



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

DAS President...Gary Aguilar
ARC President...Alisha Shubb
CRC President...Greg Beyrer
FLC President...Paula Haug
SCC President...Gayle Pitman

District Office
Main Conference Room
Tuesday, October 15, 2019
3:00 pm – 5:00 pm

Approved Minutes

Gary Aguilar	ARC	District Academic Senate President	X
Dan Crump	ARC	District Academic Senate Secretary	X
Alisa Shubb	ARC	Academic Senate President	X
Janay Lovering	ARC	Academic Senate Vice President	X
Amy Gaudard	ARC	Academic Senate Secretary	Excused
	ARC	Academic Senate Past President	
Greg Beyrer	CRC	Academic Senate President	X
Scott Crosier	CRC	Academic Senate Vice President	
Teresa Aldredge	CRC	Academic Senate Secretary	X
Julie Oliver	CRC	Academic Senate Past-President	X
Paula Haug	FLC	Academic Senate President	X
Eric Wada	FLC	Academic Senate Vice President	
Francis Fletcher	FLC	Academic Senate Secretary	
Carlos Lopez	FLC	Academic Senate Past President	Excused
Gayle Pitman	SCC	Academic Senate President	X
Lori Petite	SCC	Academic Senate Vice President	X
Sandra Guzman	SCC	Academic Senate Secretary	
Troy Myers	SCC	Academic Senate Past President	X
Dyan Pease	SCC	District Curriculum Coordinating Committee (DCCC)	X
Alice Dieli	ARC	District Educational Technology Committee (DETC)	Excused

Karen Tercho	SCC	District Matriculation & Student Services Committee (DM&SSC)	X
Robert Perrone		Los Rios Colleges Federation of Teachers (LRCFT)	
Guests:			
Ginni May	SCC	Math Faculty; ASCCC Treasurer	X
Jacob Knapp	DO	Associate Vice Chancellor, Human Resources	X

Preliminaries

1. Call to Order---called to order at 3:01pm
2. Introduction of Guests
3. Approval of the Agenda---approved.
4. Approval of Minutes (September 17 and October 1)---approved.
5. Public Comment (3 minutes per person as time permits)

Information Items

6. None

Decision Items

7. Draft Advanced Education Application

Vote to affirm the District Matriculation & Student Success Committee recommendation to support the revised Advanced Education Application

As requested last meeting, Aguilar checked on inclusion of “counselors or representatives” (in place of current “counselors”) in the proposed revision of the Advanced Education regulations. And was informed that was a typo---is just “counselor.”

Action:

Affirm with recommendation to continue work.

Support: Aguilar, Beyrer, Lovering, Petite, Pitman, Oliver, Shubb

Abstain: Haug

Haug expressed concern that there appears to not be any substantive change from previous Advanced Education application form.

8. Certificate of Achievement Requirements

Vote to affirm the District Curriculum Coordinating Committee recommendation to support the Certificate of Achievement Requirements

Pease noted that the requirements for the Certificate of Achievement is in Title 5 and the state Program and Curriculum Approval Handbook (PCAH), but not in Los Rios CCD Policies and Regs. May provided several suggestions to better clarify the language (many thanks to ASCCC Treasurer May for her knowledge and expertise in this area).

Action: Approved, Unanimous

This will now go to Los Rios CCD General Counsel Sherry and will be seen by faculty leaders again at Chancellor's Cabinet

Discussion Items

9. Implementation of District Faculty Hiring Manual

Discussion with Jacob Knapp, Associate Vice Chancellor of Human Resources, on the interest to capture more/better faculty ethnicity data to help with appointments of faculty to serve on Screening and Interview committees

It was noted that there are two minimum qualifications for faculty job announcements---degrees/professional experience and response to an equity statement.

- How do you screen for equity statement? if it is left blank, what happens?
- It most likely would be considered to be an incomplete application.

Senate presidents noted that are making appointments of faculty to serve on faculty interview/screening committees with a racial/ethnicity lens, but are not able to do this most effectively as they are not aware of the race/ethnicity of faculty members

Knapp noted that the individual faculty racial/ethnicity data is available to the Equity Officer at each college and at the District Human Resources (HR) Office (Victoria Rosario is the primary contact). In response to whether the data could be available to more people at the college, Knapp noted that is not possible at the current time.

It was also noted that there needs to be a way for faculty to revisit the racial/ethnic designations they indicated at the time of hire---there are now more ways to self-identify. Knapp reported that HR is looking at an update feature in the Employee Self Services (ESS) profile.

A faculty member commented on the concept of "cultural taxation" (a term coined by Amado Padilla in 1994 as a way of describing the unique burden placed on ethnic minority faculty in carrying out their responsibility to service the institution).

Training---it was noted that the training for both general service and service as an equity representative on an interview/screening committee is valid for two years. Example, training received in January 2016 is "valid" until January 2018, not until the end of the Spring 2018 term (as several noted has happened in the past). It was also noted that each Equity Officers gauges the need for training sessions at the colleges. Knapp noted that there is also a link to training dates on the district HR webpage and that training can be obtained at colleges different than the home college of the faculty member. He also noted that completion of training is tracked in HR.

How much flexibility is there with the equity of the management representatives? Knapp noted that management would most like be insistent that they want the manager of the area to be on the committee. If you already have three discipline faculty on committee, why can't the other faculty members be from other disciplines? Knapp noted that is essential that we have diversity of faculty on the hiring committees.

Knapp also provided a handout of data that was also shared with Board of Trustees. HR is going to use data more often. Starting this coming Spring, a one-sheet listing of student, faculty (hopefully at division/area/department level) demographics will be shared with committees; will use district-wide data for students.

10. Follow up: Technology Accessibility Task Force Recommendation: Information and Communication Technology (ICT) Accessibility Statement

Discussion on requested clarification of requirements of providing an ICT statement on syllabi

- Aguilar reported that this is not a legal/required statement, but rather, a desire of the task force to come up with the best way to share to share information about accessibility.
- Course syllabus should be faculty choice.
- Suggest link to district page (which has the language that was suggested by the task force).
- Strongly encourage senates to have this conversation on sharing this information.
- Less concern on where this goes as opposed to who is going to make the material accessible. Aguilar---is there more of a compensation issue for accessibility.
- Need for skills and expertise to make materials accessible. When they use Ally, they are taking off Canvas as opposed to correcting accessibility.
- Senate Union Joint Issues Committee (SUJIC) item? SCC---workload implications
- Is this possibly telling us how to teach? Instructional design of learning environment. How do organize presentation of material? We could use accessibility to broaden the discussion of instructional design.
- It is already there in the Canvas shell---part of the menu.
- Report from CRC

Model syllabus statements have been shared with all CRC faculty.

The district's accessibility link has been added to the Help tray linked from the Global Navigation menu inside Canvas.

The CRC course template already includes a link to the college's Student Services web page, which includes a link to the Disabled Students Programs and Services web page.

The onboarding process for new students under CRC'S implementation of guided pathways will include an introduction to accessibility tools.

11. Making Final Examination Time Available at Time of Enrollment

Discussion on the ARC Senate request to change what students see when selecting their courses

Impact of finals schedule on students, especially DI students.

When are finals schedule determined? Are they available at the time of registration?

Situation of partially online final being scheduled as the same time as an online section

Why can't that information feed into the scheduling software?

Is the final seen as a "high stakes" exam?

Is there anything in Title 5 that dictates the need or length of the final exam.
There is a note on the final exams schedule that conflicts need to be resolved.
What are title 5 requirements for finals? Keep articulation in mind.

Action:

Aguilar will talk with Tamara Armstrong, Associate Vice Chancellor, Information Technology, about a link between the class schedule and the finals schedule.

Reports

12. College Academic Senate Presidents

ARC---discussing finals schedule

FLC---ASCCC Curriculum/Guided Pathways regional meeting on November 1 at FLC; faculty on special assignment hiring process (extenuating circumstances);

SCC---accessibility workgroup, update on AB705 efforts by two English faculty (including access to data)

CRC---GE into CE/CTE; faculty ranking process; goals (based on ASCCC model)--- Encourage communication between senators and their constituents; Increase participation in the senate; Keep the concerns of adjunct faculty in mind.

13. District Curriculum Coordinating Committee---no meeting since last DAS meeting

14. District Matriculation & Student Success Committee---gathering information from colleges about matriculation functions, will be meeting with Mellonie Dixon; hopefully have a December 16 meeting with committee.

15. District Educational Technology Committee---no meeting since last DAS meeting.

16. Academic Senate for California Community Colleges---Area A meeting at Woodland College.

Resolutions---several on the elections process; partnering with RP Group to help faculty and researchers work together.

17. Los Rios College Federation of Teachers---no report.

Adjourned at 4:55pm