

President's Leadership Team Report

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PLT reviewed the following information items:

Strategic Enrollment Management [Report](#)

PLT engaged in a lengthy discussion and analyzed multiple data sources on the topic of strategic enrollment. The review included longitudinal data, some of which reflect typical behavior, while other data indicate unusual patterns.

One significant impact of the pandemic has been to reduce the breadth of course offerings (see [report](#) for more details). This challenge, and other factors, have led to drops in enrollment at most colleges across the state, and RCC is no exception. As of August 27, RCC is 89% of the Fall enrollment target, an ambitious goal that was set before the onset of the pandemic. Enrollment analysis further reveals that some departments/disciplines that ordinarily would excel at meeting enrollment targets currently are challenged due to limitations caused by COVID.

Since the start of Fall semester registration, department chairs and academic deans have been analyzing waitlist data to determine high-demand courses. In addition to striving to increase capacity this term to meet demand, chairs and deans are determining which courses and programs have the capacity to grow in Winter and Spring. Together, they are working to proactively onboard new associate faculty to support growth.

As the results of this planning take shape during schedule development for Winter and Spring, the College's marketing team will be launching a RCC brand awareness campaign in October/November and will shift to an enrollment push in November/December.

The College is also strengthening and expanding the targeted communication to students during the Winter/Spring enrollment periods. This significant effort will engage administration and faculty from academic divisions, Admissions and Records, Outreach, as well as the college PAO. Specific groups of potential students will be informed of opportunities via text messaging, email, and social media. Messaging about alternative course offerings to meet educational goals, promotion of low-enrolled sections, and updates about new course offerings will also continue.

Finally, President Anderson has commissioned an evaluation of the fall data to determine the nature of the student population that is being waitlisted. To serve our communities more equitably, it is essential to disaggregate enrollment data and explore options to best meet their needs. VP Farrar is coordinating the evaluation with support from department chairs, academic deans, A&R and Institutional Effectiveness.

Drive Up/Parking Lot Wireless Update

A major barrier for students as the College transitioned to online learning was access to technology. Technology Support Services is working to acquire mobile Wi-Fi hotspots for students and has made Wi-Fi available in the campus parking lots enabling students to connect to the Internet using their RCCD student email credentials for authentication.

State PPE Inventory

Safety continues to be the top priority for the college as we transition to partial in-person operations. If departments or areas need PPE or equipment, they are reminded to contact Sean DiSalvio, College Safety Coordinator at (951) 222-8911.

IEPI-PRT

In October of 2019, the college submitted a [Letter of Interest](#) for an IEPI Partnership Resource Team visit. (Read more about IEPI-PRTs [here](#)). The college detailed the focus for our visiting team which centered around student educational planning, engagement center vision, and change management. Our visit was scheduled to occur in March of 2020. Then COVID-19 delayed the process.

During this delay, the college moved forward with plans and commitments especially with regard to student educational planning. To ensure efficient and effective use of the PLT visit, input was sought from the Academic Senate President, the chairs of the Department Leadership Committee and the Enrollment Management Committee, as well as the Guided Pathways Coordinator. Together, this group determined that the College no longer required improvement strategies with regard to student educational planning. That leadership group instead recommended requesting an opportunity to refine the focus of the PRT visit.

With full support of Dr. Matthew Lee (IEPI) and Dr. William Scroggins (Mt SAC president and PRT-team leader) the College was granted permission to refine the focus of the PRT visit to better align with current needs.

Guided Pathways Coordinator, Monique Green and VP Farrar are pulling together an ad hoc team to facilitate the refinement and insure coordination with on-going PRT visits district-wide. We anticipate finalizing the focus of the visit by mid-November and hosting the visit at the beginning of 2021.

Curriculum

VP Farrar reported that the college curriculum committee is poised to complete major tasks this fall. Kudos go out to Curriculum Chair Kelly Douglass, Technical Review Committee Chair Steven Schmidt, Instructional Program Support Coordinator Casandra Greene, and the entire Curriculum Committee for their college-wide leadership on these critical matters.

- Distance Education Addendum: As outlined in the March 31st executive order from the state chancellor's office, the College continues to obtain local approval for all courses included in the submitted emergency blanket addendum (for spring and summer instruction) by December 30, 2020. This will facilitate offering online instruction in 2021 and beyond.
- Regular Review of Curriculum: As outlined in the Program Course Approval Handbook (PCAH) the curriculum committee continues to assure that the college curriculum meets the standard of regular review.

The Curriculum Committee will be reviewing general education, engaging in critical discussions about equity and anti-racist learning outcomes, remaining current on matters of competency-based education and the military articulation platform, and addressing program discontinuance needs.

PLT thanks the curriculum committee and all faculty who are working diligently accomplish these tasks vital to the academic life of the college.

PLT considered the following policy items:

Grants

Proposals

The Office of Grants is working on a submission for the Department of Education Fund for Improving Postsecondary Student Education (FIPSE) and CARES Act funding.

- Monies provide additional financial support to institutions of higher education (IHE) with the greatest unmet needs related to COVID.
- It will enable IHEs to resume operations, serve the needs of students, reduce disease transmission, and develop more resilient and innovative instructional delivery models, such as distance learning, to continue educating students who cannot or choose not to attend classroom-based instruction.
- This is a District-wide submission and just 19 awards are anticipated.
- The goal is to align with Guided Pathways framework, equity and supporting persistence and completion, and upcoming discussions with college-wide representatives.

Updates

- On August 24th, NASA announced the first cohort of the NASA MUREP (Minority University Research and Education Program) planning grant awardees.
- Congratulations to Physics Chair, Professor James Cheney, who has been selected to be a member of the NASA MUREP planning team, with CSUSB and other institutions. Although this grant does not have a financial award at this time, it has opened opportunities for future funding. More importantly it provides RCC the ability to work closely with NASA to enhance Minority-Serving Institutions' (MSI) research, academic, workforce and technology capabilities. This aligns with the national initiatives spearheaded by the National Science Foundation.

Budget Update

PLT continues to monitor the college's budget as we start the fall semester. Departments are being asked to proactively limit expenditures and suspend hiring while continuing to support core instructional, strategic, and safety priorities. These efforts will pay off in the future, as we anticipate significant shortfalls in the 2021-22 fiscal year. College resources will become more constrained, so PLT is reviewing budgets to determine reductions in redundancies and ways to increase efficiencies while continuing to deliver excellence in a sustainable way. PLT will continue to monitor and report as we move forward.

PLT took action on the following items:

RCC's Support of Democratic Participation in the Upcoming Election

As part of the College's commitment to strengthening civic engagement, there are multiple efforts underway to get out the vote. These include public art, student registration competitions, and social media campaigns.

In addition to those efforts, the College was asked to provide locations for a polling station and a vote-by-mail ballot drop box location. After analyzing the need, considering the safety precautions that would be required, and recognizing the College's capacities, PLT decided to proceed with this effort. Working with the Registrar of Voters and the Department of State, the College will support both the polling station and the drop box.

Outside Event Approvals

PLT discussed general criteria to be used in consideration for outside groups requesting use of RCC facilities during the fall semester. Preference will be given to applications that meet the following criteria:

- alignment of applicant with college's mission
- nonprofit status of applicant
- in city or county
- outdoor location
- small number of participants
- low or no need for college staff support
- long-time college partners

Materials Pick-up Criteria and Process (Anderson)

PLT discussed general criteria to be used in consideration for departments and services that need to distribute materials to students and others during the fall semester. PLT will evaluate requested based on the following criteria:

- 7-10-day notice
- aligned with the College's strategic direction
- in direct support of students and the communities we serve
- minimize social exposure
- coordinate multiple distributions where possible
- avoid Wednesday mornings
- limit resource (employees and other costs) expenditures
- to be performed by RCC employees

Combined Student Services Drive-through

PLT approved Foster Youth/Guardian Scholars, Upward Bound, and EOPS hosting a drive-through event on September 4th from 2 – 4pm.

- The purpose of the event is to distribute academic resources and supplies to their cohort of students.
- Foster Youth/Guardian Scholars will issue remaining laptops and cell phones from iFoster.
- Upward Bound will be providing back to school supplies to their students.
- EOPS will distribute back to school supplies to new and returning EOPS students.
- Location for the event is the RCC Warehouse.

Nursing Drive-through

PLT approved the Nursing faculty to host a drive-through event to distribute program-required PPE and drop-off paperwork for 50 nursing students in support of clinical rotations.

- The event will be facilitated by five faculty members and held on Friday, August 28 from 8-11:30am on Fairfax Avenue near the MTSC building.
- Faculty will work staggered times and schedule pre-arranged appointments for students. Collaboration with Campus Safety and Facilities will precede the event.

State of the College

The State of the College, delivered by President Anderson, will be held on October 22. The address will highlight the past year, showcase faculty, staff and student success, and outline goals for the future. The pre-recorded presentation will be followed by a live panel discussion providing the College community the opportunity to contribute.