

**RIVERSIDE CITY COLLEGE**  
**Department Leadership Council (DLC)**

**October 13, 2022**  
**12:50 pm- 1:50 pm**  
**Via Zoom**

**Chairs**

Kathleen Sell, Faculty, Chair of Chairs  
Lynn Wright, Vice President, Academic Affairs, away at conference

**Members Present**

Jo Scott-Coe, Janet Lehr, Amanda Brown, Mark Haines, Cliff Ruth, Gwendolyn Yount, Marc Sanchez, Scott Herrick, Jacqueline Lesch, Gina Weeks, Kevin Mayse, Steve Sigloch, James Cheney, Rhonda Taube, Kirsten Gerdes, Araceli Calderón, Debbie Cazares, Eddie Perez, Stacie Eldridge, Laneshia Judon, Kimberly Reimer, Clara Lowden, Sal Soto, Shannon Hammock, Star Taylor, Jodi Julian and Peter Westbrook

**Guests Present**

Shari Yates, Scott Blair, John Adkins, Tammy Vant Hul, Kristi Woods, Julie Taylor, Malika Bratton, Stephanie Heim, and Dorine Uribe

**Call to Order:**

12:53 pm by Kathleen Sell

**Approval of the Agenda**

accepted by consent

**Approval of Minutes: February, March, May 2022**

M/S/C: Scott-Coe/Lehr, approved with 1 abstention

**Best Practice Focus: Effective Communication with Department Faculty**

C. Ruth, S. Herrick, J. Lehr shared best practices for effectively communicating with faculty within your division as well as deans of instruction. It was suggested that standardizing messages and keeping them for future use is a good practice when sending communications. Also, understanding what the role and responsibilities of the deans of instruction before meeting.

**Chairs' Handbook**

The council identified leads for sections of the handbook:

Scheduling: Janet Lehr

Communication: Clifford Ruth

Navigating Student Issues: Stacie Eldridge, Laneshia Judon,

Improvement of Instruction: Jo Scott-Coe

Hiring: Kathleen Sell, Star Taylor

Budget: Janet Lehr

Chairs' Role in Coordinating Assessment and Program Review: Kathleen Sell

Chairs' Role in Leading on Equity and Inclusion: Eddie Perez

**Constitution and Bylaws discussion**

Structure: under the current strategic planning, DLC is associated with both Resource Development & Administrative Services (RDAS) and Teaching and Learning (TL).

Program Review: A longer meeting to discuss faculty prioritization of program review is already scheduled for Friday, October 14<sup>th</sup> from 1:00 – 3:30pm by zoom.

Website: [Department Leadership Council \(rcc.edu\)](http://rcc.edu) needs updating

### **Faculty Prioritization**

Star Taylor (Teaching & Learning Faculty Chair) department chairs need to dive in deeply to the prioritization, take this seriously as these priorities affect our jobs, students, and also the big picture. Meeting will be 10/14/22 1-3:30pm

### **Chairs' Reports**

Dual enrollment – numbers are up right now for most of the classes, state pushing for robust dual enrollment programs

Scheduling – a workgroup on schedule timelines and other related issues is meeting with Susan Mills on Monday, thinking about annual scheduling again, will keep you posted

A handful of schedule related questions: scheduled vs. contact hours, any expected contact time with

### **Wrap up and next Steps**

Next Meeting: November 10th At this meeting, in addition to our best practice focus on Navigating student complaints, we'll be looking for updates on the Chairs' Handbook work and a revised draft of the Constitution and Bylaws based on today's feedback, and we will be joined by Dr. I. Moore, Dean of College Equity, Inclusion and Engagement

**Adjournment** 1:53pm

Minutes submitted by Elena Santa Cruz