shannon Mills
FLC President...Paula Haug
SCC President...Gayle Pitman

District Office
Main Conference Room
Tuesday, November 6, 2018
3:00 pm – 5:00 pm

Approved Minutes

| Roster | | | |
|------------------|-----|---|---------|
| Carlos Lopez | FLC | DAS President | X |
| Dan Crump | ARC | DAS Secretary | X |
| Gary Aguilar | ARC | AS President | X |
| Alisa Shubb | ARC | AS Vice President | X |
| Janay Lovering | ARC | AS Secretary | X |
| Tressa Tabares | ARC | AS Past President | Excused |
| Shannon Mills | CRC | AS President | X |
| Constance Carter | CRC | AS Vice President | X |
| Donnisha Lugo | CRC | AS Secretary | X |
| Julie Oliver | CRC | AS Past President | X |
| Paula Haug | FLC | AS President | X |
| Tina Royer | FLC | AS Vice President | X |
| Francis Fletcher | FLC | AS Secretary | X |
| Gayle Pitman | SCC | AS President | X |
| Lori Petite | SCC | AS Vice President | X |
| Sandra Guzman | SCC | AS Secretary | X |
| Troy Myers | SCC | AS Past President | |
| Dyan Pease | SCC | District Curriculum Coordinating Committee (DCCC) | X |
| Alice Dieli | ARC | District Educational Technology Committee (DETC) | X |

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|------------------|-----|---|---|
| Angelena Lambert | SCC | District Matriculation & Student Success Committee (DMSSC) | X |
| Robert Perrone | | Los Rios Colleges Federation of Teachers (LRCFT) | |
| Guests: | | | |
| Dyne Eifertsen | ARC | Faculty, member of ELSS Work Group | X |
| Carl Sjovold | SCC | Faculty, member of ELSS Work Group | X |
| Tammy Montgomery | DO | Associate Vice Chancellor, Instruction, member of ELSS Work Group | X |

Preliminaries

1. Call to Order AT 3:05pm.
 - Introduction of Guests
 - Approval of the Agenda---approved.
 - Approval of minutes (October 16)---approved.
 - Announcements
 - Public Comment (3 minutes per person as time permits)

Information Items

1. Recap of ASCCC Fall 2018 Plenary

Adopted resolutions available at www.asccc.org. Resolutions were on a variety of topics, including the role of academic senates in the California Online Community College (COCC), Guided Pathways framework, and “Improving Participatory Governance with the Chancellor of the California Community Colleges” (Eloy Ortiz Oakley).

Lopez expressed thanks to LRCFT for sponsoring dinner on Thursday which provided an opportunity for networking among the senate leadership of the four colleges.

2. Update on Progress on Enterprise Level Scheduling Software (ELSS)--- Ad Astra (Fletcher, Montgomery, Eifertsen, Sjovold)

Ad Astra, is more than a scheduling tool. It has a Scheduler database which optimizes the use of rooms--- e.g. size and seating capacity---and it not just for scheduling of classes but also for event space scheduling (which is how it will be used at District Office). Another feature is Platinum Analytics----looking at historic data, doing an analysis and providing predictive data (key word is “rotation”). The current focus is on scheduling; will need two years of data in order to use the analytics. The next step will be the development of Business Practices.

The ELSS group has been meeting on a weekly basis with Ad Astra staff since Summer 2018. There had been aggressive and ambitious timelines that are being revisited and revised. There have been two days of training at the colleges and have been going through various features together.

Ad Astra will be used as a backup to what we are currently using and will be used to maximize what we are doing. Currently there is about an 80% rollover between semesters on what is being scheduled. We did have to slow down (“we are not IT techs”) and to address “fear” issues, e.g. favorite classroom might not be available, what about not being assigned a classroom that is furnished with equipment that was from your department funds?

The District has also purchased Highpoint, which as a Degree Planner and Course Schedule software. The Degree Planner and Scheduler will overlay with Ad Astra---they were chosen for their compatibility with Ad Astra. It is also understood that the current version of Ad Astra does not interface with PeopleSoft, but that a compatible version should be available next summer.

Each college will have their own strategic scheduling group. There will be four to six more training sessions with Ad Astra.

Kevin Flash and Carl will be working on document---e.g. processes for implementation and it is expected that each colleges will probably have their unique document.

Montgomery noted that recordings of all meeting, plus documentation, is available for review.

Decision Items

Discussion Items

1. AB 705 Implementation and Support Team Update

Phil Smith (ARC faculty) has been invited to start the process of creating a guided self-placement (GSP) model for the District.

Placement of students into English and math courses will be based on students’ self-reporting of high school GPAs when they apply to a college using CCCApply. We are working on the message that goes to students explaining the placement based on their CCCApply input.

GSP will be for those who don’t have access to their high school GPAs or if it has been more than ten years since high school attendance.

It was noted that there is a slight tweak for math---if someone has not taken Integrated Math II (or equivalent) in high school, we can require a co-requisite or intermediate algebra if going into B-STEM (business-science, technology, engineering, math) track. There will also be an appeal process for students who decide at a later date to follow the B-STEM track.

CRC and SCC are doing a two-semester English sequence and CRC will be using the “state rule” of a 2.6 GPA, instead of the 3.0 GPA decided upon by the other three colleges, for placement into ENGWR 300.

2. Distance Education, the OEI, and Los Rios (Dieli)

Dieli provided a background of CVC (California Virtual Campus, OEI (Online Education Initiative), and @ONE (Online Network of Educators).

- OEI has been combined into a common grant---CVC-OEI, with the Foothill-DeAnza District as the recipient of the grant---ccconlined.org.
- Rebranding of part of the initiative to Finish Faster Online.
- Quottly---commercial vendor. Files of online courses from the 56 colleges in the Consortium will be collected. Quottly apparently has the ability to mine other course info also.
- Courses will be added to CVC/OEI by individual colleges. Plan is that enrollment will be streamlined for students who are already enrolled at a CCC. Will be coordination between student’s “home” college and the “teaching” college. From a district point of view, there is concern that many

courses outside of our district offerings will be available to our students. Courses that are OEI-approved (i.e. OEI Design Rubric) will “rise to the top.”

- Financial aid, transcripts and other procedural items will be handled by the home college. The teaching college will get FTE and home will get completion credit.
- This is a college, not district, effort. But all four of our colleges have joined the CVC-OEI Consortium/Exchange..
- Our colleges are the first PeopleSoft colleges in the test group of seven of colleges, others using enterprise systems such as Banner. There has been one successful admission from outside into the Los Rios PeopleSoft system. Goal is to have 25 students from each of the seven colleges enrolled.

DETC sees potential of a -huge competition for Los Rios students. They will be able to easily see (and enroll in) courses from other colleges. We need to give our students the best experience.

Lopez reported that Vice Chancellor Nye stated the District has the interest of limiting the number of courses to be offered; would consider offering courses that has more benefits and advantages to the student (e.g. articulation agreements). We need to look at the feasibility and benefits of getting articulation agreements from all colleges that have the same courses (i.e. same SOCRATES designator and number). It was emphasized that we are discussing college course offerings, not district course offerings.

Aguilar reported that ARC has been working on a Virtual College Plan proposal for the last two years. The idea being brought forward is that the four colleges can be stronger working together in regards to online course offerings. He will be requesting that ARC President Thomas Greene and Marsha Reske (ARC Dean, Distance Education and Virtual Education Center) present the proposal to DAS. Aguilar is working on having conversations with college senate presidents about alignment of online course initiatives. He will share an electronic version (with “Draft”) with DAS members.

Action: Lopez to invite Greene and Reske to present to DAS.

Action: Aguilar to provide electronic version of Virtual College Plan to DAS members.

Haug reported that Chancellor King had his “Brown Bag with Brian” session at FLC yesterday and he stated that 15% of the Los Rios enrollment is online. If a college (from outside the District) recruits students, we would lose FTES. It seems like we are getting a fifth online college here in Los Rios. Haug proposed a formation of a workgroup to review the ARC document and provide questions and suggestions for improvement to better inform DAS for the presentation by Green and Reske. A proposed composition of the workgroup included Haug, the four college DE coordinators, and the Los Rios faculty that have served as OEI design reviewers.

Action: Carlos---were you going to call together this workgroup or was Paula?

Dieli also reported that the CCC Board of Governors approved changes to the Distance Education regulations in Title 5 at their September meeting (see Attachment B).

3. District Academic Calendar Committee Update

Lopez had forwarded about the academic calendar to senate presidents. He also on the actions of the Committee to DAS as an information items. He noted that a major concern has been the due date for final grades. It has been thought that there had been agreement reached on this in the meeting last year of the Committee, but it turns out that there is a need for grades to be turned in earlier than agreed upon ---students cannot enroll for certain courses that have prerequisites if the grades for that prerequisite course in the just-completed semester have not yet been entered into the IT system in a timely manner. The proposal made this year is for grades to be due on the first work day of January (could be as soon as January 2) for Fall grades and one week after Commencement for Spring grades. Lopez noted that the Committee will be voting on this proposal on November 9.

Other considerations for the calendar:

- Can Convocation be a different day than Friday? Are there contract issues with that?.
- Can Commencement be a different day?
- Can finals be changed to not include the day of Commencement?

4. Education Abroad Update (Aguilar)

ARC is currently the host for the Study Abroad program with AVP Kale Braden as the administration, and it has previously been housed at CRC and then SCC. The program consists of a consortium of four districts (Los Rios, Contra Costa, San Mateo, Sonoma). Three courses are chosen, with a main goal for the courses to meet general transfer, IGETC, or CSU GE. There is not the space at the centers (Barcelona or London in the Fall and Florence in the Spring) for lab courses, even things like drawing classes. In response to a question at a previous DAS meeting, it was reported that no faculty were involved in determination of most recent faculty teachers. Mills and Pitman volunteered to talk with the District International Committee about issues with the program.

Action:

Lopez will ask that faculty membership in the International Education Committee is completed and that the Committee be convened.

Mills and Pitman to talk with International Education Committee.

Reports

1. Meeting with Vice Chancellor Nye

Much of the discussion was about Regulation-5123 and equivalency and that there is little mention about the determination of equivalency to the minimum qualifications of a discipline for current faculty in the District (as opposed to determining equivalencies during the hiring process). Interest was expressed on how to address this concern, possibly with the determination of equivalency by a district committee with members from all four colleges.

It was reported that Reading Competency Committee voted to recommend to DCCC to allow completion of the GE pattern for the local degree to satisfy the reading competency requirement for the local degree.

2. College Academic Senate President Reports

ARC---no report

CRC---Mills reported that the letter of support for an IEPI grant specifically mention funding for Ad Astra.
FLC---the next Board of Trustees meeting will be at FLC.
SCC---Academic Senate is having discussions regarding the proposal to join the Achieving the Dream program.

3. District Curriculum Coordinating Committee (Pease)---see Attachment A. Pease emphasized that she needs to know who are the chairs of the English and Math Competency Committees. In response, she was informed that James Walker (ARC) is chair of the math committee.

4. District Matriculation & Student Success Committee (Lambert)---no report

5. District Educational Technology Committee (Dieli)---see Discussion Item #3

6. Academic Senate for California Community Colleges (May)---no report.

7. Los Rios College Federation of Teachers (Presidents/Perrone)---no report.

Future Agenda Items

ARC Online proposal
Equivalency---district committee.
IEPI---scheduling

Adjourned at: 4:59pm

Future Events

Next DAS meeting – November 20, 2018 Main Conference Room, DO

● LRCCD Board of Trustees Meeting, November 7, Folsom Lake College

● LRCCD Board of Trustees Meeting, December 12, DO

● ASCCC Area A Meeting, March 23,

● ASCCC 2019 Spring Plenary Session, April 11-13, Westin San Francisco Airport

● ASCCC 2019 Career and Noncredit Institute, April 25-27, San Diego

● ASCCC 2019 Faculty Leadership Institute, June 13-16, Sacramento

● ASCCC 2019 Curriculum Institute, July 10-13, Hyatt San Francisco Airport

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ATTACHMENT A:

DCCC Report to the District Academic Senate, November 6, 2018

1. Curriculum: All courses and programs on the October 26, 2018 DCCC agenda were approved with the exception two outlines that were held for further discussion at the November meeting. New courses and programs and deletions will appear on the November Board of Trustees agenda.

2. Competency Committees: The DAS has appointed Shannon Pries (ARC) as the chair to the District Reading Competency Committee. Lynn Fowler will serve as the counselor for the committee. While the

Math Competency and Writing Competency committees have been formed, the chair of each has not yet been appointed. The DCCC awaits this information from DAS.

3. New Designators/Thematic Blocks/Families: The committee heard first reading on thematic blocks for ARC in the DCDT and ENGED designators, and the new ESLLAB designator request from SCC. The committee had second reading and voted to approve the SCC GLST new designator and thematic block request. In addition, the DCCC voted to suspend the rules and had both first and second reading on FLC PSYC thematic block request and SCC ENGWR thematic block request. Both were approved.

4. Collaboration Requests: There are currently 10 open collaboration requests in the District. Progress is monitored by the Curriculum Chairs at each college.

5. SOCRATES Advisory Group (SAG): SAG is working on a variety of issues including the problem of faculty losing access to SOCRATES for no apparent reason. Phil Smith is working to create a directory within SOCRATES instead of relying on district email addresses. The program goal field to match PCAH classifications is now live. CTE course prerequisites are to be reviewed every two years so Phil is developing a report within SOCRATES that will help colleges identify when these reviews take place.

6. District Report: The latest PPC list was distributed to the curriculum chairs of the colleges. Feedback is due to Tammy Montgomery by December 6th.

Respectfully Submitted,
Dyan Pease
DCCC Chair

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ATTACHMENT B:

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
SUMMARY AND ANALYSIS OF PROPOSED CHANGES TO
DISTANCE EDUCATION REGULATIONS §§ 55200 – 55210
General

Throughout the distance education sections proposed changes include technical and procedural modifications and non-substantive updates to text for clarity, consistency.

§ 55200. Definition and Application.

Added "...time and/or..." to reflect the asynchronous nature of some distance education courses.

Deleted "communication" as a descriptor for type of technology to broaden the methods of instruction via distance education.

Deleted "...that may be imposed by" and added "of" for semantic clarity.

§ 55202. Course Quality Standards.

Replaced "course" with "class" in this section to clarify that classes are taught through distance education and must be in compliance with the requirements of the section. In this section the term "course" does not consider the specificity of mode of instruction.

Replaced to "traditional classroom courses" with "in-person classes" for specificity.

§ 55204. Instructor Contact.

Added that distance education courses include regular and substantive interaction “among students” to align with accepted distance education best practices and the Online Education Initiative’s course design rubric. This addition also mirrors in-person interactions.

Added “either synchronously or asynchronously” to clarify the nature of distance education courses.

Removed “correspondence” as this category of distance education does not accurately describe instructor contact.

§ 55206. Separate Course Approval.

Replaced “proposed” with “new” for specificity in the type of course.

Deleted “course section” to eliminate redundancy.

Deleted “in lieu of face to face interaction between instructor and student” to eliminate redundancy.

Added the requirement to formally adopt a distance education addendum through locally established procedures for approving distance education courses. Details about what types of information may be included in an addendum will be addressed in the yet-to-be revised Distance Education Guidelines.

§ 55208. Faculty Selection and Workload.

Added subsection “(b) Instructors of distance education shall be prepared to teach the in a distance education delivery method in alignment with local district policies and negotiated agreements.” Recognizing the importance of faculty preparation in distance education, this addition clarifies the need to ensure accreditation, local policies and practices are in alignment.