Draft Agenda Department Leadership Council Meeting

December 8th, 2022 ◈ 12:50-1:50 ◈ Zoom Link:

https://rccd-edu.zoom.us/j/82129693147?pwd=RWN pQVlTbkJpd25yRXZneHMvTThqZz09

Attachments/ Supporting Materials: minutes from November meeting

Meeting Objectives

1) Program Review Retreat Information from Dean McEwen **2)** Key Focus: Scheduling—targets, ratios, best practices for short term class scheduling, etc in preparation for the 23-24 schedule roll **3)**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—sent to Senate leadership Nov. 14 and will be on the Senate Agenda for Dec. 5* **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 for Winter/Spring 23 and the 23-24 Schedule build

5 minutes I. **Welcome and approvals**

        A. Approval of Agenda

        B. Approval of Minutes: November 2022

45 minutes II. **Business & Best Practice Focus for today: Scheduling**

    A. Program Review (information) —Dean McEwen—10 minutes
    B. Scheduling—35 minutes—Dr. Wright and All
        a. Winter 23 & Spring 23:
            i. Enrollment management
            ii. ZTC/ LTC—has this info been gathered/ input & best practice if you need to re-staff a class that is ZTC or LTC
        b. Summer/Fall 23 & Winter/Spring 24 Scheduling—flexibility and adaptability!

To begin: What is currently working well in your work on schedule development as you prepare to build a schedule?

        c. Information/ guidelines/ best practice ideas
            1. Targets—what we know, what we're working on in terms of targets by dept/ discipline not just division and productivity numbers by discipline/ department

*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.

as well. In the meanwhile, calculating your own efficiency number so you can balance within your own dept.

    2. CSAR/ Power BI—what we scheduled, what we cancelled or added, rebalancing to begin the schedule build and reasonable margins for growth

    3. Ratios for online, hybrid, F2F—for the college and what makes sense within our own dept./ disciplines

    4. scheduling short term classes—purpose, reserving some seats, funding (DSCH vs. WSCH)

    5. rotations of offerings—making sure ours are still accurate/ up to date & making sure counselors have these

    6. Faculty renewing certification for teaching online/ hybrid—timelines and impact on scheduling

  d. What kinds of challenges are you facing in your schedule development? What kind of support would be helpful?

10 minutes IV. **Chairs' Reports & Wrap up**

A. Our revised DLC Constitution and Bylaws was approved at Senate on Monday Dec. 5th
B. Dual Enrollment Funding (and see notes below)
C. Curriculum work timeline due to AB 1111 for spring
D. DE Re-certification: communicating requirements and timelines to faculty though the exact details are still a bit up in the air—Dr. Wright
E. Link for self-enroll in chairs' Canvas resource: chairs can self-enroll with this link: **https://rccd.instructure.com/enroll/C7BX79**

    VIII. **Adjourn**

Notes for Agenda Items

Notes on targets/ FTES numbers

- President Carter reported at the Monday Senate meeting that by 23-24, the colleges are at (or above) the 2019 numbers in order to preserve our funding at current levels—hold harmless will be coming to an end in 23-24 or 24-25 so getting back to 2019 numbers is something Chancellor Isaac is laser focused on.

Chairs' Report—A. Dual Enrollment Funding

- In the student centered funding formula, beyond the basic FTES based funding there is bonus funding for some items such as completion of transfer-level math and English in the first year AND for dual enrollment. So this is why dual enrollment offers colleges a little bit of a funding boost.

Notes on Curriculum work timeline to make sure your departments are aware of

- Please emphasize to your departments that any curriculum work that needs to be done to make the 24-25 catalog should be done THIS Spring because there will be a curriQnet freeze-out/ restriction period in place after the end of September for the remainder of the Fall 23 semester in order for the re-numbering work to take place in the system. ANY drafts that haven't been launched by September deadlines will have to be deleted. It would be best to have everything launched before we leave for summer if possible but at the latest, any launches/ final votes need to be done right away at the end of August/ beginning of September.

Next Meeting: February 23rd

Note: in spring we shift to 4th Thursdays so we'll meet on the following days: Feb 23 in person, 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 in person, and May 25th in person. We will be meeting in person for the spring term because we are a standing committee of the Senate and the emergency provisions that allowed us to meet remotely are sunsetting.

Looking ahead to spring objectives/ tasks: more on enrollment management/ scheduling; chairs' role in Equity and Inclusion work; Flex approval questions; ongoing work on chairs' canvas resource; approval of Constitution and Bylaws by Senate; ongoing best-practices spotlights/ discussion—I o I, Flex …