





Draft Agenda Department Leadership Council Meeting

November 10, 2022  12:50-1:50  Zoom Link:

<https://rccd-edu.zoom.us/j/82129693147?pwd=RWNpQVlTbkJpd25yRXZneHMvTThqZz09>

Attachments/ Supporting Materials: Revised draft Constitution and Bylaws, minutes from October meeting, schedule production timelines

Meeting Objectives

1) Leave with some best practices/ new ideas for navigating student issues 2) Provide Feedback to Dr. Moore 3) Complete our work on Constitution and Bylaws so we can forward to Senate 4) Discussion of roll of annual CSAR rather than term by term CSARs and schedule production timelines for 23-24 5) Information/ updates from the last month

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)—*in progress* 2) revision of constitution and bylaws to the Academic Senate for approval—*in progress/ action today* 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 5) Preparing for updated scheduling timelines/ annual CSAR roll and enrollment management questions/ issues

Looking ahead to spring: enrollment management/ scheduling; Flex approval questions; ongoing work on chairs’ canvas resource; approval of Constitution and Bylaws by Senate; ongoing best-practices spotlights/ discussion

5 minutes I. Welcome and approvals

- A. Approval of Agenda
- B. Approval of Minutes: October 2022

15 minutes III. Best Practice Focus: Navigating Student Issues (J. Scott-Coe; L. Judon; S. Eldridge)

20 minutes IV. Business

- A. Input from chairs for Dr. Moore’s office on what kind of supports would be helpful—I. Moore
- B. Constitution and Bylaws draft revised—action item
- C. Annual CSAR Roll and Schedule Timelines for 23-24--discussion

10 minutes IV. Chairs’ Reports

- a. Dual enrollment updates

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. Report out from Enrollment Management Committee meeting (everyone here on this committee who attended can help out)
- c. Workgroup on course caps is reconvening
- d. Update on Chairs' Canvas Resource
- e. A handful of schedule related questions/ issues to be thinking about in advance of our December meeting and as we move into winter/spring: thinking about rotations of offerings, ratios of modality, short-term vs. full-term classes, where to grow or stay steady—targets and what actually makes sense—as we think about 23-24 scheduling? What is working well in your schedule development/ offerings? Where are you facing challenges and what support would be helpful?

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

VIII. Adjourn

Next Meeting: December 8th. *At this meeting, we will do any essential wrap up work to make sure we're on track with Fall objectives as well as zeroing in on scheduling/ enrollment management questions/ issues / guidelines to prepare us for the annual schedule roll and 23-24 scheduling. In addition Dean McEwan will be present to give a brief update on the annual program review and planning retreat in January.*

Note: in spring we shift to 4th Thursdays so we'll meet on the following days: Feb 23, March 23* (this one will be the extended meeting in advance of program review and to give us our annual longer session to more fully address our business), April 27, and May 25th.

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