

RIVERSIDE CITY COLLEGE
Department Leadership Council (DLC)

September 8, 2022

12:50 pm- 1:50 pm

Via Zoom

Kathleen Sell, Faculty Chair

Lynn Wright, Vice President, Academic Affairs

Members Present

Kathleen Sell, Jo Scott-Coe, Janet Lehr, Amanda Brown, Mark Haines, Cliff Ruth, Gwendolyn Yount, Marc Sanchez, Scott Herrick, Jacqueline Lesch, Gina Weeks, Kevin Mayse, Jodi Julian, Steve Sigloch, James Cheney, Rhonda Taube, Kirsten Gerdes, Araceli Calderón, Debbie Cazares, Eddie Perez, Tammy Vanthul, Stacie Eldridge, Laneshia Judon, Clara Lowden, Shannon Hammock, and Jodi Julian.

Call to Order:

12:53 pm

Approval of the Agenda

M/S/C: Ruth/Scott-Coe, accepted by consent

Approval of Minutes: February, March, May 2022

M/S/C: Lehr/Herrick, approved with 2 abstentions (Calderón, Perez)

Looking Ahead

The council members broke out into small groups to discuss and prioritize the following areas of work for the year-

- Gathering ZTC information, I o I best practices
- Building a Shared Resource to Support Chairs' Work
- Chairs' Role in Equity and Inclusion Leadership
- Ongoing Enrollment Management Work
- Constitution & Bylaws

Bylaws and constitutions seem to be first and foremost in level of importance.

Gathering ZTC Information

Legally obligated to host ZTC classes.

Chancellors office is looking at a new data point to extract and see how many classes are currently ZTC. ZTC and LTC classes msut be listed on the shedule.

A clear process needs to be created in regards to the ZTC process in how and when the info is given to the IDS and then the Bookstore.

Enrollment and FTES Targets

Winter targets are 1500 & 6200 for Spring

Fall seat fill rate almost 90%

Deans have Department FTS target numbers

Wrap up and next Steps

Work on Constitution & Bylaws between now and October as priority