

**Riverside City College Academic Senate**  
August 31, 2020 • 3:00 - 5:00 PM / Zoom

- 3:00 I. **Call to Order – 3:02 pm**  
3:00 II. **Roll Call – sign-in**

**Officers:**

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

**Department Senators:**

Applied Technology: Paul O'Connell  
Art: Will Kim  
Behavioral Science: Marc Wolpoff  
Business Admin/IST: Mark Lehr  
Chemistry: Stacie Eldridge  
Communication Studies: Cliff Ruth  
Cosmetology: Peter Westbrook (Not Present)  
Counseling: Sal Soto/Scott Brown  
Dance/Theatre: Jodi Julian  
Early Childhood Education: Emily Phillippsen  
Econ/Geo/Pol Sci: James Hayes (Not Present)  
English: Jan Andres  
His/Hum/Phil: Kirsten Gerdes  
Kinesiology: Jim McCarron  
Library: Linda Braiman  
Life Sciences: Lisa Thompson-Eagle  
Mathematics: Evan Enright  
Music: Kevin Mayse  
Nursing: Lee Nelson  
Physical Science: James Cheney  
World Languages: Rosemary Sarkis

Associate Faculty Representative: Not determined

**Ex-Officio Senators:**

EPOC: Paul O'Connell  
ASC: Hayley Ashby  
TLLC: Not determined  
GEMQ: Not determined  
RDAS: Tucker Amidon (Not Present)  
SAS: Eddie Perez  
Curriculum: Kelly Douglass  
Faculty Association: Rhonda Taube

**Recorder of Minutes:** Jess McDermott

**Guests:**

Professor Monique Greene, Counseling

Professor Lucretia Wright, Communication Studies  
Dean Scott Blair, STEM-K  
Professor Marc Sanchez, Math  
Dean John Adkins, FPA  
Professor Kenneth Cramm, Math  
Dean Kristi Woods, Instruction, Languages, Humanities & Social Sciences  
Dean Kristine Di Memo, CTE  
Professor Don Ajene Wilcoxson, Business Administration  
Professor Ellen Drinkwater, Counseling  
VP FeRita Carter, Student Services; AF, Econ  
Professor Garth Schultz, Counseling  
President Gregory Anderson  
VP Carol Farrar, Academic Affairs

3:05 III. **Open Hearing – 3:03 pm**

- **Question:** Senator Ruth- Trying to add a student to a hybrid TH only course, but they can't add until TH with current structure. Seems like it would be beneficial for the student and faculty if they could add the first Monday of the term.
- **Answer:** RCCAS President Sellick- Not only can't they add, but students also can't access the Canvas shell until the first day. This has caused a lot of confusion. We can make a recommendation for Admissions and Records. Ask to go back to Departments and see what their takes are, put it on an agenda, and take a vote on it.
- **Answer:** Senator Lehr- Classes weren't open on first day, but you can go into settings and change it on Canvas. Can change it to the day that you want it to be open. Sent information to Sellick so colleagues know about this option.
- **Clarification of Question:** Senator Ruth- Canvas is not an issue, the professor can choose the date it opens. The students adding is the issue. Want students to add before the first day of class.
- **Answer:** RCCAS President Sellick- Sorry if your question was misconstrued. You want to make sure that people can add sooner than the date of the first class and yes, this is different than opening Canvas. This is something that people may want to take back to their departments to see what others have to say about this. We will circle back to this issue.
- **Question:** Senator Soto- Some classes meet Mondays once per week and the last day to add is the second Monday. If they don't show up the second day, how do we make final decision on who can stay in these classes? Can we extend to third Monday to make final decision?
- **Answer:** RCCAS President Sellick requests comments on this issue be sent to him, so it can be sent out to Senators for discussion.
- **Question:** Senator Thompson-Eagle- Request to Deans and Directors. From time to time we get information via emails that they want us to add to Canvas. When send these notifications, can they be accessible because once it is in Canvas, it is inaccessible and unusable until fixed. Professors have enough to do, so shouldn't be our responsibility to make accessible, but when colleague asked if they could be, they were told to attend a training on making documents accessible.
- **Answer:** RCCAS President Sellick- If announcements going to be distributed via email for Canvas, then it shouldn't be on the faculty to make the announcements accessible. Send

email to me, so I can request that they are already formatted to Canvas. Not only burdensome but messages won't be shared if they are sent this way.

- **Answer:** President Anderson- We should distribute only accessible materials, and this will be addressed. Website is not always current we depend on users to let admin know when something is unclear or missing or something that could benefit from boilerplate language.
- **Answer:** Dean CTE, Di Memmo- The Student Hub will be launched on Friday, Sept. 4. It will be a link in all Canvas Shells for students. It will have information on tutoring, financial aid, help desk, counseling, library, Admissions and Records. This should answer as many questions as possible. It will be a skeleton to start, but we anticipate that by Oct. it will be comprehensive, and students will only click on one thing in Canvas to get questions answered. Full comprehensive launch will be first week of Oct.
- VP Academic Affairs, Carol Farrar- Wanted to thank VP Mayse, President Sellick, and Dr. Greene for reevaluating IEPI visit. Dr. Greene and Farrar will be pulling together a workgroup to re-examine our focus and purpose.

3:20 **IV. Approval of the Agenda – 3:23 pm**  
Approved by unanimous consent.

3:20 **V. Approval of the minutes:**

Minutes from today and last meeting will be sent out prior to next meeting.

3:25 **VI. Officer and Liaison Reports 3:23 pm**

A. President

- ASCCC- Number of issue carry overs from last year. One that is very important is how to connect Guided Pathways to tangible outcomes for our students in terms of transfer and career opportunities. How leading students through to the end? And how can ASCCC help in this endeavor? Another focus is more cultural response support and curriculum support, so making sure our institutions are welcoming students and making them feel that the campus is their own and connect to the work they are doing. Equity driven systems- Going to continue discussing this issue of equity. The ASCCC have an anti-racism paper in the process of being finalized and a paper on academic freedom. These are principals we are all trying to juggle during this pandemic to best serve students and ensure integrity of academic programs. Will send working copies out to you all.
- District: DBAC has been meeting regularly to discuss the budget and budget allocation model. Now going to begin looking at special programs and the cost that they have and how allocations should be afforded and judged relative to other programs; must have some benchmark to access how we use resources. Also looking at potential hit to state budget. It is engaging in deferments; however, can't do this forever. This is a concern for Vice Chancellor Brown. We don't need to worry too much about primary allocation for this semester, but that will change. Most recent statement came out on Aug. 10, and it seemed that the Spring we will go back to how things have been calculated. Will keep everyone updated as talks continue.

- Enterprise Recourse Planning will change fundamental software platform throughout district. Next time we meet, Associate Vice Chancellor- IS, Christopher Blackmore, will explain this to all of us.
- We had some interim hires made over the summer, and we have an upcoming hire for Director of Risk Management. We are in the process of putting together this hiring committee. Another hire of interest is General Counsel. Chancellor Isaac wants to combine the General Counsel position with what was previously the Chief of Staff. This position will advise the Chancellor on a number of issues and also provide a legal foundation that the district needs when it comes to formulating for policy. Will keep everyone posted on these two positions.
- Like to welcome Paul O' Connell, who is our new Chair of EPOC. Have confidence in Paul's ability. Lastly, there will be changes to Strategic Planning Leadership Council structure, so we will need to update RCCAS' Constitution and Bylaws. There are also RCCD Board Policies and Admin Procedures that need updated. We will either be accepting or rejecting proposed modification to a. Number of DPS and other issues that come to RCCAS.

B. Vice President- no report.

C. Secretary-Treasurer- no report.

D. RCCD Faculty Association-

- Two of our Trustees, Bill Hedrick and Mary Figaro, are running unopposed, so they are de facto reelected, so that will save time, money, and energy. Working on IOI process for DE. This came up in FLEX Townhall meeting, and some IOI's have to continue. Tenured Faculty and PT in fall have to be evaluated. Meeting next week with Academic Affairs VP, Carol Farrar and Task Force. Looking into State Academic Senate best practices and crafting an MOU that will be an equitable evaluation for colleagues. This will be difficult. Some people can't fulfill job duties due to situation and that part of their job may be closed. IOI working on and will keep posted. This evaluation process overlaps with RCCAS and FA.
- Contract is ending in June, so working on rolling over or opening contract but hoping that we don't have to open. But depends on how work with District.
- Some instructors have not been able to access Canvas shell. Been working with DE and Distance Office on figuring out holdup. We issued demand to bargain because it is similar to not having keys to classroom. To hold Canvas shells is a work condition issue. We've been trying to stay on top of this. Faculty must have access to the training in a timely manner, so they can start right away. If you have issues, please let FA know.
- **Question:** Professor Casolari- Will faculty be evaluated in Spring of '21 but not '22 will it be a three year cycle going forward?
- **Answer:** Yes, we are skipping a whole year evaluations. Provided that we are back on campus 2021. If not, we'll figure it out. The plan is under assumption we will be back spring of 2021. Not doubling up. The whole cycle gets pushed forward. If you were 2021, you are now 2022. This

year didn't happen for last spring. We skipped it, and we will pick up where we left off. Go from 2019 to 2021.

E. College President-

- First, to any new Senators, welcome! You will learn a lot! Want to emphasize faculty remain at the forefront, especially as outlined in the 10 + 1. A few areas in the last few weeks that you'll see yourself or others engaged: Design of the new Business Building, construction of outdoor plant laboratory, search for permanent VPPD hope to launch committee this week and fill by beginning of 2021. 36 new faculty started this semester, and this is thanks to you all. Also, launching permanent Athletic Director search.
- Development on the new website- it is underway. It will allow us to better address concerns.
- Additional support to scale Guided Pathways still operating with external partners and our renewed commitment to equitable success. Worked with Dean Di Memmo on a needs assessment and a renewed commitment to equal access.
- Campaign for Civil Engagement, we are working to get out the vote. Working with Art Dept., and others as a multi-pronged effort. Want students registered to vote.
- Budget for next year will be constrained. Should know by January. We are committed to keeping cuts away from classrooms and library. We are not filling staff and admin positions for this reason.
- Finally, we will briefly hear about the Call to Action Task Force, but first want to briefly go over the different ways we try to communicate: Communication is being done via the monthly newsletter, PLT notes after each meeting, announcements are for urgent issues, President Panels where there is faculty input, and dialogue via office hours and through chairs and by attending meetings. If can strengthen this, let us know.
- **Question:** Senator Eldridge- Estimated timeline for website updates?
- **Answer:** President Anderson- Dr. West would know. Original intent to launch now, but COVID happened. Some are in final stages. But we want to transition parts of it while keeping integrity from previous one. Will put announcement in PLT notes about timeline.
- **Question:** Professor Douglass- Will people attached to pages that are about committees be able to manage those webpages?
- **Answer:** President Anderson- Yes, the new platform will allow multiple users to maintain the website.

F. ASRCC Representative- not present. Don't know who rep will be this year. VP Mayse will look into it.

3:55 VII. **Council and Curriculum Reports 3:57 pm**

A. Educational Program Oversight Committee (O'Connell or designee)

- Senator O'Connell- First workgroup meeting will be Sept. 2. First EPOC procedural meeting will be Sept. 14.
- Will focus this year on equity, Guided Pathways, but are we looking at the right data? Are we using the right metrics? Budgets will be tight over the next couple years. It's going to be important that we prioritize things and spend our money wisely. We're going to work on assessing and updating

all college wide plans and hopefully the website. Will work on strategic planning end of website to list meeting times and points of contact.

- **Question:** May not be the correct time to ask, but we need to figure out how to deal with lack of participation from an academic unit perspective.
- **Answer:** RCCAS President Sellick- Yes, the first issue is the number of vacancies and second issue is non-attendance and participation. We need to discuss accountability measures. If elected to a committee, counsel, taskforce, etc. We must realize that faculty could put it down, but must access this and see if they are living up to institutional service. Must be held accountable to expected level of participation.
- VP Mayse- Two years ago started reports at monthly dept. meetings. It makes is awkward if someone says, "I didn't go."
- Senator O'Connell- This would be a challenge with our various department meetings we are all on different committees but good idea.

B. Curriculum Committee (Douglass or designee)-

- Professor Douglass- We met last week. We have a huge onslaught of proposals, so we decided to meet.
- Have an annual training that has to happen. We signed a paper in Oct. that says everyone will be certified about Title V regulations. All but one member has been trained.
- Curriculum Reps and Deans of areas already have quarterly compliance reports. These were started last year; it has courses out of compliance because haven't done review and a list of courses coming up. Designed up to help curriculum rep see what should be prioritized. Dr. Greene added a separate tab for DE proposals, so they have this information as well.
- Have received a number of emails, so want to clarify once again: What expires at the end of 2020 is the blanket addendum that gave permission to go online for this spring and fall. But now we have to follow up if any class was not approved for online delivery, it must go through process by the end of this year. We are also asking that you put in a proposal for any class you think you might ever teach online in an emergency situation. You must do this proposal now. We need paperwork first. Need DE approval if haven't gotten it already. There is the standard and emergency only. You should do emergency only if you think it could be taught online in an emergency.
- All Curriculum proposals must be launched by Sept. 25. You fill out the form and email it to address at the top of the form in red. If doing Emergency Only, you can send into mid-October as it has a slightly abbreviated steps. October 23 really is the last day to get anything through.
- RCCAS President Sellick requested that the dates Professor Douglass mentioned be sent to him, so they can be sent out to the Senate.
- VP Academic Affairs, Carol Farrar- Want to thank faculty for addressing this curriculum issues ASAP. I know committee worked hard to set strategic deadlines. As always, the sooner the work can move forward, the better. If you can take care of and not wait until the last moment, it would be very helpful.

C. Guided Pathways Committee (Greene or designee)

- Professor Greene- We hope to be full-scale GP, so we have a lot of work to do. We meet the second Friday of every month from 10-11:30 am. Most of our work this year will be around classroom experience. We want to capitalize on best practices for online environment.
- Been addressing this throughout the summer through advised GP plan to address racial justice. This has helped us address success rates and create a welcoming environment for marginalized students. We typically create or develop ideas of how to support students and then we turn around and ask students what they think, but this is not necessarily the way to go about it, so we hope to hire 5-6 students (GPS Ambassadors) to participate on college committees and provide feedback throughout the year.

D. Open Educational Resources (Casolari or designee)

- Professor Casolari- OER is a center piece to equity focus of GP. One thing want to point out is that the O is for open licensing.
- Last year I was on sabbatical and created OER for my classes. I can visit dept. or division and give you an update on this via a 15 minute, or shorter, presentation to see what this looks like and show you what this may look like for you.
- Biggest question is where can I find these resources? Casolari sent out email that lists webinars on how to find these resources.
- Bookstore reached out and asked to mention a couple things: If an instructor is using OER, important to let Bookstore know. If OER can be printed, also let Bookstore know, so students have that information as well. Some can be printed at a low cost.

4:25 VIII. **New Business 4:22 pm**

A. Senate primer (Sellick)

RCCAS President Mark Sellick will offer the RCCAS a primer on the role of the Academic Senate in participatory governance

- Welcome to two new Senators: Rosemary Sarkis from World Languages and Emily Phillipson from Early Childhood Education
- Want to give a quick primer on what the Senate is and what we do within the strategic planning context and how we're related to other leadership groups like the FA. Just a reminder that because this is being recorded, it can be made readily available, so you can go through this slowly. When talking about Senate, must start with AB1725, which passed in 1988. It made CCs begin to run more like CSUs and UCs. It created participatory governance and the 50% law, which requires 50% of expenditures that an institution should go to faculty salaries and benefits and 75% full time teaching expectation. It placed faculty at the forefront of decision making. This includes curriculum standards, governing boards, and many other areas. Title V is also very important for decision making. It addresses participatory governance for faculty and specific areas that are under their decision making. 10 + 1 designates RCCAS purview over various areas such as grading polices, educational platforms, and polices that affect teaching environment, etc.

- **What does RCCAS do?** Access, Receive, Reconsider, Review, Revise, and Rewrite.
- **What do Senators do?** RCCAS President will send short information on upcoming agenda items to review prior to meeting. Want Senators to take notes and be involved during meeting. After the meeting, Senators should report to their department and field questions to RCCAS.

B. Military Articulation Platform (MAP) presentation (Schultz) Professor Garth Schultz will present on the MAP

- There are folks in the military who have jobs that exist in the civilian world. Some of these trainings and courses they completed are looked at by faculty and then sent into MAP – a place to have courses listed and organized, so they can be approved or denied and decide if the content was the same and if they're willing to provide credit to that veteran student coming in.
- Information session coming up on Sept. 18, 9 am-12 pm. We want CTE faculty involved so know how system works and what's going on, but this one is worthwhile to ease transition for veterans. Hope you see the opportunity to give credit where it is due.

C. Call to Action Task Force update (Anderson/Sellick)

College President Gregory Anderson and RCCAS President Mark Sellick will discuss the Call to Action Task Force

- President Anderson: When we met to form this Task Force, we knew we needed a Task Force mixed of admins, faculty, students, etc. We couldn't complete charge by ourselves. Decided to have a charge that met expectations of Chancellor and put work into 7 areas within three focus areas.
- Task Force is focused on closing racial equity gaps and facilitating and assisting in dismantling institutional racism in three focus areas: Classroom, Internal forces, and External work- the seven areas within the three are: 1. Curriculum and program development 2. pedagogy and student learning 3. professional development 4. civic engagement 5. communication and collaboration, 6. Climate 7. Recruitment, engagement, and retention of faculty, staff, and administrators. All of this will need faculty leadership and faculty participation. None of this work is going to happen without faculty leadership and participation.
- This document detailing the Task Force will be sent out to the Senate from RCCAS President Sellick.

**Motion to extend meeting 10 minutes**

**M/S/C Nelson/Mayse**

**Approved by unanimous consent.**

D. Roundtable discussion on Distance Education (Sellick) The RCCAS will hold a roundtable discussion regarding the College's approach to issues that senators have confronted. Topics may include, but are not limited to: Canvas issues, synchronous and asynchronous teaching, and labs.

- **Question:** Senator McCarron – Need to give materials to students in Kinesiology. Need to get them javelins for example, but having a hard time setting this up. It's not as seamless as it should be. We need a way

to fill out a form, meet them on campus or something to give them these items.

- **Answer:** VP Mayse- have Scott Blair talk to John Adkins. We have created a student form that students sign up on and the staff person meets them on campus to give them what they need.
- **Answer:** VP Academic Affairs, Carol Farrar- In PLT notes, there are very minimal criteria that admin are asking for for just this kind of engagement with students. Already received an email about this. The President has agreed so as not to delay instruction. Just need to know wholistic plan for campus.
- Scott Blair will forward form to McCarron who will share the form with Kinesiology collogues.
- **Question:** Senator Eldridge- Going back to EW grade?
- **Answer:** RCCAS President Sellick- Conversation for a future date and for RCCAS. Will be taking up this issue. It will be a moving target again. The Executive Order is expiring in Sept. Will it apply or will there be a new one?

**Motion to extend to 5:20 pm**

**M/S/C Soto/Mayse**

- RCCAS President Sellick- Was working with then Vice Chancellor Susan Mills to come up with a set of best practices for faculty to follow in the online environment. This was sent out on June 19, but it can be resent. Want to continue to impress upon our colleagues that if is pedagogically necessary to hold mandatory synchronous meetings for a class, that is one of the reasons we have the schedule set up as it is. If it is just a preference, these should be done voluntary. You should record the meetings, so students can see what they miss. There are lots of equity issues right now affecting students. Will resend document to RCCAS tonight to give to departments.
- **Question:** Senator Eldridge- Any possibility of opening classrooms to be on campus test centers?
- **Answer:** VP Academic Affairs, Dr. Farrar- The logistics of this may be a bit of a challenge. Almost 2,000 sections on our schedule, and to coordinate a schedule that size would be challenging. We may not have the capacity to meet a request like this at this point. As difficult as it is to do online testing, and I understand the difficulties with technology, it is what we have to work with at this point.

5:00 IX. **Adjourn 5:19 pm**

Motion to adjourn  
Soto/Legner