



Department Leadership Council Meeting

October 13, 2022 ◊ 12:50-1:50 ◊ Zoom Link:

<https://rccd-edu.zoom.us/j/82129693147?pwd=RWNpQVITbkJpd25yRXZneHMvTThqZz09>

Attachments/ Supporting Materials: Draft Constitution and Bylaws, minutes from Sept. 2022, draft Flex guidance for chairs, draft dept. chairs' handbook—with updated table of contents

Meeting Objectives

1) Leave with some best practices/ new ideas for effectively communicating with faculty in our departments 2) Next steps for Constitution and Bylaws 3) Organizing small groups to work on sections of the chairs' handbook for the Canvas shell 4) Updates/ troubleshooting on some schedule building related questions

Fall 2022 Objectives

Beyond ongoing routine business and updates: 1) initial “draft” of chairs' Canvas resources (both technical resources/ training/ samples of documents and the like, clear processes for facilitating/ coordinating program review, etc, and principles/ ideas/ examples to support chairs in becoming leaders in equity and inclusion in their departments) 2) revision of constitution and bylaws to the Academic Senate 3) clear process for routinely gathering ZTC/ LTC information during the scheduling process 4) inclusion of a front-burner issue on which we can share best practices for each of our next meetings

5 minutes I. **Welcome and approvals**

A. Approval of Agenda

B. Approval of Minutes: February, March, May 2022

15 minutes III. **Best Practice Focus: Effective Communication with Department Faculty—C. Ruth, S. Herrick, J. Lehr**

20 minutes IV. **Business**

- A. Small groups to work on sections of Chairs' handbook
 - a. Progress to date on building the resource
 - b. Identify Leads for: Scheduling: Communication, Navigating Student Issues, I o I, Hiring, Budget, Chairs' Role in Coordinating Assessment and Program Review, Chairs' Role in Leading on Equity and Inclusion
 - c. Identify individuals to work with leads to review and/ or create material for the various sections
- B. Constitution and Bylaws draft—discussion and feedback today with the goal of bringing a revision in November and voting in either December if we meet or early spring
- C. Report on Faculty Prioritization—S. Taylor (chair, TLLC)

10 minutes IV. **Chairs' Reports**

Riverside City College MISSION: Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment. **VISION:** Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future.

- a. Dual enrollment
- b. Workgroup on schedule timelines and other related issues
- c. A handful of schedule related questions: scheduled vs. contact hours, any expected contact time with students appearing in the schedule line and not just in comments, navigating new situations with scheduling faculty (coming out of the pandemic and with the updates in the contract)

5 minutes VII. **Wrap up and Next Steps**

VIII. **Adjourn**

Next Meeting: November 10th *At this meeting, in addition to our best practice focus on Navigating student complaints, we'll be looking for updates on the Chairs' Handbook work and a revised draft of the Constitution and Bylaws based on today's feedback, and we will be joined by Dr. I. Moore, Dean of College Equity, Inclusion and Engagement*

Chairs' Notes & Information on Agenda Items

Chairs' Training/ Canvas Shell/ Handbook

Kathleen has met with the instructional designer and we're finalizing a template. The table of contents has been updated with a little more detail to help identify areas for which we need content in more detail and in advance of moving material into the Canvas shell so the sections are a manageable length. What is next is to get eyes on existing content and make any revisions/ edits as well as to create content in a handful of sections so that this can be uploaded into the shell. The goal is to have a working version of the shell ready to go by the end of this semester.

Draft Constitution and Bylaws

This working draft reflects where the DLC is in the current Strategic Planning structure and tries to articulate more clearly the purpose and charge of this committee in terms of this structure but also in terms of its role within the college.

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