

Riverside City College Academic Senate

May 4, 2020 • 3:00 -5:00 / Zoom

3:00 I. Call to Order 3:01 pm

3:00 II. Roll Call – sign-in

RCCAS Executives: President: Mark Sellick
Vice President: Kevin Mayse
Secretary-Treasurer: Mary Legner

Departments Senators: Applied Technology: Stephen Kennedy
Art: Will Kim
Behavioral Science: Marc Wolpoff
Business Admin/IST: Mark Lehr
Chemistry: Stacie Eldridge
Communication Studies: Cliff Ruth
Cosmetology: Peter Westbrook (Not Present)
Counseling: Sal Soto/Scott Brown
Dance/Theatre: Jodi Julian
Early Childhood Education: Emily Phillippsen (Not Present)
Economics/Geography/Political Science: James Hayes
English: Jan Andres
History/Humanities/Philosophy: Kirsten Gerdes
Kinesiology: Dennis Rogers
Library: Linda Braiman
Life Sciences: Lisa Thompson-Eagle
Mathematics: Evan Enright
Music: Kevin Mayse
Nursing: Lee Nelson (Not Present)
Physical Science: James Cheney
World Languages: Huda Aljord

Associate Faculty Senator: (Not Present)

Ex-Officio Senators: EPOC Chair: Kathleen Sell
ASC Chair: Haley Ashby
TL LC Chair: Mary Legner
GEMQ LC Chair: Debbie Cazares (Not Present)
RDAS LC Chair: Tucker Amidon (Not Present)
SAS LC Chair: Eddie Perez (Not Present)
Curriculum Chair: Kelly Douglass
Faculty Association: Rhonda Taube/Emily Phillippsen
VP, Academic Affairs: Carol Farrar
College President: Gregory Anderson
ASRCC Representative: Eli Martinez
Parliamentarian: Sal Soto (Not Present)

Recorder of the Minutes: Jess McDermott

Guests: Erik Galicia, Viewpoints (student)
James McCarron, Kinesiology
Micherri Wiggs, Communications
Sheri Yates, Early Childhood Education
Alicia Berber, Kinesiology
Amanda Vazquez, Admin Assistant
Languages, Humanities, and Social Sciences

Darius Haghghat, Political Science
Monique Greene, Counseling and Guided Pathways
Jo Scott-Coe, English
Debbie Whitaker, Early Childhood Education

3:05 III. Open Hearing – None.

3:20 IV. Approval of the Agenda 3:04 pm

3:20 V. Approval of the Minutes: March 2, 2020 3:04pm
Approved by unanimous consent.

3:25 VI. Officer and Liaison Reports

A. President – Mark Sellick

- Should have received email messages about ACC webinars, DE addenda, EWs, and small group meetings, so people can discuss this new reality.
- District level last week, the Vice Chancellor sent out a message about P/NP, EW, and reimbursement for student fees. The new deadline to elect P/NP or an EW is now July 15.
- Students have one year from July 15 to complete an Extenuating Circumstances Petition for this semester. Given the nature of situation we are in, we want to give students as much latitude as possible.
- Question: Senator Cheney - How does it work if a grade was put in, but a student wants P/NP? That request would be made directly to Admissions and Records.
- Answer, VP Academic Affairs - Faculty who do not ordinarily have P/NP still won't, so incumbent upon student to make request directly to Admissions and Records.
- The district created a preliminary proposal to ramp up DE to deal with capacity. The Faculty Association and the Senate have created a response that will be submitted and is now going through the Academic Senate presidents. Primary concern is the need for assistance in the DE environment
- Senator Thompson-Eagle - Facing extreme Canvas infrastructure issues because of labs being embedded in lecture, so up to six instructors are on one canvas shell. This has caused lots of issues such as people losing items and answers being shown to students as well as blame on all instructors if one is not following ADA compliance. We need a solution.
- Send along a description of this issue, so it can be shared and part of this DE discussion. Issues of accessibility and ADA compliance are a large part of this discussion. Need people with proper training who can build up capacity and to avoid and address issues as quickly as possible.
- Two ADA compliance concerns: First, concerned about ADA compliance in class, instructor should encourage students to seek accommodation immediately to deal with existing issue. Ultimately, the institution needs to meet that standard the ultimate goal is 100% ADA compliance but for now, we must meet benchmarks. Send along concerns, so they can be adequately passed along and part of the discussion. The second concern is a need for a designated person on campus to deal with dispute issues. The faculty association has been working on finding a mediation process but need someone in charge of mediation issues.
- The Chancellor has written to the state to articulate budget priorities that we want state to pursue and budget areas to safeguard institution focused on maintaining classes. In the previous economic downturn, there was a quick cut of classes to balance budget; don't believe this is what we should be doing. The central concern of an institution of higher ed is teaching and this must be safeguarded.

- Regional Director of Care Solace gave presentation on software to help students with mental health issues. This will be sent out to faculty, so they can utilize this platform. Will send registration links to senators to share with faculty colleagues.
 - Professor McCarron- Difficult to get Ally score up. How pages set up in background could take 20-25 hours to fix but doesn't improve sight for visually impaired students nor help with ADA compliance. Worked to get up score but very difficult. Need assistance in bringing these things into alignment with ADA compliance.
 - Professor Douglass- Can students ask admissions for an EW even after letter grade? Yes, they can. Colleges pushing administrative determinations back into summer because now many requests are going into Admissions and Records but also have right to request change one year out. Expedited until July 15 but have up to one year. Don't need an extenuating circumstance just need to say Covid19 and fill out the form.
 - Concern need an EW vs letter grade if plan to retake class. Need to reach out to students and tell them this info is available on RCC website. Good idea to walk students through how to find form on RCC website. Show them the process, so they can see it and complete this. Many students are being left behind.
 - RCCAS President will reach out to Admissions to see if there is already a video available to put in shells to tell students how to complete this process.
- B. Vice President – Kevin Mayse
- Concept of shells and labs used by multiple lectures was sent to DRC last Thursday. Working with VP of Academic Affairs to solve this.
- C. Secretary-Treasurer – Mary Legner
- Lost track of website with change of admins. Originally going to have updated website this summer but now may be next fall. Not sure how much to work on it.
 - RCCAS President- Reach out to Chip on behalf of the Senate then bring back what he says. The website needs to be looked at and updated in general.
- D. RCCD Faculty Association – Rhonda Taube and Dariush Haghightat
- FA President Taube – Two different issues of accessibility happening: First, need to get classes accessible right now but this is a moving target. Received an email from a faculty member that they are struggling to stay ahead of students but accessibility score changes. Working on this. Second part is long term institutional plan for accessibility, which is especially important for this fall as there will be many different classes offered and need support for accessibility.
 - FA VP Haghightat – Our priority is making the transition to online. This is a heavy load. Please focus on your students and courses and that they are accessible to the best of your ability.
 - There are faculty mentors who send emails telling instructors they can reach out for help. We really need technical support, which is why we approached the district about long term institutional support. Over the weekend we reached a contract proposal that will be sent to the Chancellor requesting assistance. This is an ongoing issue as there will be more and more online courses. Need institutional support.
 - FA President Taube – Vice Chancellor Blackmore working on creating workaround for faculty to record flex because don't have access from home. Still not working as of this morning. There is an issue with putting all full-time faculty on the VPN server. This was approved so that we can get licenses for all full-time faculty from all three colleges and should have access soon.
 - FA VP Haghightat - Recommend to colleagues that do not have use of Microsoft's My Analytics to just turn it off.
- E. College President – Gregory Anderson
- Administration focused on what was shared in earlier discussions on accessibility. Know that administration won't be upset about ALLY score at the moment. Administration shares the desire to close all accessibility gaps but are empathetic to the many challenges and issues.

- If there are issues you want admin paying attention to, please convey to leadership of Academic Senate, and they will bring to President Anderson's attention.
- Emails and references to the Cares Act – student deadline to apply for emergency funding is Friday, May 8. Please tell eligible students to apply. Any effort to encourage students to apply would help.

F. ASRCC Representative – Eli Martinez

- Put in chat a document on emergency funding stimulus that is being finalized and should be sent out this week and available to students. Please distribute to your courses. Only requirements for students to apply is to have paid their student fees for this semester.
- Trustee election results, RCC student Ivan Hess won. Congrats to him.
- This past week, there have been instances where students are being zoom bombed – growing concern. One instance was scheduled though conference zoom but had to report one to the police because of what was broadcasted. Waiting room and verifying who comes in and give password to limit who joins are options to stop this from occurring.
- **Question:** Senator Douglass – Difficult to verify those in “waiting room” when it is a public meeting. How verify for this?
- **Answer:** President Sellick – Verification process can include different levels. You can make sure people have a verified Zoom account with an email address that is part of an institution and can require passwords to be let in. To keep public, The Board of Trustees is having their Zoom meeting mediated by district administration and invitations are given to people who are part of the meeting then it is streamed via YouTube, so questions and statements can be asked via YouTube and still meeting Brown Act regulation.
- Professor Green - The Virtual Town Hall on Wednesdays has also had suspicious activities and has brought up issues of protecting student safety online. Suggest a guide for faculty be created. Offline President Sellick will talk and loop in faculty association and Chris Blackmore to clarify best practices to be sent out to people. Want to safeguard and not exclude students from participating.

3:55 VI. Council and Curriculum Reports 3:49 PM

A. Educational Program Oversight Committee – Kathleen Sell, Chair

- Draft of strategic plan going out on Wednesday and will be on District Strategic Planning Agenda for May 15. Equity is not on agenda today but been talking about proposal from Equity Committee to get emergency grants to students and those who are not eligible for Cares Act monies. We will discuss DACA students as well, but there are restrictions and protocol. Will update everyone next meeting.
- A post accreditation survey has been put together and will be sent out to find out what worked/what did not work. It is a deep debrief.
- Movement on PD front from Tammy Vanthul and Natalie Halsell to try and find cohesive approach to PD that moves away from cafeteria model to more competency based and strategic goals focused. Will be sharing with everyone in due time but good start.
- Final session on equity and planning is coming up on May 22. It is a planning group focused on how we make sure we have goals and ways of putting equity up and center. In emergencies, it is often the case that equity concerns are not as fully attended to. Need to be aggressive in making this a focus.

B. Curriculum Committee – Kelly Douglass, Chair

- District Curriculum Committee met and have process in place to finalize forms. What will happen with DE: all classes in spring, summer, and fall blanket addendum every class included will have to have a DE proposal go through our local process and approved by December.

- Have 2 choices: Choice 1, realized this class could be online, then please do regular DE addendum. Use what have now, will switch form soon. For each individual course you want this designation for, you must do this.
- Choice 2: decided don't want this course online as permanent option but only have it this way for emergency circumstances, there will be an emergency addendum to fill out, but primary change will be that you are not asked to explain why it is a good idea for online education. You will still be asked how to make it work online.
- For emergency only course designations, instructors are allowed to batch courses. If seeking regular DE designation, then must complete course by course but emergency designation can be batched together if answers are essentially the same then on the cover sheet, you will list out all course numbers and titles and individually enumerate them on one page.
- Need to be through local process by December, which means thoughtful conversation with colleagues and figure out own workflow about filling out forms and putting down correct information. Determine when to do this but launch proposals by the end of September, so they can be completed by December.
- President Sellick – Impression from District Academic Senate meeting on Monday was that this emergency track should be flattened out and have our regular curriculum process for accepting the proposals. Nobody in the district administration gets to decide how we approve curriculum. That is up to faculty who are discipline experts.
- Senator Cheney – If we want to do hybrid in the fall then find out afterwards that no, can only do online, will the designation of hybrid cause issues? Should emergency addendum be restricted to online only?
- Chair Douglass - No, plan is already to be lecture online only for the Fall and some lab components will be face-to-face. DE proposal is what you are allowed to do: online, hybrid, and also a preferred hybrid, or an online only if we have to under an extreme emergency. These processes are local. What we owe to the state Chancellor's Office is a definition of what our processes are.
- Senator Thompson-Eagle - Issue with preferred hybrid because we have been discussing doing incompletes so lecture and no lab.
- Chair Douglass - This would be a conversation with Dr. Farrar and deans. Still have to fill out hybrid form unless already approved for online delivery then do not need to do anything.
- **Question:** Senator Eldridge - When we make a discipline decision, are we deciding for all three colleges? Yes, which is why we must confirm with the district. Everyone should be in agreement.
- **Answer:** President Sellick – Want to avoid having someone attempting to assert the right of assignment. This is why emergency designation is so important.
- Chair Douglass - To some degree this issue exists already, but it will get worse as already some colleges decided to offer some online and some decided they do not want to do that. But chairs, VP, and deans decided not to offer even though other college is – this will continue to extrapolate with large number of classes.
- VP Academic Affairs Farrar - Could there be a situation where something was put on schedule and only approved for hybrid but not allowed on campus at all so have to remove the course from the schedule?
- Chair Douglass – The blanket addendum for this summer and fall covers everyone no matter what. The emergency designation occurs because we are backfilling the forms.
- If things are bad again in 2021, need to back fill for blanket addendum approved for 2020 because need to know what to do moving forward. Please do this for every class. Don't think there is going to be a 2021 emergency addendum, so if not done for delivery for regular or emergency, then if shut down for 2021 or future emergency, the course may not be able to be moved online. If there were a course only approved for online hybrid modality and moved to online in 2021, that course would be in trouble. Advocate for choice that says online if only possible option to keep class.

- Will send 50% substantive change memo to President Sellick to send out.
- The form will probably be delivered through the curriculum chairs who will send it to you.

C. Guided Pathways Committee – Monique Greene, Chair

- Student Services side has innovative strategies on how to keep students engaged outside of the classroom. Figuring out from Guided Pathways lens how to keep students engaged during this redesign.
- Last Friday, we had our first site visit with an NCI consultant we have been partnering with through the California Guided Pathways Project. We discussed how to keep the student experience in mind.
- At the site visit, 53 participants discussed how to make our student success teams work. Center Coordinators discussed incorporating social media and phone calls for education advisors to stay in touch with students, moving workshops online, and creating space for students to air concerns and create virtual environments for them.
- Outreach and Admissions and Records Office updates include using text messages vs email to connect with students as they respond better when sending dates/deadlines and to meet with a counselor over text.
- Equity was at the forefront of all conversations and must continue to ask how what we are doing impacts the student experience. We are now having conversations about what creative and innovative ideas can we offer in different modalities.
- This Friday we will be talking about teaching and learning and extend invite to Academic Senate members to attend on Friday May 8 from 2-3:30. Natalie Halsell and Tammy Vanthul will also be there to discuss platform on faculty side of the house, so PD activities are themed appropriately and made clear.
- Our participation in the California Guided Pathways Project is ending soon, started in 2018, but we asked to continue and have been accepted to attend site visits and receive feedback and observations. We have been applauded and they recognize RCC as a leading college in Guided Pathways. The next two years will move work further along, inside and outside the classroom.

4:15 New Business 4:21 PM

A. Discussion of upcoming elections in RCCAS and SPLCs – Kevin Mayse

- Officer elections within divisions and senate committees and subcommittees, and also, because it is an even numbered year, need to field applications for Faculty Chair of EPOC and ASC.
- In 2015-2016, modifications were made to RCCAS, and we created chair of EPOC and Chair of ASC positions, which Tom Allen filled alone, but since 2016, it has been two roles. RCCAS created a mechanism for refilling EPOC chair but did not create mechanism for refilling ASC chair.
- Only had election for EPOC. We should have elections for both and make fix in the Constitution and bylaws regarding role of ASC chair.
- VP Mayse – Received one nomination for each officer of RCCAS. Nominations include: Mark Sellick for President, Kevin Mayse for VP, and Mary Legner for Secretary/Treasurer. Need to ask one more time to make sure no one contacted a senator prior to this meeting, and we did not receive it.
- **Motion to confirm these nominations for President Sellick, VP Mayse, and Legner Secretary/Treasurer. M/S/C: Gerdes/Andres. Unanimous.**
- Guest McCarron - Highly recommend these three. President Sellick is an amazing leader of RCCAS and incredible how he's worked though this difficult time. Leads great meetings.
- **Motion to pass ballot. M/S/C: Gerdes/Andres. Unanimous.** Ballot will be sent to Mark Lehr who will complete process.
- Committee to dos from divisions include DLC and dept chairs curriculum wraps need to be taken care of before we go away for the summer.

- **Motion to have an election for both EPOC and ASC Faculty Chairs. M/S/C: Soto/Lehr. Unanimous.**
 - President Sellick – Will send out notification to faculty to let them know there are vacancies for EPOC and ASC chair positions. To express interest, they can attend the meeting on May 20 or provide a video recording explaining their qualifications.
 - **Motion to approve sending out notification of vacancies to faculty tomorrow and June 1 ratify results for ASC/EPOC chair. M/S/C: Soto/Lehr. Unanimous.**
- B. College Updates and Roundtable Discussion – Mark Sellick
- President Sellick – Email from faculty about synchronous and asynchronous courses. Open floor to dept senators for any issues that came to departments about DE or college planning.
 - VP Mayse – Issues with ALLY score not saving/changing and having to redo hours of work.
 - President Sellick – Raises issue of whether or not ALLY is the best mechanism for doing this. Need conversation within DE committees to make certain we are ADA compliant and using a reliable platform. Will pass this along to chair of DE committee.
 - **Question:** Senator Ruth – Can it be designated that a course is synchronous or asynchronous?
 - **Answer:** President Sellick – Course schedule will be built to mirror what we do in face to face hybrid, so there will be scheduling, so people can use dates and times as foundation to create synchronous meeting times and discussion. But equity implications: not regular access to internet, etc. Faculty will need to find middle ground, which is difficult work.
 - Senator Sell – Dates and times will appear but too much work to signify synchronous/asynchronous to students in schedule. Make this clear to students in syllabi because this level of detail in course schedule is too much.
 - VP Academic Affairs Farrar – One support reason for leaving dates and times was to allow faculty that flexibility to set a fixed time and place. Of course, sympathy and compassion should be built in as well. There are enormous variabilities with comfort level of faculty and how they envision instruction happening. Another concern is instructors choosing a time that conflicts with another course, so the date and time leaves flexibility in this scenario.
 - Senator Lehr – Found ALLY to be fairly consistent but think VP Mayse issue is Canvas. At night Canvas is backed up may have dropped what was put up the day before. If ALLY score changes, probably Canvas vs ALLY.
 - Senator Soto – Concern moving into fall is that we have not messaged to students and shared with them how the fall is going to be set up, so they may think it will be like this spring where we allowed for student flexibility with set times. Because there will be more classes available online for various reasons in the future, can we start doing research on traditional online vs face to face through Zoom and see the success rates and let this guide what we do?
 - Senator Douglass – Frank Harris and Luke Wood, who have done research on equity, showed a webinar last month on this and showed that synchronous sessions is where the equity gap is lower. It is in those sessions when community building still occurs. While true need asynchronous options, synchronous is showing greater numbers. Love that we'll have time/dates – use both and build a happy medium. Synchronous class includes other students as well, which is why it builds community better.
 - President Sellick – Already using Zoom for office hours and for quick questions, so being as flexible and mindful as possible is best, which everyone has been.
 - Secretary Legner – Heard same thing about community building using synchronous. Stem students are a little more used to working together, so it helps. Told by coach for accessibility that you can bring up ALLY score by putting things on One Note, but this defeats the purpose of having in modulated forms unless missing something.

- President Sellick – Important to keep restating that faculty need to make decisions that serve pedagogical approach and that we are here to support these decisions and support them.
- FA President Taube – Currently teaching two online classes that were online before COVID19. They merged into one shell and have two different ALLY scores. We as an institution cannot rely on ALLY to tell us that our courses are accessible. We need institutional support to build classes, so we do not lose our students. We must be student centered. Need to be accommodated in our online courses.
- President Sellick – Yes, and again, we need to make sure clear messaging is sent to students about how fall will work and explain we are building a schedule that has meeting times. And we can ask that students message faculty to ask expectations as far as synchronous vs asynchronous go, so they can find classes that best fit their needs.
- **Question:** Senator Gerdes – Messaging we hear from administration has been to not do synchronous, so accommodated and did both. Is this still the recommendation for the fall? It feels like creating two different courses and double the work.
- **Answer:** President Sellick – Given student population and situation and time constraints, would suggest finding a happy medium. Create the conditions for a classroom that is mindful of equity. Students now have only online format as choice. We will continue this discussion to formulate best approach.
- Senator Soto – Either way that we choose to teach, we should let students know and help them understand prior to registering.
- VP Academic Affairs Farrar – However deciding to move forward, it is key to remember you are now offering a distance education course, so we have to be able to show that we are meeting those regulations under that umbrella.

5:00 Adjourn 5:02 PM
M/S/C Eldridge/Lehr