

RIVERSIDE CITY COLLEGE
Department Leadership Council (DLC)
November 10, 2022 | Via Zoom
Meeting Minutes

Kathleen Sell, Faculty Chair
Lynn Wright, Vice President, Academic Affairs

Voting Members Present

Gwen Yount, Jo Scott Coe, Stacie Eldridge, Sal Soto, Clara Lowden, Laneshia Judon, Kimberly Reimer, Gina Weeks, Janey Lehr, Steve Sigloch, Eddie Perez, Debbie Cazares, James Cheney, Garth Schultz, Kevin Mayse, Jodi Julian, Rhonda Taube, Marc Sanchez, Mark Haines, Cliff Ruth, Araceli Calderon, Peter Westbrook, Shannon Hammock and Star Taylor

Others Present

Shari Yates, Adrienne Grayson, Kristi Woods, Tammy Vant Hul, John Adkins, Scott Blair, Julie Taylor, Erika Koperski, Malika Bratton, Mia Timme, Stephanie Heim

- I. Welcome and approvals
 - A. Approval of the Agenda
 - Item IV.A Dr. Moore's presentation will be tabled until the next meeting
 - Agenda accepted by consensus
 - B. Approval of Minutes: October 2022
 - M/S/C: Yount/Lowden, approved with no abstentions

- II. Best Practice Focus: Navigating Student Issues
 - A. Faculty members Joe Scott-Coe, Laneshia Judon and Stacey Eldridge shared best practices for navigating student issues such as allegations of lack of response and other issues.
 - B. Managing expectations, consolidating resources, knowing student rights, accessing forms such as concern, academic dishonesty, etc.
 - C. Links will be available in the Chairs' Canvas resource; enroll here:
<https://rccd.instructure.com/enroll/C7BX79>

- III. Business
 - A. Dean of College Equity, Inclusion and Engagement presentation - tabled
 - B. Constitution and Bylaws draft revised—action item
 1. M/S/C to open discussion on Constitution & Bylaws by Yount/Eldridge
 2. Discussion among chairs – overall approach – consistent with what is in contract and clear about placement of DLC in the college's strategic planning structure; charge is communicating and facilitating dialogue
 3. Motion to close discussion by consensus
 4. Motion to accept Chair Handbook and advance to Academic Senate
 - i. M/S Eldridge/J. Lehr
 - ii. 21 ayes, 0 noes, 0 abstentions
 - C. Annual CSAR Roll and Schedule Timelines for 23/24
 1. Will have access to CSAR roll for entire academic year in January 2023
 2. Timing of Spring and Winter will need to be done by February (much earlier September)
 - a. Curriculum September deadline exists to
 - b. One year in advance

IV. Chairs' Reports

- A. Dual enrollment updates – need to do more to support this population
 - 1. DE Student success is outpacing overall success
 - 2. Recruitment and info sessions for parents, principals, counselors can be provided
- B. Enrollment Management Committee meeting
 - 1. Integrated Strategic Enrollment Management Plan is being updated by committee
- C. Course Caps Workgroup
 - 1. Report out from Course Caps Taskforce Meeting on Friday Nov. 4th
 - 2. The membership of the Course Capacity Task Force includes:
 - a. Academic Senate Presidents
 - b. Faculty Association President
 - c. Faculty Associate Vice Presidents
 - d. Strategic Planning Faculty Co-chairs
 - e. Chairs of Department Chair Councils
 - f. Curriculum Committee Chairs
 - g. Vice Chancellor of Business and Financial Services
 - h. Vice Chancellor of Educational Services and Strategic Planning
 - i. Associate Vice Chancellor of Educational Services and Institutional Effectiveness
 - j. Dean of Educational Services and Institutional Reporting
 - k. Vice Presidents of Academic Affairs
 - 3. During the Nov. 4 meeting, the reconstituted task force agreed that its purpose is to develop a framework for disciplines to have discussions with college and district administrators regarding course capacities.
 - 4. Everyone was clear that the purpose of the group is NOT to make recommendations about what course caps should be nor is it (as was part of the charge back in 2018) to look at reassigned time. So this reconvened group will have a much narrower focus. The work is envisioned in three phases: 1) getting a clear picture of where the district is with caps since there have been many new courses, disciplines, etc that have come on board since 2018—so where are we and where might we house this information 2) working with the contract language very directly to be clear about what kinds of guidelines this committee could offer that would be consistent with the existing contract language and 3) creating a framework/ set of reflective questions to guide conversations between disciplines/ admin around course caps when these are brought forward so that we have some consistency in approach and the kinds of considerations to take into account.
- D. Schedule related questions/ issues
 - 1. 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.
 - 2. What is working well in your schedule development/ offerings? Where are you facing challenges and what support would be helpful?
 - 3. Late start – consider capping at 50% to push students to register for full term first

V. Wrap up and next Steps

- 1. Next meeting: December 8, 2022

2. Spring 23 meetings: 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.

VI. Adjourn 1:53 pm by consensus

Minutes submitted by Elena Santa Cruz

DRAFT