

**Riverside City College Academic Senate**

June 3, 2024 • 3:00 - 5:00 PM • Hall of Fame

**3:00 I. Call to Order** at 3:00 pm, quorum met

**Roll Call**

***Academic Senate Officers***

President: Jo Scott-Coe

Vice President: Ajené Wilcoxson

Secretary-Treasurer: Micherri Wiggs

***Department Senators***

Applied Technology: Patrick Scullin

Art: Will Kim

Behavioral Science: Eddie Perez

Business, Law & CIS: Skip Berry

Chemistry: Leo Truttmann

Communication Studies: Star Romero

Cosmetology: Peter Westbrook (not present)

Counseling: Sal Soto

Dance and Theatre: Jodi Julian (not present)

School of Education & Teacher Preparation: Emily Philippsen (not present)

Economics/Geography/Political Science: Kendralyn Webber

English: Christine Sandoval (arrived 3:04pm)

History/Philosophy/Humanities/Ethnic Studies: Daniel Borses

Kinesiology: Dennis Rogers

Library: Sally Ellis

Life Sciences: Lisa Thompson-Eagle

Mathematics: Evan Enright

Music: Steve Mahpar

Nursing: Lee Nelson (not present)

Physical Science: James Cheney (not present)

World Languages: Araceli Calderón

***Associate Faculty Senator***

Lindsay Weiler (not present)

***Ex-Officio Senators***

Teaching and Learning LC: Greg Russell

ASC: Jacquie Lesch

EPOC: Ajené Wilcoxson (interim)

Government, Effectiveness, Mission, and Quality LC: Wendy McKeen

Resource Development and Administrative Services LC: Patrick Scullin

Student Access and Success LC: Vacant

Curriculum: Kelly Douglass (not present)

Parliamentarian: Sal Soto

***RCCD Faculty Association***

Mike Chavez

***Administrative Representatives***

College President: Claire Oliveros (not present)  
VP Academic Affairs: Lynn Wright  
VP Business Services: Kristine DiMemmo (not present)  
VP Planning and Development: Vacant  
VP Student Services: FeRita Carter (not present)

***ASRCC Representative***

Jennifer Shaw

***Recorder of Minutes***

Melinda Miles/Elena Santa Cruz

***Guests***

Melissa Harman, Faculty Development Coordinator & Faculty  
Shari Yates, Dean of CTE  
Courtney Carter, Guided Pathways Coordinator & Faculty  
John Adkins, Dean of FPA

**3:00 II. Approval of the Agenda**

- M/S/C: (Berry/Thompson-Eagle) Approved by consensus

**3:00 III. Approval of the Minutes**

**May 6, 2024**

- M/S/C: Borses/Berry, approved by consensus with no corrections, abstained

**May 13, 2024**

- M/S/C: Romero/Calderon, approved by consensus with no corrections, 1 abstained

**3:02 IV. Public Comments**

- Public comments guidelines shared
- No public comments

**3:06 V. Liaison Reports**

**A. RCCD Faculty Association-**

- Ratification vote rollover: 96% yes vote on June board book.
- 300 out of 1200 voted to ratify. As faculty we need to do better than that.
- End of year FLEX hours are being tabulated, so make sure to get it done. The implications for not completing FLEX can impact your “full year” service credit towards retirement with STRS. Include evidence with your hours when reporting.

**B. College President – VP Lynn Wright reports.**

- Wish everyone happy finals week. Look forward to joining everyone at commencement.
- Gratitude expressed to all for another academic year completed.

**C. ASRCC Representative- Jennifer Shaw reports**

- She has left a lasting impact on RCC and is moving on to CSUN. ASRCC should keep an eye on the district’s new long-term plan. Gratitude for the experience as a student representative at academic senate. She will tell new leaders to continue to be involved.

### **3:20 VI. Committee or Council Updates**

- A. TLLC Faculty Co-Chair Gregory Russell will present the committee's draft position statement and resources on AI (information)
- Small work group has been put together for AI Best Practices and a document has been produced with a lot of the work being done by Nancy Carranza and other English faculty.
  - Because of the rapid pace of change regarding AI, the TLLC document is only 5 items. We sought to be very student-centered and non-punitive with the main ideas:
    - i. Learning about AI
    - ii. Craft your AI philosophy and policy, and set clear expectations with students.
    - iii. Teach students how to use AI critically and ethically.
    - iv. Redesign assignments and assessments by centering student voice, critical thinking, and the writing process.
    - v. Treat inappropriate AI use as a learning opportunity
  - Teaching and Learning Leadership Committee has adopted the following position on AI: It is the position of the Teaching and Learning Leadership Council (TLLC) at Riverside City College that generative artificial intelligence (AI) provides both opportunities and challenges for students, faculty, administrators, and classified professionals. Our AI philosophy prioritizes inclusivity, personalization, and ethical use. As AI tools continue to advance and become more ubiquitous, the RCC community should reflect on the positive potential of generative AI while also considering concerns about ethics, academic integrity, equity, and privacy. It is also the position of this council that decisions about and responsibility for teaching students about AI and the establishment of or revision of policies related to its use be left to each academic discipline and, ultimately, to each instructor. Students can be advised to confer with their instructors about their course policies regarding appropriate and inappropriate use of AI tools in their coursework. Finally, it is understood by this council that guidance about AI will evolve as AI evolves.
  - ASRCC Rep shares that something needs to be added in regards to disabled students, who may be able to use AI tools for grammar or other assistance
  - The document can be shared as a working concept, not an official board policy.
  - President Scott-Coe: The Norco draft of an AI framework (with notes from colleagues at Moreno Valley College) was shared at District Academic Senate. It is comprehensive as well as flexible, with the goal to create more cohesion across the three colleges/district.
  - Discussion ensued about how to review the new document. Senate agreed to review the Norco/MVC framework draft alongside TLLC's materials in Fall.

### **3:50 VII. Ongoing Business**

- A. Secretary Treasurer Wiggs or designee and TLLC Faculty Co-Chair Gregory Russell will facilitate a discussion and possible vote on the RCC Enrollment Management committee structure following requested DLC input at its meeting May 23 (possible action)
- TLLC's Enrollment Management committee structure was presented to DLC for feedback, and it was recommended that the committee be a workgroup under DLC. The number of meetings would go back to twice per month so that more work could be done.
  - M/S/C (Soto/Perez) to adopt the committee structure for Enrollment Management Committee as recommended by the Department Leadership Council at their May 2024 meeting.
  - Academic Senate thanks TLLC for all their work this year. This was a huge feat.

B. President Scott-Coe or designee will provide an update about the coming Districtwide Security Assessment as it relates to faculty concerns of campus safety and reporting processes (discussion)

- Kick off meeting for districtwide security assessment is tomorrow.
- Timing is not good over summer to gather most robust human feedback (esp. from students and faculty). This has been expressed loud and clear at all meetings.
- In the library, classified professionals have expressed that security and safety planning is not within their job duties. If a whole group of people are unwilling to be part of the plan, it won't be a good plan. Faculty are not required to attend safety training.
- Shelter in place last week raised concerns because students have refused to stay. Is there a release form they can be asked to sign before they leave?
- Communication during last week's shelter in place was much better than the last time there was a shelter in place on campus. Another senator shared that the communication was still lacking. There needs to be a way to differentiate between an active shooter and a person possibly carrying gun on campus. It depended a great deal where people were on campus, which is problematic.
- Card keys were deactivated during the shelter-in-place so some folks got locked out. Also not all faculty have keys so some rooms could not be locked from inside last week, especially in quad.
- Senators received more information from social media and others than from official communications. Some senators who have class at night, cancelled classes because they didn't know how long the shelter in place would be. Then the college sent out a notice that all classes are in session. It was confusing for students. Language matters.
- ASRCC rep shares that this is a college, not a business. Classes could've been cancelled. Some students shared they didn't feel safe right away knowing a gun was on campus. They could've been afforded some time to process before classes resumed. Students were evacuated from the library at gun point. Those in the library were moved to the quad – an open space.
- When does a “shelter in place” turn into “evacuate”—and how do people in different spaces get notified case by case?
- College Police have no desire to deescalate. Faculty will be compelled to put themselves between police and their students.
- Faculty are required to take distance education training so why not safety training. Trying to solve a human problem with technology may be difficult.

C. President Scott-Coe or designee will seek Senate guidance about the proposed summer workgroup on the RCCD comprehensive education plan (discussion + possible action)

- Touchbase meeting was held Friday. Some feedback is being provided, but it has not been all inclusive. There is work being done over the summer.
- The expectation was that academic senate would approve the plan and provide feedback in the last two meetings of April. The plan was to be voted on by each college's academic senate. MVC voted it down, as did we.
- We are in a difficult position because many concerns about the plan are substantive. It may need to remain the chancellor's plan rather than any college's plan.
- Senators express serious concern with the work being done over the summer. There is not time to gather a meaningfully representative team. Guidance to Scott-Coe is to question everything, and do not agree to anything.

- M/S/C (Wiggs/Berry) to convey angst ASRCC senate has about the plan, ask a lot of questions, and suspend any commitment until the fall.
- D. VP Wilcoxson, along with Senator Evan Enright, RCCAS representative for district Budget Allocation Model (BAM) task force, and VP of Business Services Kristi DiMemmo, will provide an update on the college BAM and upcoming opportunities for faculty development and forums regarding budget for 2024-25 (discussion)
- Senator Enright reports the VPBS of each college met last week and asked about projects for accuracy. They will meet over the summer and he's not sure what the next steps are. HR and TSS issues have been raised.
  - Faculty will have budget sessions at Fall FLEX including demystifying Galaxy, resources for dept. chairs, and a workshop on facilitating meetings.

#### 4:20 VIII. New Business

- A. Guided Pathways Coordinator Professor Courtney Carter and Dean John Adkins will present results of a division vote to change the instructional pathway name of "Visual Performing and Creative Arts" to "Fine and Performing Arts" (action)
- There had been confusion on where students belong – CTE vs. FPA. In line with the division title, the pathway will now be Fine and Performing Arts, for clarity. This was a division-wide vote and the guided pathways subcommittee has also agreed.
  - M/S/C (Kim/Scullin) to validate the pathway change of "Visual Performing and Creative Arts" to "Fine and Performing Arts." Motion passed unanimously.
- B. VPAA Lynn Wright will present a request, in compliance with AB 789, that faculty consider optional syllabus language that alerts students of the need to maintain Satisfactory Academic Progress (SAP) and their ability to appeal (information only)
- Intent is to be student centered and to assist students better navigate the college. Here are the samples of template language faculty may use if they choose:  
Option 1: Student Financial Services assists all eligible students by helping relieve some of the financial burden of paying for college related expenses. Financial aid is designed to help cover educational expenses and is contingent upon students maintaining Satisfactory Academic Progress (SAP). To learn more about SAP including the ability to appeal, visit our website at <https://rcc.edu/become-astudent/how-to-pay-for-school/financial-aid.html>. Students can contact us at 951- 222-8710 or [studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu) for more information or assistance.  
Options 2: Student Financial Services assists all eligible students by helping relieve some of the financial burden of paying for college related expenses. Financial aid is designed to help cover educational expenses and is contingent upon students maintaining Satisfactory Academic Progress (SAP). Meeting SAP requires students to meet 3 standards: 1) maintain a cumulative GPA of 2.0 or higher 2) complete 67% of units attempted successfully and 3) complete their program before attempted 150% of the units required for the program. To learn more about SAP including the ability to appeal, visit our website at <https://rcc.edu/become-a-student/how-to-pay-for-school/financial-aid.html>. Students can contact us at 951-222-8710 or [studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu) for more information or assistance.
- C. Secretary Treasurer Wiggs or designee will share the local and district senate meetings calendar for 2024-25 (information)
- Local Senate and District Senate Meeting Dates presented for AY24/25 as information.

- Highlights: District Senate will be meeting before each local senate in Fall and Spring. Local senates do not have meetings the first day of semester next year. We also have only one month (May) where back-to-back meetings will be necessary. Also, each semester has a placeholder date where we can add another meeting if needed.
- D. Ratification of new and ongoing appointments and election results: President Scott-Coe or designee will present candidates for the following committees or councils (action)
- a. District Enrollment Management (DEMC)
    - i. M/S/C (Borses/Perez) to elect Kirsten Gerdes, unanimous
  - b. Professional Growth & Sabbatical Leave (PG&SL) (2-year and 1-year)
    - i. M/S/C (Wiggs/Berry) to elect Laneshia Judon (16 votes) to the 2-year term and Antonio Curtis (3 votes) to serve the 1-year term.
  - c. EPOC faculty co-chair
    - i. (Wiggs/Perez) Wendy McKeen to serve as the EPOC faculty co-chair, unanimous. Senators also expressed their gratitude to Paul Richardson for his willingness to serve, especially as the EPOC leadership role prior to this year had been vacant for some time.
  - d. District Committee representatives
    - i. Global Learning & Study Abroad
      - a. M/S/C (Wiggs/Berry) to elect Emily Spencer serve for 3-year term
    - ii. Advancement & Partnership (2 faculty)
      - a. No nominations
    - iii. Institutional Partnerships Sub-Committee
      - a. M/S/C (Wiggs/Perez) to elect Ginger White to serve for 2 years
    - iv. Alternate Resources Sub-Committee
      - a. No nominations
  - d. Division election results for Council Representation as of May 2024
    - i. M/S/C Borses/Soto to accept as submitted division election results; see agenda packet for complete list
  - e. Common Course Numbering (CCN) faculty discipline representatives for June convenings (names received by May 20); see agenda packet for list accepted by ASCCC
    - i. RCCAS accepts and records all representatives to the CCN convening.

#### 4:25 IX. RCCAS Officer Reports

##### A. President Jo Scott-Coe

- After sharing RCCAS concerns with the BOT last month about IOI/hiring and 10+1, she met with VC Few and Dr. Isaac (Rhonda Taube was also there from FA). Top of mind were processing intent-to-hires, and Isaac assured us that he will make provisional approval of faculty hirings for Fall 2024 in July (when the BOT does not meet).
- Isaac also expressed concern that HR processes/systems be streamlined for Fall IOIs and going forward.
- Scott-Coe shared gratitude with all for having the opportunity to serve this year as academic senate president, and she will continue to work with you towards solutions in the coming year. This team has been amazing.

##### B. Vice President Ajené Wilcoxson

- He also wants to thank senate for the opportunity to serve as VP. Feels more prepared to serve now.

- Reminder: parking project starting up over the summer will limit available spaces.
  - Summary of 5-year kick off will be sent tomorrow, and we will soon get it posted on senate website.
- C. Secretary-Treasurer Micherri Wiggs
- Reminders: Dr. Jan Andres sent email 5/29/24 for next year's "One Book, One College" project. We are invited to read together *Parable of the Sower* by Octavia Butler.
  - Faculty Receptions on Friday, senators have new sashes to wear at commencement if you have not already picked yours up.
  - We are looking for a way to close the loop with senators who are rotating out at the end of this year—perhaps a brief survey. Please be on the lookout.

**4:50 X. Open Hearing**

- Thank you to all faculty leads for taking on leadership roles to serve students.
- Library will not have any printing services over the Summer.
- Animation Showcase – Wednesday, 3pm, QD-144
- ASRCC budget is better this upcoming year, so people should be receiving more funds for clubs, etc. There is a \$5 increase in student fees.
- The new building is opening up and faculty are making the transition into offices etc. Open house will be in the Fall.
- Cybersecurity Camp over the summer for high school students has a few openings.

**4:55 XI. Learn, Share, Do**

- AI Best Practices is developing and useful but not finalized or approved in an official capacity. Stay tuned for more conversation in the Fall.
- If/when you receive survey request in August/September for feedback as part of the Security Assessment, take a little time to consult our minutes and share so that the messaging is the same.
- Keep an eye out for senate sponsored workshops at fall FLEX regarding college budget and related subjects
- Share with faculty that we have student-centered financial aid language that can be added to their syllabi.
- No printing in Library this summer.
- Remind faculty that parking will be limited in Summer and Fall due to the solar project

**4:47 XII. Adjourn M/S/C: (Borses/Perez), motion carried**

- Next meeting in Fall – September 9, 2024

**Glossary:**

M/S/C = Motioned, Seconded and Carried

**Minutes approved at ASRCC meeting held Monday, September 9, 2024**