



**Los Rios Community College District
District Academic Senate
2019-2020**

DAS President...Julie Oliver
ARC President...Alisa Shubb
CRC President...Greg Beyrer
FLC President...Paula Haug
SCC President...Lori Petite

Zoom Confer
Tuesday, May 5, 2020
3:00 pm – 5:00 pm

Approved Minutes

Julie Oliver	CRC	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	X
Tressa Tabares	ARC	Academic Senate Past President	X
Greg Beyrer	CRC	Academic Senate President	X
Scott Crosier	CRC	Academic Senate Vice President	X
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	X
Lisa Danner	FLC	Academic Senate Secretary	X
	FLC	Academic Senate Past President	
Lori Petite	SCC	Academic Senate President	X
Sandra Guzman	SCC	Academic Senate Vice President	X
Kandace Knudson	SCC	Academic Senate Secretary	X
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)	X
Karen Tercho	SCC	District Matriculation & Student Services Committee (DM&SSC)	X
Jason Newman	CRC	Los Rios Colleges Federation of Teachers (LRCFT)	X
Guests			
Dawna DeMartini	SCC	Faculty	X
Belinda Lum	SCC	Faculty (also on LRCFT Exec Board)	X
Crystal Thornton	SCC	Faculty	X

Preliminaries

1. Call to Order---called to order at 3:01pm.
2. Introduction of Guests
3. Approval of the Agenda---approved with addition of Budget Document.
4. Approval of April 21, 2020 Minutes---approved.
5. Public Comment

DAS President’s Report

6. Review of meeting notes and weekly recaps, and answering of any clarification questions.

See the full text of the DAS President’s weekly Recap/Outlook Reports on the DAS page of the District website--- <https://employees.losrios.edu/our-organization/committees/district-academic-senate>

Concern about those faculty teaching online that those decisions be made very soon---want to make sure that students know in schedule whether the section will be online or on ground. Need to make the decision NOW. LRCFT President Murakami just sent out an email regarding this.

Decision Items (15 minutes per item)

7. District Matriculation & Student Success Committee (DMSSC) [Second Reading]
Consider approval of DMSSC policy language change to membership. (see supporting materials)

Action:

M/S/U, Petite/Beyrer

This will now be going to Chancellor’s Cabinet.

Discussion Items (15 minutes per item)

8. DE approval in the case of College/Facility Emergency Closure:

DCCC voted on April 24, 2020 to recommend a statement to the DAS for consideration. Statement to be added to SOCRATES in the CORs. (see supporting documents)

The Chancellor's Office (CO) will be giving a Blanket DE Addendum for the Summer and Fall terms; after that, there will not be any Blanket Addendum from the CO, each district will need local DE determinations.

DCCC took the % out of draft from DAS.

- In Fall, it will be decided where statement goes. Will this go on every course in Socrates? Will there be a checkbox on the COR (course outline of record)?
- This statement will be only for emergency; something for all four colleges to come around. In Fall, to be taken back to local curriculum committees.
- District has until December to notify CO, but reality is that we need to have it decided so we know what can be taught in Spring 2021 if we are in emergency.
- Length of closure gives a leeway; District understands that there are a small subset of courses that can't be taught.
- Realization that there are some courses that can't be offered totally online.
- Discussion of adding phrase of offering course with mutual agreement between faculty and dean. Unspoken, but not stated, that there needs to be mutual agreement. There are some disciplines that might be hard-to-convert, some might place topics and labs in different sequence than other sections.
- Sounds like technology (e.g. standard SAG statement) would be leading the curriculum.
- Intent was to have a blanket possibility. Uniformity of language.
- Concern that faculty have enough time to look at this statement and look at curriculum to decide whether to include DE for emergency purposes. SCC senators have been directed to take back to their areas. Question of opt-in/opt-out.
- Biggest issue is time---need time to discuss and ponder. This could become an issue if faculty are not alerted.
- Oliver---closure could be a facility within a college.
- It is felt that District response to a course that was offered this Spring semester and is now being considered to not be included with a DE mode of instruction in the COR would be that these courses went remote this semester, why can't they go remote the next time we have an emergency?
- Concern about shifting FTE between colleges.
- Could be loss of pay if you don't have courses that can be taught during a closure?
- Need to look at this at the programmatic level as opposed to personal level.
- What is the reason why something can't be taught online instead of shouldn't be taught online in the time of an emergency? What do we need to do to make remote a viable option?
- Oliver quoted from a statement by ASCCC President Stanskas from a recent webinar---"now is the time to speak up if you can't teach the course remotely. If it can't be done remotely, you need to speak up now!"
- It is important for departments to "crosstalk" with their colleagues in the other colleges.

9. Collegial Consultation Spring 2020

Discussion regarding Spring 2020 consultation per DAS Resolution passed Fall 2019 semester. (see supporting documents)

Oliver noted she is working off efforts instituted by Gary Aguilar (immediate past DAS President) especially in regards to frequency and duration. She meets with both Chancellor King and Deputy Chancellor Nye at the same time---get both the high level viewpoint and the nuts and bolts, on-the-ground

viewpoint. She feels that collegial consultation is going fairly well. Can never get 100%. There has been a concerted effort to get us into conversations. LRCFT and DAS have been working well together. There have been blips in the situation and it takes a lot of patience and trust.

It was also agreed that there has been a great improvement, especially with the organizational factors---an agenda and the taking of and agreeing on notes to have a record of the discussion. It was also noted that there will be the need for continued participation over the summer.

10. Adjunct Hiring Manual Revisions (Crosier as DAS rep and Aldredge as CRC rep)
Discussion of the revised manual for adjunct hiring. (see separate pdf document)

Still working on the draft and it has been distributed to local sentences.

- On SCC agenda for next week.
- On ARC agenda for next week.
- On CRC agenda for Friday.

11. District Committee Appointments

Review district committee list and request faculty appointments for 2020-2021.

Oliver has sent the district committee lists to the college senate presidents and the incoming/outgoing committee chairs.

Action:

College senate presidents to inform Oliver of nominees for appointment by Oliver to district committees.

It was also reported that the DAS membership for all three colleges will be the same as this year.

12. DAS 2020-2021 Meetings & Retreat Dates and Details
(see "Future Events")

The possibility of a DAS Retreat at the beginning of Fall is remote, so there will likely be the need for a remote retreat. If we get together in person, Oliver will make a reservation for District Board meeting room.

Reports (5 minutes per item)

- Meetings with Chancellor, Deputy Chancellor, etc.
Meeting King, Nye, and DAS Leadership Tuesday May 5, 2020
- Online education
 - o Plan for May 18th 2:30pm district wide sharing of work done this semester by College Presidents and Academic Senate Presidents
- Local DE Emergency Addendum
 - o Language approved by DCCC, will be discussed at DAS today, moving to local Curriculum Committees and Academic Senates for more discussion
- Budget
 - o Document, "Covid-19 Values and Guiding Principles for Budget Cuts"

o Academic and Professional Matters (“10+1”) Number 10 “Processes for Institutional Planning and Budget Development”

- Likely greater demand and possibly shift in demographics coming our way
- Timing, not ideal, trying to move quickly while not circumventing feedback is always a challenge
- Origin of developing this document came out of budget cutting discussions (DO Executive Team Monday meetings)
- SCC President Gutierrez took lead with a small group to develop the document
- Used the Mission, Vision, Values of all four colleges as a starting point, some language more common at one college than another
- It is a “draft” document
- Having a document that we all agree upon doesn’t necessarily make the end decisions easier

DAS comments:

- Concern that faculty were not involved with the development of this draft document (“processes for institutional planning and budget development” is one of the 10+1 items). LRCFT was also not aware of the document.
- Document does not have explicit statement for likely increase in demand for services (we usually have increased enrollment during a recession). Might have changing demographics of students (students originally planning to go to 4-year institutions and change minds at this time because of shelter-in); may also exacerbate inequity that we are already seeing.
- the “how” is missing. Who is this for? Why are we even doing this? Maybe it is an affirmation of what we do. What is the “why.”
- Suggested edits---under Learning and Teaching section---maybe for wording about supporting faculty to cultivate new knowledge skills and abilities as determined (or deemed) appropriate by the faculty. Also the assertion that these decisions (related to pedagogy) need to be faculty-driven and reflect faculty-driven interests. Under Guiding Principles---staying true to mission---use verb other than "use," maybe "we honor or value college and district level structures. Include "collegial consultation" in addition to participatory---collegial has a different meaning than participatory (which is broader).

o LRCFT’s workload committees-how will they fit into this discussion? agreement with them would make workload committees easier

o Labor summit will be happening with all Los Rios bargaining unit representatives to brainstorm at a high level on budget and re-opening

o Planning for webinar before semester ends to explain budget situation

• Additional topics...

o King is chairing CCCCCO reopening workgroup to discuss Fall 2020 re-opening. Safety concerns make it more challenging to make plans for the fall. Safety is key. Physical distancing. MOU agreement for 100% online for tenured faculty.

• ARC nursing clinical openings found, but nurses said no because of safety concerns

Fall schedule is planned for on ground, but could be online at the drop of a hat.

- If we are on ground, the physical distancing will still need to be in effect. And there are concerns if physical distancing could be maintained in many of our classrooms.

- “Inflection point” that if a lot of us decide to teach online, then there might be a tipping point that communicates the thought that all faculty want to be online.
- Los Angeles Community College District announced today that they will be online.
- This will be a public health decision.
- No decision that is going to make everyone happy. Message is going out that there might be ---
- There will be no change in class size.

- College Academic Senate Presidents

CRC---heard presentation on incarcerated students program.

FLC---administration has taken advantage to take library space for equity center.

SCC---very packed meeting today; staff resource center coordinator discussion---reorganization and restructuring, including the infusion of equity in professional development activities.

ARC---project team reports---Disproportionate Impact reports (African-American, Latinx, Native American), enrollment management, sustainability, professional development.

- District Curriculum Coordinating Committee (Pease)---see Attachment A.

- District Matriculation & Student Success Committee (Tercho)---advance education and outreach to high school students---application process is not fully online, if it hasn’t happened already, information will go out to outreach partners. Budget cuts to number of courses---do not know what the impact will be, more opportunities for dual enrollment.

- District Educational Technology Committee (Dieli)---see Attachment B.

- Other meeting reports---

AB705 (Shubb)---no report

Calendar---no report,

Incarcerated & Formerly Incarcerated Education (Oliver)---Crosier has met with group.

College Store (Crump)---District put out an announcement to faculty about the transition to Follett

managing the college stores, including an FAQ. Book orders will be handled by Follett starting on May 6.

Crump is the liaison with Follett and District staff and is included on a weekly meetings with college VPAs, District staff and Follett. Once things have settled down, there will be the forming of advisory committees.

- Academic Senate for California Community Colleges (Crump, Wada)---first round of elections with some results---congratulations to SCC faculty member Ginni May on her election as Vice President, along with Dolores Davison as President, Cheryl Aschenbach as Secretary, Mayra Cruz as Treasurer and Michelle Velazquez Bean as an At-Large Representative. Other election results will be announced in the upcoming weeks. In addition, the ASCCC Faculty Leadership Institute will be online in June.

- Los Rios College Federation of Teachers (Newman)---faculty workload committees are meeting; the ability to go 100% online applies to tenured faculty only, but if tenure track and PT have health concerns, they should file with their dean accommodation. Online transition training.

It was also noted that noninstructional can request to go 100% online with mutual agreement using maximum flexibility. For all faculty that will be working face-to-face, there should be provisions for total protection and safety.

Future Events:

- LRCCD Board of Trustees Meeting, Wed May 13th, 5:30pm ConferZoom

Fall 2020 DAS Meetings
Retreat Friday August 28th [time & location TBA]
Sept 1 and 15
Oct 6 and 20
Nov 3 and 17
Dec 1 Spring

Spring 2021 DAS Meetings
Feb 2 and 16
Mar 2 and 16
Apr 6 and 20
May 4

Adjourned at 4:55pm

SUPPORTING MATERIALS:

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Agenda Item #7

DMSSC [Second Reading]

Please review included PDF for version showing tracked changes to the membership area of R-3412.

Academic Senate R-3412

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 affecting District-wide issues of equity in our educational system, including initiatives 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 initiatives 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 initiatives and 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 two (2) or more Colleges and support the effort to move toward consensus;

1.3.2.3 Convene and adopt existing workgroups which pertain to issues of equity in our educational system, including initiatives 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; and

1.3.2.4 Develop recommendations related to issues of equity in our educational system, including initiatives 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 a 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) Associate Vice Chancellor of Educational Services, or designee, who serves as the Administrative Liaison Officer.

e) One (1) student representative from each College, appointed by the Associated Student Government.

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.

Agenda Item #8

DE approval in the case of College/Facility Emergency Closure:

During a college / facility emergency closure this course may be offered via distance education. When taught online during college/facility closure emergencies the course shall include regular and effective contact as required by Title 5 and adhere to the Americans with Disabilities Act (ADA) and section 508 of the Rehabilitation Act. Course outcomes will be met by providing synchronous or asynchronous material using the learning management system, including readings, simulations, videos, etc. Assessments may be administered, and assignments and projects may be collected and evaluated via the learning management system.

To teach this course online outside of a college/facilities emergency closure, regular distance education curriculum approval must be granted separately from this college/facility emergency closure addendum.

Agenda Item #9

Resolution: Creating Accountability for Collegial Consultation on Academic and Professional Matters

WHEREAS, on January 14, 2019, the four college Senate Presidents, the LRCCD Academic Senate President, the LRCCD Chancellor, and the LRCCD Vice Chancellor of Education and Technology engaged in a facilitated discussion using the Interest Based Approach (IBA), and in doing so agreed upon specific ways of improving collegial consultation processes based on AB 1725, which requires that faculty make recommendations to the local board or designee with regard to academic and professional matters (otherwise known as the "10+1"), and Title 5 regulations, as codified in LRCCD Board Policies[1] and Regulations[2], which contain specific language delineating how collegial consultation with faculty regarding academic and professional matters should occur;

WHEREAS, for some academic and professional matters, local boards should "rely primarily upon" faculty, such that "the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate"² For the remaining academic and professional matters outlined in the 10+1, local boards and Academic Senates need to "reach mutual agreement," and if they fail to reach mutual agreement, "existing policy shall remain in effect except in cases of legal liability or fiscal hardship. The local board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons"^[3];

WHEREAS, the LRCCD Academic Senate is very concerned that the voices from the Governor’s office, the legislature, and the state chancellor’s office have been having a much more powerful effect on our district-level decision-making processes than the voices of the Los Rios Community College District (LRCCD) Academic Senate or our local college Senates, and that the LRCCD Chancellor’s Office has not consistently been engaging in collegial consultation with the LRCCD Academic Senate as outlined by Title 5 and LRCCD Board Policies and Regulations;

RESOLVED, the LRCCD Academic Senate expresses to the LRCCD Chancellor, the Vice Chancellor of Education and Technology, and the Los Rios Community College District Board of Trustees its ongoing commitment to the collegial consultation process regarding academic and professional matters;

RESOLVED, the LRCCD Academic Senate urges the LRCCD Chancellor, the Vice Chancellor of Education and Technology, and the LRCCD Board of Trustees to work with the LRCCD Academic Senate to jointly reaffirm in writing our legal, ethical, and values-driven commitment to collegial consultation on academic and professional matters; and

RESOLVED, the LRCCD Academic Senate urges the LRCCD Chancellor and Vice Chancellor of Education and Technology to continue to work with the LRCCD Academic Senate to develop and implement a system of mutual accountability with clear and measurable criteria to ensure that collegial consultation on academic and professional matters is occurring consistently; and

RESOLVED, the LRCCD Academic Senate recommends that the LRCCD Academic Senate Executive Council, using the above-stated mutually agreed upon criteria, provide a report at least once a semester to the District Academic Senate documenting the status of collegial consultation between the LRCCD Chancellor’s Office and the LRCCD Academic Senate.

[1] LRCCD Board Policy P-3412, http://www.losrios.edu/general_counsel/Policies/P-3000/P-3412.pdf

[2] LRCCD Board Regulation R-3412, http://www.losrios.edu/general_counsel/Regulations/R-3000/R-3412.pdf

[3] Title 5 § 53203(d)(2)

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ATTACHMENT A:

DCCC Report to the District Academic Senate

April 27, 2020

1. Incoming DCCC Chair: Eric Wada (FLC) is the incoming DCCC Chair starting in Fall, 2020.
2. Curriculum: Courses and programs on the April 24, 2020 DCCC agenda were reviewed and approved. New courses and programs and deletions that were approved at DCCC will appear on the next Board of Trustees agenda.
3. Competency Committees: The Math and Writing Competency Chairs have been appointed for 2020 – 2022. Math: Ron Breitenbach (CRC); Writing: Heather Hutcheson (CRC). Dyan Pease and Eric Wada have a training meeting with both competency chairs on Monday, April 27th.
4. New Designators/Thematic Blocks/Families: SCC was approved for associated thematic blocks for the EDT designator. FLC had first reading on a new thematic block for the LTAT designator. ARC had first reading on the new CALJA (CAL-JACs Firefighter Apprenticeship) designator and related thematic blocks.
5. Collaboration Requests: Open collaboration requests in the District were discussed. Progress is monitored by the Curriculum Chairs at each college.
6. GE Alignment Project: No report.
7. SOCRATES Advisory Group (SAG): SAG discussed the Emergency Closure DE addendum to be added into SOCRATES (potentially).
8. District Report: New PPC items will be voted on in early May.
9. GE Pattern Choice: In process at the DAS level.

10. DE approval in the case of College / Facility Emergency Closure:

The DCCC has voted to recommend the following statement to the DAS for consideration. Statement to be added to SOCRATES in the CORs:

During a college / facility emergency closure this course may be offered via distance education. When taught online during college/facility closure emergencies the course shall include regular and effective contact as required by Title 5 and adhere to the Americans with Disabilities Act (ADA) and section 508 of the Rehabilitation Act. Course outcomes will be met by providing synchronous or asynchronous material using the learning management system, including readings, simulations, videos, etc. Assessments may be administered, and assignments and projects may be collected and evaluated via the learning management system.

To teach this course online outside of a college/facilities emergency closure, regular distance education curriculum approval must be granted separately from this college/facility emergency closure addendum.

Respectfully Submitted, Dyan Pease, DCCC Chair

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ATTACHMENT B:

Educational Technology Committee Report to the District Academic Senate

May 5, 2020

The following items were discussed during the District Educational Technology Committee meeting on April 23, 2020:

Ally Statement of Support

The committee approved the Ally Statement of Support via electronic vote and it was forwarded to the District Academic Senate for their approval. The DAS President noted that it was approved at their last meeting along with the support of issuing a communication plan regarding “turning on” Ally. The LMS coordinators are ready for the feature to be turned on. Given that faculty will be stretched getting their courses ready for the fall, committee members felt that it should not be opt-in for the fall but automatic so that no additional step(s) are needed by faculty. A letter to faculty will be forwarded to DAS to be sent jointly with the Ed Tech Committee Faculty Co-chair that’s really clear to faculty informing them that ALLY is a helpful tool that requires no additional work on their part and listing resources to get additional information and training on the feature. It was noted that LRCFT will be notified when the option is turned on, and there are training videos available through ALLY which would be optional for faculty to view.

District Accessibility Implementation Committee (DAIC)

It was noted that the District Academic Senate will lead this committee along with members from the District and campuses. They have not yet met as a group.

Informational Updates

- IT/LMS – Canvas faculty usage has increased dramatically due to the remote operations; unfortunately, student usage has dropped slightly due to students dropping courses. CVC-OEI was planning to stop funding of Proctorio, NameCoach and Smarter Measure, but will now fund through the end of this calendar year.
- OCDC/Fast Track - the Fast Track website was reviewed by the Distance Education Dean. (www.Fasttrack.losrios.edu)
- Library – The 24/7 Global Cooperative went live at the end of February and has been very helpful to students. They have access to Vital Source and Red Shelf who have textbooks available for students to checkout online through the semester. Librarians are encouraging faculty to use Kanopy and Films on Demand for streaming video services.

- SCC – The DE team has streamlined their online training to allow for quicker training of faculty for preparation to teach fully online in the summer. Two sections will be offered in the summer to get faculty ready for fall online teaching. They will also offer a self paced course for faculty.
- FLC – They are making plans for the worst-case scenario. Some of their students took home 3D printers and have been generating PPE for medical use.
- CRC – They are preparing for a push to support finals and online assessments. They've also condensed their online training for faculty to get them up-to-speed quickly. They will run the bootcamp right before the fall semester.
- ARC – They are doing virtual drop-ins every day to assist faculty remotely. It was noted that last semester, 100 titles were reviewed by their DE subcommittee, and they have reviewed 160 so far this semester. DCCC will be discussing the DE Addendum at their next meeting to attempt to get all courses approved for 100% online. The five-point training for all faculty to meet district minimum requirements should be ready to go by May 1st. Noted that bulk due date feature has been enabled in Canvas across the district to allow faculty to change dates for all courses in one area.

Announcements

- Future Meeting Dates, virtual and/or in-person, were announced for the next academic year.
- The Deputy Chancellor noted that resources will be made available for DE coordinators who want to offer training during the summer to get faculty ready for fall.
- The outgoing faculty co-chair recognized the incoming faculty co-chair, Jena Trench, and thanked the co-chair, the confidential administrative assistant, and the committee members for their work on behalf of this committee and the District. It was also noted that the Dean of Distance Education will be retiring and the committee expressed its gratitude for the work done to get the Fast Track Education department up and running.

Respectfully submitted,

Alice L. Dieli, Ph.D.

ARC Faculty Instructional Development Coordinator

DETC Co-Chair