



Riverside City College Academic Senate

Agenda

Monday, 30 September 2024 • 3:00 - 5:00 PM

Meeting Location: The RCC Hall of Fame Room

YouTube link for viewing:

<https://www.youtube.com/channel/UC9tCDF4RDXCqzrUS0QfO09A/featured>

- 3:00 I. **Call to Order**
- 3:05 II. **Approval of the Agenda**
- 3:05 III. **Approval of the Minutes:** 9 Sept. 2024
- 3:10 IV. **Public Comments**
- 3:20 V. **Liaison Reports**
 - A. RCCD Faculty Association
 - B. College Vice President
 - C. ASRCC Representative
- 3:35 VI. **Committee or Council Updates and Reports**
 - A. RCC Distance Ed (DE) Chair Heather Smith will provide a brief committee update (information)
 - B. Accreditation Faculty co-chair Jacqueline Lesch will provide a brief update about the Institutional Self-Evaluation Report (ISER) evidence gathering form and timeline (information)
- 3:50 VII. **Ongoing Business**
 - A. President Scott-Coe or designee will facilitate a second discussion regarding the faculty replacement form and guidance memo recommended by the RCC Department Leadership Committee (DLC) (second read + action)
 - B. The RCCAS leadership team will introduce the RCCAS Bylaws for annual review and update (first read)
 - C. RCCD counsel Keith Dobyms will present an introductory overview of The Brown Act (information)
- 4:20 VIII. **New Business**
 - A. Senator Lisa Thompson-Eagle or designee will share faculty concerns related to academic integrity and student conduct processes (information + discussion)
 - B. President Scott-Coe or designee will share information about faculty nominees for the Phase II CCN convenings as well as surveys for impacted disciplines (information)
 - C. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates (action)
 - a. Faculty Co-Chair for SAS
- 4:30 IX. **Officer Reports**
 - A. Vice President
 - B. Secretary
 - C. President
- 4:45 X. **Open Hearing**
- 4:55 XI. **Learn, Share, Do**
- 5:00 XII. **Adjourn**

Next RCCAS Meeting: Monday 7 October 2024

Title 5 §53200 and RCCD Board Policy 2005
Academic Senate "10+1" Purview Areas

1. Curriculum, including establishing prerequisites and placing courses within disciplines* 2. Degree and certificate requirements* 3. Grading policies* 4. Educational program development* 5. Standards or policies regarding student preparation and success* 6. District and college governance structures, as related to faculty roles** 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports** 8. Policies for faculty professional development activities* 9. Processes for program review** 10. Processes for institutional planning and budget development** 11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate**

* The RCCD Board of Trustees relies primarily on the recommendations of the Academic Senate

**The RCCD Board of Trustees relies on recommendations that are the result of mutual agreement between the Trustees and the Academic Senate

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside City College Academic Senate will swiftly provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact Office of Diversity, Equity, & Compliance at 951-222-8039.

Riverside City College Academic Senate
September 9, 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 (Term ending 2026)

President: Jo Scott-Coe

Vice President: Ajené Wilcoxson (left at 3:58pm)

Secretary-Treasurer: Micherri Wiggs

Department Senators (Term ending 2025)

Applied Technology: Patrick Scullin

Behavioral Science: Eddie Perez

Business, Law & CIS: Skip Berry

Communication Studies: Lucretia Rose

English: Christine Sandoval

History/Philosophy/Humanities/Ethnic Studies: Daniel Borses

Library & Learning Resources: Sally Ellis (not present)

Life Sciences: Lisa Thompson-Eagle

Mathematics: Evan Enright

Music: Steve Mahpar

World Languages: Araceli Calderón

Department Senators (Term ending 2026)

Art: Will Kim

Chemistry: Leo Truttman

Cosmetology: Rebecca Kessler (left at 4:57pm)

Counseling: Sal Soto

Dance and Theatre: Jason Buuck

Economics/Geography/Political Science: Kendralyn Webber

Kinesiology: Jim Elton

Nursing Education: Lee Nelson (arrived at 3:23pm)

Physical Science: James Cheney (arrived at 3:02pm)

School of Education & Teacher Preparation: Emily Philippsen

Associate Faculty Senator

Lindsay Weiler (not present)

Ex-Officio Senators

TLLC: Greg Russell (not present)

ASC: Jacquie Lesch

EPOC: Wendy McKeen

GEMQLC: Wendy McKeen

RDASLC: Patrick Scullin

SAS LC: Vacant

Curriculum: Kelly Douglass

Parliamentarian: Sal Soto

RCCD Faculty Association

Emily Philippsen

Administrative Representatives

College President: Claire Oliveros

VP Academic Affairs: Lynn Wright

VP Business Services: Kristine DiMemmo (not present)

VP Planning and Development: Vacant

VP Student Services: Vacant

ASRCC Representative

Vacant

Recorder of Minutes

Elena Santa Cruz

Guests

Shari Yates, CTE Dean

Kristi Woods, LHSS Dean

Herbert English, Counseling Dean

Virginia White, Professor, Life Sciences & Program Review Chair

Courtney Carter, Associate Professor, Counseling

Bishop Harrell, ASRCC Senator

3:01 II. Approval of the Agenda

- M/S/C: (Sandoval/Calderon) Approved by consensus

3:02 III. Approval of the Minutes – June 3, 2024

- M/S/C: Borses/Perez, approved by consensus

3:03 IV. Public Comments

- Public comments guidelines shared
- No public comments

3:04 V. Liaison Reports

A. RCCAS President Jo Scott-Coe

- Update regarding summer discussions about the District 25-year plan, now called the Educational Blueprint: Scott-Coe followed Senate guidance from June 3 meeting and attended summer conversations, listening, tracking, and asking questions. The workgroup has moved in a positive direction overall. One more meeting this Friday before the document will be shared. The best development is a condensed and more clear listing of shared goals and priorities, research/data narrative has been moved to appendices and I have suggested internal links/cross references. The document will include a short description of the process and authors, as requested. It also now explicitly includes a statement that it is a “living” document. More to come about the timeline for when senates will see and review this new version.
- Security audit – Regarding faculty focus groups: Scott-Coe worked with Dr. DiMemmo over the summer to assure we would have more than the suggested 3

faculty to represent RCC. We were granted 12 representatives and selected very deliberately based on campus locations, programs, equity considerations, connections to constituency groups who have expressed concerns, etc.

Regarding the employee survey: As last Friday, Director Beiwei Tu, indicates that the survey should be sent out the week of Sept. 16. We need as many FT and PT faculty participating in this survey as possible.

- Hiring of our new academic affairs assistant: Senate leadership will be working to collaborate with Natalie Halsell and Melissa Harman for the welcome and specific orientation to senate and faculty development. Many thanks to Elena for all she has done to support us since last November.
- The cross-district equivalency workgroup met to discuss and work on drafting updates and for our procedure. Basic goals: update with ASCCC guidance in mind; ensure discipline voice and voting in equivalency decisions; ensure consistency and institutional memory across the district; make expectations for candidates transparent; develop a procedural appeal process. The workgroup is still meeting; updates to come.
- At District Academic Senate on August 30: DE and hyflex were a subject of cross-district conversation. Senate presidents shared concern that DE needs to be maintained as a 10+1 academic matter (i.e. not just technology). There is also concern to ensure the definition of hyflex is solid and shared across district. The senates also want to make sure DE is supported by local and district senates. Heather Smith will be providing RCCAS with an update on Sept. 30.

B. RCCAS Vice President Ajene Wilcoxson

- RCC is up for BOT Senate Spotlight in November.
- This is RCC's year for Distinguished Faculty Lecturer.
- Strategic planning prioritization process is beginning — the Vice President's plans are now available for review on the program review webpage: [Program Review and Plan \(rcc.edu\)](#) The first VP Q & A is on September 16.
- Senate leadership is sponsoring two budget town hall events to help facilitate transparency at the college when it comes to budget. Please encourage your department members to attend on either October 3 or October 17 during college hour.

C. RCCAS Secretary Treasurer Micherri Wiggs

- 2024 NANDI Conference Scholarship deadline is approaching. The application deadline is 9/12 but it is a short application. Please share with colleagues. We have recently been called to "Ring the RCC Alarm" in an email thread regarding the experiences of black women working at RCC. This conference is an opportunity for more of us to understand and grow so that we can be allies in finding solutions.
- Please prepare your department members for a call to fill a vacancy on the RCCD Global Learning & Study Abroad Committee. The elected faculty would finish a term, serving through June 2024
- Strategic Planning Leadership Council membership tracking is an ongoing challenge requiring the efforts of many individuals. For whichever committees you're part of, please work toward helping to clarify membership, terms, etc. so these kinds of efforts are smoother for all of us.

- Challenge to Senators for this semester. 1) Attend at least one athletic event, take a photo and send into academic.senate@rcc.edu 2) Attend at least one District Academic Senate meeting.
- D. RCCD Faculty Association Emily Philippsen
- COLA is happening, payroll is processing.
 - Many faculty investigations have limited faculty association ability to work on many other issues.
 - DE training is taking longer than 16 hours; this will be discussed more fully at FA meeting tomorrow.
 - Institutional Service form issue is being resolved; VP Wright will check on this.
- E. College President Claire Oliveros
- Will attend academic senate monthly to give college updates
 - Welcome to the Fall semester. Wild fires and unhealthy air statements have gone out; college is following the South Coast AQM website to monitor conditions. Athletics has pivoted their plans.
 - Welcome Dr. Kristi Woods in an interim role – Vice President of Planning and Development.
 - VP of Student Services hiring is taking place.
 - Appointments to the President’s Advisory Council of Equity and Inclusion will be coming once the VPPD is in place. Plan is to have first meeting in October 2024.
 - ASRCC will be having ballot parties and encouraging voting on October 11 and 12.
 - Statewide CEOs are supporting teams to attend the NANDI Conference. President’s office will support and supplement attendance at the conference.
 - Also, a new group from RCC is headed to Ghana for the 2024 All African Diaspora Education Summit from September 27 – October 6.
- F. ASRCC Representative
- Not present.

3:23 VI. Committee or Council Updates

- A. RCC Curriculum Chair Kelly Douglass will provide an update about common course numbering (AB1111) and related timelines, along with reminders of curriculum deadlines and projects for the academic year (information)
- Project has become much more complex, rather than just common course numbering (CCN), there are now common templates.
 - The 1st Phase has been released and address the 6 most common statewide courses.
 - Phase 2 will be the 77 most offered classes across the state.
 - New course names will include: 4 letter disciplines, followed by a “C” (for common lettering), 4 digits, then a letter for things like honors and lab. Example: ENGL C1000 (for standard course) and ENGL C1000H (for honors)
 - IDCs will need to transfer all the faculty with minimum quals in old discipline to the new 4-letter discipline.
 - Deadlines to remember: September 27th for course related changes; October 25th for all other curriculum changes.
 - Emails coming about new ADTs needing to be articulated with the new CALGETC. Need to have the departments approve the changes in department

meetings and send minutes to curriculum committee. Watch for emails from Casandra Greene, Ellen Brown-Drinkwater or Kelly Douglass.

- More detailed information will be provided tomorrow to your department curriculum committee representatives at monthly meeting.

3:40 VII. Ongoing Business

- A. The RCCAS leadership team will provide a review and orientation about the roles and responsibilities of Academic Senate under Title V, with a preview of senate business for the academic year (information)
- Reminder – there will be snacks for senators at the back of the room, please help yourself.
 - Also, please sign in for each meeting as this is a Brown Act meeting.
 - Name tents have a lot of information – there are questions on the back that you should be thinking about during reports, inside has the council and committee structure.
 - Time reminders for reports and Q&A sessions – 5-minute warning, 1 minute warning, “Thank you” means that your time is up.
 - 10+1 are the areas where faculty must be the voice and have power to make decisions to advocate for students.
 - Senate bylaws were updated last year, just some clean-up to reflect the current state of things; constitution was not updated.
 - Senator Duties, adapted from the RCCAS Constitution
 - i. Attending regular Senate meetings as active representatives of their department colleagues;
 - ii. Approving appointments by the Academic Senate President;
 - iii. Keeping their department colleagues informed about College issues and pending Senate matters;
 - iv. Informing the Academic Senate President about relevant concerns in department for appropriate action;
 - v. Helping the Academic Senate President gather data for research projects of the Senate;
 - vi. Facilitating better communication between RCCAS, faculty, staff, student government, Administration, and the Board of Trustees;
 - vii. Guiding new Senators about RCCAS's goals and policies;
 - viii. Serving on RCCAS committees and other requested committees;
 - ix. Encouraging faculty involvement in RCCAS through committee participation and attending general sessions.
 - Senate is more formal than other meetings. There is a Wednesday call out for agenda items, followed by a Wednesday agenda the next week. This is so that you have more time to review agenda rather than only the 72 hours required. Also, the agenda has links so that you can click the links to find the attachments in the large packet.
 - Agendas and messages will come from the academic senate email; senators are advised to check their junk folders.
 - Brown Act presentation will be coming next meeting by RCCD general council, Keith Dobyns.
 - Senate meetings are public which is why they are livestreamed, providing access for public view.

- Public Comments on the agenda is for those not part of the senate; Open Forum is for senator comments.
 - Meeting is scheduled from 3pm to 5pm, if the meeting needs to go longer, a motion and second must be made to extend the meeting, followed by a vote.
 - Voting rights – Only elected senators may vote, not the ex-officio members. Capturing the motions, seconds, and abstentions need to be documented.
 - Because of its purview, RCCAS takes different kinds of action. Some votes are simply an acknowledgement that the academic senate was consulted about a particular document; some recommend a procedural direction; and some document a position on a document or a recommendation brought forward. But no votes may take place if not indicated on the agenda that a vote may take place.
 - Items on the agenda need to be connected to the 10+1.
 - Last part of the agenda is called Learn, Share, Do to capture items that need to be shared, learned about or done before the next meeting. At the end of the meeting, this item will be opened so that together we can review our list of things to take back to the departments by Senators.
- B. President Scott-Coe or designee will facilitate faculty updates about how Improvement of Instruction (IOI) and hiring processes continue to impact areas of Senate 10 + 1 purview (discussion)
- DLC is currently compiling a large case study regarding hirings and IOIs.
 - Discussion ensued, emphasizing that complaints are about the process, not the people.
 - Communication studies had transfers in the Spring, vacancies had delays, not enough faculty to staff classes, so some PT Faculty had to be given permission to work over their limit. FA was informed that these faculty are doing the work but they do not get the benefits of being a FT faculty member, also they are not getting the professional development that FT Fac receive.
 - Early Childhood is a small department and all faculty are at the limit.
 - World Languages had to cancel one class, more were almost cancelled. Hiring documents are not accessible for all faculty, this department hires a diversity of faculty.
 - Due to timing issues, Canvas shells are not accessible to allow proper preparation by the instructor.
 - Golden Handshake implications – we don't know yet how many or who will be retiring, so we need to know soon and have the staff to get them replaced.
 - In order to provide quality education, we also need the support staff in lab science. Subs not coming on board quickly enough. We also need support staff and they are also impacted by HRER. Department is imploding due to staff shortages.
 - Cosmetology has a day and night program and they are short one staff and this impacts the ability to provide the same quality of education for the day and night students.
 - District Senate last month was very interesting meeting; and the open hearing allowed all three colleges to hear and share concerns about how HR delays are impacting departments and programs;

- Part time faculty are being exploited by asking them to teach full time but not get all the benefits of full-time employment.
 - Communication can be clearer to address issues: It would be helpful for chairs to have names and duties from HRER personnel so that we know who is responsible for each division of the department. It often feels like everyone is doing everything which translates that no one is doing anything.
 - When leadership committees/councils meet, perhaps these concerns can be taken to HR subcommittee under RDAS.
- C. President Scott-Coe will introduce the draft Artificial Intelligence Faculty Guide shared at District Academic Senate in May 2024 for senate feedback and further potential input from TLLC (information + possible action)
- Drafted by Norco College, comments along the side are from MVC, taking comments:
 - i. Comments about finding the guide useful as a definition of terms and concepts, rather than directives.
 - ii. Senator shares that this may be too large of a topic to take on in a single senate meeting
 - iii. President Scott-Coe reminded that today we are not debating the merits but only deciding, as agreed back on June 3, about how to facilitate a gathering of feedback on this drafted document.
 - iv. Could take the document back to departments and bring back feedback
 - How would the senate like to proceed with the document?
 - i. TLLC created separate materials last spring, and those were shared on June 3, the same meeting where RCCAS was informed about district senate discussion of the draft from Norco.
 - ii. M/S/C (Perez/Nelson) to send draft Artificial Intelligence Faculty Guide back to TLLC and simultaneously get feedback from departments to be brought back to a future Academic Senate meeting. Approved by consensus.

4:00 VIII. New Business

- A. Dr. Kristi Woods or designee will share the application materials and supporting narrative for the Naming Recognition of Dr. Oliver Thompson for classroom Quad 240 (discussion and action)
- Academic Senate President requests approval to write a letter of endorsement for the Naming Recognition of classroom Quad 240 in the name of Dr. Oliver Thompson.
 - Dr. Woods shares Dr. Thompson's history, accomplishments and reasons that he deserves the posthumous recognition.
 - Senators shared fond memories of Dr. Oliver Thompson; he had a long-lasting effect on many faculty. He always challenged the college to do better and brought student focused issues to the forefront.
 - M/S to approve a letter of endorsement for the Naming Recognition of classroom Quad 240 in the name of Dr. Oliver Thompson from RCC Academic Senate (Perez/Nelson), approved by consensus after discussion from senators unanimously.

- B. President Scott-Coe or designee will share the form and guidance memo recommended by the RCC Department Leadership Committee to document faculty replacement requests (first read)
- Document shared – this is not new policy; it is a procedure to document faculty replacement.
 - Changes suggested by faculty department chairs have been made since last Spring, and DLC has now recommended approval of the document by Academic Senate.
 - This document is for replacement only, not for new positions; new positions still need to go through prioritization. To record retro replacements, that would need to be asked at DLC which meets on Thursday.
 - Discussion reflected support of this document. RCCAS will vote at the next meeting.

M/S/C (Berry/Calderon) to extend meeting 5 minutes, approved by consensus.

- C. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates (action)
- LHSS faculty representatives for Leadership Councils
 - i. M/S/C (Borses/Enright) to ratify election results. Approved by consensus.
 - CLLRAS (counseling and library) faculty representatives for Leadership Councils
 - i. M/S/C (Soto/Enright) to ratify election results. Approved by consensus.
 - Faculty Co-Chair for SAS
 - i. Position remains vacant
 - RCCAS Parliamentarian
 - i. M/S/C Nelson/Perez to elect Sal Soto as parliamentarian. Approved by consensus.

4:23 IX. Open Hearing

- Sterilization process issue in Biology, waste is accumulating, could cause much damage to college building, process is taking too long, contract is urgent and we need to prioritize safety – send to VPAA admin to push through the process.
- Accreditation: for the the ISER (Institutional Self Evaluation Report), evidence gathering is starting. More information to come.
- District 25-year plan is a living document – it will return to a later meeting for further discussion.
- Book rep had an issue with pricing which made book more expensive to qualify for ZTC/LTC.
- Hispanic Heritage month events – watch in email for announcements/invitations
- September is parent-student month – 403 students in nursing are parents
- Sept is cybersecurity month, come see the new cyber wall

4:56 X. Learn, Share, Do

- Distinguish Faculty Lecture at RCC this year
- Budget meeting October 3rd & 17th
- Share NANDI Scholarship opportunity
- GLSAC needs one member. Call out coming soon.
- Senators are asked to calendar an athletic event & district academic senate meeting for this semester

- Ballot parties will be October 11th & 12th
- Presidents Council on DEIA meeting for first time in October
- Take AI documents from Norco to departments & ask TL to look at it
- Share DLC faculty replacement document
- Survey on campus safety

5:00 XI. Adjourn at 5:07 pm

- By consensus
- Next meeting will be Monday, September 30th

Glossary:

M/S/C = Motion Seconded and Carried

APPROVED

RCC Accreditation Evidence Form


Identify evidence to support RCC Accreditation - add more text

Hi, Jacqueline. When you submit this form, the owner will see your name and email address.

1. Accreditation Standard 

Select your answer




2. Title/Name (of evidence) 

Enter your answer

3. Evidence Brief Description 

Enter your answer

4. Creator/s - Responsible Party (department, leadership council, committee, workgroup) 

Enter your answer

5. Evidence Date (day/month/year is known) 

Enter your answer

6. Content Type

- college catalog
- committee bylaws, charter
- communication (Zoom recording, email, social media)
- course outline of record
- dashboard
- data
- flyer
- handbook
- inventory
- job description
- meeting minutes/agenda
- newsletter
- planning document (Strategic Plan, Facilities Plan, etc.)
- policy
- press release
- program review (PRaP)
- report
- survey results

syllabus

training

website content

Other

7. URL 

Enter your answer

8. Contact email (who identified/can explain the evidence) 

Enter your answer

9. Upload/attach evidence (Non-anonymous question ) 

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio



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Guidance Memo
August 2024

To: Riverside City College Department Chairs
From: Kathleen Sell, Professor of English and Chair of Department Chairs
Lynn Wright, VPAA

Re: Process for requesting a faculty replacement position for existing vacancy

The following steps outline the process to follow when requesting the replacement of a faculty position at Riverside City College. This process is to be used subsequent to the receipt of an official resignation or retirement notification from a faculty member. Adhering to these guidelines will ensure a transparent, systematic, and data-driven approach to the consideration and approval of requests for faculty position replacements. The process will help us assess the continued need for the position and make timely, informed decisions in line with our institution's strategic objectives and available resources. This document provides guidance for completing and submitting the RCC Faculty Replacement form.

Step One: Department Chair will identify existing vacancy and replacement position being requested. Are you replacing "like for like" (requesting replacement for the same discipline) or are you seeking to use the replacement position for another discipline within your department?

Step Two: Submission to Dean for consideration: After identifying the discipline for the faculty replacement, submit the Faculty Replacement form to the appropriate academic dean for initial consideration. The dean will provide a recommendation if there are circumstances that should be considered relative to the college's goals or priorities identified in its Strategic or Educational plans.

Step Three: Dean's Consultation with the Vice President (VP) and VP recommendation: If circumstances warrant, the academic dean will consult with the Vice President of Academic Affairs (VPAA) or the relevant counterpart (e.g., Vice President of Planning & Development for counseling positions) to discuss. The VP will make a recommendation and forward to the President.

Step Four: Final Decision by College President: The ultimate decision regarding the approval or denial of the replacement position request will be made by the college president. The college president will consider the rationale, input from the faculty, the academic dean, and the VPAA (or equivalent) to make a well-informed decision. Should the president deny the request, rationale shall be provided, and the department may request reconsideration.

It's crucial that this process is carried out with transparency, thorough documentation, and clear communication among all parties involved to ensure that the replacement position request is evaluated fairly and in alignment with the college's strategic priorities and available resources. Additionally, regular updates should be provided to the requesting department throughout the process to maintain transparency and keep all stakeholders informed. All parties involved will endeavor to complete their respective steps in a timely manner, with the goal to complete the process within 14 calendar days.

Per RCC’s Human Resources Staffing Plan (2021), “Tenure-track Faculty retirements and transfers will be replaced by hiring full-time tenure-track faculty members within the existing discipline as long as those replacements are consistent with the college’s Strategic Plan, Enrollment metrics, and Educational Master Plan” (page 4). *The purpose of this form is to provide organizational rationale for filling a replacement faculty position in alignment with the HR Staffing plan principle; it is understood that these positions will stay with the college. Department Chairs should initiate the request by filling out the first part of this form and then submit to their Dean for completion as outlined in the “Process for requesting a replacement position for existing vacancy” Guidance Memo.* Every effort will be made to complete the process and make a determination on the request within 14 calendar days from the date of Department Chair submission to Dean.

Department: _____ Department Chair: _____
Division: _____ Division Dean: _____

Existing Position Title (discipline of vacant position): _____
Name of faculty member who is leaving/retiring: _____
Anticipated date of separation/retirement/resignation/vacancy: _____

Are you seeking replacement for vacancies? Yes/No
If your answer above is “YES,” are you requesting replacement for this same discipline? Yes/No

If your answer is “No,” which discipline within your department are you requesting position replacement?
Discipline: _____
Title of position being requested: _____
Rationale (optional): _____

Department chair signature confirming request: _____ Date: _____

Dean: _____ Division: _____

Dean’s recommendation and rationale (if needed). Please include any mitigating circumstances that should be considered as well as how the position advances or supports the college’s goals or priorities in its Strategic and/or Education plans.

Dean’s signature: _____ Date: _____

Vice President’s Recommendation: [YES/NO – drop down to be added when formatted]
Rationale: _____

Vice President’s signature: _____ Date: _____

President’s Determination: [YES/NO – drop down to be added when formatted]
Rationale for determination (if decision is “No”): _____

President’s signature: _____ Date: _____

**BYLAWS OF THE RIVERSIDE CITY
COLLEGE ACADEMIC SENATE**

PREAMBLE

The Riverside City College Academic Senate (“RCCAS”) can propose, change, and amend its Bylaws by a majority vote of all of its members provided that (1) motions to amend the Bylaws must be proposed in writing and (2) two weeks must elapse between the making of a motion to amend and any action to adopt the motion.

ARTICLE I. MEETINGS & PROCEEDINGS

1. Regular RCCAS meetings will be scheduled in the Hall of Fame of the Bradshaw Student Center from 3:00 until 5:00 PM on the first and third Mondays of each month (contract holidays excepted) during the academic year, unless otherwise announced.
2. RCCAS meetings and faculty meetings called by the RCCAS are conducted under the parliamentary guidance of the most recent edition of Robert's Rules of Order, Revised.
3. Space for public comments related to the purview of RCCAS will be included in each agenda.
 - The public may comment on items not included on the agenda during the “Public Comments” agenda item only.
 - Total time for public comments will be limited to 10 minutes.
 - Time limits for each individual speaker will be 3 minutes, unless there are several speakers in which case time may be reduced to ensure public comment is limited to 10 minutes.
 - According to Robert’s Rules of Order, Public comment is to be germane to the duties of the body, relate to current or new items for discussion and decision by the body, be respectful, and avoid the use of names or pejoratives.
 - RCCAS members may not discuss nor may they take action on public comments associated with items not on the agenda. If an RCCAS senator determines that the issue needs further discussion, the member may submit an agenda item dedicated to the issue at a subsequent meeting.
4. The RCCAS shall establish its own agenda by simple majority vote of the members present. The agenda must be established in accordance with State laws and regulations. Any member of the Riverside City College faculty may submit agenda items to the RCCAS. The established agenda may be abridged by majority vote or by consensus of the members present.
5. The RCCAS President will contact any Senator who misses three regularly scheduled meetings to assess the problem. If appropriate, the RCCAS President will contact the Senator's Department Chair regarding such absenteeism, with the hope of resolving the situation and avoiding departmental under-representation. Replacement of such absentee Senators may be necessary.

6. At its discretion, the RCCAS may authorize the RCCAS President to act on its behalf during the summer months. Wherever possible, action should be deferred until the Senate can meet and confer during the academic year.

ARTICLE II. ELECTIONS

1. Elections are conducted according to Article VIII of the Constitution.
2. The call for nominations shall be made at least three weeks in advance of the holding of an open faculty meeting which will constitute the closing of nominations.
3. In those years when the offices of President, Vice President, and Secretary-Treasurer are open for election, the College Academic Senate shall arrange in a timely manner through its committees for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.
4. Elections shall be conducted electronically or by campus mail in such a manner as to maximize the integrity of the electoral process.
5. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted immediately after votes are counted. The Nominations Committee will conduct the election in such a manner as to minimize the interference of the Spring Break with the election process.
6. The Nominations Committee shall request the Departments to hold elections for Department Senators and shall inform the Departments in a timely manner whenever a special need exists to fill a vacancy. Terms of office for Departmental Representatives to the Senate shall be for two (2) years with no limitation on the number of consecutive terms to which a departmental member may be elected as a Senator.
7. The Department representative elections shall be held as follows:

The following Departments shall elect representatives in odd-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect representatives in even-numbered years:

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

8. In the event that a departmentally-elected Senator is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, load-bank leave, other leave of absence, or is otherwise unable to regularly attend Senate meetings, the Department shall elect a replacement representative for the balance of the term and so indicate in Department minutes.
9. Where the Constitution requires election by majority vote, a runoff election will be held between the top two vote-getters. In some cases involving tie votes, a runoff between more than two candidates could occur.
10. Ballots and election results shall be kept on file in the Academic Senate office and shall be available for review for 120 days.

ARTICLE III. RIVERSIDE CITY COLLEGE EDUCATIONAL PLANNING, LEADERSHIP COUNCILS, COMMITTEES AND WORKGROUPS

Section 1: Educational Planning Oversight Committee

- A. Pursuant to RCCAS's role in educational planning and budgeting under Title 5, §53200.10, the RCCAS President shall work with the President of Riverside City College to create an overarching strategic planning and operations structure for Riverside City College. The central structure shall be named the Strategic Planning Council and its primary input shall be the Educational Planning Oversight Committee ("EPOC"). The primary responsibility of the EPOC shall be to monitor institutional progress toward achieving college goals and to provide recommendations to the college president. EPOC also shall oversee and direct the general work of the Strategic Planning Leadership Councils ("SPLCs") and shall serve as the Accreditation Steering Committee when necessary.
- B. The Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils shall be ratified by the RCCAS. Any proposed changes to this document shall be brought before the RCCAS for consideration and ratification.
- C. The President of RCCAS shall accept nominations for faculty co-chair of EPOC, which will be brought to the RCCAS for deliberation and election. The President of Riverside City College shall choose an administrative co-chair for EPOC. These two will jointly oversee EPOC.
- D. The term of the faculty co-chair of EPOC shall be two years.
- E. The faculty co-chair of EPOC shall be regarded as an ex-officio, non-voting member of the RCCAS and shall provide regular reports the RCCAS.

Section 2: Strategic Planning Leadership Councils

- A. The Strategic Planning Leadership Councils (“SPLCs”) allow all members of the college community to participate in the decision-making process. Membership includes students, faculty, classified professionals, and administration. The SPLCs develop the college’s long-range plans, review and approve the Five-Year Comprehensive Program Review Plans in the areas for which they are responsible, monitor the specific activities of each unit and evaluate each unit’s Annual Assessment report, and link goals, vision, and processes for planning to resource allocation.
- B. The SPLCs, in accordance with their respective charges, shall determine when meetings are necessary in order to:
1. Develop and implement the college’s long-range strategic plans;
 2. Create integrated action plans to monitor, evaluate, and advance each unit’s action plans;
 3. Make recommendations to the Educational Planning Oversight Committee;
 4. Facilitate the dissemination of strategic planning information to the college community;
 5. Advance the implementation of college goals and targets; and
 6. Assess the progress each year the college makes to achieve its targets.
- C. The four (4) leadership councils are Student Access and Support (SAS); Teaching and Learning (TL); Resource Development and Administrative Services (RDAS); and Governance, Effectiveness, Mission and Quality (GEMQ).
- D. With the assistance of the faculty co-chair of EPOC, the RCCAS President shall accept nominations for the presiding faculty co-chairs of the SPLCs and bring them to the RCCAS for ratification. Appointments for presiding faculty co-chair and other faculty positions on the SPLCs shall be for two years; incumbents may be reappointed. To the degree possible, appointments shall be staggered terms. Members may be removed after three absences at the discretion of the constituent group. At the beginning of each academic year, the council shall provide the EPOC with a roster of voting members and other participating members.
- E. The faculty co-chairs of SPLCs shall represent their committees as ex-officio, non-voting members of the RCCAS and shall provide monthly reports to the RCCAS.
- F. The composition and charge of the SPLCs shall be articulated in the Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils.

Section 3: Standing Committees

- A. In general, committees perform work necessary for the policy and procedure recommendations of the SPLCs. Other committees are charged with addressing faculty issues under Title 5 §53200’s “10+1” and serve as stand-alone strategic and operational inputs, such as Curriculum. Committees that are tasked with academic issues (e.g.

Curriculum, Academic Standards, Associate Faculty) shall consist solely of faculty as voting members.

- B. Committees shall elect their chair in the spring prior to the term that begins in the fall. Faculty chairs of Committees shall be selected by the membership of the Committee and brought before RCCAS for confirmation. Committees who wish to do so may designate a faculty co-chair. The Chair of the Curriculum Committee shall serve as an *ex officio*, non-voting member of the RCCAS and shall provide reports as needed, at least once per semester, to RCCAS with the co-chairs of the Leadership Councils.
- C. Committees shall meet, at a minimum, once a month during the academic year. Committees may meet as part of District-wide committees where the Colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.
- D. The College President or designee shall identify an Administrator to serve as non-voting co-chair and to provide a liaison to the Administration on any Committee that has a committee that meets at the District level.

1. Curriculum Committee

- a. The Riverside City College faculty shall establish a Curriculum Committee, for the purposes of representing the faculty through the Senate to the Administration and to the Board of Trustees on all matters relating to any courses offered by the College. The Committee may freely utilize the expertise of all faculty in questions regarding specific courses, and shall direct special attention to the general issues of curriculum philosophy and development.
- b. The term of the chair of the Curriculum Committee shall be two years, beginning in the fall of even- numbered years. Should the Curriculum Committee choose a co-chair, the term shall commence in the fall of odd-numbered years.
- c. The Curriculum Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- d. In the event that a departmentally elected Curriculum Committee representative is unable to serve due to extended medical leave, semester- abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Curriculum Committee meetings, the Department shall elect a replacement representative for the balance of the term.

- e. The following Departments shall elect Curriculum representatives in odd-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect Curriculum representatives in even-numbered years:

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

- f. The RCC Articulation Officer is a voting member of the curriculum committee.
- g. Election of members of the Curriculum Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Curriculum Committee members shall serve beginning on the first day of service of the academic year.

2. Academic Standards Committee

- a. The Riverside City College faculty shall have representatives on the District Academic Standards Committee. This committee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary. Academic Standards exists for the purpose of recommending policy pertaining to student academic standards at Riverside Community College District and therefore, at Riverside City College. For example, the committee may recommend grading policies, withdrawal policies, degree standards, certificate standards, performance testing, remedial standards, transfer standards, non-transfer standards.
- b. The Academic Standards committee is composed of the curriculum chairs from each college in the district, the three Articulation officers from each college in the district, and one faculty member from each college's curriculum committee. As such, RCCAS is represented by its elected curriculum chair and another departmentally elected faculty from the curriculum committee, whose election is identified in the "Curriculum Committee" section of this document (3D1).

3. Departmental Leadership Committee

- a. The Riverside City College faculty shall recognize the Departmental Leadership Committee, which shall be tasked with articulating departmental and disciplinary issues, considering best practices for departmental operations, scheduling, and working with Academic Deans to assess and prioritize Comprehensive Program Review and five-year plans and other departmental and disciplinary matters.
- b. The members of the Departmental Leadership Council shall be constituted of department chairs as established in the prevailing “Agreement between Riverside Community College District and Riverside Community College District Faculty Association CCA/CTA/NEA.”

Section 4: Subcommittees

- A. Subcommittees perform work necessary for the policy and procedure recommendations of the SPLCs and Committees. Typically, Subcommittees work directly with the Committees to which they are attached. Subcommittees that are tasked with academic issues (e.g. Professional Growth and Sabbatical Leave, Course and Program Assessment, Faculty Program Review) shall consist solely of faculty as voting members. Subcommittees charged with ongoing, regular strategic and operational functions (such as Course and Program Assessment) shall have structures that mirror the college’s departmental structure.
- B. Subcommittees shall choose their chairs by majority vote at their first meeting, except for the chair of PGSL and the Faculty Development Subcommittee. This chair, the Faculty Development Coordinator, shall be determined by the subcommittee’s members, brought to the President of RCCAS and the President of Riverside City College and confirmed by the RCCAS. The faculty chairs of other Subcommittees shall be selected by the membership of the Subcommittee and brought before RCCAS for confirmation.
- C. Subcommittees shall meet, at a minimum, once a month during the academic year. Subcommittees may meet as part of District-wide committees where the colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.
- D. Each Subcommittee that has a District Academic Senate counterpart shall have an Academic Administrator to serve as non-voting co-chair and to provide a liaison to the Administration.

1. Professional Growth and Sabbatical Leave Subcommittee (PGSL)

- a. The RCCAS shall establish a Professional Growth and Sabbatical Leave Subcommittee, for the purpose of representing the faculty on all matters relating to professional growth and sabbatical leave. This subcommittee will

effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary.

- b. Two members of the RCC faculty will serve as voting members on the Riverside Community College District (RCCD) PGSL Committee, except when one of the members is serving as chair (see 4D1d). One voting member will be elected in even years and the other in odd years.
- c. The term of service for each member will be two years. In the spring, RCCAS officers will solicit nominations for this committee to be later ratified at an RCCAS meeting.
- d. The chair of the RCCD PGSL rotates amongst the three colleges each year. The chair of the committee does not have a vote during their year of service.
- e. RCC representatives on the Professional Growth and Sabbatical Leave Subcommittee shall liaison with the RCC Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

2. Course and Program Assessment Subcommittee

- a. The RCCAS shall establish a Course and Program Assessment Subcommittee, for the purposes of representing the faculty in the Assessment Committee, known as the Riverside Assessment Committee or RAC, and to the Board of Trustees on all matters relating to ongoing academic course, program, and institutional level learning outcome assessment. The RAC may freely utilize the expertise of all faculty in questions regarding course, program and degree level assessment and shall direct special attention to the general issues of student learning outcomes assessment philosophy and development. The goal of the committee is to inform, instruct, and provide resources to faculty to facilitate discipline and department assessments.
- b. The RAC shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- c. In the event that a departmentally elected RAC representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Assessment Committee meetings, the Department shall elect a replacement representative for the balance of the term.

- d. The following Departments shall elect Assessment representatives in odd-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect Assessment representatives in even-numbered years:

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

- e. Election of members of the RAC shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Assessment Subcommittee members shall serve beginning on the first day of service of the academic year.
- f. RAC shall liaison with the Governance, Effectiveness, Mission and Quality (GEMQ),

3. Academic Program Review Subcommittee

- a. The Riverside City College faculty shall establish an Academic Program Review Subcommittee for the purpose of working with academic units to complete Program Review and Plan (PRAP) document and Annual Unit Plan Updates or their equivalents and to bring this information to the Governance, Effectiveness, Mission and Quality (GEMQ).
- b. The Academic Program Review Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.
- c. In the event that a departmentally elected Academic Program Review Committee representative is unable to serve due to extended medical leave, semester- abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Academic Program Review Committee meetings, the Department shall elect a replacement representative for the balance of the term.

- d. The following Departments shall elect Academic Program Review representatives in odd- numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business, Law, and Computer Information Systems; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

The following Departments shall elect Academic Program Review representatives in even- numbered years:

Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

- e. Election of members of the Academic Program Review Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators and Curriculum representatives are chosen. Academic Program Review Committee members shall serve beginning on the first day of service of the academic year.
- f. The Academic Program Review Subcommittee shall liaison with the Governance, Effectiveness, Mission and Quality (GEMQ) leadership council.
- g. The chair of the Academic Program Review committee also serves on district committees for which program review is a focus area.
- h. The chair of the Academic Program Review committee shall attend EPOC meetings.

4. Distance Education Subcommittee

- a. The Riverside City College faculty shall establish a Distance Education Subcommittee to develop policies and promote practices that contribute to the quality and growth of distance education and bring these to the Teaching and Learning Leadership Council and Resource Development and Administrative Services Leadership Council (“RDAS”).
- b. The Distance Education Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.

The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

- c. The Distance Education Subcommittee will interface primarily with the Technology Resources Committee of Resource Development and Administrative Services Leadership Council.

5. Faculty Development Subcommittee

- a. The RCCAS shall establish a Faculty Development Subcommittee that seeks to encourage the professional development of faculty through collegially supported learning opportunities that share the vision and values of RCC.
- b. The Faculty Development Subcommittee shall be charged with creating the faculty development section of the Staff Development Plan.
- c. The Subcommittee shall consist of twelve voting members: ten full-time faculty members proportionally representing the academic divisions and one Associate (part-time) faculty member representing Associate faculty. The full-time faculty members shall be selected by their respective divisions via division elections, and the Associate faculty members shall be selected by the Associate Faculty via an Associate faculty election. The composition of the Subcommittee shall be as follows:
 - Languages, Humanities, and Social Sciences – three members
 - Career and Technical Education – two members
 - Mathematics, Science and Kinesiology – two members
 - Counseling, Library and Learning Resources, and Academic Support – one member
 - Fine and Performing Arts – one member
 - Nursing – one member
 - Associate (Part-Time) Faculty – one member

The above-mentioned faculty members shall serve as voting members on the Committee. Other non-voting faculty members may participate in the Committee planning and discussion.

The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

- d. The Faculty Development Subcommittee shall liaison with the Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

6. Course Materials Affordability SubCommittee

- a. The Riverside City College faculty shall establish a Course Materials Affordability Subcommittee (CMAC) to develop policies and promote practices that support efforts across the college related to Open Educational Resources (OERs), Zero Textbook Cost (ZTCs), and Low Textbook Cost (LTCs) materials in line with state legislation.
- b. The voting membership of CMAC shall be composed of six elected faculty members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.
 - The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.
 - The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.
- c. The CMAC will interface primarily with the Teaching and Learning Leadership Council

Section 5: Permanent Workgroups

- A. Permanent Workgroups perform work necessary for the policy and procedure recommendations of the SPLCs and Committees and generally have a charge narrower than that of Subcommittees. Typically, Permanent Workgroups work directly with the Subcommittees to which they are attached. Permanent Workgroups that are tasked with academic issues shall consist primarily of faculty and shall have, at minimum, a majority of faculty as voting members.
- B. Faculty chairs for Permanent Workgroups shall be chosen by the membership of the Permanent Workgroup.

Section 6: Temporary Workgroups

- A. Temporary Workgroups perform work necessary for the policy and procedure recommendations for strategic planning. Temporary Workgroups are given a specific, narrow charge by superordinate strategic planning groups (typically Permanent Workgroups) and may be convened or dissolved as necessary.
- B. Chairs of temporary workgroups shall be selected by the membership of the Temporary Workgroup and brought before the relevant strategic planning group for confirmation.

ARTICLE IV. ASSOCIATE FACULTY COMMITTEE

The Riverside City College faculty shall establish an Associate Faculty Committee, for the purpose of developing and representing the Associate Faculty issues to the RCCAS.

Additionally, as Associate Faculty are a valued part of the RCC faculty, any Associate Faculty member who wishes to broaden her/his experience by serving on a committee, subcommittee or workgroup other than the Associate Faculty Committee should contact the appropriate chair.

- A. The Associate Faculty Committee shall comprise five elected members serving two-year terms. Two shall be elected in even-numbered years and three shall be elected in odd-numbered years.
- B. The elected Associate Faculty Senator shall serve as chair on the committee and shall report to the RCCAS.



The Brown Act for Academic Senate

Keith R. Dobyys
General Counsel

Introduction to the Brown Act

- What is the Brown Act?
 - California's open meeting law, ensuring transparency in local government
- Importance:
 - Promotes public trust and accountability
 - Ensures that decisions affecting the public are made openly
- Purpose of the Presentation:
 - To clarify and recognize Brown Act bodies within Academic Senate
 - To assist with legal compliance for Brown Act bodies existing within Academic Senate

Brown Act – Legislative Bodies

- Definition of Legislative Bodies:
 - Includes Board of Trustees and any body formally created/recognized by the Board of Trustees, including advisory bodies (i.e. Academic Senate) + standing committees of those bodies
- Board's formal recognition of Academic Senate
 - BP 2005 – formal recognition of Senate as advisory in the formation of District policy on academic and professional matters
- Academic Senate's formal creation of Brown Act bodies
 - Via bylaws and constitution

Not Brown Act Bodies

- Ad Hoc Bodies
 - Temporary advisory committees
 - less than a quorum
 - Serves limited purpose
 - Dissolved once task is complete
- Advisory to a single decisionmaker
 - Created by one senator without formal approval/permission by the senate
- Created by non-members
 - E.g. RCC President's advisory council



Brown Act Meeting

- Any gathering of a majority of the members of the legislative body to:
 - hear
 - discuss, and/or
 - deliberate

on any item of business that is within the subject matter jurisdiction of the body

- Exclusions:
 - Does not apply to social or ceremonial gatherings, conferences, or individual contacts

Brown Act Meeting

- Restrictions/Prohibitions
 - Majority may not discuss or transact business (personally or through staff or technology) outside of a properly noticed meeting
 - Body may not take action on business not properly agendized
 - Serial Meetings
- Intentionally formulaic and restrictive
 - Promotes public trust and accountability
 - Ensures that decisions affecting the public are made openly
 - E.g. limitations on teleconferencing

Conducting the Meeting

- Parliamentary Procedure (Robert's Rules of Order)
 - Not law!
 - Accepted rules for orderly process of conducting meetings
 - Control the chaos and get business done
- President controls the conduct of the meeting
 - Recognizing speakers
 - Time limits on discussion
 - Ending debate and calling a vote

Teleconference Rules Overview

- 3 Teleconference Rules
 1. Agendized
 - Requires advanced notice
 2. Just Cause – LIMITED USE
 - Earliest possible opportunity
 3. Emergency Circumstance – LIMITED USE
 - Can be same-day



Teleconference Rules Overview

- If members allowed to teleconference, must also allow public participation remotely
 - Call-in
 - Internet-based (e.g. zoom)
- All votes must be by rollcall

1. Agendized Teleconference Rules

- Hybrid model of conducting meetings
- Requires a quorum of the legislative body to participate within the agency's jurisdiction
 - Quorum = 13 out of 24 members
- Posting of the members' remote location (e.g. home address)
 - On the meeting agenda
 - At each remote location
- Public access to each teleconferencing location (e.g. residence)
 - With opportunity to address the body at each location
- All votes must be by rollcall vote



2. Just Cause Teleconference Rules

- Hybrid model of conducting meetings
- Allowed only under limited circumstances
- Must allow public participation
 1. In-person
 2. Call-in
 3. Internet-based (e.g. Zoom, email)

2. Just Cause Teleconference Rules

- Must have a quorum of members in-person
 - Quorum = 13 out of 24 members
- Must maintain two-way audio/visual capabilities
- Remote attendee must disclose presence of individuals age 18+ present in same room

2. Just Cause Teleconference Rules

- “Just Cause”
 - Caregiving need (for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner) that requires the member to participate remotely;
 - A contagious illness prevents the member from attending the meeting in person;
 - A defined physical or mental disability that is not otherwise accommodated for; or
 - Traveling while on official business of the legislative body or another state or local agency.
- Notice/Request
 - At earliest possible time, no later than start of meeting
 - No action required by body



2. Just Cause Teleconference Rules

- Limited to 2x per year
- Not more than 20% of the regular meetings in one year

3. Emergency Circumstance Teleconference Rules

- Hybrid model of conducting meetings
- Allowed only under limited circumstances
- Must allow public participation
 1. In-person
 2. Call-in
 3. Internet-based (e.g. Zoom, email)

3. Emergency Circumstance Teleconference Rules

- Must have a quorum of members in-person
 - Quorum = 13 out of 24 members
- Must maintain two-way audio/visual capabilities
- Remote attendee must disclose presence of individuals age 18+ present in same room

3. Emergency Circumstance Teleconference Rules

- “Emergency Circumstance”
 - A physical or family medical emergency that prevents a member from attending the meeting in person
- Notice/Request
 - As soon as possible
 - No requirement to agendaize request
 - Body must formally grant/deny request
- Not more than 3 consecutive months in one year
- Not more than 20% of the regular meetings in one year



RCCD

RIVERSIDE COMMUNITY
COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Questions?