

RIVERSIDE CITY COLLEGE
Department Leadership Council (DLC)
December 8, 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, Janet Lehr, Steve Sigloch, Eddie Perez, Debbie Cazares, James Cheney, Garth Schultz, Amanda Brown, Amy Cowart, Kevin Mayse, Jodi Julian, Rhonda Taube, Scott Herrick, Cliff Ruth, Araceli Calderon, James Knieriem, Gwen Yount, Kirsten Gerdes, Virginia White, Shannon Hammock and Star Taylor

Others Present

Shari Yates, Tammy Vant Hul, John Adkins, Scott Blair, Julie Taylor, Erika Koperski, Mia Timme, Allyssa Ybarra, Thea Quigley and Wendy McEwen

- I. Welcome and approvals
 - A. Approval of the Agenda
Agenda accepted by consensus
 - B. Approval of Minutes: November 2022
M/S/C: Yount/Lowden, approved with no abstentions

- II. Business & Best Practices Focus for today: Scheduling
 - A. Program Review presentation by Wendy McEwen
 - B. Scheduling
 - a. Winter 23 & Spring 23
 1. Win23 target 1771.62, scheduled 1773.76
 2. Spr23 target 6362.01, scheduled 7362.53
 3. 22/23 annual target is 16721; projected 22/23 is 16198.35, 145.3 short of target
 - b. ZTC/ LTC will be listed in schedule of classes
 - C. Summer/Fall 23 & Winter/Spring 24 Scheduling—flexibility and adaptability!
 - a. 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 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 vs. we cancelled or added/ what made, 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; .6 considerations, especially with any load balancing
 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—status of this and timelines—what we know now, what is still up in the air

III. Chairs' Reports

- a. DLC Constitution and Bylaws were approved at Senate on Monday Dec. 5th
- b. Dual Enrollment Funding
 - i. 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.
- c. Curriculum work timeline due to AB 1111 for spring
 - i. 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.
- d. Link for self-enroll in chairs' Canvas resource: chairs can self-enroll with this link:
<https://rccd.instructure.com/enroll/C7BX79>

IV. Wrap up and next Steps

1. Next meeting: February 23, 2023
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.

V. Adjourn 1:53 pm by consensus

Minutes submitted by Elena Santa Cruz