

**Riverside City College Academic Senate Minutes
November 2, 2015 • 3:00 - 5:00 p.m. • Hall of Fame**

I. **CALL TO ORDER** - 3:04 p.m.

II. **ROLL CALL** – sign-in

Officers:

President: Mark Sellick

Vice President: Kevin Mayse

Secretary-Treasurer: Mary Legner

Departments:

Applied Technology: Stephen Kennedy

Art: Dayna Gregg

Behavioral Science: Marc Wolpoff (arrived later)

Business Admin/IST: Mark Lehr

Chemistry: Ellen Kime (absent)

Communication Studies: Micherri Wiggs

Cosmetology: Peter Westbrook

Counseling: Mike Barnes

Early Childhood Education: Debbie Cazares

Economics/Geography/Political Science: Mark Sellick

English: Victor Sandoval

History/Humanities/Philosophy: Kristi Woods

Kinesiology: Michelle Daddona

Library: Linda Braiman

Life Sciences: Virginia (Ginger) White

Mathematics: Mary Legner

Nursing: Lee Nelson

Physical Science: James Cheney

World Languages: Dorothy Gaylor

Other Senators:

Associate Faculty Representative: Mark Carpenter

Standing Committees:

Academic Planning Council: Kevin Mayse, Chair

Academic Standards: Lee Nelson

Accreditation Steering Committee: Tom Allen, Chair (left at 4:18 p.m.)

Assessment-RCC: Haley Ashby, Chair (left at 3:44 p.m.)

Associate Faculty Committee: Jan Buttermore (absent)

Curriculum: Gregg Burchett

PG & SL: Cynthia Gobatie (absent)

Planning & Budget: Ward Schinke, Chair

Program Review: Rita Chenoweth (absent)

Other Committees:

Faculty Development Representative: None present

RCCDFA/CCA/CTA/NEA: Rhonda Taube (left at 3:44 p.m.)

Student Success Representative: None present

Administrative Representatives:

Wolde-Ab Isaac, City College President (left at 3:56 p.m.)

Virginia McKee-Leone, Interim Vice President – Academic Affairs

Interim Dean of Instruction – Tammy Kearn/Scott Bauer

ASRCC Representative(s):

Rakhee Uma

Recorder of the Minutes:

Fröke D. Blessum, Administrative Assistant

Guests:

Jami Brown, Sociology

Wendy McEwen, Dean, Institutional Effectiveness

II. APPROVAL OF THE AGENDA –

- *M/S/C Mayse/Carpenter.*
- Curriculum deferred.
- Agenda approved by consent.

III. APPROVAL OF THE MINUTES: October 19, 2015

- *M/S/C Mayse/Lehr.*

V. OFFICER AND LIAISON REPORTS**A. President – Mark Sellick regarding**

- This Thursday, November 6, ACCJC follow up visit.
- Attended group that addressed the visiting team's first recommendation which had to do with Standard IV - Leadership and Governance.
- District Academic Senate meeting last Monday
 - Board policies
 - 7120c
 - AP 4070
 - BP/AP 3510 Workplace violence and disaster preparedness.
 - Ask Senate to refer to Safety Subcommittee to look at a number of board policies, including
 - ❖ Standards of Student Conduct, 5500.
 - ❖ Student Discipline Procedures, 5520.
 - There have been recent incidents in the classrooms.
 - Need to have very strong and smart response to threats and violence in the workplace.
- Enrollment Management Committee
 - Create a master schedule for a clear understanding on how classes will be scheduled over the year.
 - Will have EMC chair come to senate meeting.

B. Vice President – Kevin Mayse stated no report.**C. Secretary-Treasurer – Mary Legner regarding**

- ASCCC Plenary starts this Thursday,
 - Hot topic is baccalaureate program.
 - How courses articulate.
 - We do not yet have a baccalaureate.
 - If a student takes an upper division course with the college, would it articulate to UC?
 - Non-credit versus no credit courses.
 - Resolutions will be voted on this Saturday at the Plenary.

- Go to ASCCC.org, go to Events, go to Plenary where all documentation will be seen.
 - Question about resolution regarding ESL.
 - Advised to check online.
 - Revisit of Title 5 definition of credit hour.

Vb. **COMMITTEE REPORTS**

A. **Academic Planning Council (Mayse)** – regarding

- Regularly scheduled meeting a week from Thursday.
- Had a retreat a week ago Friday
 - District APC meeting included all managers and chairs from all three colleges;
 - Specifically about the changes in new contract;
 - Went over the department chair duties part of the contract in good detail;
 - Chairs should be able to answer any questions on the new contract, as least as far as the department chair duties and how that affects the new contract.

B. **Academic Standards (Nelson)** – regarding

- No pending issues.
- Function as ad hoc committee, as issues come up will meet and will address issues as they come along.
- One of the colleges (possibly Norco) did not have any representatives to our District Standards Committee.
- Will let senate know as things happen and what is done in terms of the other colleges.

C. **Accreditation Steering Committee (Allen)** – regarding

- Visiting accreditation team will be here this Thursday.
- Meet with specific individuals, usually chairs, committees.
- President Isaac regarding expressing appreciation for everyone who has participated and helped. Stated with major events of this sort, everyone at RCC steps up. Rehearsed twice and feels that we are ready.
- Allen regarding thanks for work done by Wendi McEwen and Haley Ashby.

D. **Assessment (Ashby)** – regarding

- Comments regarding the assessment report to be sent to Ashby before Friday's meeting from 12:00 to 2:00 p.m. in DL 409.
- Working on getting program level assessment information into TracDat over the past week or so.
- TracDat will be upgraded following accreditation team visit.
- Senate will be updated on activities with regard to the upgrades.

E. **Curriculum (Burchett)** – regarding

- Deadline for CurriCUNET submission is November 5, allowing plenty of time to get through the approval process.
- Any substantial changes made will be in the fall of 2016 catalog.
- Many recent submissions.

- Curriculum done last year, 465 courses that have major modifications, 884 exclusions or inclusions, 16 new degrees, 30 degree modifications and 13 program discontinuances.
 - In excess of 600 actual items that the Curriculum Committee worked on.
 - About a quarter of the course inventory.
 - Assessments and program reviews may slip where people work on the curriculum at the same time they're doing major assessments or major program reviews.
 - Curriculum is a year-long process, not just November 5,
 - Work in spring and summer for submission next fall;
 - Two tech review meetings;
 - Also includes meetings in February to finalize major modifications that need publication.
 - Commentary regarding old courses and problems with articulation.
 - Courses that are four or more years out of date.
 - Percentage used to be 40%, but below 20% now, exact number not known.
 - Courses that have not been looked at since early 1980's.
 - Burchett has a list of every course at RCC plus list for two other colleges as well.
 - Shows last time courses were officially updated.
 - All courses within a program must be up-to-date if modifying any old courses.
 - President Isaac regarding some members of visiting team have specifically requested to meet with curriculum chairs.
 - Will be within Recommendation 2, having to do with assessment.
 - Mention to be made of number of courses and tied in with assessment.
 - Real value of assessment is to be a tool for improvement.
 - All improvements being made must demonstrate they are connected to our assessment process.
 - Getting caught up with mandates—SLOs, EDTs, AOE's, etc.
 - Title 5 mandates courses should be looked at every six years.
- F. PG&SL (Gobatie) – Not present.**
- Need to have representation for this committee
 - Tammy Kearn is now the dean of Humanities, Languages and Social Sciences.
 - Cindy Gobatie is sole member of PG&SL for this college and will be going to Ireland in spring.
 - Sellick to email to faculty to encourage applying for committee position.
 - Indicate time and date committee meets.
- G. Planning and Budget (Schinke) – regarding**
- Next meeting is this Thursday,
 - Look at and figure out proposals for hiring more full-time faculty
 - Look at proposal on committee changes.
 - Get more faculty through to try and reach 75/25 percent ratio.

- President Isaac regarding need to separate one which has already been approved,
 - New funding coming from the state, 24 of which 12 are for Riverside and 6 each for Norco and MVC.
 - Through strategic planning process, committed to increase faculty annually by amount of funding received to increase access, 2.5 to 3 percent.
 - Enable to move toward a 75/25 guideline.
 - Only able to do if more efficient in which our resources are used.
 - Funded with certain level of FTES, 13,000 funded for.
 - Number of sections scheduled in excess of monies that we have which will deny us the ability to meet our objective goals.
 - Goal achievable only if mindful in how well and how frugally our resources are used so that we are able to save from resources and continue to invest it in more full-time faculty.
- Schinke was advised to make sure to look at planning documents and proposed finance plan.
 - All are on Strategic Plan website.

H. **Program Review (Chenoweth)** – Not present. Mayse regarding

- Every division is going to work on their five year plan and hopefully have it done by December.
- One discipline from each division has been asked to do that
- This is being done to check for bugs in 5-year plan template.
- Hopefully streamline template for 5-year plan.
 - March 28 deadline.
- Page 14, minor modification regarding SLOs.
- Added PLOs (program level outcomes).
- Questions regarding
 - Current templates are available on the strategic planning website.
 - Prepopulated data.
 - Using and expanding enrollment management dashboard.
 - Data to be sent.
 - There is no intention for data to be prepopulated.
- ACCJC template being used.
- Infrastructure problems.

VI. **UNFINISHED BUSINESS**

A. **Bylaws Modification, Second Review (Sellick)** – regarding

- Confusion regarding nature of relationship between the various structures.
- Discussing alignment process using vertical structure already present and made changes to it. Attachment was sent out to all.
- Academic Senate and College President are both involved in oversight of structure and its functions.
- Academic senate is overseeing, the structure is making modifications as necessary, getting content updates on a regular basis from the respective leadership councils and committees that need to report out.

- College president is getting advice that is actionable to execute as part of strategic planning and operations process.
- Strategic Planning Council is the totality of all of the leadership councils coming together.
- Educational planning and oversight committee relationship between that and accreditation to be seen as the same structure.
- Structures kept the same, horizontally integrated as well as vertical.
- Title 5 gives senate authority to make such a structure.
- Strategic plan is charged with more global assessments/structure.
- Constitution and bylaws spell out specific relationships in terms of information, goals, etc.
- Bylaws not articulated.
- Commentary regarding concern about curriculum and others not being voting members of senate in general.
 - Committee chairs and senators voting on issues in past.
 - Changes of charges and approval.
 - Mayse voted against committee chairs voting due to redundancy
 - Examples cited regarding representation in senate and vote in senate.
 - Committee chairs are representative of departments. There shouldn't be two representations of the same body.
- Commentary regarding what is the flow of information and in what direction, or are we looking at a power structure?
- Committees are on operational side developing targets, etc. based on structures in place.
- There have been minimal changes made to the Bylaws since the first read.
- Commentary regarding
 - Concern about how key leadership positions are determined.
 - Various places in bylaws seem to have language indicating that the college president and the senate president would appoint.
 - Some appointments are becoming quite powerful positions.
 - Seems like democratically determined members voted in are being superceded by appointees.
- Nominations are presented to the senate for a vote and the senate does vote to vet that person or persons after determining knowledge of the process and whether or not they understand the charge, etc.
- Administration is not involved in voting for faculty positions in senate.
 - Positions are faculty positions in committees.
- Suggested to replace “a nomination” with “nominees” in language.
- Commentary regarding
 - Looking at fundamental change;
 - Shifting to senate appointing a presiding faculty chair rather than council electing its own chair;
 - Also true of EPOC and SPEC.

- Committee chairs being nominated not from body of committee, but nominated by said president.
- Membership changed to better reflect and chair is a senate appointee.
- Presiding faculty chair is the 10th in the process.
- Very few committees are actually in the senate bylaws.
 - Faculty committees and permanent workgroups.
 - Mixed committees. Sub-committees, or councils are not put into the structure.
- Rahke Uma with question regarding is appointing chairs an application process?
 - Student senate bylaws state appoint and confirm.
 - Senate prefer candidates be brought in, who have nominated themselves for the position, to be vetted here and decision to be made here.
- Commentary regarding
 - On page 9, under Faculty Development Permanent Work Group, document did not include librarians and counselors in language.
 - Name change concerns related.
 - Cited APC and Chair of Chairs,
 - Academic planning,
 - How it will fit in district wide.
- Constitution bylaws of Strategic Planning brought in.
- Sellick to bring most recent reiteration of said document along with changes that people request for senate to look at,
 - *M/S/C Lehr/Nelson.*
 - Getting documents into alignment.
 - Did we vote on strategic plan bylaws?
 - No, not yet.
 - They have to be moved two weeks out from actual voting.
 - Commentary regarding constitution states all members of senate shall be voted on by faculty.
 - Constitutional changes needed not just bylaws changes,
 - Schinke to send email to Sellick, pointing that out, to be brought up at next meeting.
- Commentary regarding how contract coordinates with structures, committees, with some getting a stipend or reassign time per contract and some are not.
 - Depends on workload, e.g. Curriculum is given reassign time because of the workload.

B. AP 7120c (Sellick)

- AP 7120c, Full-time Faculty Hiring was brought up again at the District Academic Senate.
- Current Policy passed by RCCAS on 10/5,
 - Proposed differences at DAS.
- Started in March 2013.

- Norco College was hiring a psychology discipline member with only one discipline subject matter expert (SME) when multiple ones were available, but were not in the hiring committee. This caused concern for members of the psychology discipline and began this process.
- SMEs changed to three minimum instead of four discipline members.
 - Must be tenured in the discipline.
- Attempt to get FSA (Faculty Service Area) on the committees discussed.
 - FSAs do not go through tenure review process.
 - Another problem is that they may never have taught in that particular discipline.
- **Motion to amend (language on page 6-A1),**
 - ***M/S/C Wolpoff/Mayse, to amend language to be stronger to say an SME should be included in the final interview.***
 - Nays: Lee Nelson and Ward Schinke.
 - Abstentions: None.
 - ***M/S/C Westbrook/Carpenter, to approve modified document.***

C. BP/AP 3510 (Sellick)

- BP/AP 3510 addresses workplace violence and disaster preparedness.
- It is being modified by a joint task force of the Faculty Association and senate.
 - Second incident in Political Science class--disruptive student was told that he would be suspended for remainder of that period and next meeting. Student refused to leave, so the situation escalated. Threat assessment by police showed student had \$107,000 in bail that had not been paid for having two misdemeanor assaults. He was suspended for the semester.
 - Also need to look at Standards of Student Conduct (5500) and Student Discipline Procedures (5520).
 - Should be referred to the Safety Subcommittee to task a work group that will be dealing specifically with this issue.
 - Stake holders should include students, staff, and management.
 - ***Motion to refer issues of workplace violence and student conduct to Safety Subcommittee, M/S/C Westbrook/Gregg.***
 - Safety Subcommittee is to be brought back to senate to report on this policy when it is completed and ready for senate approval.
 - Under SAS.
- Commentary regarding committee needing to consider how much has been stripped away from faculty and how little they can do to act on threats of violence, etc.
 - Send safety ideas to Sellick.
 - Commentary regarding closing middle part of campus and only having parking areas be open to students.
 - Suggested to report any and all incidents to campus police.

Motion to extend meeting 10 minutes, M/S/C Wiggs/Nelson.

- Commentary regarding handling students of concern via the BIRT (Behavioral Intervention Resource Team).
 - BIRT filing for questionable students.
 - Request that Safety Subcommittee be required to work with members of the BIRT committee.
 - In a meeting with college president, it was suggested that all BIRT filings be sent to instructors on record who have particular student(s) in their classes, so that they are aware that the student had a BIRT filing recently.
 - Social suspension notification to faculty is needed.
 - Cited example of student on social suspension who was not supposed to be in a building and showed up in the building long after hours.
- Requested to send information to Sellick to provide to the Safety Subcommittee so that they will know exactly what it is that faculty wish to have addressed.

D. AP 4070 (Sellick)

- ***Motion to postpone VI-D until next meeting, M/S/C Nelson/Legner, unanimous.***
- AP 4070 addresses student auditing.
- Sellick has been tasked with looking for best practices from policies across the state.

VII. NEW BUSINESS

- A. Quality Assurance degrees and certificates (Pardee) – not present.**

VIII. OPEN HEARING

- Rahkee Uma requested senate report to bring back to her senate members.
 - Meeting changed from Monday to Wednesday.
 - Meeting days are changed every year.
 - This year meetings will be on Wednesday for entire year.
 - Uma was asked to email senators to see if anyone is available to give a report to ASRCC.

IX. ADJOURN

- **M/S/C Westbrook/Lehr – 5:15 p.m.**
- **Next regular RCCAS meeting is Monday, November 16, 2015.**