

# EPOC/ASC

• Monday, March 8, 2021 • 3pm-5pm • via zoom

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Members present: Kristine Di Memmo, Paul O'Connell, Casandra Greene, Malika Bratton, Susan Mills, Natalie Halsell, Stephen Ashby, Tucker Amidon, Eddie Perez, Gloria Aguilar, Monique Greene, Marc Sanchez, Patricia Avila, Susan Mills, Sydni Marquardt, Thomas Cruz-Soto, Tristin Morales, Wendy McKeen, Monique Greene, Cynthia Morrill Star Taylor.

Not present: Tammy Vanthul, Garth Schultz, Ramisha Islam, John Adkins, Thea Quigley, Chip West.

Guests: Gregory Anderson, Wendy McEwen, Brandon Owashi Mark Sellick, Scott Blair, Rachel Weiss, Kristi Woods, Shari Yates, John Adkins.

- I. Approval of the Agenda (Tucker Amidon / Eddie Perez) Accepted by Consent
- II. Approval of Dec 4, 2020 Minutes (Tucker Amidon / Eddie Perez) Accepted by Consent
- III. Approval of Feb 8, 2021 Minutes (Tucker Amidon / Eddie Perez) Accepted by Consent
- IV. Chairs Report
- V. Action Items
  - a. GP Plan Final Approval - Motion to Approve Plan (Tucker Amidon / Cassandra Greene)
    - i. Minor changes in grammar, etc. need to be fixed.
    - ii. Dr. Greene will add Professor Amidon to the Teams site so he can edit
      1. Teams site needs to be clear
    - iii. Does it have to be brought back for review for every modification?
    - iv. Maybe add references to COVID-19 / pandemic?
      1. Something along the lines of responsiveness to emerging shifts in need / environment added at the beginning (versus at the end of the plan)?
    - v. Amend Motion: Make a motion to amend the plan to add that language.
      1. Motion to amend the plan to add pandemic language at the beginning of the plan (Eddie Perez, Tucker Amidon) Motion passes
    - vi. Original Motion to approval plan -- passes
- VI. New Business / Discussion
  - a. Review of Guided Pathways Plan Action Plans
    - i. Leads added in Teams site using Planner (committee chairs primarily)
    - ii. Dr. Greene will call a meeting to coordinate
    - iii. Demonstrated how to access tasks
  - b. Strategic Planning Handbook
    - i. Prof Amidon has agreed to proof read it
    - ii. Resource request information – guiding principles on how to make decisions. Need to solidify the process for resource requests. RDAS?
    - iii. No classified professional co-chair on EPOC
      1. Disconnect from Strategic Planning Process
      2. Additional few areas where feedback is needed
  - c. Strategic Planning Report Card
    - i. Shared draft
    - ii. Sent specific requests via teams

- d. ACCJC Annual Report Review
  - i. Institutional information is largely complete
  - ii. Reporting / metrics mirrors the annual report card
  - iii. District office is completing initial financial report so RCC financial team is working on that as well
  - iv. Both are due to ACCJC by April 9
- e. Timeline for updating plans
  - i. If you are in charge of a Leadership Council, that council is responsible for plans
  - ii. Pg 126 of the 2020-2025 Strategic Plan
  - iii. OR Handbook – the area that talks about responsibilities and charges also has the information
  - iv. Need update by end of semester to facilitate approval in early Fall 2021
  - v. If you get a plan done early and want to send it through, GREAT!
  - vi. Prof O’Connell will send emails requesting information for these plan updates
- f. 2020-2025 Strategic Plan Assessment / Strategies
  - i. Strategic Planning retreat documents have been received
  - ii. Will be ready for an update to the Board in June

## VII. Reports

- a. District Reopening Task Force
  - i. Dr. Anderson has participated in workgroups including Facilities and Safety
  - ii. All three colleges are working on it. Some things like plexiglass are in short supply.
  - iii. Communication – team has not met yet.
    - 1. Dr. Isaac is working with the board to provide communication about the fall
  - iv. Need message of hope – everyone is worn out including students
- b. Call to Action Task Force
  - i. Report to Board of Trustees
  - ii. Key message – most of this work is facilitated by / supported by college members independent of the Call to Action Task Force
  - iii. A lot of good was reported but much of good comes out of work that is already underway – especially at RCC.
  - iv. There is a lot of work still to do but progress is on-going
- c. Accreditation
  - i. ACCJC Annual Reporting as discussed above
  - ii. Notification to faculty for vacant ASC chair – need a new chair and will hopefully have one by April meeting
- d. Guided Pathways
  - i. Webinar #4 was last Friday – team of 12 including Educational Advisors. Theme was Building a Sense of Belonging among Pathways
  - ii. Team is building a plan to share with the other success team members
  - iii. Next webinar is upcoming and Dr. Greene will send out information and recruit teams
  - iv. Students / GPS ambassadors have been working on multiple projects: GRIT including mid-semester survival, internship opportunities,
  - v. 2 hour virtual consultancy visit with Kay will focus on how to sustain leadership of GP past the funding cycle
  - vi. Possibly also how to work with math and AB705 to support the math department

- vii. Region 9 is also active – and RCC is a leader and is being asked to present on a number of topics for the region
- viii. Have all the teams been identified? Are there any key players needed?
- ix. Bank of America is supportive and acknowledges how well RCC has done with the implementation of Guided Pathways
- x. Scale of Adoption Assessment
  - 1. Hard to manage / update
  - 2. How do we make it more current and / or close the loop and make progress on a consistent basis? Proactive vs reactive
    - a. Example – RCC’s online orientation (vs Norco College’s)
    - b. VPPD’s team is working on this
- e. Student Equity
  - i. Shared file—Bettina Love March 29 3:00 – 5:00 pm
  - ii. Coordinated with Prof Taylor’s reading group
  - iii. Working on operationalizing goals and objectives from Student Equity Plan
  - iv. Student Equity Committee is inviting an external training and ½ of the meetings for the spring will be training – Leading for Equity
    - 1. Goal is that everyone will have a common language about equity, micro-messaging, etc.
    - 2. Additionally, RCC has a team attending
    - 3. Message of caring – make sure faculty are prepared to give students time to process and meet the changes of returning to face-to-face
    - 4. Additional mental health resources should be discussed / obtained
    - 5. Additional outdoor spaces as well
    - 6. We are going to need a lot of opportunities to gain feedback / input for return to face-to-face in an intentional manner.
    - 7. This is an opportunity to fix some of our systems and structures and we can use this opportunity to help create positive change
- f. Program Review
  - i. Program Review met Friday. Lively and interesting discussion about the charge as the committee transitions to a new role.
  - ii. What are we today compared to what we used to be.
  - iii. Empowering and enabling people to complete their program review
  - iv. Differentiating between Program Review and the Prioritization Process
    - 1. Program Review is a primary input to the Prioritization Process but they are not synonymous
- g. Leadership Council Updates
  - i. GEMQ-LC
    - 1. Prioritization assessment survey is upcoming – look for it
    - 2. Handbook – reviewing GEMQ-LC strategic and operational changes
    - 3. Any changes in the charges also need to be coordinated with the Academic Senate
    - 4. Senate is making sure that process is being followed with the bylaws
  - ii. RDAS-LC
    - 1. Short meeting
    - 2. Handbook
    - 3. Budget issues / costs for shared programs vs college-unique programs
    - 4. District Budget Advisory Council (DBAC) – somber and painful terms

- a. What is going to happen with programs within colleges and between colleges?
    - b. Football team is an example – to what degree would the other colleges need to contribute resources to an individual college program?
    - c. Will some of these programs be diluted because they are at multiple colleges?
  - 5. When we split into 3 colleges, District was going to have some responsibility to make decisions / allocation of programs?
- iii. SAS-LC
  - 1. Reviewed objectives from Handbook
  - 2. Subcommittee questions – do these subcommittees make sense to be assigned to SAS-LC?
  - 3. What is / should be the composition of these subcommittees?
  - 4. Talking about addition programs beyond CTE for job training and work experience
  - 5. Need to figure out how to assess the subcommittees? Some haven't met in a while.
  - 6. Committee composition is important with classified professionals, faculty, and administration.
  - 7. Important that committees and subcommittees have a purpose and a function. If they don't or they don't work, we can discuss getting rid of them.
  - 8. SAS is working on taking subcommittees and making them what they want them to be.
  - 9. In terms of composition, CSEA specifies membership for classified professionals
  - 10. Subcommittee / Working group structures
    - a. Composition was given to a specific council
    - b. Might be subcommittees / committees / workgroups that aren't needed
    - c. There are also particular areas that LC's are responsible for (10+1 or ACCJC) so the Senate has responsibility as a recommending body.
    - d. Looking at smaller groups, we need expertise so that is one piece to consider for the composition
  - 11. Example of a committee that was created and went through a few iterations – Methods and Metrics – small membership but pulls in expertise as needed
- iv. TL-LC
  - 1. Focused on rewriting mission statement and principles.
  - 2. Concern about how students are being treated by faculty
    - a. Being flexible – example of a student who had COVID
  - 3. Addressed messaging on schedule of classes and how that will work going forward

- VIII. Other – Open Forum
  - a. None

- IX. Announcements / Upcoming Events
  - a. Concern and frustration around planning for the fall
  - b. Dr. Anderson responded
    - i. RCC needs all hearts and minds on board to make fall a place of hope and opportunity
      - 1. Anticipate challenges and communicate them so they can be addressed
    - ii. RCC is going to emerge with equity – what will serve our students best? Strategic planning has set goals and we need to keep on track with that as well.
    - iii. Safety remains a paramount concern
    - iv. Faculty leadership and expertise around pedagogy and modality are important as well. Even though the goal is 75%, it is up to us to determine how best to meet that. We need faculty leadership to help us meet that.
  - c. Bettina Love book discussion – every other Thursday. Professor Taylor is the contact. Next meeting is the 18<sup>th</sup>.
    - i. Student Equity has books left – contact Professor Sanchez
- X. Adjourn (4:36 pm)

Minutes drafted by W.L. McEwen