Riverside City College Academic Senate

Agenda

Monday, 16 October 2023 • 3:00 - 5:00 PM
Meeting Location: The RCC Hall of Fame Room
YouTube link for viewing:
https://www.youtube.com/channel/UC9tCDF4RDXCqzrUS0QfO09A/featured

3:00	I.	**Call to Order**
3:05	II.	**Approval of the Agenda**
3:05	III.	**Approval of the Minutes: 2 Oct. 2023**
3:10	IV.	**Public Comments**
3:20	V.	**Officer and Liaison Reports**

        A. President
        B. Vice President
        C. Secretary-Treasurer
        D. RCCD Faculty Association
        E. College President
        F. ASRCC Representative

3:40 VI. Committee or Council Updates and Reports
        A. Interim faculty co-chair Ajené Wilcoxson will provide a report with updates about the first meeting of EPOC (Educational Program Oversight Committee) (information)
        B. GEMQ faculty co-chair Wendy McKeen will present an overview of the draft of the college Vision Statement, Mission Statement, and Tiger Pride values for senate review and discussion (first read)

3:50 VII. Ongoing Business
        A. President Scott-Coe, VP Wilcoxson, and Secretary-Treasurer Wiggs will lead RCCAS through a second review and discussion of RCCAS bylaws (second read, possible action)

4:15 VIII. New Business
        A. Professor Sally Ellis (Library) will provide a brief overview of library resource materials related to permalinks and ADA, the difference between "OER" and "Inclusive Access" materials, and general library tools (information)
        B. Ratification of new and ongoing appointments: President Scott-Coe or designee will present candidates for the following: (action)
                a. Faculty Co-Chair for SAS
                b. District Enrollment Management Committee

4:45	IX.	**Open Hearing**
4:55	X.	**Learn, Share, Do**
5:00	XI.	**Adjourn**

Title 5 §53200 and RCCD Board Policy 2005
Academic Senate "10+1" Purview Areas
1. Curriculum, including establishing prerequisites and placing courses within disciplines* 2. Degree and certificate requirements* 3. Grading policies* 4. Educational program development* 5. Standards or policies regarding student preparation and success* 6. District and college governance structures, as related to faculty roles** 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports** 8. Policies for faculty professional development activities* 9. Processes for program review** 10. Processes for institutional planning and budget development** 11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate**
* The RCCD Board of Trustees relies primarily on the recommendations of the Academic Senate
**The RCCD Board of Trustees relies on recommendations that are the result of mutual agreement between the Trustees and the Academic Senate

Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside City College Academic Senate will swiftly provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact Office of Diversity, Equity, & Compliance at 951-222-8039.

Riverside City College Academic Senate
October 2, 2023 • 3:00 - 5:00 PM • Hall of Fame

3:01 I. Call to Order

Roll Call
Academic Senate Officers
President: Jo Scott-Coe
Vice President: Ajené Wilcoxson
Secretary-Treasurer: Micherri Wiggs

Department Senators
Applied Technology: Patrick Scullin
Art: Will Kim
Behavioral Science: Eddie Perez (not present)
Business Admin/IST: Skip Berry
Chemistry: Leo Truttmann (not present)
Communication Studies: Star Romero
Cosmetology: Peter Westbrook (not present)
Counseling: Sal Soto
Dance and Theatre: Todd Faux
School of Education & Teacher Preparation: Emily Philippsen
Economics/Geography/Political Science: Dariush Haghighat (not present)
English: Christine Sandoval
History/Philosophy/Humanities/Ethnic Studies: Daniel Borses
Kinesiology: Jim McCarron
Library: Sally Ellis (not present)
Life Sciences: Lisa Thompson-Eagle (not present)
Mathematics: Evan Enright
Music: Steve Mahpar
Nursing: Lee Nelson
Physical Science: James Cheney (arrived at 3:11)
World Languages: Araceli Calderón
Associate Faculty Senator
Lindsay Weiler

Ex-Officio Senators
Teaching and Learning LC: Greg Russell
ASC: Jacquie Lesch
EPOC: Ajené Wilcoxson (interim)
Government, Effectiveness, Mission, and Quality LC: Wendy McKeen
Resource Development and Administrative Services LC: Patrick Scullin
Student Access and Success LC: Vacant
Curriculum: Kelly Douglass (not present)
Parliamentarian: Sal Soto

RCCD Faculty Association
Mike Chavez

Administrative Representatives
College President: Claire Oliveros
VP Academic Affairs: Lynn Wright

VP Business Services: Vacant
VP Planning and Development: Kristine DiMemmo (not present)
VP Student Services: FeRita Carter (not present)

ASRCC Representative
Jennifer Shaw

Recorder of Minutes
Danielle Elizondo

Guests
Jim Elton, Kinesiology
Diana Pell, Mathematics & Honors Coordinator

3:01 II. Approval of the Agenda
- M/S/C: (Faux/Borses) Approved by consent.

3:02 III. Approval of the Minutes
- September 11, 2023- M/S/C: (Faux/Borses) Borses and Philippsen department names were updated and with those corrections, the minutes were approved unanimously with 1 abstention.

3:04 IV. Public Comments
- Romero- Comm department is facing challenges due to enrolled students who are currently incarcerated which comes with unique needs and participation limitations yet the instructor is not told in advance making it difficult to support student success. Romero enquired about some sort of task force or best practice.
- McCarron- RCC Athletics programs are moving forward with their scheduled competition and many are currently ranking among top 10 in state! Since the SID position is vacant, the Athletics website is not up to date.
- Berry- Reminder: October is Filipino American Month, Breast Cancer Awareness Month, Hispanic Heritage Month (continued), LGBTQ+ History Month, and Cybersecurity Awareness Month.
- President Scott-Coe mentioned here that if senators choose to make public comments, these are not on the agenda as items and cannot be commented on as such, the same as with any other commenter. We have Open Forum on every agenda for senators to raise items for possible future agenda consideration and/or to make announcements

3:07 V. Officer and Liaison Reports
  A. Secretary Treasurer-
   - A list of college acronyms was handed out. A copy will also be emailed to Senators to share with their departments.
   - Senator name cards will be updated for next meeting with pronouns, if senators indicated their preference on today's sign in sheet.
   - Thanks to those who came to our first Senate Mixer on 9/20. The event was a success. Berry and Scullin attended and provided feedback- It was an informal way to discuss challenges and form relationships in a relaxed setting.
   - Invites for the next Senate Mixer, happening on 10/18 were sent out last week.
  B. President-
   - At the DAS meeting on 9/25, Blackmore briefed us on the ERP transition. Information and next steps should be coming any day now.

- Posthumous emeriti will be acknowledged. We are waiting to understand best processes for notification, etc.
- At a meeting with District ambassadors as well as the Chancellor, senate presidents urged there to be some official briefing or presentation to local senates about IETTC. There is a general agreement about this need; perhaps later this fall or spring. It is crucial for the information pathways to occur in the right order (i.e. so Senate presidents are not in position of being "ambassadors" for IETTC, but as representing the questions of their respective senate bodies.)
- Barnes and Noble bookstore presentation is scheduled at BOT tomorrow, 10/3.
- B&N meetups will be scheduled at each college this month (date pending).
- Attended curriculum webinar on AB 928. Reps from our administration and curriculum were also in attendance. Updates to come from our Curriculum Committee which will be especially important for departments that serve students with AOEs as well as, or instead of, ADTs.
- NACCC listening sessions- next sessions will be held in DL409 on 10/3 and 10/5.
- Planning for area D Senate meeting. Will attend on 10/27 and report back in preparation for plenary.

C. Vice President-
- Recruiting for Plenary, Costa Mesa, 11/16-11/18. We'd like 2 or 3 Senators to attend.
- Shout out to Sally Ellis and Kelly Douglass for attending the Vision 2030 Webinar.
- EMLI report coming soon.

D. RCCD Faculty Association-
- Concern expressed about lack of consultation about how IETTC is developing.
- Growing concern with uneven administration of IOI practices and procedures. Across the District, Deans have been making different decisions about how to handle scope and process. FA is working with HR to develop Dean level training.

E. College President Oliveros-
- Oliveros expressed gratitude for faculty adaptiveness and flexibility while dealing with campus flooding which occurred on Friday 9/29.
- Interim VP, Business Services is on leave. Permanent search for this position is underway. During this time President Oliveros will be acting on his behalf. PLT will help fill in and attend meetings. Patience and understanding are appreciated while we decide who will fill the VP role in RDAS. VP DiMemmo will fill the VP role in B&N transition process.
- Hispanic Latinx Heritage Month- shout out to the many faculty who led, participated, and organized events, activities, and exhibits.
- Attended inspiring Belize trip report back.
- Congrats to EMLI 2nd Cohort kickoff.
- Looking forward to seeing everyone at the NACCC listening survey sessions.
- Working with our public affairs officer to create an awareness calendar- DEIBAAJ full scope of diversity calendar.
- Attended Good Morning Riverside and first RCCD Foundation board meeting which provided the opportunity to give a college report.
- Planning to attend future ASRCC meeting.

- Save the date- Coffee Chat with Claire Kickoff, 10/26, 9:00 am. Future session invites will be organized by years of service.
   F. ASRCC Representative-
- Tiger Pride- 10/5 from 12-2pm and 3-6pm, free burritos and drinks for students.
- Homecoming Week 10/9- Winner gets a $250 scholarship.
- Students have expressed concern with lack of food on campus since the cafeteria closes at 5pm.
- Students desire a more welcoming environment on campus. Faculty are encouraged to engage in small talk with students and to have more informal events beyond the formal engagement centers.

3:48 VI. Committee or Council Updates and Reports
   A. Honors Faculty Coordinator, Diana Pell, provided an overview about processes, timelines, and key elements of Honors student contracts.
- Associate faculty can teach honors courses however there is concern about compensation for the extra work that honors courses require.
- Email Diana.Pell@rcc.edu with honors contract related questions.
   B. EPOC update-
- Tabled until EPOC holds their first meeting on 10/9.

4:00 VII. Ongoing Business
   A. President Scott-Coe led a brief discussion of routine questions related to Academic Senate purview. These are questions that presenters should anticipate and should spark meaningful conversation. President Scott-Coe thanked our faculty colleagues at Moreno Valley College for sharing this practice.
      a) How can Senate support?
      b) Where does it fall under our purview?
      c) What constituent groups are involved?
      d) Who would be impacted?
      e) Is this consistent throughout the District?
      f) Senators can contribute additional questions.

4:04 VIII. New Business
   A. First read and discussion of RCCAS bylaws
      a) The changes included are not primarily the brainchild of the senate officers alone. Some changes were typos or about naming things accurately, some were passed along by former senate leadership, and some came from consultation with committee leads.
      b) The focus for this bylaws update was to capture where we currently stand NOT to make massive changes. That said, we are sensing a desire/need for some bigger changes. So, once we get this iteration approved, capturing what is currently happening, we can move our discussion to what more substantive changes might be desired/needed. Let's plan to start talking about those in the spring and tackle them in fall.
      c) The changes that were substantive, you'll see strikethrough of previous language and then new language in blue so you can compare.
      d) With respect to most of the named committees, the leads were contacted for their feedback.

      e) Two of our committees named in the bylaws are operating at the district level, not at the college level (PGSL & Academic Standards). Yet, we weren't sure we wanted to strike those from our bylaws as there is still a lack of clarity about how they officially function at the district (e.g. don't know that they have bylaws). That is why we left them in with language about the right to recall them to the college. We aren't sure we can do that but we didn't think it was the right time to let them go.

      f) A new section related to public comment should be added per Brown Act to clarify as a body that we can not respond to public comment. There was discussion on clarifying public comment time frame.

  B. Ratification of new and ongoing appointments

      a) Faculty co-chair for SAS- still vacant

      b) Alternative faculty member representative on TLLC (temporary)- motion to approve appointment of Lashonda Carter to replace Diana MacDougall and represent the division of LHSS until the end of Fall semester M/S/C: (Romero/Borses) motion passes unanimously.

      c) District Cyber Security Advisory Committee- motion to approve appointment of Skip Berry M/S/C: (Scullin/McCarron) motion passes unanimously.

      d) Other District committees

         i. District Safety and Security- Rudy Arguelles was selected by majority vote.

         ii. District Global Learning and Study Abroad- Tonya Huff by majority vote.

         iii. District Guided Pathways- Melissa Matuszak by majority vote.

4:45 IX. Open Hearing

- Issues when trying to put ZTC on COR- (date is no longer an issue) reach out to Heather Smith for assistance.
- Meeting modality for leadership councils- Jo Scott-Coe will reach out to legal counsel and report back.
- No student parent tab on RCC homepage- equity issue
- Study Abroad in Tokyo Japan next summer- 400 students on the interest list and 50 applicants already!
- Ghana trip has been postponed to winter 2025 to allow students time to prepare.
- Miracle of Dreams Scholarship- RCC nursing student winner

Motion to extend the meeting until 5:02 pm M/S/C: (Romero/Sandoval)

5:00 X. Learn, Share, Do

- Email Wiggs with bylaw comments
- Take honors contract back to departments
- Email officers with suggestions for Senate questions
- Collegiality Mixer on 10/18
- NACCC Listening Sessions
- Coffee chat with Claire 10/27 at 9 am
- Homecoming week 10/9

5:02 XI. Adjourn

- M/S/C: (Borses/Sandoval)

Glossary:

M/S/C = Motion Seconded and Carried

DRAFT PROPOSAL FOR REVIEW
As of Sep 29, 2023

BACKGROUND and PROCESS

As part of the College's Strategic Planning cycle, RCC's Mission, Vision, and Values (MVV) are reviewed and revised. This process is coordinated by the College's Governance, Effectiveness, Mission, and Quality Leadership Committee (GEMQ-LC).

Prior to GEMQ-LC's August 2023 meeting, GEMQ-LC members received a worksheet as part of the structured review. This worksheet included 2 guided prompts to help set a foundation for the Council's work. The worksheet also included RCC's current Mission, Vision, and Values and several examples from other California Community Colleges.

The 2 guided prompts were:

- What would it mean to you if RCC was a more student-centered organization?

- What would it mean to you if RCC was more supportive of all stakeholders' individual needs – creating a more equitable, supportive, and social-justice focused organization?

The discussion from these prompts helped the members better understand what we want RCC to be.

The members then reviewed and discussed the College's current vision as well as examples from other colleges. We are framing the Vision as "Who we want to be" in a way that can be memorized and shared widely.

The members also did the same with the College's mission. The Mission Is "Who we are" and because of ACCJC requirements, is a bit more formula-based.

Initially, the members agreed that RCC's Values are good and do not need to be revised.

At the end of the August meeting, the Leadership Council agreed that the process for selecting a proposal for the Mission, Vision, and Values would continue at the September meeting. For "homework," the members would provide additional input via an MS Forms survey.

During the MVV discussion, Dean McEwen took notes and recorded them on a worksheet. She then used this worksheet and the members' input to create an MS Forms survey to gather feedback including asking the members to rank the options and also have an opportunity to write in their own Mission, Vision, or Values. This feedback was shared at the beginning of the September GEMC-LC meeting, helping the members focus their discussion.

PROPOSAL

VISION (Who we want to be)

Empowering lives through equity, access, and excellence in education

MISSION (Who we are)

Building upon the strengths and socio-cultural experiences of our diverse student population and the communities we serve, Riverside City College advances equity, access, and inclusion by supporting attainment of workplace skills, certificates, degrees, and transfer programs which help students achieve their educational and career goals and improves their lives and communities.

VALUES (What drives our work)

Tradition and Innovation: We work collaboratively to develop flexible and creative solutions to meet the evolving needs of our community and embrace change while respecting our tradition and legacy of strong partnerships.

Integrity and Transparency: We promote an environment of trust by being honest, fair, transparent, and equitable. We honor our commitments to our students, staff, and communities.

Growth and Continual Learning: We commit to intellectual inquiry, reflection, professional development, and growth for all stakeholders. We adjust our teaching practices to provide equitable opportunities and outcomes and to encourage continual learning for our students, faculty, and staff.

Equity-Mindedness: We promote social justice and equity.

Responsiveness: We respond to the needs of our students and communities through engagement and collaboration.

Student-Centeredness: We create meaningful learning environments that value the strengths and experiences our students bring and that support students in developing and accomplishing their personal, education, and career goals.

NEXT STEPS

- GEMC-LC members distribute the drafts to campus community via this document AND an MS Forms survey. Specific groups include:
    - PLT and other managers – Wendy McEwen
    - Other LC's – Wendy McKeen
    - Academic Senate – Wendy McKeen
    - CTA – Wendy McKeen
    - CSEA – Casandra Greene
    - DLC – Wendy McKeen
    - Academic Divisions – GEMQ members
    - ASRCC – Wendy McEwen
- Feedback is requested no later than November 17th
- GEMQ-LC will meet and finalize proposal November 27th
- Will present final proposal to EPOC in December, 2023 and to the Academic Senate in February 2024
    - Once the MVV are finalized at the College, it will go to the Board of Trustees.

**BYLAWS OF THE RIVERSIDE CITY
COLLEGE ACADEMIC SENATE**

PREAMBLE

The Riverside City College Academic Senate ("RCCAS") can propose, change, and amend its Bylaws by a majority vote of all of its members provided that (1) motions to amend the Bylaws must be proposed in writing and (2) two weeks must elapse between the making of a motion to amend and any action to adopt the motion.

ARTICLE I. MEETINGS & PROCEEDINGS

1. Regular RCCAS meetings will be scheduled in the Hall of Fame of the Bradshaw Student Center from 3:00 until 5:00 PM on the first and third Mondays of each month (contract holidays excepted) during the academic year, unless otherwise announced.

2. RCCAS meetings and faculty meetings called by the RCCAS are conducted under the parliamentary guidance of the most recent edition of Robert's Rules of Order, Revised.

3. Space for public comments related to the purview of RCCAS will be included in each agenda.
   - The public may comment on items not included on the agenda during the "Public Comments" agenda item only.
   - Total time for public comments will be limited to 10 minutes.
   - Time limits for each individual speaker will be 3 minutes, unless there are several speakers in which case time may be reduced to ensure public comment is limited to 10 minutes.
   - According to Robert's Rules of Order, public comment is to be germane to the duties of the body, relate to current or new items for discussion and decision by the body, be respectful, and avoid the use of names or pejoratives.
   - RCCAS members may not discuss nor may they take action on public comments associated with items not on the agenda. If an RCCAS senator determines that the issue needs further discussion, the member may submit an agenda item dedicated to the issue at a subsequent meeting.

4. The RCCAS shall establish its own agenda by simple majority vote of the members present. The agenda must be established in accordance with State laws and regulations. Any member of the Riverside City College faculty may submit agenda items to the RCCAS. The established agenda may be abridged by majority vote or by consensus of the members present.

5. The RCCAS President will contact any Senator who misses three regularly scheduled meetings to assess the problem. If appropriate, the RCCAS President will contact the Senator's Department Chair regarding such absenteeism, with the hope of resolving the situation and avoiding departmental under-representation. Replacement of such absentee Senators may be necessary.

6. At its discretion, the RCCAS may authorize the RCCAS President to act on its behalf

during the summer months. Wherever possible, action should be deferred until the Senate can meet and confer during the academic year.

ARTICLE II. ELECTIONS

1. Elections are conducted according to Article VIII of the Constitution.

2. The call for nominations shall be made at least three weeks in advance of the holding of an open faculty meeting which will constitute the closing of nominations.

3. In those years when the offices of President, Vice President, and Secretary-Treasurer are open for election, the College Academic Senate shall arrange in a timely manner through its committees for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

4. Elections shall be conducted electronically or by campus mail in such a manner as to maximize the integrity of the electoral process.

5. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted immediately after votes are counted. The Nominations Committee will conduct the election in such a manner as to minimize the interference of the Spring Break with the election process.

6. The Nominations Committee shall request the Departments to hold elections for Department Senators and shall inform the Departments in a timely manner whenever a special need exists to fill a vacancy. Terms of office for Departmental Representatives to the Senate shall be for two (2) years with no limitation on the number of consecutive terms to which a departmental member may be elected as a Senator.

7. The Department representative elections shall be held as follows:

   The following Departments shall elect representatives in odd-numbered years:

   Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Communication Studies: English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; Music; World Languages.

   The following Departments shall elect representatives in even-numbered years:

   Art; Chemistry; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Dance and Theater; Physical Science; Kinesiology.

8. In the event that a departmentally-elected Senator is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, load-bank leave, other leave of absence, or is otherwise unable to regularly attend Senate meetings, the Department shall elect a replacement representative for the balance of the term and so indicate in Department minutes.

9. Where the Constitution requires election by majority vote, a runoff election will be held between the top two vote-getters. In some cases involving tie votes, a runoff between more than two candidates could occur.

10. Ballots and election results shall be kept on file in the Academic Senate office and shall be available for review for 120 days.

ARTICLE III. RIVERSIDE CITY COLLEGE EDUCATIONAL PLANNING, LEADERSHIP COUNCILS, COMMITTEES AND WORKGROUPS

Section 1: Educational Planning Oversight Committee

A. Pursuant to RCCAS's role in educational planning and budgeting under Title 5, §53200.10, the RCCAS President shall work with the President of Riverside City College to create an overarching strategic planning and operations structure for Riverside City College. The central structure shall be named the Strategic Planning Council and its primary input shall be the Educational Planning Oversight Committee ("EPOC"). The primary responsibility of the EPOC shall be to monitor institutional progress toward achieving college goals and to provide recommendations to the college president. EPOC also shall oversee and direct the general work of the Strategic Planning Leadership Councils ("SPLCs") and shall serve as the Accreditation Steering Committee when necessary.

B. The Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils shall be ratified by the RCCAS. Any proposed changes to this document shall be brought before the RCCAS for consideration and ratification.

C. The President of RCCAS shall accept nominations for faculty co-chair of EPOC, which will be brought to the RCCAS for deliberation and election. The President of Riverside City College shall choose an administrative co-chair for EPOC. These two will jointly oversee EPOC.

D. The term of the faculty co-chair of EPOC shall be two years.

E. The faculty co-chair of EPOC shall be regarded as an ex-officio, non-voting member of the RCCAS and shall provide regular reports the RCCAS.

Section 2: Strategic Planning Leadership Councils

A. The Strategic Planning Leadership Councils ("SPLCs") allow all members of the college community to participate in the decision-making process. Membership includes students, faculty, classified professionals, and administration. The SPLCs develop the college's long-range plans, review and approve the Five-Year Comprehensive Program Review Plans in the areas for which they are responsible, monitor the specific activities of each unit and evaluate each unit's Annual Assessment report, and link goals, vision, and processes for planning to resource allocation.

B. The SPLCs, in accordance with their respective charges, shall determine when meetings are

necessary in order to:

1. Develop and implement the college's long-range strategic plans;
2. Create integrated action plans to monitor, evaluate, and advance each unit's action plans;
3. Make recommendations to the Educational Planning Oversight Committee;
4. Facilitate the dissemination of strategic planning information to the college community;
5. Advance the implementation of college goals and targets; and
6. Assess the progress each year the college makes to achieve its targets.

C. The four (4) leadership councils are Student Access and Support (SAS); Teaching and Learning (TL); Resource Development and Administrative Services (RDAS); and Governance, Effectiveness, Mission and Quality (GEMQ).

D. With the assistance of the faculty co-chair of EPOC, the RCCAS President shall accept nominations for the presiding faculty co-chairs of the SPLCs and bring them to the RCCAS for deliberation and election for ratification. Appointments for presiding faculty co-chair and other faculty positions on the SPLCs shall be for two years; incumbents may be reappointed. To the degree possible, appointments shall be staggered terms. Members may be removed after three absences at the discretion of the constituent group. At the beginning of each academic year, the council shall provide the EPOC with a roster of voting members and other participating members.

E. The faculty co-chairs of SPLCs shall represent their committees as ex-officio, non-voting members of the RCCAS and shall provide monthly reports to the RCCAS.

F. The composition and charge of the SPLCs shall be articulated in the Constitution and Bylaws of EPOC and the Riverside Strategic Planning Councils.

Section 3: Standing Committees

A. In general, committees perform work necessary for the policy and procedure recommendations of the SPLCs. Other committees are charged with addressing faculty issues under Title 5 §53200's "10+1" and serve as stand-alone strategic and operational inputs, such as Curriculum. Committees that are tasked with academic issues (e.g. Curriculum, Academic Standards, Associate Faculty) shall consist solely of faculty as voting members.

B. Committees shall choose their chairs by majority vote at their first meeting. Committees shall elect their chair in the spring prior to the term that begins in the fall. Faculty chairs of Committees shall be selected by the membership of the Committee and brought before RCCAS for confirmation. Committees who wish to do so may designate a faculty co-chair. The Chair of the Curriculum Committee shall serve as an *ex officio,* non-voting member of the RCCAS and shall provide reports as needed monthly reports to RCCAS with the co-chairs of the Leadership Councils.

C. Committees shall meet, at a minimum, once a month during the academic year. Committees may meet as part of District-wide committees where the Colleges of the District cooperate under the auspices of a Standing Committee of the District Academic

Senate.

D. The College President or designee shall identify an Administrator to serve as non-voting co-chair and to provide a liaison to the Administration on any Committee that has a committee that meets at the District level.

1. **Curriculum Committee**

    a. The Riverside City College faculty shall establish a Curriculum Committee, for the purposes of representing the faculty through the Senate to the Administration and to the Board of Trustees on all matters relating to any courses offered by the College. The Committee may freely utilize the expertise of all faculty in questions regarding specific courses, and shall direct special attention to the general issues of curriculum philosophy and development.

    b. The term of the chair of the Curriculum Committee shall be two years, beginning in the fall of even- numbered years. Should the Curriculum Committee choose a co-chair, the term shall commence in the fall of odd-numbered years.

    c. The Curriculum Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.

    d. In the event that a departmentally elected Curriculum Committee representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Curriculum Committee meetings, the Department shall elect a replacement representative for the balance of the term.

    e. The following Departments shall elect Curriculum representatives in odd-numbered years:

       Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Nursing; Music; Physical Science; Kinesiology.

       The following Departments shall elect Curriculum representatives in even-numbered years:

       Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Dance and Theater; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

f. The RCC Articulation Officer is a voting member of the curriculum committee.

g. Election of members of the Curriculum Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Curriculum Committee members shall serve beginning on the first day of service of the academic year.

2. **Academic Standards Committee**

a. The Riverside City College faculty shall ~~establish an~~ have representatives on the District Academic Standards Committee. This committee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary. Academic Standards exists for the purpose of recommending policy pertaining to student academic standards at Riverside Community College District and therefore, at Riverside City College. For example, the committee may recommend grading policies, withdrawal policies, degree standards, certificate standards, performance testing, remedial standards, transfer standards, non-transfer standards.

b. ~~The Academic Standards Committee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.~~ The Academic Standards committee is composed of the curriculum chairs from each college in the district, the three Articulation officers from each college in the district, and one faculty member from each college's curriculum committee. As such, RCCAS is represented by its elected curriculum chair and another departmentally elected faculty from the curriculum committee, whose election is identified in the "Curriculum Committee' section of this document (3D1).

~~The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.~~

~~The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.~~

c. ~~Two members of the Academic Standards Committee will serve as voting members on the District Academic Standards Committee.~~

3. **Departmental Leadership Committee**

a. The Riverside City College faculty shall recognize the Departmental Leadership Committee, which shall be tasked with articulating departmental

and disciplinary issues, considering best practices for departmental operations, scheduling, and working with Academic Deans to assess and prioritize Comprehensive Program Review and five-year plans and other departmental and disciplinary matters.

b. The members of the Departmental Leadership Council shall be constituted of department chairs as established in the prevailing "Agreement between Riverside Community College District and Riverside Community College District Faculty Association CCA/CTA/NEA."

Section 4: Subcommittees

A. Subcommittees perform work necessary for the policy and procedure recommendations of the SPLCs and Committees. Typically, Subcommittees work directly with the Committees to which they are attached. Subcommittees that are tasked with academic issues (e.g. Professional Growth and Sabbatical Leave, Course and Program Assessment, Faculty Program Review) shall consist solely of faculty as voting members. Subcommittees charged with ongoing, regular strategic and operational functions (such as Course and Program Assessment) shall have structures that mirror the college's departmental structure.

B. Subcommittees shall choose their chairs by majority vote at their first meeting, except for the chair of PGSL and the Faculty Development Subcommittee. This chair, the Faculty Development Coordinator, shall be determined by the subcommittee's members, brought to the President of RCCAS and the President of Riverside City College and confirmed by the RCCAS. The faculty chairs of other Subcommittees shall be selected by the membership of the Subcommittee and brought before RCCAS for confirmation.

C. Subcommittees shall meet, at a minimum, once a month during the academic year. Subcommittees may meet as part of District-wide committees where the colleges of the District cooperate under the auspices of a Standing Committee of the District Academic Senate.

D. Each Subcommittee that has a District Academic Senate counterpart shall have an Academic Administrator to serve as non-voting co-chair and to provide a liaison to the Administration.

1. **Professional Growth and Sabbatical Leave Subcommittee (PGSL)**

    a. The RCCAS shall establish a Professional Growth and Sabbatical Leave Subcommittee, for the purpose of representing the faculty on all matters relating to professional growth and sabbatical leave. This subcommittee will effectively function as a district committee with college representatives. RCCAS reserves the right to reformulate this committee as a college committee, if deemed necessary.

    b. Two members of the RCC faculty will serve as voting members on the Riverside Community College District (RCCD) PGSL Committee, except when one of the members is serving as chair (see 4D1d). One

voting member will be elected in even years and the other in odd years.

c. The term of service for each member will be two years. In the spring, RCCAS officers will solicit nominations for this committee to be later ratified at an RCCAS meeting.

d. The chair of the RCCD PGSL rotates amongst the three colleges each year. The chair of the committee does not have a vote during their year of service.

e. Terms of service for ratified members will be two years.

f. The Professional Growth and Sabbatical Leave Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.

The following divisions shall elect representatives in odd-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

The following divisions shall elect representatives in even-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

g. RCC representatives on the Professional Growth and Sabbatical Leave Subcommittee shall liaison with the RCC Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

h. Two members of the Professional Growth and Sabbatical Leave Subcommittee will serve as voting members on the District Professional Growth and Sabbatical Leave Committee.

2. **Course and Program Assessment Subcommittee**

a. The RCCAS shall establish a Course and Program Assessment Subcommittee, for the purposes of representing the faculty in the Assessment Committee, known as the Riverside Assessment Committee or RAC, and to the Board of Trustees on all matters relating to ongoing academic course, program, and institutional level learning outcome assessment. The RAC may freely utilize the expertise of all faculty in questions regarding course, program and degree level assessment and shall direct special attention to the general issues of student learning outcomes assessment philosophy and development. The goal of the committee is to inform, instruct, and provide resources to faculty to facilitate discipline and department assessments.

b. The RAC shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.

c. In the event that a departmentally elected RAC representative is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Assessment Committee meetings, the Department shall elect a replacement representative for the balance of the term.

d. The following Departments shall elect Assessment representatives in odd-numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; School of Education & Teacher Preparation; Economics, Geography, Political Science; Music; Nursing; Physical Science; Kinesiology.

The following Departments shall elect Assessment representatives in even-numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Dance and Theater; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Kinesiology; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

e. Election of members of the RAC shall take place by the full-time faculty members of the Departments in the same manner as Department Senators are chosen. Assessment Subcommittee members shall serve beginning on the first day of service of the academic year.

f. ~~The Course and Program Assessment Subcommittee shall liaison with the Assessment Committee of the Institutional Effectiveness Leadership Council.~~ RAC shall liaison with the Governance, Effectiveness, Mission and Quality (GEMQ),

3. Academic Program Review Subcommittee

a. The Riverside City College faculty shall establish an Academic Program Review Subcommittee for the purpose of working with academic units to complete Program Review and Plan (PRAP) document and Annual Unit Plan Updates or their equivalents and to bring this information to the Governance, Effectiveness, Mission and Quality (GEMQ).

~~The Academic Program Review Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions:~~

~~Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.~~

~~The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.~~

~~The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing~~

b. The Academic Program Review Committee shall be composed of Department representatives serving two-year terms of office. When new departments are established and their election year specified in the Bylaws or Bylaw revision is not synchronous with the time of scheduled elections or bylaws revision, a representative shall be elected to fill the length of the term remaining until the next scheduled election.

c. In the event that a departmentally elected Academic Program Review Committee representative is unable to serve due to extended medical leave, semester- abroad assignment, sabbatical leave, other leave of absence, or is otherwise unable to regularly attend Academic Program Review Committee meetings, the Department shall elect a replacement representative for the balance of the term.

d. The following Departments shall elect Academic Program Review representatives in odd- numbered years:

Art; Chemistry; Communication Studies; Cosmetology; Counseling/Student Activities; **School of Education & Teacher Preparation**; Economics, Geography, Political Science; Nursing; Music; Physical Science; Kinesiology.

The following Departments shall elect Academic Program Review representatives in even- numbered years:

Applied Technology; Behavioral Sciences/Psychology; Business Administration/Information Systems Technology; Dance and Theater; English & Media Studies; History, Philosophy, Humanities, and Ethnic Studies; Library & Learning Resources; Life Sciences; Mathematics; World Languages.

e. Election of members of the Academic Program Review Committee shall take place by the full-time faculty members of the Departments in the same manner as Department Senators and Curriculum representatives are chosen. Academic Program Review Committee members shall serve beginning on the first day of service of the academic year.

f. The Academic Program Review Subcommittee shall liaison with the ~~Assessment Committee of the~~ Governance, Effectiveness, Mission and Quality (GEMQ) leadership council.

g. ~~Two members of the Academic Program Review Subcommittee will serve as voting members on the District Program Review Committee.~~ The chair of the Academic Program Review committee also serves on district committees for which program review is a focus area.

h. The chair of the Academic Program Review committee shall attend EPOC meetings.

4. **Distance Education Subcommittee**

a. The Riverside City College faculty shall establish a Distance Education Subcommittee to develop policies and promote practices that contribute to the quality and growth of distance education and bring these to the Teaching and Learning Leadership Council and Resource Development and Administrative Services Leadership Council ("RDAS").

b. The Distance Education Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.

The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

c. The Distance Education Subcommittee will interface primarily with the Technology Resources Committee of Resource Development and Administrative Services Leadership Council.

5. **Faculty Development Subcommittee**

   a. The RCCAS shall establish a Faculty Development Subcommittee that seeks to encourage the professional development of faculty through collegially supported learning opportunities that share the vision and values of RCC.

   b. The Faculty Development Subcommittee shall be charged with creating the faculty development section of the Staff Development Plan.

   c. The Subcommittee shall consist of twelve voting members: ten full-time faculty members proportionally representing the academic divisions and one Associate (part-time) faculty member representing Associate faculty. The full-time faculty members shall be selected by their respective divisions via division elections, and the Associate faculty members shall be selected by the Associate Faculty via an Associate faculty election. The composition of the Subcommittee shall be as follows:

      ▪ Languages, Humanities, Social, & Behavioral Sciences – three members
      ▪ Career and Technical Education – two members
      ▪ STEM and Kinesiology – two members
      ▪ Counseling and Library Services – one member
      ▪ Fine and Performing Arts – one member
      ▪ Nursing and Health Related Sciences – one member
      ▪ Associate (Part-Time) Faculty – one member

      The above-mentioned faculty members shall serve as voting members on the Committee. Other non-voting faculty members may participate in the Committee planning and discussion.

      ~~The Faculty Development Subcommittee shall be composed of seven members with six elected members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. The Subcommittee shall also have a member selected to represent Associate Faculty.~~

      ~~Four members shall be elected in even-numbered years and three shall be elected in odd-numbered years.~~

      ~~The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Associate Faculty.~~

      ~~The following divisions shall elect representatives in even-numbered years: Career and Technical Education; Fine and Performing Arts; Nursing.~~

    d. The Faculty Development Subcommittee shall liaison with the Human Resources Committee of the Resource Development and Administrative Services Leadership Council.

6. **Course Materials Affordability SubCommittee**

    a. The Riverside City College faculty shall establish a Course Materials Affordability Subcommittee (CMAC) to develop policies and promote practices that support efforts across the college related to Open Educational Resources (OERs), Zero Textbook Cost (ZTCs), and Low Textbook Cost (LTCs) materials in line with state legislation.

    b. The voting membership of CMAC shall be composed of six elected faculty members serving two-year terms and representing the six divisions: Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing. Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.
- The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.
- The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

    c. The CMAC will interface primarily with the Teaching and Learning Leadership Council

Section 5: Permanent Workgroups

A. Permanent Workgroups perform work necessary for the policy and procedure recommendations of the SPLCs and Committees and generally have a charge narrower than that of Subcommittees. Typically, Permanent Workgroups work directly with the Subcommittees to which they are attached. Permanent Workgroups that are tasked with academic issues shall consist primarily of faculty and shall have, at minimum, a majority of faculty as voting members.

B. Faculty chairs for Permanent Workgroups shall be chosen by the membership of the Permanent Workgroup.

Section 6: Temporary Workgroups

A. Temporary Workgroups perform work necessary for the policy and procedure recommendations for strategic planning. Temporary Workgroups are given a specific, narrow charge by superordinate strategic planning groups (typically Permanent Workgroups) and may be convened or dissolved as necessary.

B. Chairs of ~~Subcommitees~~ temporary workgroups shall be selected by the membership

of the Temporary Workgroup and brought before the relevant strategic planning group for confirmation.

ARTICLE IV. ASSOCIATE FACULTY COMMITTEE

The Riverside City College faculty shall establish an Associate Faculty Committee, for the purpose of developing and representing the Associate Faculty issues to the RCCAS.

Additionally, as Associate Faculty are a valued part of the RCC faculty, any Associate Faculty member who wishes to broaden her/his experience by serving on a committee, subcommittee or workgroup other than the Associate Faculty Committee should contact the appropriate chair.

A. The Associate Faculty Committee shall comprise five elected members serving two-year terms. Two shall be elected in even-numbered years and three shall be elected in odd-numbered years.

B. The elected Associate Faculty Senator shall serve as chair on the committee and shall report to the RCCAS.

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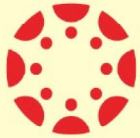
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