Riverside City College Academic Senate Meeting
October 2, 2017 – 3:00pm-5:00pm – Hall of Fame

I.   **Call to Order** – 3:04 p.m.
II. **Roll Call**
     Academic Senators and Representatives
     President: Mark Sellick
     Vice President: Kevin Mayse, Music (not present)
     Secretary-Treasurer: Mary Legner
     Departments:
     Applied Technology: Stephen Kennedy
     Art: Rhonda Taube
     Behavioral Science: Marc Wolpoff
     Business Admin/IST: Mark Lehr (not present)
     Chemistry: Daniel Bernier (not present)
     Communication Studies: Micherri Wiggs
     Cosmetology: Peter Westbrook
     Counseling: Scott Brown
     Dance and Theatre: Jodi Julian (not present)
     Early Childhood Education: Debbie Whitaker
     Economics/Geography/Political Science: Ward Schinke
     English: Tammy Kearn
     History/Humanities/Philosophy: Rom Masterson
     Kinesiology: Jim McCarron
     Library: Linda Braiman
     Life Sciences: Virginia (Ginger) White
     Mathematics: John Grenfell
     Nursing: Lee Nelson
     Physical Science: James Cheney
     World Languages: Dorothy Gaylor (not present)
     Associate Faculty Senator: Mark Carpenter
     Ex-Officio Senators:
     EPOC: Kathleen Sell
     ASC: *vacant*
     IE Representative: Debbie Cazares
     RDAS: Paul O'Connell (not present)
     SAS: Eddie Perez (not present)
     Curriculum: Greg Burchett
     RCCDFA/CCA/CTA/NEA: Rhonda Taube
     Administrative Representatives:
     College President: Wolde-Ab Isaac
     ASRCC Representative:
     ASRCC Senate
     ASRCC Student: Arianna Ryder
     Student, Chief of Justice: David Huxley
     Guests:
     Raymond (Chip) West: reporting for RDAS
     Chris Blackmore
     Skip Berry
     Paul Conrad
     Janet Lehr

Susan Mills
Carol Farrar
Hayley Ashby
Sal Soto
Recorder of Minutes: Amanda Vazquez

III.   **Approval of the Agenda-** by consent
IV.   **Approval of the Minutes-**
- Email to confirm senator's votes for update on minutes: Edit for typo from McCannon to McCarron: M/McCarron, S/Nelson- by consent.

***-**A moment of silence held in honor of Yuri Ulloa and those lost at the Las Vegas tragedy.*

V.   **Officer and Liaison Reports**

A. President *(Sellick)*

-Sellick and Wiggs were present for the Bookstore RFP meeting, with high attendance. Expectations held by RCCAS were expressed. Five year contract can be canceled if agreements within the contract are not met. Co-chair of RDAS Paul O'Connell and Senators Micherri Wiggs and Ginger White provided good representation for RCC faculty.

-District Strategic Planning mission is finalized. Formalization of internal and external scans is being addressed to resolve the apparent disconnect between members of scan groups and what role each group will have. The hope is to have the scans done by the end of October. SWAT analysis is next to be addressed.

-The District's Budget Allocation Model ("BAM") will remain the same. After the Strategic Planning process is completed, the District Budget Allocation process will be placed on a more rational footing and will not rely on the current model.

B. Vice President *(Mayse)*

not present

C. Secretary-Treasurer *(Legner)*

nothing to report

D. RCCD Faculty Association *(Taube)*

-The Associate Vice Chancellor of Facilities Chris Carlson is overstepping the boundary of her job description. Moreno Valley College's strategic planning process was violated when, at a Resource Committee meeting, Carlson stated that a sister college cannot have an Art Gallery. She claimed that such spaces were "dead space."

-Negotiations relating to work conditions have been made difficult due to the absence of the chancellor at the district.

-On January 1st, 2017 legislation was passed for bonding baby rights and details of this agreement has still not been resolved because Chancellor Burke has not finalized the process.

-It is crucial that every faculty be as involved as possible in the hiring process for the new chancellor.

-(Sellick) The official title is Chief of Staff and Facilities Development. RDAS will have a facilities discussion to possibly address this issue and other troubles that they have had with Carlson. According to the district's function map, colleges have control over their facilities. The district is there to provide support to the colleges, not to direct or dictate. This is not being enforced by the chancellor as he is not present.

E. ASRCC Representative *(Ryder and Huxley)*
-Ariana Ryder: Senator
-David Huxley: Chief Justice of the Supreme Court
-Huxley was approved as Chief Justice on September 20th, 2017 along with Pro-tempore Dominguez. September 27th Justice Uma and Justice Howard were approved. First open forum to be held October 9th and titled "Clubs on Campus". Those interested are welcome to attend and find out more about resources that will be provided to students.
-(Sellick) ASRCC Student representative reports are provided at the first Academic Senate meeting of each month.

VI. Council and Curriculum Reports

A. EPOC and ASC *(Sell)*
-Newsletter will be coming out this Friday. Upcoming Function Map meeting will be establishing the district's supportive role and clearly articulate this within the Function Map. Taube's description of difficulties at a district level is accurate and slows progress.

B. ACTPIS *(Farrar)*
-Faculty Co-Chair for ACTPIS is in the process of being selected with help of Senate President.
-First meeting reviewed status of groups and the reporting process.
- *(Sell)* Next ACTPIS and SAS meetings will be joint.
-*(Sellick)*RCC is structurally already ahead of other institutions when it comes to Guided Pathways as it is creating an integrated student support system.
-*(Sellick)* SAS will be charging a work group will to address and discuss new forms. Hope to have feedback for next meeting, per RCCAS charge to SAS.

C. RDAS *(West)*
-Currently largest project is an update to Facility's Master Plan. RFQ will be brought to next EPOC meeting.
-Master inventory of classrooms will be created to have a better understanding of unaccounted resources.
-Parking issues and changes are taking place at RCC as well as at CAADO.
- RCC budget allocation model is in the process of being created.
-Two contracts are up for review: Wells Fargo/ATM as well as Pepsi vending. -*(*Sellick) General request from Faculty is to have School's First ATM, students will not have to pay ATM fees
-Multiple vendor units are also an option.
-Please attend if you would like to become a committee member.
-District office is hampering the demolition of the old O.W. Noble Administration building, which must be razed in order to provide parking that the new Kane building took. This is far behind schedule.
-A Business Services newsletter will being going out that will including committee meeting times.
-*(Taube)* Required numbers of service hours for faculty is 5 per week. The number of committees to be a member of does not matter.

D. SAS *(Perez)*
not present

E. IE *(Cazares)*
-Handout of RCC IE-LC News and Updates letter provided and reviewed.
-First meeting has been held. New governance committee possibly to be titled "Shared Governance Assessment Committee" and will focus on processes, meeting on an as-needed basis.

-Addressing the council and related committee charges and membership and what staff and faculty members are still required for each council.
-Chairs of subcommittees in RDAS will possibly be a model that IE would like to use to promote communication between the council and the committees.
-Council's strategic and operational responsibilities as well as the 2017-2018 Action Plan is being assessed.
-Currently functioning committees include the Assessment Committee and Program Review Committee.

F. **Curriculum** *(Burchett)*
-Week before last Tech Review met.
-Tremendous Faculty involvement and work over the summer. As issues come up Faculty is invited to have open communication between disciplines and their curriculum representative.
-Launching is less likely if it takes too long for information to be submitted. The time has been moved up by 30 days in order to help with the Fall catalogue deadline. September 29th was the deadline date. It was suggested this be announced during future Fall Flex weeks as a reminder.
-If course needs updating, updates can still be done. Outlines that need updating are sent to the original author this can be where the process may be experiencing delay.
-A shift may be necessary for when to begin to address changes.

VII. **New Business**

A. **Presentation on Colleague** *(Blackmore)*
-AVC of Information Technology provided a presentation and update on the Enterprise Resource Platform, Colleague.
-Customizations slow down the system, causing time-outs and inabilities to log in when high traffic at the beginning of the semester. Issue seems to be increasing, showing slowdown in late July/early August.
-Maintaining the system is much more difficult due to customizations. Every patch needed must have verification that it will work with the customizations.
-Migration from Colleague to Red Hat Enterprise Linux will increase performance. Goal to have performance increase by 30-40%, with a completion goal by December of 2017. This will allow the system to run better by Spring 2018.
-Dr. Isaac provided emphasis on the importance to have input from Academic and Student Services.
-Sellick stated that ACTPIS, RDAS, and SAS should have representation at the ITSC working group.
-Huxley offered to create Google Docs poll so that student to can vote and provide input on needs. Blackmore intends to eventually address the lack of mobile app functionality.

B. **Update on Canvas Migration** *(Regino)*
-Director of Distance Education presented on updates for the transition to Canvas.
-Presentation will be made available to Mark Sellick for sharing to members via email.
-Three-day training workshop was provided prior to accreditation being included in the shell. The 2 ½-3 hour online training will provide accreditation. DE committee's goal is to have accreditors provide all trained faculty with certification.
-If faculty has been approved at other campuses they must be reaccredited for RCC's shell.

-Training for initial modules can be done during department meetings. After training is done you would just need to convert your courses. Goal is to be completely transitioned by August of 2018.

-(Sellick) Timeline concerning when the deadline has been stated for August. This would only provide 14 months to transition. Agreement was for 18 months, which should push Blackboard contract to December. Will confirm with district office and visit May minutes for confirmation.

-DE has had a pilot program for 6 to 8 months to investigate that allowed them to be ahead of schedule. Including everything it has been a two year process.

-Wiggs inquired when faculty will have time to convert when each class takes approximately 40 hour to convert. RCCD has had a two year experience but faculty is not being given enough time and was originally told we would be provided 18 months to transition, with a due date of May of 2018.

-Sellick recommended that Blackboard be contacted to let them know that we may be continuing to require access for longer than DE originally thought. Blackboard and Canvas will need to be able to run parallel for a more smooth transition.

-(McCarron) Who is faculty's official help in addition to Derek Moore?

-(*Regino*) DE Committee members, including Charlie Richards, Amber Casolari, Star Romero, who have been trained in the pilot conversion process.

-Will continue to develop Canvas campus support.

-Turnitin.com will be continued to be used, with a separate contract.

-Dr. Isaac would like to know why it is such a small group for assistance to RCC when campus is twice as large as other campuses and where the budget is coming from?

-Budget is being paid for at a District Level. A Instructional Developer position was previously proposed and currently pending review for CSEA and the HR process. This position will eventually be made available to provide assistance to RCC alongside Derek Moore.

-*(Sellick)* There should be a clear accounting of the District budget and allocation when assisting with something relating to instruction as instruction is done on campus and not at a district level.

-(*Isaac*) Once the transition occurs RCC will maintain a committee. There is a concern in the system in which education on Canvas has been controlled by the District. Appropriate funding should be provided by the district to RCC once transition is completed.

-*(Isaac)* Training will be something that all faculty will have to complete but certification must be confirmed by Academic Senate.

-*(Sellick)* Endpoint of parallel LMS's needs to be made clear. Academic Senate's understanding was that the goal to fully transition was November of 2018. Sellick will address to the DE committee.

-Contract with Respondance will be kept and continue to include the lock-down browser.

C. Discussion of META and cross-listed classes *(J. Lehr)*

-Process began in November 2016. Goal to finalize and launch in Spring.

-Cross-listed classes are the same courses taught under different disciplines.

-Every course that has been launched will need a copy to be made for similar classes with different course outlines. This is a complicated process and the majority of courses are cross listed.

-Clerical function versus faculty workload requires clarification. District discipline has voted that they are against the copy and paste process that META would

require and would like the shortcomings to be addressed.
-Senate is asked to address this issue with the Curriculum committee and bring it to the attention of the district.
-State wants the curriculum processes to be streamlines. Some personnel changes has caused a change in the process. Policies require rewriting.
-Computer Information Services feels that the copy and paste process is a clerical responsibility.

- Motion for 10 minute meeting extension: M/Nelson S/Wiggs

-CIS would like to escalate the issue to the district. This is something software should be able to easily assist with.
-*(Burchett)* If this is to be taken to Faculty Association it should also be taken to CSEA. No staff has ever had an obligation to input course outline descriptions. The issue is lack of collaboration. Any change to one course need to automatically have change to the other course. There is currently no communication process in place made to make sure that the other courses are being updated as well. Copy and paste in META does not cause integrity issue, just formatting.

- Motion for 10 minute meeting extension: M/Wiggs S/Nelson – consent by majority. Nay: Rhonda Taube and Ward Schinke.

-It was never a request on behalf of faculty to have the copy and paste done by classified staff. CIS would like it to be built into the functionality of the software. The outlines are identical with the exception of the discipline names.

- Motion for Sellick to take this issue to the District Senate so that this issue be taken to RCCD for an eventual technological resolution. M/Wiggs S/Nelson-by consent. Members present for vote: Wiggs, White, Braiman, Kearn, Whitaker, Brown, McCarron, Nelson, Cheney, Legner, Grenfell.
- Motion for 5 minute meeting extension: M/Legner S/Kearn – by consent of remaining members with exception of Taube.

D. **Selection of Accreditation Steering Committee (ASC) Chair** *(Mayse)*
- Motion to approve Haley Ashby for the ASC Chair: M/Wiggs S/Kearn. by consent of remaining members.

E. **Selection of faculty representative to Safety Committee** *(Sellick)*
- Motion to approve Safety Committee representatives, both Sam Pessah and Mike Barnes: M/White S/McCarron-By consent of remaining members

VIII. Open Hearing
nothing to report

IX. Adjourned– 5:25 p.m.