



Department Leadership Council Meeting

September 8, 2022 ⬡ 12:50-1:50 ⬡ Zoom Link: [https://rccd-](https://rccd-edu.zoom.us/j/93352507571?pwd=SkgwR05ZNnhQM2JONUIsaHVxS2tKUT09)

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Attachments/ Supporting Materials: Document on ZTC/LTC, minutes from Feb/Mar/May 2022

Meeting Objectives

1) Overview of this years' work and planning how to move forward with it **2)** plan for gathering ZTC /LTC information for winter spring schedules **3)** clear direction on targets for winter/ spring scheduling

Fall 2022 Objectives

Beyond ongoing routine business and updates: **1)** initial “draft” of chairs’ Canvas resources (both technical resources/ training/ samples of documents and the like, clear processes for facilitating/ coordinating program review, etc, and principles/ ideas/ examples to support chairs in becoming leaders in equity and inclusion in their departments) **2)** revision of constitution and bylaws to the Academic Senate **3)** clear process for routinely gathering ZTC/ LTC information during the scheduling process **4)** inclusion of a front-burner issue on which we can share best practices for each of our next meetings

Agenda

5 minutes I. **Welcome and approvals**

A. Approval of Agenda

B. Approval of Minutes: February, March, May 2022

20 minutes III. **Looking Ahead to This Year’s Work**

(breakouts for 10 minutes; report outs for 10 minutes)

- Monthly Focus on a front burner issue (e.g. gathering ZTC information, I o I best practices, etc)
- Building a Shared Resource to Support Chairs’ Work
- Chairs’ Role in Equity and Inclusion Leadership
- Ongoing Enrollment Management Work
- Constitution & Bylaws
- What Did We Miss? What Else?

15 minutes IV. **New Busines**

A. Gathering ZTC information—right now and ideas for a smooth process moving forward

10 minutes IV. **Chairs’ Reports**

A. Enrollment Update and Targets for Spring, including dual enrollment debrief

Riverside City College MISSION: Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment. **VISION:** Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future.

B. Update on AC situation and how it will be handled

10 minutes VII. **Wrap up and Next Steps**

VIII. **Adjourn**

Chairs' Notes & Information on Agenda Items

Work for the year and building a tool for chairs

ZTC—accompanying documents are attached to share with your faculty. For today, what is critical is gathering the information from our faculty for all of our classes for winter and spring so these can be coded properly by the IDSs and we are in compliance with the state requirement for having this information available for students.

Enrollment Update

AC Issues

Part of what is happening is that because of COVID protocols in place to ensure effective ventilation, the parts of the system open to the outside air are at a much larger percentage than they would be typically. This is why we've had spot failures as this has stressed the system when we've had excessive heat. Typically, a quick reset once facilities is aware and then monitoring the ambient room temp to make sure the system is back to working properly is what is needed. So the key is effective communication. Here is the process we will use:

- Please alert your division office/dean as soon as possible should the cooling system fail in your classroom(s) or office space so that we may work closely with Facilities to resolve the issue as quickly as possible.
- Each situation needs to be handled on a case-by-case basis, and our goal is to keep everyone safe while avoiding the disruption of having to cancel class; the deans are prepared to assist you with other possible options.

Again, please contact your dean/division office to resolve the issue and determine any further next steps that may be deemed necessary.

For those of you who teach in the evening, please call 951-222-8388, and press 1 for RCC and then 4 for a service technician. The service techs are aware that A/C assistance calls may be coming their way.

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My notes

<https://library.rcc.edu/oer>

Definition for LTC

<https://library.rcc.edu/c.php?g=734342&p=9236641>

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