



## Agenda Department Leadership Council Meeting

February 23, 2023 ◊ 12:50-1:50 ◊ Hall of Fame

Attachments/ Supporting Materials: minutes from December Meeting

### Meeting Objectives

1) Clear understanding of guidelines for the Summer/ Fall 23 schedule build, tools in Power BI, and strategies for the schedule build with an emphasis on efficiency 2) Program Review reminders

### Spring 2023 Objectives

**Beyond ongoing routine business and updates:** 1) enrollment management/ efficiency targets and strategies for the 23-24 Schedule build 2) continue to add to chairs' Canvas resources with a special focus on chairs' role in equity and inclusion work (I of I, hiring, and more) 3) review/ input on Strategic Enrollment Management plan 4) assess 22-23 DLC work and map out work for 23-24 5) provide input to the district wide schedule timelines group on how the changes to the 23-24 timelines went 6) other... let's see what comes up!

### 5 minutes I. Welcome and approvals

A. Approval of Agenda

B. Approval of Minutes: December 2022

### 45 minutes II. Business & Best Practice Focus for today: Scheduling

A. Program Review Reminders/ Questions

B. Information re Clinic Classes/ WRC—D. Kruizenga-Muro

C. Scheduling—Targets, efficiency, strategies for ongoing schedule builds for 23-24--Dr. Wright and All

- a. Data points to analyze for the schedule build: Actual # of primary sections for the term; FTES generated; FTES-FTEF ratio (18 is the sweet spot though this will vary based on our course caps); Efficiency/ Productivity number (the college needs to hit 595; our discipline numbers will vary based on course caps, but we all have a ball park number we need to aim for)
- b. Power BI tools
- c. Considerations to create a balanced/ nimble schedule that meets student demand and stays within contract guidelines (modality, term length, etc)
- d. Course rotations and sequencing within disciplines: updating based on current data, and analyzing before publishing these

### 10 minutes IV. Chairs' Reports & Wrap up

A. Link for self-enroll in chairs' Canvas resource: chairs can self-enroll with this link:

<https://rccd.instructure.com/enroll/C7BX79>

**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.

- B. DLC webpage has been updated. You can find it here: <https://www.rcc.edu/about/strategic-planning/tllc/department-leadership-council.html>

## VIII. Adjourn

### Notes for Agenda Items

**Next Meeting:** *March 30<sup>th</sup>—a 5<sup>th</sup> Thursday. The change here is because the 4<sup>th</sup> Thursday conflicts with a Guided Pathways Institute the college is participating in. This March meeting is our annual longer meeting.*

**Spring Meetings:** Feb 23, March 30\* (this one will be the extended meeting), April 27, and May 25<sup>th</sup> . All meetings will be in person and in the Hall of Fame.

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