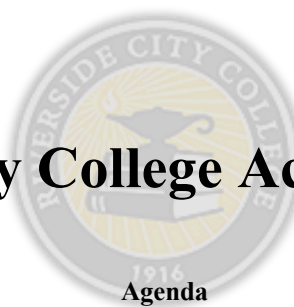


# Riverside City College Academic Senate



## Agenda

Monday, 4 March 2024 • 3:00 - 5:00 PM

Meeting Location: The RCC Hall of Fame Room

YouTube link for viewing:

<https://www.youtube.com/channel/UC9tCDF4RDXCqzrUS0QfO09A/featured>

- 3:00 I. **Call to Order**  
II. **Approval of the Agenda**  
III. **Approval of the Minutes:** Feb. 12, 2024  
IV. **Public Comments**
- 3:10 V. **Liaison Reports**  
A. RCCD Faculty Association  
B. College President  
C. ASRCC Representative
- 3:20 VI. **Special Report**  
A. Rebecca Goldware, RCCD Vice Chancellor, Institutional Advancement and Economic Development, and Debra Mustain, Dean, Workforce and Economic Development & Entrepreneurship, will provide an update about the Inland Empire Trade Technical Institute (IETTC) (information and discussion)
- 3:35 VII. **Committee or Council Updates**  
A. Curriculum Committee faculty co-chair and Standards Committee member Kelly Douglass will provide an update following first meetings of Spring 2024, along with an update on the GE Plan timeline (information and discussion)
- 3:50 VIII. **Ongoing Business**  
A. Secretary-Treasurer Micherri Wiggs will lead the senators in a discussion of the schedule for spring elections as indicated in RCCAS bylaws, with review of possible typos for cleanup and consistency (information and first read)  
B. President Scott-Coe or designee will lead the senators in a discussion about rotation of council and committee reports to RCCAS during Spring 2024 (discussion)
- 4:10 IX. **New Business**  
A. Vice President of Planning and Development Kristine DiMemmo will provide a preview of the RCC Budget Allocation Model (BAM) project and process for 2023-24 (information + discussion)  
B. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates for the following committees or councils: (action)  
a. Faculty Co-Chair for SAS (open)
- 4:30 X. **RCCAS Officer Reports**  
A. Vice President  
B. Secretary Treasurer  
C. President
- 4:40 XI. **Open Hearing**  
4:50 XII. **Learn, Share, Do**  
5:00 XIII. **Adjourn**

**Next meeting date: Monday, 18 March 2024**

*Agenda items and materials due by noon Tuesday, 12 March 2024*

Title 5 §53200 and RCCD Board Policy 2005

Academic Senate "10+1" Purview Areas

1. Curriculum, including establishing prerequisites and placing courses within disciplines\* 2. Degree and certificate requirements\* 3. Grading policies\* 4. Educational program development\* 5. Standards or policies regarding student preparation and success\* 6. District and college governance structures, as related to faculty roles\*\* 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports\*\* 8. Policies for faculty professional development activities\* 9. Processes for program review\*\* 10. Processes for institutional planning and budget development\*\* 11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate\*\*

\* The RCCD Board of Trustees relies primarily on the recommendations of the Academic Senate

\*\*The RCCD Board of Trustees relies on recommendations that are the result of mutual agreement between the Trustees and the Academic Senate

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside City College Academic Senate will swiftly provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact Office of Diversity, Equity, & Compliance at 951-222-8039.

**Riverside City College Academic Senate**  
February 12, 2024 • 3:00 - 5:00 PM • Hall of Fame

**3:00 I. Call to Order** at 3:00 pm, quorum met

**Roll Call**

***Academic Senate Officers***

President: Jo Scott-Coe  
Vice President: Ajené Wilcoxson  
Secretary-Treasurer: Micherri Wiggs

***Department Senators***

Applied Technology: Patrick Scullin  
Art: Will Kim  
Behavioral Science: Eddie Perez  
Business Admin/IST: Skip Berry  
Chemistry: Leo Truttmann  
Communication Studies: Star Romero  
Cosmetology: Peter Westbrook (not present)  
Counseling: Sal Soto  
Dance and Theatre: Jodi Julian (not present)  
School of Education & Teacher Preparation: Emily Philippsen  
Economics/Geography/Political Science: Kendralyn Webber  
English: Christine Sandoval  
History/Philosophy/Humanities/Ethnic Studies: Daniel Borses  
Kinesiology: Dennis Rogers  
Library: Sally Ellis  
Life Sciences: Lisa Thompson-Eagle  
Mathematics: Evan Enright  
Music: Steve Mahpar  
Nursing: Lee Nelson (not present)  
Physical Science: James Cheney  
World Languages: Araceli Calderón

***Associate Faculty Senator***

Lindsay Weiler

***Ex-Officio Senators***

Teaching and Learning LC: Greg Russell  
ASC: Jacquie Lesch  
EPOC: Ajené Wilcoxson (interim)  
Government, Effectiveness, Mission, and Quality LC: Wendy McKeen  
Resource Development and Administrative Services LC: Patrick Scullin  
Student Access and Success LC: Vacant  
Curriculum: Kelly Douglass  
Parliamentarian: Sal Soto

***RCCD Faculty Association***

Mike Chavez

***Administrative Representatives***

College President: Claire Oliveros (not present)

VP Academic Affairs: Lynn Wright  
VP Business Services: Vacant  
VP Planning and Development: Kristine DiMemmo  
VP Student Services: FeRita Carter

***ASRCC Representative***

Jennifer Shaw

***Recorder of Minutes***

Elena Santa Cruz

***Guests***

Denise Kruiuzenga-Muro, Co-chair Riverside Assessment  
Jude Whitton, Co-chair Riverside Assessment  
Heather Smith, CMAC & DE  
Rebecca Goldware, Vice Chancellor, Institutional Advancement & Ed Services  
Laurie McQuay-Peninger, Executive Director, Grants & Sponsored Programs

**3:00 II. Approval of the Agenda**

- M/S/C: (Borses/Perez) Approved by consensus

**3:01 III. Approval of the Minutes**

- December 4, 2023- M/S/C: (Soto/Romero) Approved by consensus

**3:02 IV. Public Comments**

- Public comments guidelines shared
- No public comment.

**3:03 V. Officer and Liaison Reports**

A. President Jo Scott-Coe:

- Compiled and turned in observations and questions related to the first draft of the District Master Plan. Revisions that respond to feedback from all three colleges should be coming to us soon.
- The MLK Brunch on our campus was a success. It brought together not only our faculty, classified professionals, students, and administrators but also leaders from the district as well as across the community. The speaker, Dr. Benjamin Jealous, former president of the NAACP, gave a powerful speech.
- Also in January, approved the participation of two of our senior faculty members, Joanie Gibbons Anderson and Greg Burchett, to participate on IEPI Partner Resource Teams for the ASCCC. They had previously volunteered to share their expertise for this service, which provides technical assistance through Partnership Resource Teams or "PRTs."
- A reminder: The district has agreed to fund up to 4 sabbaticals for the 2024-25 academic year. Any faculty applying for Fall 2024 or for the full 24-25 year must turn in materials by March 15. Those applying for spring 2025 only have until May 15. Please reach out if you have questions.
- At the last Board of Trustees meeting, we received an in-depth presentation about Basic Needs Services across the district. Kudos to the entire team,

especially Desiree Rivera at RCC, for all they do to serve our students—including collecting the data and helping our Board to understand the massive scale of needs.

- Many thanks to Dean Wendy McEwen and Dr. Ginger White for organizing another successful program review retreat during winter. There was a great deal of discussion about how to improve information loops and connections between department requests at the division level.
  - You may have heard about new CA legislation, SB 553, which relates to workplace security and violence prevention planning. As more information about the district's response comes to light, it will be shared here.
  - Final review committee was on February 2 to consider candidates for rank of Distinguished Professor in the district, and the committee recommendation will go to the Board of Trustees this spring for affirmation. More news to come.
- B. Vice President – Ajené Wilcoxson:
- May 17<sup>th</sup> kick off for Strategic Planning Kickoff
- C. Secretary-Treasurer Micherri Wiggs
- Board of Governors, 2024 Student Leadership Awards (Sonya Christian and State Chancellor's Office) - Established in 2020, these awards recognize and celebrate students throughout the community college system whose leadership advances Vision 2030 and exemplify commitment to their community.
    - Nominations may be submitted from college administrators, classified staff, faculty, or students. Each recipient will receive a \$1,250 cash award and a commemorative certificate.
    - All nominations should be sent to the Chancellor's Office via email or postmarked by February 23, 2024
      - Email: [GALEXANDER@CCCCO.EDU](mailto:GALEXANDER@CCCCO.EDU)  
SUBJECT: 2024 STUDENT LEADERSHIP AWARDS/BOG
      - Mail:, California Community Colleges Chancellor's Office
        - Attn: 2024 Student Leadership Awards/BOG1102 Q Street, Suite 4400 Sacramento, CA 95811-6549
    - Award winners will be announced and honored at the April 5 - April 7, 2024, Student Senate for California Community Colleges Spring General Assembly. Please visit our Board of Governors Recognition and Awards webpage for criteria and submission documents. Senators are encouraged to share widely. Questions can be directed to Gary Alexander at [galexander@cccoco.edu](mailto:galexander@cccoco.edu).
  - Elections reminder – departments need to be mindful because of impact on faculty schedules and department planning (i.e. if there is reassigned or release time)
    - Senator, Curriculum Rep, Assessment, AND Program Review – check the bylaws for your cycle
    - Coming Soon: PGSL, Division Reps for Distance Education Subcommittee, AND Course Materials Affordability Subcommittee, Faculty Development

- Name cards reminders
    - Questions on the back as we consider things that come before us
    - Strategic planning structure inside – revisit starts this term so we need to be thinking about that structure and how it is working
  - Fire Drills
    - February 27th at 9:45am, February 28th at 6:00pm
    - Drills will be 10 minutes (from alarm pull to all clear)
    - All buildings need to evacuate (not COIL & CAADO)
    - Messaging to college community starting Feb. 19
  - Two faculty needed for DSCC committee, District Level Membership of Advancement and Partnership Committee
    - ideally 1 from the College Grants Committee/Workgroup faculty co-chairs
    - ideally 1 faculty engaged in economic development, community engagement and outreach, or other related area
    - Consider new voices, not already serving at district level
- D. RCCD Faculty Association-
- Mike Chavez reported on negotiations regarding part time faculty healthcare, expect an update at the end of the week.
  - STRS is the only body that can answer questions regarding the 'golden handshake.'
  - Contract is proposed to be rolled over, but it will need to be ratified by membership. Expect to vote on this by the end of the semester.
- E. College President-
- VP Wright welcomed senators to Spring 2024.
  - RCC has met the enrollment target at 100% for Spring 2024. Next academic year enrollments will be expected to be pre-pandemic numbers. 39% online, 13% hybrid, balance is in-person.
  - Equity focused FLEX Day was a success last week. Highlights included sessions by ESCALA and shared data and practices they have tried.
  - State Chancellor's office has invited RCC to host a regional event tied to dual enrollment on March 14-15, 2024 – Vision 2030: Access, Success & Support with Equity for High School and Justice-Involved Youth to learn more about serving this segment of our population.
  - Also, please click on the link on our website to see the events for Black History Month here at RCC.
  - Senators ask Dr. Wright about the waitlist because it seems to disappear after the first day for some faculty.
- F. ASRCC Representative-
- Jennifer Shaw reports for ASRCC. Upcoming events – welcome back BBQ, resource fair, Tiger Pride, and banquet.
  - This will be Jennifer's final semester at RCC as she is transferring.

### 3:51 VI. Committee or Council Updates and Reports

- A. Curriculum Committee faculty co-chair and Standards Committee member Kelly Douglass will provide an update regarding curriculum processes/timelines, along with

recent Standards updates and deadlines from the State Chancellor's memo (information and discussion)

- a. Will send information to send to senators about meeting dates.
  - b. As curriculum chair, Kelly serves as a member of Standards and will be making changes to AOE's to align
  - c. Title V general education proposal concerns raised by math and Computer Science—there was some dept. frustration regarding timeline. Standards discussed and made changes to allow for changes and was able to get it published in time. This information and timeline was sent in December. Feb 27 will be the college curriculum meeting and at that meeting, CC will collect concerns from departments regarding revised general education plan. Then Academic Standards will meet and turn its discussion to possible action on the Gen Ed. Plan. On February 1<sup>st</sup>, the state chancellor's office said the new GE plan can become effective Fall 2025, so we do have a bit more cushion than anticipated.
- B. CMAC Committee member and librarian Sally Ellis will provide clarifications for faculty about how to distinguish course materials abbreviations: ZTC, LTC, and OER (information and discussion)
- a. OER mentors in many divisions are available to help faculty adopt OER textbooks.
  - b. Sally shares presentation attached to agenda packet including how an open education resource is defined, what library resources qualify as ZTC & LTC.
  - c. Also, if you have already adopted an OER book, please make sure the bookstore has the right information so that they do not make unnecessary purchase.
- C. Rebecca Goldware, RCCD Vice Chancellor, Institutional Advancement and Economic Development, and Laurie McQuay-Peninger, Executive Director, Grants & Sponsored Programs, will provide an overview and update from the district Grants and Sponsored Programs office (information and discussion)
- a. VC Goldware will be visiting local senates as necessary and providing updates related to the foundation, external relationships, and other processes that are run through her department.
  - b. Laurie McQuay-Peninger shared her presentation attached to agenda packet.
  - c. If faculty are interested in a grant or have some questions, Rachel Weiss would be their contact here at RCC.
  - d. Questions regarding the Advancement in Partnerships committee is to look at the broad areas within advancement – foundation, grants, outbound. This is about the process structure and will likely meet once per semester.

#### **4:12 VII. Ongoing Business**

- A. President Scott-Coe or designee will provide an overview of important items requiring RCCAS attention in SP24 and facilitate a discussion for agenda planning (discussion)
  - a. Our college and district have many councils, committees, subcommittees, and workgroups that need to share information.
  - b. Senators were asked to consider what has worked in your committee structure(s) and also what has not been as effective.

- c. Perhaps the BOT structure of reports at the 1<sup>st</sup> meeting of the month and actions at the 2<sup>nd</sup> meeting. Staggering meeting reports so that they are reported out at the next meeting.
- d. For curriculum, they always prioritize action items and provide reports at the end, as time permits.
- e. There are often issues with reports being replicated in successive meetings (duplication). Is this always necessary and/or the most efficient process?
- f. President Scott-Coe asks that committee members begin the semester discussing ways of communicating updates and business that needs to come to Senate. This subject will be discussed again at the March 4<sup>th</sup> meeting.

**4:24 VIII. New Business**

- A. Riverside Assessment Committee faculty co-chairs Jude Whitton and Denise Kruizenga-Muro will report on collaborations across the district to develop a process for assessing and revising the language of GE outcomes, now known as ILOs (information and action)
  - a. Jude Whitton and Denise Kruizenga-Muro share their presentation from the agenda packet regarding institutional learning outcomes (ILOs).
  - b. In the documents provided in the agenda packet is a process that RCCAS could move to approval at district academic senate to change the language of the ILOs.
  - c. M/S (Romero/Weiler) to move process, as presented, to District Academic Senate.
  - d. Discussion regarding language of new process and ILOs. Questions about process, clarity and timelines of the workgroup.
  - e. Motion passes.
- B. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates for the following: (action)
  - a. Faculty Co-Chair for SAS
    - i. GEMQ recommends that the SAS Co-Chair be revisited in March if possible, after EPOC meets.
  - b. Ratification of Scott Herrick to continue as representative on District Enrollment Management Committee through (until end of SP24)
    - i. M/S/C Thompson-Eagle/Truttmann

**4:51 IX. Open Hearing**

- Rob Masterson is starting a chess club – Wednesdays 3-5 pm, QD-23 c
- STEM activities this week: tour green house, stem engagement centers, planetarium.
- Student-Parent Club president awarded 2<sup>nd</sup> place for students in action with her proposal of having a parent center for homework where children are welcome, received \$500 award. Student-Parent Club will be presenting at the next meeting of Board of Trustees (tomorrow) for Senate Spotlight.
- Spanish discipline open house for ADT – 2/21 10-noon DL108

**4:54 X. Learn, Share, Do**

- VP Wilcoxson shared key highlights from the meeting and invited senators to add to the list of important items.

**4:57 XI. Adjourn**

- 4:57 pm
- M/S/C: (Perez/Calderon)

**Glossary:**

M/S/C = Motion Seconded and Carried

DRAFT



# Inland Empire Technical Trade Center Comprehensive Master Plan

Project Update | March 2024





# Project Context

**7M**

Residents in region within 30 years

**\$1.5M**

Federal funding for Center planning

**\$33M**

State funding for the purchase of land and start of site improvements



This regional training center, when complete, will provide residents with access to short-term skilled training using an “earning while learning,” model and focused on moving residents from poverty to self-sufficiency.

# Regional Impact Informed by Community

The IETTC Campus will be an innovative, inclusive, invigorating, and student-centered learning environment where work and education integrate, and life-long learners are made.

As a lifeline to communities across the region, the IETTC will:

- **Provide cutting-edge training and education** for **high-demand, high-skill** careers of the future,
- **Empower a diverse set of learners**, including those who may not choose education as a traditional path, to **thrive and prosper**
- **Cultivate programs** that lead to **earning greater than a living wage**, and
- **Provide tailored services** to help students **access upward mobility**.

# Potential Program Feedback To Date

- Regional resource to include both San Bernardino & Riverside Counties (beyond RCCD service region)
- Avoid duplication of what we already have unless there is strong evidence of unmet need
- Responsive to evolving industries, employers, and diverse potential funding sources
- Training for high skill, high paying jobs (Poverty to prosperity)
- Increase access and benefit to local community
- Contribute to transition to green economy and sustainable infrastructure in California
- Support for learning life/employability skills to get and keep a job

# Foundational Data Collection

Essence of the labor market analysis scope is supply (number of graduates) and demand (need for skilled labor) and inclusion of quality job criteria.

## HIGH DEMAND, LOW SUPPLY

- Earnings potential
- Job quality
- Potential synergies / interdisciplinary opportunities across programs
- Alignment with mission
- High skills = high pay



<p><b>HIGH DEMAND, LOW SUPPLY</b>  <b>(I.E. THE LARGEST DEMAND GAP)</b></p> <p>Opportunity areas</p>	<p><b>HIGH DEMAND, HIGH SUPPLY</b></p> <p>Proof of concept</p>
<p><b>LOW DEMAND, LOW SUPPLY</b></p> <p>Re-evaluate existing programs in this category</p>	<p><b>LOW DEMAND, HIGH SUPPLY</b></p> <p>Consolidate or reduce enrollment in existing programs</p>

# What We've Heard & Learned So Far: Emerging Themes

SOCIAL ENTERPRISE

ENTREPRENEURSHIP

Shape  
22<sup>nd</sup> Century  
Infrastructure

Spearhead  
Advanced  
Manufacturing  
Innovations

Transform  
Sustainable  
Building  
Practices

Pioneer Allied  
Health For The  
Future

Evolve Data  
Science/  
Technology

DATA ANALYTICS

# Preparation For Future Success

Internal and external stakeholders identified and invited to provide initial input on the regional opportunity (ongoing)

CTE Faculty participating in meetings, site visits (ongoing)

Model site visits completed with RCCD & DLR team including faculty stakeholders (summer 2023)

Identification of existing and necessary regional labor market data to inform program development (ongoing)

Engagement with internal and external constituency groups (ongoing)

# What's Next?

- **Faculty** engaged in program development (through Summer 2024)
- **Planning for wrap around support services** (childcare, support for English learners, support for basic needs and transportation access) are critical for student success
- Site identification and purchase
- Seek funding for establishment of regional site





**THANK YOU!**



**Where to find information and  
track progress**

**BYLAWS OF THE RIVERSIDE CITY  
COLLEGE ACADEMIC SENATE**

**PREAMBLE**

The Riverside City College Academic Senate (“RCCAS”) can propose, change, and amend its Bylaws by a majority vote of all of its members provided that (1) motions to amend the Bylaws must be proposed in writing and (2) two weeks must elapse between the making of a motion to amend and any action to adopt the motion.

**ARTICLE I. MEETINGS & PROCEEDINGS**

1. Regular RCCAS meetings will be scheduled in the Hall of Fame of the Bradshaw Student Center from 3:00 until 5:00 PM on the first and third Mondays of each month (contract holidays excepted) during the academic year, unless otherwise announced.
2. RCCAS meetings and faculty meetings called by the RCCAS are conducted under the parliamentary guidance of the most recent edition of Robert's Rules of Order, Revised.
3. Space for public comments related to the purview of RCCAS will be included in each agenda.
  - The public may comment on items not included on the agenda during the “Public Comments” agenda item only.
  - Total time for public comments will be limited to 10 minutes.
  - Time limits for each individual speaker will be 3 minutes, unless there are several speakers in which case time may be reduced to ensure public comment is limited to 10 minutes.
  - According to Robert’s Rules of Order, Public comment is to be germane to the duties of the body, relate to current or new items for discussion and decision by the body, be respectful, and avoid the use of names or pejoratives.
  - RCCAS members may not discuss nor may they take action on public comments associated with items not on the agenda. If an RCCAS senator determines that the issue needs further discussion, the member may submit an agenda item dedicated to the issue at a subsequent meeting.
4. The RCCAS shall establish its own agenda by simple majority vote of the members present. The agenda must be established in accordance with State laws and regulations. Any member of the Riverside City College faculty may submit agenda items to the RCCAS. The established agenda may be abridged by majority vote or by consensus of the members present.
5. The RCCAS President will contact any Senator who misses three regularly scheduled meetings to assess the problem. If appropriate, the RCCAS President will contact the Senator's Department Chair regarding such absenteeism, with the hope of resolving the situation and avoiding departmental under-representation. Replacement of such absentee Senators may be necessary.

6. At its discretion, the RCCAS may authorize the RCCAS President to act on its behalf during the summer months. Wherever possible, action should be deferred until the Senate can meet and confer during the academic year.

## **ARTICLE II. ELECTIONS**

1. Elections are conducted according to Article VIII of the Constitution.
2. The call for nominations shall be made at least three weeks in advance of the holding of an open faculty meeting which will constitute the closing of nominations.
3. In those years when the offices of President, Vice President, and Secretary-Treasurer are open for election, the College Academic Senate shall arrange in a timely manner through its committees for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.
4. Elections shall be conducted electronically or by campus mail in such a manner as to maximize the integrity of the electoral process.
5. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted immediately after votes are counted. The Nominations Committee will conduct the election in such a manner as to minimize the interference of the Spring Break with the election process.
6. The Nominations Committee shall request the Departments to hold elections for Department Senators and shall inform the Departments in a timely manner whenever a special need exists to fill a vacancy. Terms of office for Departmental Representatives to the Senate shall be for two (2) years with no limitation on the number of consecutive terms to which a departmental member may be elected as a Senator.
7. The Department representative elections shall be held as follows:

The following Departments shall elect representatives in odd-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect representatives in even-numbered years:

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

8. In the event that a departmentally-elected Senator is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, load-bank leave, other leave of absence, or is otherwise unable to regularly attend Senate meetings, the Department shall elect a replacement representative for the balance of the term and so indicate in Department minutes.
9. Where the Constitution requires election by majority vote, a runoff election will be held between the top two vote-getters. In some cases involving tie votes, a runoff between more than two candidates could occur.
10. Ballots and election results shall be kept on file in the Academic Senate office and shall be available for review for 120 days.

### **ARTICLE III. RIVERSIDE CITY COLLEGE EDUCATIONAL PLANNING, LEADERSHIP COUNCILS, COMMITTEES AND WORKGROUPS**

#### **Section 1: Educational Planning Oversight Committee**

- A. Pursuant to RCCAS's role in educational planning and budgeting under Title 5, §53200.10, the RCCAS President shall work with the President of Riverside City College to create an overarching strategic planning and operations structure for Riverside City College. The central structure shall be named the Strategic Planning Council and its primary input shall be the Educational Planning Oversight Committee ("EPOC"). The primary responsibility of the EPOC shall be to monitor institutional progress toward achieving college goals and to provide recommendations to the college president. EPOC also shall oversee and direct the general work of the Strategic Planning Leadership Councils ("SPLCs") and shall serve as the Accreditation Steering Committee when necessary.
- B. The Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils shall be ratified by the RCCAS. Any proposed changes to this document shall be brought before the RCCAS for consideration and ratification.
- C. The President of RCCAS shall accept nominations for faculty co-chair of EPOC, which will be brought to the RCCAS for deliberation and election. The President of Riverside City College shall choose an administrative co-chair for EPOC. These two will jointly oversee EPOC.
- D. The term of the faculty co-chair of EPOC shall be two years.
- E. The faculty co-chair of EPOC shall be regarded as an ex-officio, non-voting member of the RCCAS and shall provide regular reports the RCCAS.

**Section 2: Strategic Planning Leadership Councils**

- A. The Strategic Planning Leadership Councils (“SPLCs”) allow all members of the college community to participate in the decision-making process. Membership includes students, faculty, classified professionals, and administration. The SPLCs develop the college’s long-range plans, review and approve the Five-Year Comprehensive Program Review Plans in the areas for which they are responsible, monitor the specific activities of each unit and evaluate each unit’s Annual Assessment report, and link goals, vision, and processes for planning to resource allocation.
- B. The SPLCs, in accordance with their respective charges, shall determine when meetings are necessary in order to:
1. Develop and implement the college’s long-range strategic plans;
  2. Create integrated action plans to monitor, evaluate, and advance each unit’s action plans;
  3. Make recommendations to the Educational Planning Oversight Committee;
  4. Facilitate the dissemination of strategic planning information to the college community;
  5. Advance the implementation of college goals and targets; and
  6. Assess the progress each year the college makes to achieve its targets.
- C. The four (4) leadership councils are Student Access and Support (SAS); Teaching and Learning (TL); Resource Development and Administrative Services (RDAS); and Governance, Effectiveness, Mission and Quality (GEMQ).
- D. With the assistance of the faculty co-chair of EPOC, the RCCAS President shall accept nominations for the presiding faculty co-chairs of the SPLCs and bring them to the RCCAS for ratification. Appointments for presiding faculty co-chair and other faculty positions on the SPLCs shall be for two years; incumbents may be reappointed. To the degree possible, appointments shall be staggered terms. Members may be removed after three absences at the discretion of the constituent group. At the beginning of each academic year, the council shall provide the EPOC with a roster of voting members and other participating members.
- E. The faculty co-chairs of SPLCs shall represent their committees as ex-officio, non- voting members of the RCCAS and shall provide monthly reports to the RCCAS.
- F. The composition and charge of the SPLCs shall be articulated in the Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils.

**Section 3: Standing Committees**

- A. In general, committees perform work necessary for the policy and procedure recommendations of the SPLCs. Other committees are charged with addressing faculty issues under Title 5 §53200’s “10+1” and serve as stand-alone strategic and operational inputs, such as Curriculum. Committees that are tasked with academic issues (e.g.

Curriculum, Academic Standards, Associate Faculty) shall consist solely of faculty as voting members.

- B. Committees shall elect their chair in the spring prior to the term that begins in the fall. Faculty chairs of Committees shall be selected by the membership of the Committee and brought before RCCAS for confirmation. Committees who wish to do so may designate a faculty co-chair. The Chair of the Curriculum Committee shall serve as an *ex officio*, non-voting member of the RCCAS and shall provide reports as needed, at least once per semester, to RCCAS with the co-chairs of the Leadership Councils.
- C. Committees shall meet, at a minimum, once a month during the academic year. Committees may meet as part of District-wide committees where the Colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.
- D. The College President or designee shall identify an Administrator to serve as non-voting co-chair and to provide a liaison to the Administration on any Committee that has a committee that meets at the District level.

### **1. Curriculum Committee**

- a. The Riverside City College faculty shall establish a Curriculum Committee, for the purposes of representing the faculty through the Senate to the Administration and to the Board of Trustees on all matters relating to any courses offered by the College. The Committee may freely utilize the expertise of all faculty in questions regarding specific courses, and shall direct special attention to the general issues of curriculum philosophy and development.
- b. The term of the chair of the Curriculum Committee shall be two years, beginning in the fall of even- numbered years. Should the Curriculum Committee choose a co-chair, the term shall commence in the fall of odd-numbered years.
- c. The Curriculum Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- d. In the event that a departmentally elected Curriculum Committee representative is unable to serve due to extended medical leave, semester- abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Curriculum Committee meetings, the Department shall elect a replacement representative for the balance of the term.

- e. The following Departments shall elect Curriculum representatives in odd-numbered years:

~~Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics; Geography, Political Science; Nursing; Music; Physical Science; Kinesiology.~~

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect Curriculum representatives in even-numbered years:

~~Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Dance and Theater; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; World Languages.~~

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

- f. The RCC Articulation Officer is a voting member of the curriculum committee.
- g. Election of members of the Curriculum Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Curriculum Committee members shall serve beginning on the first day of service of the academic year.

## 2. Academic Standards Committee

- a. The Riverside City College faculty shall have representatives on the District Academic Standards Committee. This committee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary. Academic Standards exists for the purpose of recommending policy pertaining to student academic standards at Riverside Community College District and therefore, at Riverside City College. For example, the committee may recommend grading policies, withdrawal policies, degree standards, certificate standards, performance testing, remedial standards, transfer standards, non-transfer standards.
- b. The Academic Standards committee is composed of the curriculum chairs from each college in the district, the three Articulation officers from each college in

the district, and one faculty member from each college's curriculum committee. As such, RCCAS is represented by its elected curriculum chair and another departmentally elected faculty from the curriculum committee, whose election is identified in the "Curriculum Committee" section of this document (3D1).

### **3. Departmental Leadership Committee**

- a. The Riverside City College faculty shall recognize the Departmental Leadership Committee, which shall be tasked with articulating departmental and disciplinary issues, considering best practices for departmental operations, scheduling, and working with Academic Deans to assess and prioritize Comprehensive Program Review and five-year plans and other departmental and disciplinary matters.
- b. The members of the Departmental Leadership Council shall be constituted of department chairs as established in the prevailing "Agreement between Riverside Community College District and Riverside Community College District Faculty Association CCA/CTA/NEA."

### **Section 4: Subcommittees**

- A. Subcommittees perform work necessary for the policy and procedure recommendations of the SPLCs and Committees. Typically, Subcommittees work directly with the Committees to which they are attached. Subcommittees that are tasked with academic issues (e.g. Professional Growth and Sabbatical Leave, Course and Program Assessment, Faculty Program Review) shall consist solely of faculty as voting members. Subcommittees charged with ongoing, regular strategic and operational functions (such as Course and Program Assessment) shall have structures that mirror the college's departmental structure.
- B. Subcommittees shall choose their chairs by majority vote at their first meeting, except for the chair of PGSL and the Faculty Development Subcommittee. This chair, the Faculty Development Coordinator, shall be determined by the subcommittee's members, brought to the President of RCCAS and the President of Riverside City College and confirmed by the RCCAS. The faculty chairs of other Subcommittees shall be selected by the membership of the Subcommittee and brought before RCCAS for confirmation.
- C. Subcommittees shall meet, at a minimum, once a month during the academic year. Subcommittees may meet as part of District-wide committees where the colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.



- D. Each Subcommittee that has a District Academic Senate counterpart shall have an Academic Administrator to serve as non-voting co-chair and to provide a liaison to the Administration.

**1. Professional Growth and Sabbatical Leave Subcommittee (PGSL)**

- a. The RCCAS shall establish a Professional Growth and Sabbatical Leave Subcommittee, for the purpose of representing the faculty on all matters relating to professional growth and sabbatical leave. This subcommittee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary.
- b. Two members of the RCC faculty will serve as voting members on the Riverside Community College District (RCCD) PGSL Committee, except when one of the members is serving as chair (see 4D1d). One voting member will be elected in even years and the other in odd years.
- c. The term of service for each member will be two years. In the spring, RCCAS officers will solicit nominations for this committee to be later ratified at an RCCAS meeting.
- d. The chair of the RCCD PGSL rotates amongst the three colleges each year. The chair of the committee does not have a vote during their year of service.
- e. RCC representatives on the Professional Growth and Sabbatical Leave Subcommittee shall liaison with the RCC Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

**2. Course and Program Assessment Subcommittee**

- a. The RCCAS shall establish a Course and Program Assessment Subcommittee, for the purposes of representing the faculty in the Assessment Committee, known as the Riverside Assessment Committee or RAC, and to the Board of Trustees on all matters relating to ongoing academic course, program, and institutional level learning outcome assessment. The RAC may freely utilize the expertise of all faculty in questions regarding course, program and degree level assessment and shall direct special attention to the general issues of student learning outcomes assessment philosophy and development. The goal of the committee is to inform, instruct, and provide resources to faculty to facilitate discipline and department assessments.
- b. The RAC shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of

scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.

- c. In the event that a departmentally elected RAC representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Assessment Committee meetings, the Department shall elect a replacement representative for the balance of the term.
- d. The following Departments shall elect Assessment representatives in odd-numbered years:

~~Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Music; Nursing; Physical Science; Kinesiology.~~

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect Assessment representatives in even-numbered years:

~~Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Dance and Theater; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Kinesiology; Library & Learning Resources; Life Sciences; Mathematics; World Languages.~~

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

- e. Election of members of the RAC shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Assessment Subcommittee members shall serve beginning on the first day of service of the academic year.
- f. RAC shall liaison with the Governance, Effectiveness, Mission and Quality (GEMQ),

### 3. Academic Program Review Subcommittee

- a. The Riverside City College faculty shall establish an Academic Program Review Subcommittee for the purpose of working with academic units to complete Program Review and Plan (PRAP) document and Annual Unit Plan

Updates or their equivalents and to bring this information to the Governance, Effectiveness, Mission and Quality (GEMQ).

- b. The Academic Program Review Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- c. In the event that a departmentally elected Academic Program Review Committee representative is unable to serve due to extended medical leave, semester- abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Academic Program Review Committee meetings, the Department shall elect a replacement representative for the balance of the term.
- d. The following Departments shall elect Academic Program Review representatives in odd- numbered years:

~~Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Music; Physical Science; Kinesiology.~~

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect Academic Program Review representatives in even- numbered years:

~~Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Dance and Theater; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; World Languages.~~

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

- e. Election of members of the Academic Program Review Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators and Curriculum representatives are chosen. Academic Program Review Committee members shall serve beginning on the first day of service of the academic year.

- f. The Academic Program Review Subcommittee shall liaison with the Governance, Effectiveness, Mission and Quality (GEMQ) leadership council.
- g. The chair of the Academic Program Review committee also serves on district committees for which program review is a focus area.
- h. The chair of the Academic Program Review committee shall attend EPOC meetings.

#### **4. Distance Education Subcommittee**

- a. The Riverside City College faculty shall establish a Distance Education Subcommittee to develop policies and promote practices that contribute to the quality and growth of distance education and bring these to the Teaching and Learning Leadership Council and Resource Development and Administrative Services Leadership Council (“RDAS”).
- b. The Distance Education Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.

The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

- c. The Distance Education Subcommittee will interface primarily with the Technology Resources Committee of Resource Development and Administrative Services Leadership Council.

#### **5. Faculty Development Subcommittee**

- a. The RCCAS shall establish a Faculty Development Subcommittee that seeks to encourage the professional development of faculty through collegially supported learning opportunities that share the vision and values of RCC.
- b. The Faculty Development Subcommittee shall be charged with creating the faculty development section of the Staff Development Plan.

- c. The Subcommittee shall consist of twelve voting members: ten full-time faculty members proportionally representing the academic divisions and one Associate (part-time) faculty member representing Associate faculty. The full-time faculty members shall be selected by their respective divisions via division elections, and the Associate faculty members shall be selected by the Associate Faculty via an Associate faculty election. The composition of the Subcommittee shall be as follows:
- Languages, Humanities, Social, & Behavioral Sciences – three members
  - Career and Technical Education – two members
  - STEM and Kinesiology – two members
  - Counseling and Library Services – one member
  - Fine and Performing Arts – one member
  - Nursing and Health Related Sciences – one member
  - Associate (Part-Time) Faculty – one member

The above-mentioned faculty members shall serve as voting members on the Committee. Other non-voting faculty members may participate in the Committee planning and discussion.

- d. The Faculty Development Subcommittee shall liaison with the Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

## **6. Course Materials Affordability Subcommittee**

- a. The Riverside City College faculty shall establish a Course Materials Affordability Subcommittee (CMAC) to develop policies and promote practices that support efforts across the college related to Open Educational Resources (OERs), Zero Textbook Cost (ZTCs), and Low Textbook Cost (LTCs) materials in line with state legislation.
- b. The voting membership of CMAC shall be composed of six elected faculty members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.
- The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

- The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

- c. The CMAC will interface primarily with the Teaching and Learning Leadership Council

### **Section 5: Permanent Workgroups**

- A. Permanent Workgroups perform work necessary for the policy and procedure recommendations of the SPLCs and Committees and generally have a charge narrower than that of Subcommittees. Typically, Permanent Workgroups work directly with the Subcommittees to which they are attached. Permanent Workgroups that are tasked with academic issues shall consist primarily of faculty and shall have, at minimum, a majority of faculty as voting members.
- B. Faculty chairs for Permanent Workgroups shall be chosen by the membership of the Permanent Workgroup.

### **Section 6: Temporary Workgroups**

- A. Temporary Workgroups perform work necessary for the policy and procedure recommendations for strategic planning. Temporary Workgroups are given a specific, narrow charge by superordinate strategic planning groups (typically Permanent Workgroups) and may be convened or dissolved as necessary.
- B. Chairs of temporary workgroups shall be selected by the membership of the Temporary Workgroup and brought before the relevant strategic planning group for confirmation.

## **ARTICLE IV. ASSOCIATE FACULTY COMMITTEE**

The Riverside City College faculty shall establish an Associate Faculty Committee, for the purpose of developing and representing the Associate Faculty issues to the RCCAS.

Additionally, as Associate Faculty are a valued part of the RCC faculty, any Associate Faculty member who wishes to broaden her/his experience by serving on a committee, subcommittee or workgroup other than the Associate Faculty Committee should contact the appropriate chair.

- A. The Associate Faculty Committee shall comprise five elected members serving two-year terms. Two shall be elected in even-numbered years and three shall be elected in odd-numbered years.
- B. The elected Associate Faculty Senator shall serve as chair on the committee and shall report to the RCCAS.



## PREVIEW/DRAFT

### College BAM Project 2023-24

#### Project Goal and Objectives

- The goal is to implement the District BAM at the colleges, with an emphasis on fairness, equity, and transparency.
  - Strategic planning - Which includes a crosswalk with the Integrated Strategic Plan, Guided Pathways framework, Education Master Plan, Student Equity Plan and Vision for Success.
- RCC is analyzing the instructional side for resource allocation, FTES target production, efficiency, and understanding as to the resource needs for each discipline by using the cost/FTES framework. Identify why targets are not being met and whether additional resources and support are needed.
- This project will use a standardized approach to ensure the metrics implemented align with the District BAM and are consistent across the colleges. The leadership team in each area, along with Business Services, will meet quarterly to review and analyze data for programs, and critically evaluate the efficiency and effectiveness of resource allocation.
- This project will also analyze the non-instructional budgets and expenditures as well as the overall implementation of the college's strategic plans.
- Annual assessment of the college BAM implementation will take place via survey and focus group feedback.

#### **Instructional/Academic Performance Metrics to Be Analyzed**

1. College FTES targets by discipline/division
  - a. Were the targets met?
  - b. Why, why not?
  - c. FTES/FTEF efficiency (target is 17 @ 595) by discipline
  - d. Institutional efficiency FTES/FTEF
2. What errors or variables are impacting efficiency metrics? How do we fix?
3. What are the cost implications resulting from low efficient disciplines?
4. What are the impacts of a classroom load cap on "potential" FTES generation?
  - a. How efficiently are classroom and lab environments being utilized in comparison to FTES production?
5. What scheduling modifications will need to be considered?
  - a. DE vs. F2F implications
6. What emergency mandates or legislative updates have transpired that may affect outcomes?
7. Proposed course of action- i.e. reconfigure or repurpose classrooms or labs, evaluate course caps, etc. In consultation with CTA (for negotiated items) and Academic Senate (10+1).

#### **Student Support/Operational/Other Performance Metrics to Be Analyzed**

1. Identify deficits and surpluses in non-instructional budgets and grants/categoricals to understand nature of expenditures and opportunities.
2. Consider realignment of resources to support strategic plan initiatives, aligned with Guided Pathways framework, Student Equity Plan, and Vision for Student Success.
3. What emergency mandates or legislative updates have transpired that may affect outcomes?

**Timing of the analysis:** April and September (as aligned with schedule development process)