

Riverside City College Academic Senate



Agenda

Monday, 18 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:** March 4, 2024
IV. **Public Comments**
- 3:10 V. **Liaison Reports**
A. RCCD Faculty Association
B. College President
C. ASRCC Representative
- 3:35 VI. **Committee or Council Updates**
A. Curriculum Committee faculty co-chair and Standards Committee member Kelly Douglass will share final results of the new GE Plan approved through the Curriculum process (information and action)
B. DE Chair and CMAC Chair Heather Smith will present about FERPA Concerns and Merged Courses with guidance from General Counsel Keith Dobyms, as well as ZTC funding opportunities and an update on the ZTC Implementation Grant project (information)
- 3:50 VII. **Ongoing Business**
A. Secretary-Treasurer Micherri Wiggs will lead the senators in a second discussion about the elections schedule as indicated in RCCAS bylaws, with review of possible typos for cleanup and consistency (second read with possible action)
B. President Scott-Coe or designee will lead the senators in a discussion about rotation of council and committee reports to RCCAS for planning April and May meetings (discussion and possible action)
- 4:15 VIII. **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. Chef David Avalos will share the application materials and supporting narrative for the Naming Recognition of Chef Bobby Moghaddam for a demonstration lab (discussion and action)
C. RCCAS Vice President and EPOC faculty co-chair Ajené Wilcoxson will lead the senate in a discussion of how faculty can encourage student participation in college leadership (information)
D. 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)
- 4:35 IX. **RCCAS Officer Reports**
A. Secretary Treasurer
B. President
C. Vice President
- 4:45 X. **Open Hearing**
- 4:50 XI. **Learn, Share, Do**
- 5:00 XII. **Adjourn**

Next meeting date: Monday, 15 April 2024

Agenda items and materials due by noon Tuesday, 9 April 2024 (or Friday 5 April to avoid Spring Break)

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

March 4, 2024 • 3:00 - 5:00 PM • Hall of Fame

3:00 I. Call to Order at 3:01 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 (not present)

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 (left at 4:25pm)

School of Education & Teacher Preparation: Emily Philippsen

Economics/Geography/Political Science: Kendralyn Webber

English: Christine Sandoval

History/Philosophy/Humanities/Ethnic Studies: Daniel Borses (not present)

Kinesiology: Dennis Rogers (not present)

Library: Sally Ellis

Life Sciences: Lisa Thompson-Eagle

Mathematics: Evan Enright

Music: Steve Mahpar

Nursing: Lee Nelson

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 (not present)

EPOC: Ajené Wilcoxson (interim)

Government, Effectiveness, Mission, and Quality LC: Wendy McKeen

Resource Development & Administrative Services LC: Patrick Scullin (not present)

Student Access and Success LC: Vacant

Curriculum: Kelly Douglass

Parliamentarian: Sal Soto

RCCD Faculty Association

Mike Chavez

Administrative Representatives

College President: Claire Oliveros
VP Academic Affairs: Lynn Wright
VP Business Services: Vacant
VP Planning and Development: Kristine DiMemmo (not present)
VP Student Services: FeRita Carter (not present)

ASRCC Representative

Jennifer Shaw (not present)

Recorder of Minutes

Elena Santa Cruz

Guests

Jim Elton, Kinesiology
Rebecca Goldware, Vice Chancellor, Institutional Advancement & Ed Services
Debra Mustain, Dean, Community Partnerships
Mark Carpenter, Humanities
Joannah Clemente, Viewpoints Reporter
Jennifer Cardona-Leon, Viewpoints Photographer
Herb English, Dean of Counseling and Special Programs

3:01 II. Approval of the Agenda

- M/S/C: (Soto/Calderon) Approved by consensus
- IX.A – RCC BAM will not be discussed due to Dr. DiMemmo's absence

3:03 III. Approval of the Minutes – February 12, 2024

- M/S/C: Thompson-Eagle/Romero, approved by consensus
- Edits to be made: clarifying word will be added on VI.B.c

3:04 IV. Public Comments

- Public comments guidelines shared
- No public comments

3:06 V. Liaison Reports

A. RCCD Faculty Association-

- Mike Chavez shares questions regarding retirement incentives should be sent to STRS, not the faculty association.
- If you are retiring, you should consider applying for preference if you want to teach part-time. Preference rules are still applicable in retirement. The retirement packet includes a form to apply for preference. FT Faculty that retire are eligible to receive preference for the first semester only. Mike Chavez will share the MOU that speaks to preference for PT faculty.
- Faculty Association would like to mobilize more faculty engagement so requests more faculty attendance at board of trustees meetings.
- Incident on campus has raised concerns about safety and hostility on campus. Any witnesses or if you were involved, please reach out to Mike Chavez. Faculty Association wants to gather the information to share with the board.

B. College President-

- Happy Women's Month!
- Congrats on successful Black history month events, FLEX keynote presentation, FLEX workshops, BOT presentation on student parents club, and various other recent campus events.
- Regarding campus safety, had a conversation with Chancellor Isaac at his on-campus forum. Protocol and procedures need to be revisited to make all are safe on campus.
- Vision 2030, State Chancellor convening, will be on campus next week, flyer passed out. Topics will include dual enrollment & rising scholars.

C. ASRCC Representative-

- No representative present.

3:23 VI. 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)

- Feb 27th meeting, 4 disciplines (CIS, COM, HIS, and MAT) had proposals that were summarized, clarifying questions were asked, special standards meeting was held where the proposals were discussed.
- Academic Standards reviewed and made recommendations to stay on the original timeline and plan for aligning the GE pattern with Title V requirements.
- This is a local two-year plan, this will not affect any matriculation agreements in place.
- Senators asked a few clarifying questions related to World Languages as well as impact on part time faculty.

3:40 VII. Special Report

A. Rebecca Goldware, RCCD Vice Chancellor, Institutional Advancement and Economic Development, and Debra Mustain, Dean, Workforce and Economic Development & Entrepreneurship provide an update about the Inland Empire Trade Technical Institute (IETTC) (information and discussion)

Presentation: Inland Empire Technical Trade Center and Q&A.

Dean Mustain and VC Goldware responded to questions from senators following the presentation.

1. Which programs will be offered?
 - No decisions have been made about programming.
2. Is there a committee at the district level with student and faculty? If so, is there room for more students and faculty to participate?
 - Initial committee had faculty, CSEA, county partners, city partners, etc. More student input is needed for example transportation, support services, widen circle.
3. Who is controlling the project?
 - RCCD is shepherding with state and local government funding.
4. San Bernardino & Riverside are the two largest counties, who will the IETTC be serving?
 - On ground, mostly western Riverside & San Bernardino residents.

5. How much is industry involved?
 - Labor unions have been at the table from the beginning.
6. Is there assessment of impact to existing programs? Will they be tied to our numbers or will this take from our FTEs?
 - Replication is not the goal; will be tied to RCCD.
7. Entrepreneurship is part of this, we have entrepreneurship programs so could our on-campus course offerings be affected?
 - Entrepreneurship is part of many programs.
8. When will the senate receive new updates?
 - At this stage, VC Goldware can provide updates when requested.

3:54 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)
 1. Article II, Section 7 of the RCC Academic Senate bylaws lists the departments that will elect even/odd years and this does not match to Article III, Section 3, D.1.e., Article III, Section 4, D.2.d, & Article III, Section 4, D.3.d.
 2. This error was an oversight that was meant to be corrected when the bylaws were reviewed in fall 2023.
 3. The understood, historical intention of the bylaws was to have departmental representation for any senate committees to be elected on the same cycle. The intention is meant to alleviate impact to smaller departments, where, if departmental elections are off-cycle, a faculty member may have a year of overlap where they are finishing a term for one committee (e.g. course and program assessment) and also serving in the first year of a term on another committee (e.g. academic program review). Noted that these corrections will create disruption whenever they happen.
 4. Changes to bylaws are presented today for a first read. A second and, if needed, third read will happen before brought forward for a vote. The second read may include corrections of off-cycle errors for division elections, if any.
 5. Suggestion made to leave the elections as is, with the off-cycle error, for now, since there is desire from the curriculum committee chair to discuss three-year terms instead of two-year terms, due to learning curve.
 6. Senators were encouraged to share objections to repairing this error. Given that no objections were shared, the expectation is that departments can proceed with elections for senator, Curriculum representative, Course and Program Assessment representative, and Academic Program Review. The elections should align with Academic Senate election cycle stated in Article II, Section 7. Elections would be this spring, 2024, for a start in fall of 2024.
- 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
 1. Committee reports are often duplicative and take a lot of time from the agenda; we need to ensure that we are sharing accurate information while also guarding against unnecessary redundancy where we can. This is complicated due to our

- size and the number of bodies that are doing important work and also need to communicate.
2. Senators shared suggestions including a repository for updates, scheduling certain meetings for committee updates.
 3. EPOC will be discussing this item soon and is encouraged to bring ideas/recommendations to the senate.

4:23 IX. New Business

- A. RCC Budget Allocation Model (BAM) project and process for 2023-24 – Postponed
- B. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates for the following committees or councils: (action)
 1. Faculty Co-Chair for SAS (open) – Postponed due to not having a candidate

4:23 X. RCCAS Officer Reports

- A. Vice President Ajene Wilcoxson
 1. Strategic Planning Kick off meeting scheduled May 17th from 11:30am – 1:30 pm
 2. Timeline previously shared intends to achieve approval of revised strategic plan by May 2025
 3. BAM will be discussed at EPOC and brought back to senate
- B. Secretary Treasurer Micherri Wiggs
 1. Next senate mixer, known as “Collegiality in Action” is March 20. Invites will be going out by the end of this week. Remind faculty groups to be looking out for them and to consider coming to a spring mixer if they missed their invite date in fall.
 2. Fall scheduling is underway in most departments. It’s a good time to think about and engage one another in conversations about equity in terms of our patterns in scheduling classes for students, amongst one another in our disciplines/departments, with respect to our associate faculty, and how our choices may create a mixed impression with administration. In other words, how can we balance our contractual rights with the impact we may have (for example on course offerings, students, programs we serve, etc). Secretary Wiggs has been reflecting on these questions personally.
 3. The Academic Senate Foundation is offering scholarships for faculty to attend the ASCCC Spring Plenary Session. All faculty, (including full- and part-time faculty) from all disciplines are encouraged to apply by the deadline of Monday, March 11 at 5:00pm. Secretary Wiggs will email information to senators for distribution to departments.
 4. Senators are encouraged to attend plenary. Let senate leadership know if interested.
 5. Given the faculty association’s call for more general faculty presence and senate presence at BOT meetings, perhaps we can work on a rotation for senators to attend BOT meetings.
- C. President Jo Scott-Coe
 1. AI related thread on new RCCD-Faculty listserv last week was an important artifact. TLLC has been addressing the subject of AI since Fall 2023. The listserv conversation demonstrates a validation for the need for college-wide and cross-

disciplinary input. TLLC faculty co-chair Gregory Russell was invited to share a few updates about the documents they are gathering and will share later this spring.

2. VC Susan Mills has shared the Emeritus lists for each college with the Academic Senate Presidents. Together we are working on how to standardize our messaging and outreach to individuals who have been named. The goal is to have these individuals recognized at April BOT.
3. An RFP (Request for Proposals) to select a vendor to conduct a security assessment districtwide will be starting up soon. Senate presidents were invited during winter to find representatives to serve. Scott-Coe will be representing RCC faculty and will keep senate apprised of timeline and relevant developments. The vendor assessment should inform RCCD how to meet baseline requirements of SB 553, new CA legislation that requires workplaces to have violence prevention plans in place by July 1. Beiwei Tu will be calling the first meeting for the RFP in March.
4. DBAC (District Budget Allocation Committee): Budget shortfall at state level will be much higher than expected. Potentially up to \$27 million for our district. The May Revise letter from the governor will inform us more.
5. DSPC (District Strategic Planning Council): 1st meeting produced questions that will be brought back
6. Course Caps Task Force met last Friday and is finishing a draft of processes for principles and procedures for requesting changes of course caps. Attention is being given to clarifying what this looks like when it is initiated at the faculty/discipline side and also from the administrative side. The group will be meeting again next month.
7. District Academic Senate:
 - i. Passed the process proposed by the Assessment Committees for revising ILO language. Senate appreciates Assessment leadership identifying a challenge and finding a way to solve it!
 - ii. Discussed CPL (credit for prior learning) and P/NP options for CPL courses. Ongoing discussion at District Curriculum. Concerns include: how to ensure equity, transparency, and fairness as well as ensuring curriculum questions stay within the purview of discipline experts through the curriculum process.
 - iii. Executive Director of Adult Education & Community Initiatives, Michael Peterson, shared about RCCD's Promoting Achievable College Transitions (PACT) program. This initiative aims to provide neurodiverse students with a dedicated academic pathway at colleges throughout the District. Opportunities for faculty participation, innovation, and input. Let faculty know so they can opt in.
8. Kudos to Student-Parent Club leaders for an amazing Senate Spotlight last month—and many thanks to the students, faculty, and classified folks who turned out with a show of support.
9. Looking forward to feedback at our next meeting from EPOC about electing faculty co-chairs (in the event that we cannot fill that position from within a council) --as well as feedback from councils about reporting/bringing other items to senate in April and May.

4:50 IX. Open Hearing

- Evan Enright – serving on BAM workgroup and is asking for comments or info to bring back to the group
- Skip Berry – taking 6 female students to the cyber security conference
- Araceli Calderon – Spanish ADT outreach – 1st open house held recently
- Sal Soto – virtual counselor to counselor event upcoming

4:54 X. Learn, Share, Do

- Make sure dept knows about department election cycle
- Vision 2030 conference let everyone know
- Share about IETTC vision
- May 17th strategic planning event
- Senate mixer 3/20/24
- AS Plenary 4/18-20/2024, scholarships available
- BOT consider attending and encouraging others
- Share PACT program with your faculty
- Talk to Senator Evan Enright about BAM

5:00 XI. Adjourn at 5:00 pm

- M/S/C: (Perez/Weiler)

Glossary:

M/S/C = Motion Seconded and Carried

FERPA & Merged Courses: Keith Dobyns

While a student's name constitutes directory information that FERPA allows for disclosure, the name of the student together with the course name, schedule, content, etc. would be protected FERPA information not subject to disclosure to students who are not in the enrolled class (i.e. the merged course). Given that colleges throughout the CCC system handle this situation in various ways, in consultation with legal counsel, we chose to model our guidelines for FERPA compliance with merged courses after those published on San Diego Community College District's website:

- Manage your Canvas course settings:
 - Hide chat and conference items
 - Prevent students from creating discussion topics and organizing their own groups
 - Disable comments on announcements
- Create separate discussion forums for each section
- Require group members (if you use groups) to be in the same section
- Add students to collaborations (if you use collaborations) who are enrolled in the same section
- Send individual messages to each recipient when using the Canvas Inbox so that recipient names are hidden
- Hold separate synchronous meetings with each section and share recordings with only the section participating in the meetings.

These guidelines set forth a good practice for ensuring FERPA compliance with merged courses. While the Dept. of Education has not addressed it, there appears to be a consensus that FERPA compliance is an issue with merged courses. We should encourage all faculty to implement these guidelines to ensure FERPA compliance.

Courtesy of Professor Heather Smith
CMAC Funding Opportunities from State of California

From: Zero - Textbook Cost Program <ZTC@LISTSERV.CCCNEXT.NET> on behalf of Funk, Chad <000002c3fbbe1519-dmarc-request@LISTSERV.CCCNEXT.NET>

Sent: Thursday, March 7, 2024 2:04 PM

To: ZTC@LISTSERV.CCCNEXT.NET <ZTC@LISTSERV.CCCNEXT.NET>

Subject: [EXTERNAL SENDER] New ZTC Grant Opportunities

Good Afternoon ZTC Colleagues:

During the February ZTC Office Hour, we shared that new opportunities for using ZTC funds are under development. The goal is to make these new opportunities available in NOVA between late April and early May. The submission period will remain open until December 16. There will be three types of grants: Acceleration II Grants, Impact Grants, and OER Expansion Grants. Please refer below for summaries of each opportunity.

- **Acceleration II Grants (\$200,000 capped per eligible program)** continue ZTC Program investment for pathways that are unique to the college or region that have not been awarded in prior phases. The goal is to provide colleges the opportunity to apply and receive awards to make these unique programs more accessible to a larger number of students while not duplicating existing programs. We recommend that colleges review growing enrollment programs and completion rates for students at their institutions to determine if these unique programs will benefit students.
- **Impact Grants (\$200,000 capped per eligible program)** support high impact programs that benefit a great number of students. Colleges that either missed out on Acceleration Grants and associated Collaboration Cohort efforts, or colleges that elected to wait until their colleague colleges had completed their work in the Collaboration Cohort process should apply. To avoid duplication, Impact Grant programs are required to document how they leverage the efforts and materials from the Acceleration Grants Coordination Cohorts to the maximum degree possible. The following are factors to consider in avoiding duplication:
 - At the culmination of the Acceleration Grants Collaboration Cohorts, documentation regarding work efforts to specific courses will become available for review.
 - Colleges wishing to submit a potentially duplicative type of Impact Grant will be required to await the completion of the Collaboration Cohorts' legacy documents, which will become available by mid- to late-summer.
 - Colleges that are able to implement high impact grants in a subject matter area that has a high potential for duplication will be able to submit a program plan in the Impact Grants.
 - Colleges should consider their programs that have the highest enrollment and completions to maximize the benefit to students.
 - Colleges must commit to reviewing available resources while prioritizing newly developed/developing OER and seek adoption or adaptation where possible.
 - In places where unique factors are present, colleges will have the opportunity to provide a brief explanation of the variance from the collaboration cohorts and how they will develop the program pathway in a non-duplicative manner.
- **OER Expansion Grants (\$20,000 capped per eligible course)** provide OER curation support for additional courses that can further enhance the scale and impact of all the ZTC programs that are developed or underway.
 - Courses that can enhance the scale and impact of awarded ZTC Grants (i.e., Implementation Grants, Acceleration Grants, Acceleration II Grants, and Impact Grants) may apply.
 - Additional eligibility will be detailed in the next Chancellor's Office guidance memo.

A memo containing additional details, such as eligibility criteria, timelines, and reporting requirements will be forthcoming.

Collegially,

Courtesy of Professor Heather Smith
CMAC Funding Opportunities from State of California

Chad Funk

Program Specialist

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2024 Winter RCC ZTC Mapping Project Report

The Riverside City College ZTC Mapping team has identified the mapping of general education courses within a ZTC pathway as their primary objective for the 2024 Winter semester. While some of these courses may already be Zero Textbook Cost (ZTC) compliant, they have not been clearly marked for mapping purposes. Please consult the list provided for further details.

ZTC pathway mapping is an ongoing process. Resources are now in place to gather information and use tools to analyze the data. This project gave us an idea of where RCC is in the creation of ZTC pathways.

ZTC Pathways

ZTC Pathway AA GE - Plan A - This ZTC pathway is for associate degrees.

2 courses needed to a complete associate degree GE Pathway

- Area E2 - Two courses needed from the following list:
 - Any of the following classes: KIN-6, KIN-23, KIN-27, KIN-28, KIN-29, KIN-33, KIN34, MUS-48, MUS-49, MUS-59, MUS-60, MUS-61, MUS-66
 - OR
 - ALR-3, GUI-47, GUI-48, KIN-4, KIN-12, KIN-30, KIN-35, KIN-36, KIN-38

ZTC Pathway CSU GE - Plan B - This ZTC pathway is for CSU transfer.

This pathway is for CSU only. Changes are on the horizon, and we are aware the CalGETC is coming.

2 courses needed to a complete CSU GE Pathway

- B4 – One course needed from the following list:
 - CIS/CSC-7, MAT-1A, MAT-1AH, MAT-1B, MAT-1C, MAT-2, MAT-3, MAT-5, MAT-9, MAT-10, MAT-11, MAT-12, MAT-12H, MAT-25, MAT-36, MAT-70A, MAT-70B, PSY-48, SOC-48
- GR2 - One course needed from the following list:
 - ETS-21, POL-1, POL-21

ZTC Pathway IGETC - Plan C - This ZTC pathway is for UC and CSU transfer.

4 courses needed to a complete IGETC GE Pathway

- Area 2 - One course needed from the following list:
 - MAT-1A, MAT-1AH, MAT-1B, MAT-1C, MAT-2, MAT-3, MAT-5, MAT-9, MAT-10, MAT-11, MAT-12, MAT-12H, MAT-25, MAT-70A, MAT-70B, PSY-48, SOC-48
- Area 6 - One course needed from the following list:
 - SPA-1, SPA-2, SPA-3, SPA-4
 - Course can be completed in high school
- Area 7 - One course needed from the following list:
 - POL-21, POL-23
- Area GR2 - One course needed from the following list:
 - ETS-21, POL-1, POL-21

**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~~ Mathematics, Science and Kinesiology – two members
 - Counseling, Library and Learning Resources, and Academic Support ~~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.

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.

- 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.

DRAFT

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 expenses for resource allocation, FTES target production, efficiency, and understanding as to the resource needs for each discipline by using the BAM cost/FTES framework. The goal being to 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 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 18.5 @ 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 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)

RIVERSIDE COMMUNITY COLLEGE DISTRICT INFORMATION FOR NAMING OF FACILITIES, EVENTS OR PROGRAMS

The honorary or philanthropic naming of RCCD facilities, events, and programs is governed by Riverside Community College District Policy No. 4400 (NAMING OF FACILITIES, EVENTS AND PROGRAMS, rev. 5/21/2019). Facilities, events and programs may be named in cases of unique, extraordinary, or significant personal contributions of someone closely associated with the District or a significant financial gift made through the RCCD Foundation. In addition to facilities, plaques, memorials and monuments, selected events – such as athletics, fine arts, lectures – and other activities and programs are eligible for naming under this policy. All proposed names for facilities, events and programs shall be consistent with the principles and mission of the District and must receive prior approval by the RCCD Board of Trustees.

The Board of Trustees delegates to the Chancellor the process of evaluating and making the recommendation for naming facilities, events and programs. To aid in this process, the Facilities Recognition and Naming Committee is charged with the task of gathering and evaluating such requests and making recommendations to the Chancellor.

Considerations and Requirements for Namings

When no gift is involved:

- a) It must honor a person who has achieved unique distinction in higher education or other areas of public service; or
- b) It must honor a person who has served the District in an academic capacity and has earned a reputation as a scholar; or
- c) It must honor a person who has served the District and made extraordinary contributions to the District.
- d) When a proposal for naming in honor of an individual involves service in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least one year.

When a significant gift is involved:

- a) It may honor a benefactor or an individual nominated by a benefactor. As with all gifts, the RCCD Foundation is responsible for evaluating the potential naming gift to ensure alignment with the organization's Gift Acceptance Policy and District mission and principles.
- b) For a gift to be considered significant, it shall either fund the total cost of the facility, event or program to be named, or provide funding for the portion of the total cost which would not be available from other sources.
- c) Gifts are also deemed significant if they align with established naming opportunities established as part of the RCCD Foundation fundraising activities.
- d) Revocable deferred gifts are ineligible for naming considerations. Irrevocable gifts of cash, investments, and/or real property will be considered

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NOMINATION OF A CANDIDATE FOR NAMING RECOGNITION**

This form is to be completed and submitted with all required supporting documents to the Facilities Recognition and Naming Committee. All documentation must be received before the nomination will be considered. Once the full nomination package has been received, the Committee will review the nomination and make its recommendation to the Chancellor.

1. Nomination Submitted By: _____

a. Title, College: _____

2. Type of Naming (check one): Honorific Philanthropic

3. Purpose of Naming (check one): Facility Event Program

4. Proposed Name: _____

5. Contribution Information (if applicable):

a. Total amount of private funds anticipated/received: \$_____

b. Form of Contribution:

Outright Gift. Specify date of contribution _____

Written **Irrevocable** Current Pledge. Attach pledge agreement for review.

Written **Irrevocable** Deferred Pledge*. Attach pledge agreement for review.

*Note: Naming recognition associated with deferred gifts must be held until such time that a significant portion of the total anticipated gift has been received. Ideally, the associated pledge agreement should include provisions for the institution to receive a meaningful proportion of the total anticipated gift during the donors' lifetime. Namings associated with fully deferred gifts will only be considered on an exceptional basis.

6. College/District Commitment: Will any additional college or District resources be required to support the ongoing maintenance of this named facility, event or program? (e.g., space, special facilities, equipment, etc.)? No Yes

a. If yes, how will these ongoing needs be funded? _____

**Nomination for Naming Recognition
Supporting Documentation Checklist**

- Nomination of a Candidate for Naming Recognition Form
- Nomination narrative (1,000 word limit) that includes the following information:
 - Brief biographical sketch, including the candidate's association with RCCD (position, years of service, etc.).
 - Special contributions to RCCD, including the specific nature of achievements (e.g., special talents, books written, curricular innovations, etc.) and their significance to the District/College.
 - Special contributions to the community, including the specific nature of the contributions or achievements (e.g., participation in civic organization(s), athletic and charitable events, extra-curricular school-related activities) and their significance to the District/College.
- Letters of Support* (at least one)
 - *NOTE: If the nomination is associated with an existing or proposed academic program, one letter of support is required from the appropriate academic administrator (Vice President of Academic Affairs and/or College President) and one letter of support is required from the appropriate faculty representative (Academic Senate President) to evidence that they were consulted about and are supportive of the nomination.
- Other Supporting Documents (i.e., newspaper clippings, honors, awards, etc.)

PLEASE SUBMIT THE COMPLETE NOMINATION PACKAGE VIA MAIL OR EMAIL TO:

RCCD Foundation
ATTN: Facilities Naming Committee
4800 Magnolia Avenue
Riverside, CA 92506

Email: foundation@rccd.edu

<u>Internal Use Only</u>
Date Received: _____
Received By: _____
Date Reviewed: _____
Recommendation:
<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Submitted to Chancellor's Office: _____

Nomination Narrative: Submitted to RCCAS by Chef David Avalos

Chef Bobby Moghaddam was hired as the culinary arts director in 2003 for the RCC culinary academy. Under the supervision of the area Dean, he provided District-wide overall leadership and supervision of the Hospitality and Culinary Arts Education programs. The position also involved considerable diplomatic skill in bridging the interests of Culinary Academy students, faculty and the general public; building a strong linkage with the hospitality industry and other potential partners in the hospitality field. He also sought after industry participation in the form of student scholarships, internships, donations, and actively participated as a consultant to the District's food service programs and management staff. Chef Bobby Retired in 2020.

Chef Bobby developed his impressive culinary skills working at restaurants and dining halls in Massachusetts, New York, Connecticut, Vermont, and overseas in Saudi Arabia where he served as quality assurance director for Greyhound Services. While working, he finished a master's degree in hotel and food service management at Florida International University in 1979. He taught culinary arts at seven colleges and universities in the United States.

Riverside City College Culinary Academy has been in operation since 1996. The academy aims to meet the needs of those in its community, regardless of a student's income level. In its full-service restaurant, The Academy Restaurant, which seats more than 140 patrons, students learn how a restaurant operates. Students practice the theory they have studied under real-world pressure, from food preparation to presentation and service. Many students from Riverside City College Culinary Academy go on to work in well-known establishments or continue their culinary studies by obtaining a bachelor's degree in culinary or pastry arts.

On June 18, 2009 The American Culinary Federation (ACF) honored the Riverside City College Culinary Academy with an Achievement of Excellence. This is one of two facilities to receive the award in the Culinary Program Full-Service Restaurant Facility category, which recognizes foodservice establishments that exemplify a commitment to excellence in their area.

When we think of institutions, we often think of the buildings that house them, the traditions they uphold, and the legacies they create. However, behind every great institution, there is often an individual whose relentless dedication, unmatched vision, and unwavering commitment have made it what it is. At the Riverside Community College Culinary Academy, that individual is unequivocally Chef Bobby Moghaddam.

Over the course of twenty remarkable years, Chef Bobby has not only been a guiding light but has also laid the very foundations of what has now blossomed into the renowned Riverside City College Culinary Academy and he has been awarded many accolades.

In 2013 Chef Bobby Moghaddam, executive director of Hospitality and Culinary Arts at Riverside City College was named a recipient of the Antonin Carême Medal presented by the Chefs Association of the Pacific Coast in San Francisco. The Antonin Carême Medal, first awarded in 1969, honors chefs who make extraordinary contributions to the culinary education and professional culinary arts. The medal is named after Chef Antonin Carême, who earned the twin moniker of 'Chef of Kings' and the 'King of Chefs' because of his love for the craft and his reputation for compassion and humanity.

Nomination Narrative: Submitted to RCCAS by Chef David Avalos

In 2015, Chef Bobby received the coveted national award, the Lawrence A. Conti Achievement Award for his many decades of commitment to excellence, a particularly high honor from the American Culinary Federation. The ACF said that Chef Bobby is a dedicated educator who inspired students with his passion and expertise. We are all grateful for his contributions to the culinary arts in Riverside, and the flavors, recipes, and techniques he championed and we enjoyed.

Twenty years is a long time, long enough to change the trajectory of countless lives. But Chef Bobby's impact goes beyond mere numbers. He is an embodiment of passion and perseverance. When he first started at Riverside Community College, the culinary arts program was but a budding discipline here. With his expertise and enthusiasm, he saw the potential of what could be, and more importantly, he acted upon that vision.

It wasn't just about teaching a course or running a program; Chef Bobby believed in cultivating a culture. The Culinary Academy under his leadership grew from a nascent idea to a vibrant hub of learning, innovation, and excellence. Many students who once walked through its corridors, inspired by Chef Bobby's teachings, have gone on to achieve significant milestones in the culinary world, establishing successful careers and even opening their own restaurants. Each of these successes stands as a testament to the foundation he has laid.

Beyond his professional achievements, Chef Bobby has always been a pillar of support for students and colleagues alike. His approachability, combined with his vast knowledge, has made him not just a mentor in the kitchen but a life mentor for many. The countless hours he dedicated, the wisdom he shared, and the patience he exhibited in shaping the next generation of chefs is a testament to his unwavering dedication.

Moreover, Chef Bobby has consistently demonstrated an unparalleled commitment to community outreach, ensuring that the academy was not just a space for learning but also a space for giving back. Through numerous community events, Thanksgiving for the homeless, fundraisers, and culinary showcases, he made sure that the academy was deeply rooted in its local community, thus fostering a bond that went beyond the classroom walls.

In February, we learned about the passing of a dear friend and colleague, Chef Bobby Moghaddam, a highly respected member of the RCC community who served as the founding Director of Hospitality and Culinary Arts for nearly two decades building the program with undivided dedication to its current prominence. He will always be remembered and loved for his significant and valiant service to our students and community.

Many of you will remember Chef Bobby with great appreciation for the delicious food provided by RCC students and faculty during the Culinary Academy's semiannual fundraising dinners; Thanksgiving lunches for the homeless in Riverside; September picnics at March Air Force Base; and the gourmet meals served in the RCC Restaurant on the corner of Market Street and University Avenue. Our deepest admiration goes out to his family and to all who have been touched by his kindness and love for teaching. We will miss him profoundly.