

Riverside City College Academic Senate

Agenda

Monday 21 September 2026 • 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** August 31
- 3:10 IV. **Public Comments**
- 3:20 V. **Committee or Council Updates and Reports**
- A. Rosa Rodriguez-Frazier of the Riverside Assessment Committee (RCC) will present [2022-2026 ILO Assessment findings](#) (information)
 - B. Curriculum chair, Kelly Douglass or designee, committee updates (information)
 - C. EPOC chair, Wendy McKeen or designee, committee updates (information)
- 3:35 VI. **Officer and Liaison Reports**
- A. President
 - B. Vice President
 - C. Secretary Treasurer
 - D. RCCD Faculty Association
 - E. College President or designee
 - F. ASRCC Representative
- 4:05 VII. **Ongoing Business**
- A. VP Wright or designee, will provide updates on the accessibility initiative and resources for faculty (information)
 - B. RCCAS will discuss ongoing DE faculty certification efforts, @ONE courses, Canvas tools and collect feedback for RCC DE committee. (discussion)
- 4:25 VIII. **New Business**
- A. Carla Reible will present the new Non-credit Faculty Coordinator position (information/discussion)
 - B. President Scullin will discuss faculty participation in planning efforts for campus construction projects including ATEC, ATEC Secondary Effects and IETTC. (information/discussion)
 - C. Ratification of new and ongoing appointments: President Scullin or designee will present candidates for the following committees or councils (action)
 - a. Madeline Bettencourt – Appointed to Equivalency Committee replacing Sunny Siu
 - b. Mark Sellick – Appointed as Senate Representative to District Budget Advisory Council (DBAC)
- 4:45 IX. **Open Hearing**
- 4:55 X. **Learn, Share, Do**
- 5:00 XI. **Adjourn**

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
August 31, 2026 • 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 2029)

President: Patrick Scullin

Vice President: Megan Bottoms

Secretary-Treasurer: Kayla Henry

Department Senators (Term ending 2027)

Applied Technology: Daniel Eini

Behavioral Science: Eddie Perez

Business, Law & CIS: Jennifer Corr

Communication Studies: Lucretia Rose

English: Christine Sandoval

History/Philosophy/Humanities/Ethnic Studies: TBD

Library & Learning Resources: Sally Ellis

Life Sciences: Gregory Russell

Mathematics: Mary Legner

Music: Steve Mahpar

World Languages: Huda Aljord

Associate Faculty Senator(Term ending 2026)

Virginia McKee- Leone arrived at 3:01

Department Senators (Term ending 2028)

Art: Will Kim

Chemistry: Leo Truttmann

Cosmetology: Rebecca Kessler

Counseling: Sal Soto

Dance and Theatre: Kristin Nemecek

Economics/Geography/Political Science: Sean Pries

Kinesiology: Jim Elton

Nursing Education: Lee Nelson

Physical Science: Aaron Sappenfield

School of Education & Teacher Preparation: TBD

Ex-Officio Senators

TLLC: Lashonda Carter- Not present

ASC: Jacquie Lesch- Not present

EPOC: Wendy McKeen

GEMQLC: Virginia White- Not present

RDASLC: Tucker Amidon- Not present

SAS LC: Melissa Harman- Not present

Curriculum: Kelly Douglass

Parliamentarian: Sal Soto

RCCD Faculty Association

Araceli Calderon

Administrative Representatives

College President: Eric Bishop

VP Academic Affairs: Lynn Wright

VP Business Services: Elia Blount

VP Planning and Development: Kristi Woods

VP Student Services: FeRita Carter- Not present

ASRCC Representative

Aleida Hill

Recorder of Minutes

Sydney Minter

Guests

Shari Yates- CTE

Micherri Wiggs- LHSS

Wendy McEwen- OIE

3:05 II.Approval of the Agenda

M/S/C: (Kessler/Russell) approved by consensus

3:05III.Approval of the Minutes May 4 and June 8

M/S/C:(Legner/Nelson) approved by consensus

M/S/C:(Legner/Nelson) approved by consensus

3:08 IV. Public Comments

- ASRCC student body presidents across the district are working with the Chancellor to develop an RTMA MOU due to increased bus travel fees. A survey has been created with the information provided, and faculty have been asked to share it with their students.
- Special elections for ASRCC are happening across campus. Faculty, please encourage your students to come out and join Senate. There are so many opportunities available, and students get to make and include themselves in the policies across California.
- In honor of Latine Heritage Month, ASCCC is hosting a Lowrider car show, and flyers have been distributed across campus. If you know of someone who is interested in bringing their cars, they can scan the QR code on the flyer to sign up.

3:18V. Officer and Liaison Reports

1. President

- President Scullin gives a special thank you to his predecessors for their inspiration and guidance. The goal is to learn how things operate and to look for ways that the Senate can be more productive and improve things that are in their purview.
- Thanks to the Academic Senate leadership team for all they do.
- Professor Kwokwai Sunny Sui is not able to serve on the district equivalency committee any longer, and we are looking for nominations for faculty who are interested in this position. Please let President Scullin know if you or anyone you may know is interested in the position.
- We should be receiving more information on accreditation, accessibility, DE Certification, and campus building projects, which will be discussed in Academic Senate this semester.
- President Scullin is grateful to the faculty who serve on Academic Senate as well as other committees across campus. If possible, he would like to collaborate and coordinate to make sure that items are sunlit and we can actually make a difference.

1. Vice President

- The Chancellor's Office, Academic Affairs team, in collaboration with the Academic Senate for California Community Colleges, is seeking volunteers for

their regional professional development network. It will be launching in September. You do not have to be a senator, but you do have to be a faculty member statewide if you want to be a part of the network. If anyone is interested, please email Vice President Megan Bottoms.

- The State Chancellor's office is looking for AI fellows. If faculty are interested, please encourage them to sign up. An email went out from Dr. Lynn Wright's office on the 26th with a link to sign up.
- DE Certification is still available until the end of the semester. Please remember that faculty have to complete their DE certification if they want to teach in their modalities.
- DE District Office has workshops available during the fall semester on Mondays and Thursdays from 1:30 pm— 3 pm, and then in the evening on Mondays and Wednesdays for associate faculty. The DE Office has personal one-on-one appointments available to help brainstorm ideas and click through content, and those will be available on Tuesdays.
 - Accessibility certifications are now needed for faculty to have their materials available on Canvas.
 - Student life and leadership is always looking for faculty to serve as advisors for clubs. We have 80+ clubs, and we are looking for one full-time faculty member of record, and then an associate faculty member can assist as needed to share the workload. There will be an email coming out through the faculty listserv for those who are interested or may have questions.

1. Secretary Treasurer

- Introduction of new and returning senators. The group went around the room and introduced themselves and the departments they represent.
- Our syllabus is submitted in a new way, and currently there is no due date. To help you remember syllabus are due on the census due date, so please share this information with your departments.

1. RCCD Faculty Association

- FLEX was great; thank you to all who attended and participated. It was standing room only, and we were able to hear a lot of faculty concerns, which were around accessibility and AI in addition to the new contract.
- We have until September 15 to complete open enrollment and make any changes or updates.

- The Faculty Association held its first FA retreat in collaboration with the district. This was a great way to connect and collaborate, and it was definitely a testament to the positive relationship that they have with administration.
- For those having issues with Keenan reimbursements, please send Araceli an email, and she will bring those concerns forward at the next benefits committee meeting.
- If you are a new faculty member and you need to be reclassified for salary placement, please reach out to Araceli because there is a 30-day time limit. Faculty submit their salary placement request through PG&SL.
- If you are interested in joining the Faculty Association, please send Araceli an email because being a member has so many benefits.
- Public thank you, Dr. Bishop, for listening to faculty regarding their concerns, which shows that he is not afraid to change direction based on needs.

1. College President or designee

- Welcome back, and it is good to see everyone.
- Over the summer, Dr. Bishop and Dr. Wright worked with the DE Team to purchase @One seats specifically for RCC. We have about 267 faculty on the list that still need to be certified by December 31st, so we have purchased 300 seats to make sure that there is no bottleneck. Details and information about signing up will be coming soon.
- Accessibility is important and primary focus on Dr. Bishop's agenda, and he hopes to have an update by our next meeting in terms of supporting the movement and supporting faculty with the work that needs to be done.
- The Pan-African virtual college project has moved forward. They will be looking for programs and courses to offer. The state Chancellor's Office has signed with 4 or 5 institutions and 2 or 3 countries in Africa. Students will be able to start enrolling once everything is set up in the spring and fall.
- Colleague is being updated, and the President is initiating the process.
- In conversation with Senate leadership and a conversation that Dr. Bishop wants to explore under the realm of accessibility is OER and OER resources to ensure that they are accessible.
- An invite will be sent out early next week for an OPEN forum for Accreditation via Zoom Monday, October 12th from 3 pm-4 pm. 62 courses were selected, and we will go through the process, and we will not know anything other than whether we passed or did not pass with the 85% pass rate. The accreditation team will be holding another writing

group on October 30th. If you were a part of the small writing group, Dr Wright will be reaching out so that you can attend the meeting.

- Dr. Bishop will be experimenting with Think Tank on Fridays to start brainstorming together on college-wide issues.

1. ASRCC Representative

- New representative Aleida Hill introduced herself to the committee on behalf of ASRCC.

3:25 VI. Committee or Council Updates and Reports

- a. Curriculum chair, Kelly Douglass or designee, will provide fall semester committee updates and reminders (information)
- The Curriculum committee has not met for this academic year, but they did complete their training last week, and they have a district meeting on Tuesday, September 1st. The college curriculum committee meets on September 8th.
 - Common Course Numbering phase III remains on hold.
 - Title V added a new section early this year, 55001, which has 3 sections. A. Is the curriculum committee, and what is in their purview? B. Gives a new charge to the curriculum committee that they have to review course outlines of record. C. Universal Design for Learning Practices have to be visible in the core. Between now and June of 2029, you will have to review your course outline of record...
 - During FLEX week, there were 3 flex sessions presented on these topics. When Dr. Monique Green sends out a review of the PowerPoints, please try to review them.
 - Curriculum has resources for faculty, and some of them are discipline-specific. Academic Standards meets for the first time on Thursday, September 3rd. They will be finalizing the resource page.

3:40 VII. Ongoing Business

i. Vice President Bottoms will provide a review of the roles and responsibilities of Academic Senate under Title V, as an orientation for new members (information)

- Basic overview of 10+1, which is written into the California Education Code, which plays a unique role where faculty get to speak on behalf of not just faculty but curriculum, processes, and experience.
- AB1725 helps to create an inclusive system of governance within higher education, which is where we get shared governance and the ability to co-create processes together.
- Board policies help to outline the structure of the Academic Senate, which gives us part of our 10+1.
- Board of Trustees relies primarily on recommendations of the Academic Senate in items 1-6, which include curriculum, grading, educational program development, degree certificate requirements, and district governance as it relates to faculty roles. Items 7-10 +1 are items where faculty come together to understand, co-create, and collaborate on items such as accreditation, policies, professional development, program review, institutional budgeting, and planning.
- Academic Senate meets biweekly, and those meetings are on the first and third Monday of the month and are adjusted for holidays. We have extra meetings at the end of the semester that are reserved in case there is extra business that needs to be addressed.
- We have an Academic Senate website that is updated with information, minutes, agendas, professional development, and curriculum.
- Academic Senate is a Brown Act body and is open to the public to be able to hear, discuss, and understand how the committee has come up with its decisions.
- The Posting of our minutes usually gets done fairly quickly. It just depends on schedules, corrections, and getting materials.
- Senators are representing a department and are elected for a 2-year term. Part-time senators are on a one-year term, which allows representation to adjust. The officers, which are the president, vice-president, and secretary-treasurer, are elected for a 3-year term. We also have ex-officio members, but they do not vote, and finally we have administrators who get to sit in and provide updates.
- Quorum is needed to conduct business. Quorum is the minimum number of people needed to be able to conduct the meeting and vote.
- The responsibilities as a senator are to bring information back to your departments and then bring information from your departments back to Academic Senate so that we can see what is happening in those areas. Some senators might participate in workgroups.
- Academic Senate leadership works closely with President, Dr. Bishop, VPAA, Lynn Wright, EPOC, and planning councils and standing committees. At times, Academic Senate crosses over and meets with Vice President Woods from Planning and Development as well as Vice President Blount from Business Services and Vice President Carter from Student Services.
- We partner with our sister colleges to coordinate alignment for issues across the district. Senate leadership meets with District Academic Senate once a month. Leadership also coordinates in the Brown Act to be in alignment with issues across the district.

- We need to build up new faculty to get them involved in shared governance and more involved in the decision-making process.

i. President Scullin will share the RCCDAS-approved changes to BP/AP 2250 and 2255 that have revised language regarding student academic progress to better align with Title 5 (information)

- Some language in the board policy has been updated, and it has gone through the approval process at District Academic Senate, and it is going to the board for approval this week.

i. RCCAS will discuss the new DE Committee that was approved in Spring '26 and review duties and new faculty representation and appointment schedule (discussion)

- We have a few standing committees that report regularly to Academic Senate.
- Last spring, we voted in and approved the DE Committee.
- The DE Committee has not met yet, but they will be starting their regular meetings soon, and department representation is very important for this committee.
- How is the DE Committee speaking to the District DE office? How are these two bodies working together to help us accomplish goals? Faculty would like to see this clearly defined.

i. RCCAS will discuss ongoing accessibility efforts for digital content

- It is a monumental task to make sure that your course is accessible, and there are tools embedded in Canvas to assist faculty.
- In the Applied Technology department, a faculty member self-nominated to become the accessibility expert to guide and teach other members in their department as needed.
- Recommendation to purchase better software that is easier for faculty to navigate
- Readability concerns from faculty on PDF's
- Far too little attention is being brought to disciplines that require a lot of graphs and images in the accessibility content.

4:20 VIII. New Business

President Bishop will provide an overview and discussion of major construction projects at RCC, including opportunities for faculty participation in planning and development.

- Last spring, we paused the space and facility conversations for the summer.
 - VP Aleida Hill will be coming to student senate with a proposal for the students to be a part of this process.
 - We have some major projects that are coming that we need to jump on this fall. The Facilities Planning Division has given a timeline of what they have been trying to work through, as well as the anticipated number of meetings and time of meetings.
 - President Bishop would like to work through the representation on these various groups to make sure that we have the proper representation, the right number, and the right voices at the table.
 - For IETTC, we started with an ad hoc workgroup, and then that group meets with the architect. We want to make sure that everyone is represented and the core programs at the center have been identified.
 - The Applied Technology building is coming on board, and that has been approved by the state.
 - We also have the ATEC secondary effects, which we need to figure out once Tech B goes down and what will happen with those programs.
 - The space utilization and space optimization conversation was put on pause, but we need to come back to that conversation we had about having the consultant who created it set up a meeting to discuss a methodology for optimizing our space.
 - Departments that are directly affected by this change should be participating in the conversation and provide feedback.
-
- a. President Scullin or designee will share the RCCD Strategic Plan documentation in preparation for the fall semester planning process (information + discussion)
-
- Program review is responsible for the department-level program review development, which is aligned with the strategic planning cycle.
 - Real-time feedback for strategic plan

- Program review responses from last year coming out to faculty in an email from President Scullin
- Wendy McEwen will be hosting drop-in sessions every month for Nuventive submissions.
- Every month, the committee reports out to EPOC on the strategic planning process. It is aligned with each of the objectives and strategies, and it will also include a report-out from each of the leadership councils. Wendy will include a summary from the end of each month's narratives.

- a. Ratification of Secretary Treasurer Henry as voting Senator representing Early Childhood Education Department (action)

M/S/C: (Legner/Nelson) approved by consensus

- a. Ratification of new and ongoing appointments: President Scullin or designee will present candidates for the following committees or councils (action)

1. N/A

4:45 X. Open Hearing

- For OER, the foundation of the movement is equity, accessibility, and universal design.
- As mentioned last semester, the publishing industry is responding with different procurement models, and many of the textbooks that are being chosen are rent-to-own, and the library cannot get a copy. OER is the best choice to balance tensions, and there is a list at the Academic Senate ASCCC for your disciplines of recommended OER that are used across the state. Senator Ellis can guide you in the right direction of getting your text accessible. The next meeting is September 21st.
- We are looking for reps for the DE Committee, which is now a Brown Act Committee.
- September is National Student-Parent Month
- All modalities are not being honored; students need to know exactly what they are signing up for. Request to have it organized for online teaching.

- September 15- October 15th is Hispanic Heritage Month. There is a Lowrider car show, HSI Celebration week on September 8th from 11-1 in CIS 114A/B, on September 15 Fuego Esfuerza Unidad Esperanza gente and origins has an exhibit that will launch from 12-2 on the second floor of the Digital Library, Mujed will host a student panel on September 16th from 12:30-2:30 in CIS 114A, and on September 22 we have El Camino Asia Excellence from 11:30-1:30 in CIS 114A.

4:55 XI. Learn, Share, Do

- Open enrollment is August 15th-September 15h
- Faculty for the District Equivalency Committee
- Assessment should be scheduled as a continuous and ongoing five-year strategic planning cycle, not the accreditation cycle.
- Complete the DE certification.
- Submit your syllabi by census.

5:00 XII. Adjourn at 4:47 pm

M/S/C: (Nelson/Rose) approved by consensus

Noncredit Faculty Coordinator

Working document With Job Descriptions

Through a collaborative effort districtwide, noncredit courses have grown. As community colleges acknowledge the reality of our diverse learners and the need to provide flexible, open access to learning so that students can matriculate into certificates and degrees, noncredit has become an effective tool to bridge equity gaps and allow students to start their journey in community college. This is especially important for Riverside Community College District, which includes both BSI and HSI colleges and has a growing number of adult learners who face significant economic challenges impacting their ability to complete traditional programs and degrees. Noncredit provides that low-cost, low-risk introduction to college that many in our community need.

In order to maximize and increase that growth in the coming five years, the noncredit district subcommittee recognizes the need for resources and coordinated effort and leadership from faculty at the college level supported by sustained funding. More specifically, two positions are essential to support this effort: a non-credit faculty lead who will collaborate with their home college and district leadership and an Educational Resource Advisor OR student success coordinator who will provide outreach services, educational advising, and transition support to credit programs.

To that end, we are proposing the phased implementation of the following college-level positions at each college—Moreno Valley College, Norco College and Riverside City College—to grow at an individualized pace.

- **Phase 1:** 0.2 FTE release time for faculty and a dedicated educational/academic advisor or dedicated time from existing educational advisors for non-credit students.
- **Phase 2:** 0.4 FTE - 0.6 FTE release time for faculty and increased educational advisor time to support expanding student base based on a Faculty Association negotiated formula including FTES and programmatic growth.
- **Phase 3:** 1.0 FTE release time for faculty and a full-time Educational Resource Advisor.
- **Phase 4:** 50% college-level administrative and 1.0 FTE release time for faculty

General

We acknowledge that the tasks associated with each position are the primary driver of release time and that increased FTES do not solely reflect increase in responsibilities. We also understand that as this position is paid through the general fund rather than through a grant, a certain threshold of noncredit FTES or programmatic growth should be met prior to moving from one phase to another. The exact formula for this threshold to move from one phase to the next should be negotiated by the Faculty Association. Given this, as a general guideline, implementation of phases ought to commence at set thresholds negotiated by district and college.

At this time, we are seeking a faculty coordinator at a 0.2 FTE [categorical or general] reassign in the [Term 202X] semester to continue the work of strengthening and advancing noncredit initiatives. This individual will collaborate with their home college [Specific College] and District faculty. Each college will progress through these phases at their own pace in response to individual colleges' progress.

Noncredit Faculty Coordinator

Phase 1: Noncredit Faculty Coordinator- 0.2 FTE Faculty

Reassigned Time Position Reassigned Time for This Position

0.2 FTE Faculty Reassigned Time (Phase 1 Implementation)

Objectives

- Serve as the primary faculty representative for noncredit education at the college.
- Strengthen alignment between college and district noncredit initiatives.
- Support the development, revision, and quality implementation of noncredit courses and certificates.
- Increase faculty awareness and understanding of noncredit policies, procedures, and instructional best practices.

Outcomes / Deliverables

- Active participation and representation on the district noncredit committee.
- Communication of noncredit regulations and requirements to relevant stakeholders.
- Increased faculty participation in noncredit professional development opportunities.

Timeline / Schedule of Activities

- Ongoing throughout the academic year
- Additional project-based work as needed during winter and summer sessions

Representative Ongoing Duties

- Serve as the college representative on the district noncredit committee.
- Collaborate with faculty, noncredit faculty leads, and curriculum committees to develop and improve noncredit courses and certificates (including technical elements such as CB22 coding).
- Interpret and communicate applicable local, state, and district noncredit policies and regulations.
- Participate in meetings and committees related to noncredit education.

Representative Monthly Duties

- Attend districtwide noncredit meetings and working groups.
- Provide consultation and guidance on noncredit matters to faculty in their noncredit course design, materials development, and instructional strategies.
- Identify and share professional development opportunities related to noncredit education.

Representative Periodic Duties

- Attend and serve as a point of contact for local, regional, state, or national noncredit conferences and professional learning events.
 - Coordinate with district marketing teams to ensure noncredit opportunities are shared with appropriate disciplines and faculty.
-

Phase 2: Noncredit Faculty Coordinator – 0.4-0.6 FTE

Faculty Reassigned Time Position Reassigned Time for This

Position

0.4-0.6 FTE Faculty Reassigned Time (Phase 2 Implementation)

Objectives

- Expand coordination and operational support for noncredit programs and scheduling in collaboration with chairs, deans, staff, and administration.
- Strengthen collaboration among discipline faculty, department chairs, deans, and district partners.
- Improve enrollment efficiency, course continuity, and responsiveness to community and workforce needs.
- Enhance outreach, marketing, and professional development related to noncredit offerings.

Outcomes / Deliverables

- Provide information to department chairs who are coordinating course schedules so that offerings reflect community, district, and college needs.
- Reduce noncredit course cancellations through proactive planning and efficiency mitigation strategies.
- Establish or strengthen external partnerships supporting noncredit programming.
- Increase visibility and enrollment in noncredit programs through coordinated marketing efforts.

Timeline / Schedule of Activities

- Year-round, with increased workload at the start of academic terms
- Additional focused work during off-term periods as noncredit demand requires

Representative Ongoing Duties

- Collaborate with discipline faculty, department chairs, deans, and district colleagues to schedule and coordinate noncredit courses.
- Communicate with district partners (e.g., adult education providers or local-area businesses) to develop rotational noncredit schedules across colleges and terms as needed.
- Collaborate with other departments and stakeholders to ensure coordination of noncredit programs across multiple authorities and sites (including off-site locations and community partners).
- Serve as a liaison between the college, district, and external partners.

Representative Monthly Duties

- In conjunction with chairs and deans, address scheduling changes, cancellations, and requests from external partners, particularly at the beginning of each term.
- Support outreach and relationship-building efforts with community organizations, libraries, workforce partners, and instructional sites.
- Work with college and district partners to develop and update noncredit marketing materials.
- Provide professional development related to student engagement and success in noncredit courses.

Representative Periodic Duties

- Assist discipline-area faculty and department leadership to develop noncredit-specific job descriptions for discipline faculty who teach noncredit courses and support staff (e.g., outreach staff, educational advisors) working with noncredit students and participate in hiring process as requested.
- Support efforts to matriculate noncredit students into credit programs in collaboration with counseling and student services.
- Facilitate program effectiveness based on data and recommendations provided by department/discipline in the program review process.

Phase 3: Noncredit Faculty Coordinator– 1.0 FTE Faculty Reassigned Time

Position Reassigned Time for This Position

1.0 FTE Faculty Reassigned Time (Phase 3 Implementation)

Objectives

- Provide comprehensive leadership for noncredit education at the college and district levels.
- Advance student success, access, and equity for noncredit students.
- Strengthen external partnerships, workforce development alignment, and institutional compliance.
- Support the transition toward a hybrid faculty/administrative leadership model as noncredit programs scale.

Outcomes / Deliverables

- Fully coordinated and compliant noncredit programs aligned with district and state requirements.
- Expanded external partnerships supporting workforce development and community needs.
- Integrated student support structures addressing noncredit student service gaps.

Timeline / Schedule of Activities

- Continuous, year-round leadership role
- Includes planning, implementation, and assessment cycles across academic years

Representative Ongoing Duties

- Lead external partnerships and workforce development initiatives related to noncredit education.
- Collaborate with Admissions & Records (with administrative leadership) to support compliance with noncredit requirements.
- Support and implement strategies to enhance noncredit student engagement and success, including access to student services and resources.
- Work with discipline faculty to identify areas of support to improve student engagement, retention, and success in noncredit courses.
- Coordinate with college and district leadership on long-term planning and scaling of noncredit programs.

Representative Monthly Duties

- Work with college and district partners to address noncredit student support gaps (e.g., food pantry access, parking passes, student ID cards, student services integration).
- Facilitate cross-functional collaboration among instruction, student services, workforce development, and external partners.

Representative Periodic Duties

- Support district and college initiatives related to noncredit compliance, audit preparation, and reporting.
- Contribute to strategic planning for future phases, including transition to shared administrative and faculty leadership.
- Represent the college and district in regional, state, and national noncredit and workforce development initiatives.

The faculty position may need to include special projects for work required during winter and summer.