

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