

## **Riverside Community College District Academic Senate Agenda**

**Nov. 26, 2012**

**3:00 PM**

**D319 Spruce Street**

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from Chani Beeman, Director of Diversity, Equity, & Compliance at 951-222-8039.

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes, Oct. 22, 2012
  
- IV. **Ongoing Business**
  - A. Policy for new AOE adoption
  - B. Equivalency
  - C. Campaign for Respect update
  
- V. **New Business**
  - A. BP/AP 3570 – Smoking on Campus
  - B. C-ID and CurricUNET – Natalie Hannum and Naomi Foley
  - C. AA-T/AS-T degrees
  
- VI. **College & Liaison Reports**
  - A. Moreno Valley
  - C. Norco
  - D. Riverside
  - E. RCCDFA/CCA/CTA/NEA
  - F. District Administration
  
- VII. **Committee Reports**
  - A. Academic Standards
  - B. PG&SL
  - C. Program Review
  - D. Online Advisory Committee
  
- VIII. **Open Hearing**
- IX. **Adjournment**

Next meeting 3:00 PM February 25, 2013, D 319 Spruce Street.



## Riverside Community College District Academic Senate Minutes

Minutes of the District Senate Meeting on November 26, 2012

### **District Senate Officers Present:**

Sharon Crasnow, NC Academic Senate President & District Senate President

Lee Nelson, RCC Academic Senate President & District Senate VP

Travis Gibbs, MVC Academic Senate President & District Senate Secretary/Treasurer

### **District Senate Standing Committee Chairs Present:**

Natalie Hannum, Assistant Professor of Fire Technology & District Curriculum Committee Chair

### **Administrative Liaisons and Other Attendees:**

Ray Maghroori, Provost/Vice Chancellor, Educational Services

Naomi Foley, Instruction Support Coordinator

Glen Brady, Director, Distance Education/Open Campus

I. The meeting was called to order at 3 P.M.

II. Motion to approve the agenda by Nelson, seconded by Gibbs. Approved unanimously.

III. Motion to approve the minutes of Oct. 22, 2012 by Nelson, seconded by Gibbs. Approved unanimously.

### **IV. Ongoing Business:**

#### **Policy for new AoE guidelines:**

The following report was prepared by Dr. Richard Mahon and was submitted by Natalie Hannum:

RCCD came into compliance with Title 5 §55063 In Spring 2008 by creating several new “areas of emphasis,” new degree programs which provided students both breadth of course selection and sufficient focus to both meet the Title 5 requirements while also providing lower division preparation for majors which might be pursued at four-year colleges. The following guidelines were used to structure the initial areas of emphasis. *“Areas of emphasis should...*

1. be applicable across the district
2. be multidisciplinary
3. incorporate only disciplines that are/should be district-wide
4. contain courses that are transferable
5. not contain courses that are restricted to program-specific eligibilities, e.g., Physicians Assistant, Nursing, Public Safety Academies, etc.”

Since they were approved, there have been no modifications to Areas of Emphasis even as new and probably appropriate classes have been proposed and approved. The district Curriculum Committee will be piloting the following process this year to allow faculty to propose changes.

1. All proposes for changes to AoEs are should be submitted in writing to the chair of the college curriculum committee by the last meeting of the fall semester (December 11, 2012).

All proposals should indicate (1) how they meet the five criteria listed above and (2) how they align with the

currently approved program learning outcomes for the AoE.

2. The district Curriculum Committee will compile a list of all proposed changes following the December college curriculum committee meetings.
3. The list of proposed changes will be distributed to discipline facilitators, college curriculum committees, academic senates, and department chairs at the beginning of the spring semester.
4. Each college curriculum committee will adopt its own process for reviewing proposed changes and will vote on proposals at the second March meeting (March 26, 2013).
5. Results of college votes should be approved at the April district Curriculum Committee meeting (April 4, 2013) and meet the catalog deadline.

#### **Equivalency:**

District Academic Standards continues to work on revising the process to determine equivalency. Per some of the suggestions for revision, there are concerns that a college may not be represented on an equivalency committee if we go to District-level appointments from the current format, which includes a discipline representative, a recommendation by the local college Senate President, and one from the Chancellor. Another issue includes the formation of specific objective standards to be used rather than “guidelines.” The policy will go back to Academic Standards for updates.

#### **Campaign for Respect:**

The campaign, begun by the RCC Senate, is taking on a broader look at resolving conflicts, including the possible creation of a District Ombudsman as well as conflict resolution training. There will be a meeting to discuss the issue on Dec. 12, 2012 and will include the Senate Presidents, a representative from the Faculty Association, and college and District administrators.

#### **V. New Business**

**BP/AP 3570—Smoking on Campus:** RCC and MVC Senates passed the policies. The NC Senate will look at the policies at their next meeting.

**C-ID and CurricUNET: Natalie Hannum and Naomi Foley**

Courses included in the Transfer Model Curriculum (TMC) must have C-ID numbers. Presently there is a push to get AA-T /AS-T approvals. A C-ID number facilitates student transfers to the CSU system. There are many courses that have or shortly will have C-ID numbers assigned. One issue impeding the process is course outlines of record (COR) that are not updated.

There was some discussion again about making CurricUNET more user friendly, especially in such items as updating texts in CORs. There was a suggestion that perhaps there only be a discipline check-off necessary for updating texts. Regarding sign-off responsibility in CurricUNET, does the discipline need to “babysit” courses in the queue? Natalie Hannum noted there is training available to navigate CurricUNET, but those trainings have not been well attended.

**AA-T/AS-T Degrees:** See above

#### **VI. College & Liaison Reports.**

**Moreno Valley:** The MVC Senate has requested from the District that the February mandatory Flex day be held on each college rather than meeting at RCC so that accreditation reports for each college can be revised/addressed. This will allow for widespread faculty involvement that ACCJC is looking for in the reports.

**Norco:** A rough draft of NC's accreditation has been submitted.

**Riverside:** A rough draft of RCC's has also been submitted.

**RCCDFA/CCA/CTA/NEA:** No report.

**District Administration:** Dr. Maghroori requested that Glen Brady give the report about the District's negotiation with Blackboard.

Subject: Blackboard Learn 9.1 proposed five-year extension agreement

Background:

Proposed extension agreement provides software/hardware and 24/7 course management/maintenance for Open Campus online-based courses (online, hybrid and web-enhanced) using Blackboard Learn 9.1 learning management system (LMS) which serves 16,000 individual students and 350 faculty per term.

Term of agreement is five years (from July 1, 2013 to June 30, 2018) and Blackboard provided significant discounts based on RCCD's budget challenges.

FY 13-14 and FY 14-15 cost is \$161,977 per year which is less than current FY due to Blackboard reducing "seat" increment (15,000) costs by \$8,000 each year.

FY 15-16, FY 16-17 and FY 17-18 cost increases 3% annually which is half the standard Blackboard annual increase.

Based on proposed LMS five-year cost (\$837,241) compared to a standard Blackboard five-year LMS agreement with standard annual increases (\$1,055,518), our savings is \$178,277 which means we are basically getting final year for free.

Online Advisory group endorses the proposed agreement because:

- a) Faculty satisfied with Learn 9.1 performance after initial transition glitches were resolved.
- b) Faculty requesting fewer assistance appointments with faculty-mentors and availability of over 100 online tutorials for faculty to use at Open Campus website to become more familiar with Learn 9.1.
- c) Cost savings agreement provides for RCCD.

Recommendation:

District Academic Senate endorse the proposed five-year extension agreement with Blackboard to provide reliable LMS continuity for delivering online-based courses at a significant cost savings for RCCD.

Because the District Senate does not meet again until the end of February of 2013, it was moved by Gibbs and seconded by Nelson to accept the District's proposed agreement with Blackboard **IF** all three Senates endorsed the proposal at their upcoming Senate meetings.

## **VII. Committee Reports**

### **Academic Standards (from a written report submitted by Sylvia Thomas, Associate Vice Chancellor, Educational Services):**

DAS has worked on a revision of the Equivalency process which has been forwarded to the Senates for review. Nick and Sharon are discussing some concerns that were raised at Norco about the revised process.

DAS will be reviewing recommendations forwarded by a faculty-administrative group that revised the Standards of Student Conduct(BP/AP 5500) [HYPERLINK](http://www.rccd.edu/administration/board/New%20Board%20Policies/5520AP.pdf)

"http://www.rccd.edu/administration/board/New%20Board%20Policies/5520AP.pdf" \t "\_blank" 5520 Student Discipline Procedures Student Discipline Procedures (BP 5520) and newly-drafted Student Grievance Process for matters other than discipline (AP 5522).

Finally, the group will be reviewing and recommending revisions to BP 4021 Program Discontinuance.

**PG&SL (from a written report submitted by Sylvia Thomas):** The PG&SL Committee has received 8 applications for the rank of full professor. The group will be meeting in person on December 6<sup>th</sup>, to review the applications and to forward recommendations.

**Program Review (from a written report submitted by Sylvia Thomas):**

The District Program Review Committee reviewed and accepted five college program reviews from Moreno Valley College (Anthropology, ESL, History, Mathematics, and Reading). This review was to assure that each of the disciplines on the colleges have communicated and cooperated with their colleagues on matters of general interest to provide continuity of academic programs within the District.

The College Program Review Check Sheet was revised to reflect suggestions from the committee for more effective and efficient processing of program reviews at the District level.

The District Administrative Unit Program Review forms were reviewed and updated. These will sent out to each unit on November 29th, 2012.

**Online Advisory Committee (from a written report submitted by Sylvia Thomas):**

Open Campus has negotiated a multi-year extension of the existing Blackboard 9.1 contract which provides the current pricing structure. Online Advisory has agreed with a recommendation to continue the use of Bb. At this time, very few Bb related issues have been brought to the college mentors. Charlie Richard, Chair of the Advisory, reports that Bb seems to be working and issues that were reported and things that weren't working have been mostly resolved.

Online Advisory is discussing the possibility of hosting a Student Engagement Seminar in Spring 2013. Potentially, the seminar would involve faculty and others from the three colleges as well as other presenters/speakers from elsewhere. The concept would be centered around discussion strategies, best practices and practical tips that can be used by distance education faculty to encourage, support, and promote student engagement in the online environment.

**VIII. Open Hearing:** None

**IX. Adjournment** at 5:00 P.M. (Gibbs moved—Unanimous)



**Riverside Community College District Academic Senate**  
**Agenda Oct. 22, 2012**  
**3:00 PM**  
**D319 Spruce Street**

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- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes, Sept. 24, 2012
- IV. **Unfinished Business**
  - A. GPA graduation with honors
  - B. District Constitution
  - C. Campaign for Respect
- V. **New Business**
  - A. Program Exclusion Draft (from Norco - for discussion)
  - B. Program Discontinuance Policy Revision (for discussion)
  - C. Norco Graduation Resolution F112
  - D. Upcoming Plenary – Resolutions and Report from Area D meeting
- VI. **College & Liaison Reports**
  - A. Moreno Valley
  - B. Norco
  - C. Riverside
  - D. RCCDFA/CCA/CTA/NEA
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Next meeting 3:00 PM November 26, 2012, D 319 Spruce Street.

**Sharon Crasnow, Ph.D.**  
**Professor of Philosophy**  
**Academic Senate President, Norco**  
**District Academic Senate President, 2012-2013**  
**2001 Third Street Norco, CA 92860-2600**  
**(951) 372-7030**  
**<http://academic.rcc.edu/academicssenate/norco.jsp>**





## Riverside Community College District Academic Senate Minutes

Minutes of the District Senate Meeting on October 22, 2012

### **District Senate Officers Present:**

Sharon Crasnow, NC Academic Senate President & District Senate President

Lee Nelson, RCC Academic Senate President & District Senate VP

Travis Gibbs, MVC Academic Senate President & District Senate Secretary/Treasurer

### **District Senate Standing Committee Chairs Present:**

Natalie Hannum, Assistant Professor of Fire Technology & District Curriculum Committee Chair

### **Administrative Liaisons and Other Attendees:**

Ray Maghroori, Provost/Vice Chancellor, Educational Services

As no quorum had been reached, informational items were discussed beginning at 3:07 P.M.

### **VII-A: District Academic Standards (DAS)**

The DAS will be reviewing the equivalency process. Via written report, Sylvia Thomas reported the following: DAS welcomed the addition of Mitzi Sloniger to the committee and they are now beginning to work on a review of the existing Equivalency process and will be coming to District Senate with a recommendation on an updated version of the policy. Standards is looking for more work...so anything in the way of district policy/procedures relative to academic matters that you can think of, they would welcome it.

### **VII-B: Professional Growth & Sabbatical Leave Committee (PG&SL)**

PG&SL are receiving applications for the rank of professor. The deadline for submission is 10/30/12. They are also reviewing the criterion for using publications for advancement in step columns that affect pay increases.

### **VII-C: Program Review**

Via written report, Sylvia Thomas reported the following: The forms we've used as part of the program development process are in need of revision. I can bring these to district curriculum committee for revision unless you think there's another body that should review them.

### **VII-D: Online Advisory Committee**

There will be a student engagement seminar in the spring designed to improve student success in distance education courses. Via written report, Sylvia Thomas reported the following: **Student Engagement "Seminar/Conference" for Spring** – I've asked Charlie Richard to work with the three faculty development coordinators to discuss the possibility of hosting a conference to exchange best practices. Charlie suggested the use of "internal and external" colleagues who can present on exciting things they are trying in their online/hybrid sections to facilitate student engagement, support student success and retention in DE classes. Anyway, more to come on that.

**Development of a DE Policy/Framework** – Other colleges have drafted DE policies that provide guidelines for participation, attendance and so forth in DE classes. This is one of the "check-off" items on the ACCJC DE list. I would like us to develop such a policy that serves the district. Since I believe this should be a district policy, I spoke to Charlie about it, but it could "rise up" out of work that District Standards might take on or the DE Committee at Norco as long as it is shared and becomes more than a one-college endeavor.

### **VII-E (the item was unintentionally left off the agenda): District Curriculum Committee (DCC)**

Natalie Hannum reported that improvements have been made to make the distance education forms clearer on CurricUnet. The DCC is also reviewing course caps, program discontinuance, and program development. Additionally, issues regarding C-IDs and outdated texts listed in course outlines of record are being examined. It was suggested that alerts go out if course revisions are stuck in CurricUnet. Naomi Foley will

be asked to attend the next District Senate meeting to provide assistance in making CurricUnet more user-friendly.

Quorum was reached at 3:25 P.M. and the meeting was formally called to order.

**II. Approval of the Agenda:** Approval of the agenda was moved by Gibbs, seconded by Nelson. It was suggested to formally add item E, District Curriculum Committee to section VII, Committee reports. It was also suggested to switch sections IV and V so that New Business became section IV and Unfinished Business became section V. It was noted that the section IV, now New Business, had two items labeled “B” and that the second “B,” Norco Graduation Resolution F112 become “C” and Upcoming Plenary—Resolutions and Report from Area D meeting be labeled “D.” Unanimous approval to accept the agenda as amended.

**III. Approval of the Minutes, September 24, 2102:** Approval of the minutes was moved by Gibbs and seconded by Nelson. Unanimous.

**IV. New Business (switched with Unfinished Business):**

- **Program Exclusion Draft:** The Norco College Senate has made the following suggestions: It is a special case when there is no dispute between colleges within the District about the make-up and requirements of particular programs. However, if a program is located at only one college, a pitfall for students may occur if there is a lack of sections. It may be helpful if the District has a definition of programs. The Curriculum Committee will report back by December 1, 2012, but the Senates will review the issue as well. Sharon Crasnow will send out a draft of the NC Senates revisions so that each Senate can discuss it.
- **Program Discontinuance Policy Revision:** It was noted it has to be kept in mind there is a difference between program discontinuance and exclusion along with the impact upon students within the District.

The agenda was amended unanimously allowing Ray Maghroori to give his District Administration report as he had to leave.

**VI. College & Liaison Reports**

**F. District Administration:** Maghroori noted the CSU system reported 1 in 4 students are majoring in business and of those students, 1/8<sup>th</sup> come from the community college system. However, RCCD has no transfer-model curriculum (TMC) for business classes. The issue appears to center around the fact that CSU requires college-level math, but business courses at RCCD do not.

**IV. New Business (continued):**

- **Norco Graduation Resolution F112:** Scheduling of graduation has resulted in some problems such as inadequate shade if graduation for a college is scheduled mid-afternoon, or problems with families and students if scheduled for mornings or early evenings. NC recognizes that the issues can impact the faculty and staff contracts, thinks the problems should be addressed relevant to 2014 graduation.
- **Upcoming Plenary—Resolutions and Report from Area D meeting:** Lee Nelson attended the meeting and reported that faculty governance in areas such as curriculum and academic standards by given full consideration. A resolution to be presented at the Plenary regarding such authority was moved to a consent item (if approved it would be listed as unanimous approval). He further reported that program discontinuance would be on the agenda and that the State Senate took a “Yes” stance for State Proposition 30 and a “no position” stance on Proposition 38 for the upcoming election in November.

## V. Unfinished Business:

- **GPA graduation with honors:** The RCC Senate did not pass the proposal and after further review continues to disagree. However both the MVC and NC Senates passed the proposal. Nelson moved to approve that students could select which college transcripts could be used, Gibbs seconded. Passed 2 to 1, with RCC voting against.
- **District Constitution:** Moved by Nelson, seconded by Gibbs to accept the revised District Senate Constitution and Bylaws. No discussion. Unanimous approval.
- **Campaign for Respect:** MVC and NC Senates have not passed the resolution. NC would like to see an explicit section covering bullying and a workshop in conflict resolution and dealing with bullying. Chani Beeman, Director Diversity, Equity, and Compliance, will be asked about the wording and workshops so a report can be made at the next District Senate meeting.

## VI. College and Liaison Reports

**A. Moreno Valley College:** The MVC Senate continues to work with administration and staff to develop and implement a different and more inclusive procedure governing accreditation. Sal Soto will represent the MVC Senate at the next District Strategic Planning Committee (DSPC) meeting as the Senate Presidents will be attending the State Plenary during that meeting.

**B. Norco College:** The NC Senate will be voting on a revised Constitution in November, including a three-year term for the Senate President. NC is continuing to work on accreditation and a first draft of the accreditation report will be completed in about a week. The NC Senate is looking for a Senator to represent them at next DSPC meeting.

**C. Riverside City College:** RCC is also expected to have a first draft of their accreditation report by November 1<sup>st</sup>. Their Senate continues to deal with organizing committee and participants' lists. It was suggested that it might be easier to track committees and participants for all three colleges if sign-ins on Flex Days included listing committees that faculty belong to. Webadvisor was also suggested as a way to track who is on what committee (e.g., as faculty are required to list office hours on Webadvisor as part of their class schedules, so why not committees as well?). The RCC Senate is working on having their Senate President be elected to a three-year term. Peter Westbrook Westbrook will represent the RCC Senate at the DSPC meeting.

**D. RCCDFA/CCA/CTA/NEA:** No report.

**E. District Administration:** See page 3

## VII. Committee Reports

- **Academic Standards:** See page 1.
- **PG&SL:** See page 1
- **Program Review:** See page 1.
- **Online Advisory Committee:** See pages 1 & 2
- **Curriculum:** See page 2.

**VIII. Open Hearing:** None

**IX. Adjournment** at 5:00 P.M. (Nelson moved—Unanimous)

**Riverside Community College District Academic Senate**  
**Agenda Sept. 24, 2012**  
**3:00 PM**  
**D319 Spruce Street**

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- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes, May 30, 2012
- IV. **Unfinished Business**
  - A. GPA graduation with honors
  - B. AP 4000
  - C. District Constitution
- V. **New Business**
  - A. Co-ordination of **district**-wide programs/course offerings
  - B. Equivalency committees and processes
  - C. Intersegmental issues (C-ID, TMC, IGETC inter alia)
- VI. **College & Liaison Reports**
  - A. Moreno Valley
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  - E. RCCDFA/CCA/CTA/NEA
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- VII. **Committee Reports**
  - A. Academic Standards
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  - C. PG&SL
  - D. Program Review
  - E. General Education Working Group
- VIII. **Open Hearing**
- IX. **Adjournment**

Next meeting 3:00 PM October 22, 2012, D 319 Spruce Street.

**Sharon Crasnow, Ph.D.**  
**Professor of Philosophy**

**Academic Senate President**  
**2001 Third Street Norco, CA 92860-2600**  
**(951) 372-7030**

**HYPERLINK "http://academic.rcc.edu/academicsenate/norco.jsp"**  
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## **Riverside Community College District Academic Senate Minutes**

Minutes of the District Senate Meeting on September 24, 2012

### **District Senate Officers Present:**

Sharon Crasnow, NC Academic Senate President & District Senate President

Lee Nelson, RCC Academic Senate President & District Senate VP

Travis Gibbs, MVC Academic Senate President & District Senate Secretary/Treasurer

### **Guests:**

Ray Maghoori, Provost/Vice Chancellor, Educational Services

Sylvia Thomas, Associate Vice Chancellor, Educational Services

Natalie Hannum, Assistant Professor of Fire Technology & District Curriculum Committee Chair

Jim Elton, Associate Professor, Kinesiology & Chair, Work Group on General Education

Kevin Mayse, Associate Professor of Music

As no quorum had been reached, informational items were discussed beginning at 3:13 P.M.

### **VII-B, Curriculum:**

Natalie Hannum noted that each college curriculum committee had been meeting and discussing SB 1440, the transfer model curriculum (TMC). She reiterated that representatives from the CSU system as well as the State's community college system were driving the process, but that the UC system had become interested in the process.

Course repeatability of courses has been altered due to Title IV rules relating to financial aid. What remains is that a student can repeat a course twice and still receive financial aid, but no more than that.

Course repetition can be attempted three times, but only twice if a student is receiving financial aid.

### **V-C, Intersegmental issues:**

Sylvia Thomas reported that TMC can be developed without a C-ID number being assigned, but that it may not be advisable. Crasnow noted that course descriptors as required have been in the works for some time. Gibbs noted that the information may not have been seen by everyone, even if it had been sent out. As a result, there may be some disciplines yet unaware of the potential impact on CORs and SLOs.

Quorum was reached at 3:30 P.M. and the meeting was formally called to order.

**II.** Approval of the agenda was moved by Gibbs, seconded by Nelson. During discussion, a suggestion was made to amend the agenda to include the delegation of District Senate Officers for 2012-2013. Gibbs and Nelson agreed and the agenda was unanimously approved as amended.

It was moved by Gibbs, seconded by Nelson to accept Sharon Crasnow as the District Senate President for the 2012-2013 academic year, Lee Nelson as the District Senate VP, and Travis Gibbs as the District Senate Secretary/Treasurer. Unanimously approved.

**III.** Nelson moved to accept the minutes from May 30, 2012, Gibbs seconded. Some spelling and wording changes were discussed. Nelson moved and Gibbs seconded to accept the minutes as amended. Unanimously approved. Nelson will make the corrections, before distributing those minutes.

#### **IV. Unfinished Business:**

**GPA graduation with honors:** After much discussion, it was agreed that the issue was about GPA in general as well as GPA with honors. Nelson reported that the RCC Senate was not happy about students being able to select which college transcripts could be used. It was noted that students in our District can participate in academic renewal, which can remove a selected semester's grades. Residency requirements are not affected. It was also noted that the District may not know if a student is self-selecting in the first place, but that such selection may impact other institutions the student may owe fees. The question of whether our District should participate to ensure other colleges were paid was discussed. Both MVC and NC have passed the proposal allowing students to select which college transcripts they want to be reported. The issue will go back to the RCC Senate.

**AP 4000:** All three Senates accepted the proposed changes to Academic Rank involving the clarification stipulating the rank of professor is not to be considered as automatic and service to the institution must be shown. Gibbs moved, Nelson seconded to accept the Senate's vote. Approved unanimously.

**District Senate Constitution:** Further amendments were suggested and added regarding quorum as well as inter-college Senate consensus and resolution of disagreements. The amended Constitution will go back to the separate College Senates for discussion.

#### **V. New Business:**

**Co-ordination of District-wide programs/course offerings:** Continued discussion about the positives and negatives of the one District, one curriculum approach. AP 4021 (Program Discontinuance) will be taken to the separate Senates for discussion/suggestions. The potential impact on other colleges of culling sections or eliminating course offers altogether was discussed (e.g. basic skills). It was noted that Academic Planning Council (APC) at each college along with Curriculum Committee involvement and communication to have an effective enrollment management approach.

**Equivalency:** BP and AP 7211 will go to each college Senate for review and suggestions. As of now, RCCD has a three-step approach to forming equivalency committees on an as-needed basis: Appointment by the discipline/department chair, appointment by the Senate President, Appointment by the Chancellor's office (College President's make recommendation?). One of the questions was whether we should look at a permanent committee rather than one that was generated as-needed.

**See page one**

#### **VI. College and Liaison Reports**

**A. Moreno Valley College:** The MVC Senate continues to work on assessment issues as well as accreditation. At issue is the number of committees as well as the assignment of all faculty to be split among at least the sub-committees of Strategic Planning (SPC) that represent the accreditation standards. There is a working suggestion that we need a) fewer committees, b) constituent representation rather than populating a given committee with too many folks, and c) working to ensure committee members show-up and are part of a workable quorum.

**B. Norco College:** Sharon Crasnow reported that the accreditation steering committees are up and running and information is being shared across those committees. NC's strategic planning committee (ISPC) is revising its mission and goals. Finally the NC Senate is considering a three-year cycle for the Senate President.

**C. Riverside City College:** Lee Nelson reported that the RCC Senate accreditation committees are also up and running. They are also struggling with the number of committees. Updates of the Senate website continue and the RCC Senate Constitution is being reevaluated, including considering a three-year term for the Senate President.

**D. RCCDFA/CCA/CTA/NEA:** No report.

**E. District Administration:** Work is being completed on the academic calendar. The deadline to apply for the rank of professor is Oct. 31<sup>st</sup> and new professors will be announced at the April, 2013 BOT meeting. Additionally, the Senates were asked to have the Reading, ESL, English, and math disciplines validate cut-off



scores for student placement.

## **VII. Committee Reports**

**Academic Standards:** Areas of Emphasis (AoEs) were discussed, including what courses to include and/or exclude.

**Curriculum:** See page one

**PG&SL:** PG&SL will be reviewing their procedure (BP & AP 7160). Any revisions will go to the separate College Senates for review.

**Program Review:** Sylvia Thomas reported their first meeting will be in October, 2012. The District Program Review is migrating towards being college-based. It is important to align the annual program reviews with the comprehensive program reviews (the APRs are a “pulse check” and the CPRs relate to strategic plans).

**General Education Working Group:** Jim Elton reported the revised General Educational Student Learning Objectives were approved by the BOT. Currently, ALL courses in the catalog are mapped to the Old Gen Ed SLOs. In the future, only courses in the General Education Program will be mapped to the revised Gen Ed SLOs. This will occur when new courses are written and also when current courses are updated. ALL courses will not be mapped to the Gen Ed SLOs, only Gen Ed Program courses. The revised Gen Ed SLO narratives are meant to describe student learning upon completion of the Gen Ed Program, not just for one course.

**VIII. Open Hearing:** Regarding equivalency issues that had been discussed earlier during the meeting (see V-B), Kevin Mayse reported that the State Senate continued to oppose course-specific equivalencies. He also felt that Department chairs need some input from discipline experts in order to have “collegial consultation” when it comes to equivalency. He further noted that a discussion at the State Senate level had occurred about senior associate faculty who have been granted equivalency and how that might affect course assignments.

**IX. Adjournment** at 5:40 P.M. (Gibbs moved, Nelson seconded. Unanimous)

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**Riverside Community College District Academic Senate**  
**(Spring 2012 meetings: Wed., 2/29 (2:30pm-), Mon., 3/26 (3pm-), Mon., 4/30 (3pm-) & Wed., 5/30 (2:30pm-))**  
**Agenda for Wednesday, May 30, 2012**  
**2:30- P.M.**  
**D319 Spruce Street**

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from Chani Beeman, Director of Diversity, Equity, & Compliance at 951-222-8039.

- I.** Call to Order
- II.** Approval of the Agenda
- III.** Approval of the Minutes, March 26 and April 30, 2012

**IV. Unfinished Business**

DAS Bylaws & Constitution: Recommended changes.

Student Transcript options.

Withdrawal date: College Senate's position about DAS (Academic Standards) recommendation of 65%.

Academic Dishonesty Forms.

**V. New Business**

Norco's Area of Emphasis (AoE) approval process: Information only

Department of Education issues with hybrid courses.

Gen Ed. SLOs.

Distance Ed: Sign-in language for students.

Order of Registration.

Waitlist restrictions recommendation: 18 in primary terms, 9 in intersessions.

Web-enhanced use in regular classroom settings.

District Academic Standards graduation recommendation for GPA and Honors.

A conversation about data and ratios.

**VI. Committee and Liaison Reports**

District Academic Standards (DAS)

District Assessment Committee (DAC)

District Program Review

Curriculum

PG&SL

Associate Faculty

**VII. District Curriculum and District Academic Senate business**

**VIII. College and Liaison Reports**

Moreno Valley College

Norco College

Riverside City College

RCCDFA/CCA/CTA/NEA

District Administration

**IX. Open Hearing**

**X. Educational Assistant applications review.**

**XI. Adjournment**



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**District Academic Senate**

**Minutes**

DATE: May 30, 2012

TIME: 2:40-4:52 pm

PLACE: District Office, Room 319

PRESENT: Travis Gibbs, Sharon Crasnow, Richard Mahon (Curriculum) and Lee Nelson

GUESTS: Dr. Ray Maghroori, Jim Elton, Sylvia Thomas, and Mark Carpenter.

**I. Call to Order**

INFORMATION: Meeting called to order at 2:40 pm by DAS President Travis Gibbs.

ACTION: Meeting called to order at 2:40 pm by DAS President Travis Gibbs.

**II. Approval of the Agenda**

INFORMATION: Agenda was submitted by Travis Gibbs.

ACTION: M/S/C (Crasnow/Nelson) to approve the agenda.

**III. Approval of the Minutes**

INFORMATION: Minutes from March 26 and April 30 were reviewed.

ACTION: M/S/C (Crasnow/Nelson) to approve minutes from March 26, 2012 and M/S/C to approve minutes from April 30, 2012.

**IV. Unfinished Business**

**A. Revisions of the DAS Constitution**

INFORMATION: Revisions of the DAS Constitution were reviewed by the DAS Senate. M. Carpenter spoke about the role of the Associate Faculty in the DAS Constitution. S. Crasnow indicated that she would like to change the role associated with the Associate Faculty.

ACTION: M/S/C (Crasnow/Nelson) to approve sending the Revisions of the DAS Constitution and sent the reviewed policy to the 3 Senates for approval, 3 ayes, 0 noes.

## B. Student Transcript Options

INFORMATION: The Academic Standards Committee sent a resolution allowing students two options to determine their final GPA from RCCD. Norco College AS and Moreno Valley AS have both approved the resolution. RCCAS has not considered the resolution.

ACTION: The DAS will wait to vote on the resolution until after RCCAS has considered the resolution.

## C. Withdrawal Date: College Senate's position about DAS Recommendation of 65%

INFORMATION: All 3 Senates voted down the DAS recommendation of 65% withdrawal date.

ACTION: For information only.

## D. Academic Dishonesty Forms

INFORMATION: MVAS and RCCAS voted to approve the forms and NAS voted against approving the forms. Discussion ensued.

ACTION: M/S/C (Gibbs/Nelson) to approve the use of the forms by a 2-0 vote with Norco abstaining.

## III. New Business

### A. Norco's Area of Emphasis (AoE) approval process

INFORMATION: S. Crasnow gave a copy of the AoE approval process to the DAS.

ACTION: For information only.

### B. Department of Education Issues with Hybrid Courses

INFORMATION: Dr. R. Mahon spoke to the DAS about the new federal expectation regarding distance education and the areas RCCD need to improve on to meet these expectations: 1) The Federal Government does not have any distinction for hybrid courses, we need to have regularly scheduled student contact, otherwise the course could be considered a correspondence course and they will not fund these courses with financial aid. This is a much higher than what we are currently use to and we need to review our policies to ensure we meet this standard. CTA would need to allow this review of these courses. 2) DAS should become more proactive having committees that communicate better and give them clear direction in their work.

ACTION: For information only.

### **C. General Education SLOs**

INFORMATION: All 3 Senates have approved the General Education SLOs.

ACTION: For information only.

### **D. Distance Education Sign-in Language for Students**

INFORMATION: MVAS has already approved the new sign-in language and is doing the work per Sylvia Thomas. NAS passed the sign-in language. RCC will consider the resolution on June 4, 2012.

ACTION: 2 of the 3 Senates have approved the resolution and if all 3 approve the resolution then it will be approved by the DAS.

### **E. Order of Registration**

INFORMATION: Sylvia Thomas has requested that we decrease the 125 units limit to 100 units. Both MVAS and NAS have approved the change,

ACTION: Once the RCCAS has approved the change, the resolution will be approved by the DAS.

### **F. Waitlist Restrictions Recommendation**

INFORMATION: The Waitlist Restrictions Recommendations were suggested as follows: 18 in primary terms and 9 in intersessions. Both MVAS and NAS have the new waitlist restrictions.

ACTION: The DAS will approve the recommendations pending the approval of RCCAS.

### **G. Web-enhanced Use in Regular Classroom Settings**

INFORMATION: Norco and MV instructors can use web-enhanced as long as it does not replace seat time for the students. RCCAS to discuss the issue.

ACTION: For information only.

## **H. Conversation about Data and Ratios**

INFORMATION: Dr. R. Mahon lead a conversation about data and ratios. He said some financial data could be misunderstood. He suggests we use data to ask questions about the colleges and district issues.

ACTION: For information only.

## **IV. Committee Reports**

### **A. District Academic Standards (DAS)**

INFORMATION: No report given.

ACTION: N/A

### **B. District Assessment Committee (DAC)**

INFORMATION: No report given.

ACTION: N/A

### **C. District Program Review**

INFORMATION: T. Gibbs Said in the Fall they will look at SLOs and make them easier for the faculty. Sylvia Thomas said DPR met this week, and the committee lacks consistent attendance by MV. Major Comp. reviews are up as regards to turn ins with 80% having been submitted. S. Thomas is working on dismantling the DPR.

ACTION: N/A

### **D. Curriculum**

INFORMATION: Dr. R. Mahon reported David Morris came and spoke about a variety of issues. He said the committee has been asked to review the issue related to the development of prerequisites for courses without the use of statistics. He said that they continue revising the curriculum handbook. Dr. Ray Maghroori the the ESL Certificate is being brought before the Board. T. Gibbs said we need to pull the approval of the ESL Certificate as the DAS wanted the ESL certificate to be returned to the curriculum committee in light of the RCCAS not approving this certivicate.

ACTION: N/A

### **E. PG&SL**

INFORMATION: T. Gibbs said that small changes were made to AP4000 i.e. that the rank of Professor is not awarded automatically.

ACTION: For information only.

F. Associate Faculty

INFORMATION: Mark Carpenter spoke to the creation of a stipend for Associate faculty to allow for committee work and other service to the college.

ACTION: N/A

**V. District Curriculum and District Academic Senate Business**

A. S. Crasnow said that we need to look at each college's curriculum and weight the affect of articulation agreements. Some classes are approved at only some of the colleges and we need to think about the coordination of curriculum issues.

**VI. College and Liaison Reports**

A. Moreno Valley College

INFORMATION: T. Gibbs said he was re-elected to a 3 year term as President. He is still working on SLO's and is having a meeting to help make PR and SLO's easier for the faculty to work with. He welcomed Sandra Mayo as the new college President.

ACTION: N/A

B. Norco College

INFORMATION: S. Crasnow had a meeting with the new College President, Dr. Parnell. She reported on a dispute occurring with the school newspaper and they are protesting the interference of having another college's faculty member in their affairs with the running of the college newspaper.

ACTION: For information only.

C. Riverside City College

INFORMATION: L. Nelson reported on the moving the Senate into a new office in the Glen Hunt Center. He also reported on RCCAS's passage of the Respect campaign that came from the diversity committee.

ACTION: For information only.



D. CTA

INFORMATION: No Report Given

ACTION: For information only.

E. District Administration

INFORMATION: No report.

ACTION: N/A

**VII. Open Hearing**

A. Mark Carpenter spoke about the decrease of the district's emphasis in regards to recycling.

**VIII. Adjournment at 4:52 pm.**

Respectfully submitted by,

Lee Nelson

**Riverside Community College District Academic Senate**  
**(Spring 2012 meetings: Wed., 2/29 (2:30pm-), Mon., 3/26 (3pm-), Mon., 4/30 (3pm-) & Wed., 5/30 (2:30pm-))**  
**Agenda for Monday, April 30, 2012**  
**3:00- P.M.**  
**D319 Spruce Street**

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from Chani Beeman, Director of Diversity, Equity, & Compliance at 951-222-8039.

- I.** Call to Order
- II.** Approval of the Agenda
- III.** Approval of the Minutes, March 26, 2012

**V. Unfinished Business**

DAS Bylaws & Constitution: Recommended changes.

Student Transcript options.

Withdrawal date: College Senate's position about DAS (Academic Standards) recommendation of 65%.

Academic Dishonesty Forms.

**VI. New Business**

Waitlist restrictions recommendation: 18 in primary terms, 9 in intersessions.

Web-enhanced use in regular classroom settings.

District Academic Standards graduation recommendation for GPA and Honors.

A conversation about data and ratios.

**VII. Committee and Liaison Reports**

District Academic Standards (DAS)

District Assessment Committee (DAC)

District Program Review

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Associate Faculty

**VIII. District Curriculum and District Academic Senate business**

**IX. College and Liaison Reports**

Moreno Valley College

Norco College

Riverside City College

RCCDFA/CCA/CTA/NEA

District Administration

**X. Open Hearing**

**XI. Adjournment**



**Riverside Community College District Academic Senate**  
**Minutes**  
**Monday, April 30, 2012**  
**3:00- P.M.**  
**D319 Spruce Street**

**Present: Sharon Crasnow, Travis Gibbs, Ray Maghroori, Sylvia Thomas, Richard Mahon, Mark Carpenter,**  
**Absent: Lee Nelson absent and so there was not a quorum – no action items.**

Call to Order 3:08 No quorum and so the meeting began with moved information items, committee and liaison reports. All agenda items were discussed but not action was taken since there was no quorum.

**College and Liaison Reports -**

Moreno Valley College Elections being held. Travis is running unopposed. At large – Nick Sinigaglia is running. MVC is revamping its constitution. Travis attended plenary with Peter Westbrook and Sharon Crasnow.

Norco College is also revising its constitution. Report on VP of Academic Affairs selection and two new standing committees of the senate – Distance Education and Faculty Development Committee.

Riverside City College No report

RCCDFA/CCA/CTA/NEA No report

District Administration - Ray discussed the ambiguity in the Professor application. We need to make it clear that applicants have to detail what their service to the college has been and how they meet the other criteria that they are using to apply. It seems best to put this information into the AP so that it is clear that they need to do more than just say that they had committee service. Travis and Ray agreed to meet to work this out. All senate presidents were encouraged to participate in clarifying the AP.

**Committee Reports -**

Program review: All colleges have revised their Annual Program Review procedures. The Comprehensive Program Review process has also been revised.

Curriculum (Report by Richard Mahon): David Morse (State Senate Curriculum) has offered to come and meet with Curriculum Committees to discuss process for adopting prerequisites. Richard suggested using HUM as test case. (Board approved plan for content review for prerequisites has to be in place according to Title 5 change.)

Travis expressed some concerns about pre-requisites. Richard mentioned Portland colleges phasing in pre-requisites during the 90s. It worked.

Mark Carpenter attended CCA conference in Palm Desert at the Westin. Union. This month is Associate faculty appreciation month. Part-time budget now just below 50% of the union budget because of job loss. John Sullivan urged recognition of part-timers in union (and at the colleges).

**Discussion of Unfinished Business -**

DAS Bylaws & Constitution: Recommended changes were looked at again.

Student Transcript options for graduation with honors. Passed by Moreno Valley and Norco College – no action till next meeting.

Withdrawal date: College Senate's position about DAS (Academic Standards) recommendation of 65%. All three college senates said no. District senate will act at next meeting.

Academic Dishonesty Forms. Reminder to take the form to senates for vote

**Discussion of New Business -**

Waitlist restrictions recommendation: 18 units in primary terms, 9 in intersessions. Discussion only – waitlist recommendations that there are a lower number of units. Same number of students will be on waitlists (also some evidence that students are selling add codes). Administration request to take the issue to local senates.

Web-enhanced use in regular classroom settings. Information only. Travis stated state senate interpretation of Title 5 as long as there is not seat time.

#### District Curriculum and District Academic Senate business Discussion-

The District Senate was joined by the District Curriculum Committee. Richard Mahon, Peter Boelman-Lopez and Natalie Hannum by phone.

Richard began by discussing the process used for creating the AoEs and the problem with being able to figure out how to include new courses. No process is in place yet and needs to be for next year. New courses (courses created since the AoEs were established) are not included.

List the things discussed:

May 17<sup>th</sup> meeting to finalize curriculum hand book

FLEX day with curriculum training embedded in it

All three colleges curriculum committees to meet in the fall to determine standards for evaluation of CORs

Coordinating program review training and curriculum training since part of the CPR is review of CORs

District to provide disciplines with spreadsheet on which CORs need to updated.

Agreed that there are three levels of training needed

How to write a COR.

How to write District level curriculum – core curriculum.

Training on how to use CurricUNET.

There has been a problem with poorly written CORs – rejecting ones that are no good.

#### Open Hearing

Educational Assistants form needs to be updated and then Travis will send out the announcement so that people can apply for educational assistants. Deadline to be May 25 at noon.

Travis also wanted clarification on budget for DFL refreshments and gift and discussed introductions.

Richard Mahon noted that the resolution he had written for the plenary session had passed. Also mentioned that he is running for FACC.

Richard discussed his writing a faculty forum about staffing report (information on State Chancellor's website).

The meeting was adjourned at 5:15.



**Riverside Community College District Academic Senate**  
**(Spring 2012 meetings: Wed., 2/29 (2:30pm-), Mon., 3/26 (3pm-), Mon., 4/30 (3pm-) & Wed., 5/30 (2:30pm-))**  
**Agenda for Monday, March 26, 2012**  
**3:00- P.M. (NOTE TIME CHANGE!)**  
**D319 Spruce Street**

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from Chani Beeman, Director of Diversity, Equity, & Compliance at 951-222-8039.

- I.** Call to Order
- II.** Approval of the Agenda
- III.** Approval of the Minutes, February 29, 2012
- IV.** Proposed changes to the Gen Ed SLOs: Jim Elton

**V. Unfinished Business**

DAS Bylaws & Constitution: Recommended changes.

Flex issues: College Senate recommendations.

Withdrawal date: College Senate's position about DAS (Academic Standards) recommendation of 65%.

Five to Thrive: Professor Jose Duran, April 17<sup>th</sup> BOT meeting.

**VI. New Business**

AP 7212: Temporary Faculty.

AP 7214: Compensation for Substitute Faculty.

BP 7360: Discipline and Dismissal.

AP 3710: Intellectual Property Rights.

Census date as the last date to withdraw without a "W"?

Academic Dishonesty Forms.

**VII. Committee and Liaison Reports**

District Strategic Planning Committee (DSPC)

District Academic Standards (DAS)

District Assessment Committee (DAC)

District Program Review

Curriculum

PG&SL

Associate Faculty

**VIII. College and Liaison Reports**

Moreno Valley College

Norco College

Riverside City College

RCCDFA/CCA/CTA/NEA

District Administration

**IX. Open Hearing**

**X. Adjournment**





**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**District Academic Senate**

**Minutes**

DATE: March 26, 2012

TIME: 3:00-5:00 pm

PLACE: District Office, Room 319

PRESENT: Travis Gibbs, Sharon Crasnow, Richard Mahon (Curriculum) and Lee Nelson

GUESTS: Ruth Adams, Dr. Ray Maghroori, Susan Mills, Shelia Peasin, and Mark Carpenter.

**Call to Order**

INFORMATION: Meeting called to order at 3:00 pm by DAS President Travis Gibbs.

ACTION: Meeting called to order at 3:00 pm by DAS President Travis Gibbs.

**Approval of the Agenda**

INFORMATION: Agenda was submitted by Travis Gibbs.

ACTION: M/S/C (Crasnow/Nelson) to approve the agenda.

**Approval of the Minutes**

INFORMATION: Minutes were submitted for approval from February 29, 2012.

ACTION: M/S/C (Crasnow/Nelson) Minutes approved with changes.

**New Business**

Proposed changes to General Education SLO

INFORMATION: Jim Elton wanted to know where proposed changes to the General Education SLOs would be reviewed (see attached of current and proposed changes). The DAS suggested the process could begin in a workshop allowing suggested changes to be made and then suggestions would be sent to the college's assessment committee. Recommendations from the assessment committees would go to the college's Senate and if approved to the DAS. Richard Mahon changes needed to be brought to the Curriculum committee as the changes would be changing to the course outline of record. Discussion ensued regarding the need for the Curriculum committee to approve the proposed changes to the general education SLOs. Dr. Crasnow suggested the proposed changes could be sent to the Curriculum committee as a "For Information Only" item. The proposed changes would be ready for the Fall 2014 catalog by the earliest.

ACTION: The proposed changes should be referred to the local Assessment committees for review and then submitted to the local Senates for approval and then to the DAS.

**V. Open Hearing**

A. Mark Carpenter spoke about recycling at RCCD. He said that the District does not separate the garbage and is not following the dictates of the community.

Travis Gibbs said that the draft of the Order of Registration is being sent to the Senates. He desired to have this proposal approved by the end of April.

## **VI. Unfinished Business**

### Flex Issues

INFORMATION: Dr. Crasnow said there are multiple groups approving flex education for the faculty. She is asking the APC to approve flex offerings college-wide in the future. She said each college should decide their own approval process. RCC already has a Faculty Development Committee which is involved in the approval process for Flex Education.

ACTION: For information only.

### Withdrawal Date Change to 65%

INFORMATION: Both NAS and MVAS has voted against changing the withdrawal date to 65%. RCC will consider the matter during their next business meeting.

ACTION: For information only.

### Five to Thrive

INFORMATION: Dr. Jose Duran will be the first Five to Thrive speaker before the BOT on April 17, 2012 at MVC. He is also the Distinguished Faculty Lecturer and will speak on May 10, 2012.

ACTION: For information only.

## **VII. New Business**

### A. AP 7212 Temporary Faculty

INFORMATION: MVCAS approved this policy and NCAS did not take a vote on this policy and did not have any objection to the policy. RCCAS will consider the policy at its next business meeting.

ACTION: For information only.

### B. AP 7214 Compensation for Substitute Faculty

INFORMATION: MVCAS approved this policy and NCAS did not take a vote on this policy and did not have any objection to the policy. RCCAS will consider the policy at its next business meeting.

ACTION: For information only.

### C. AP 7360 Discipline and Dismissal

INFORMATION: MVCAS approved this policy and NCAS did not take a vote on this policy and did not have any objection to the policy. RCCAS will consider the policy at its next business meeting.

ACTION: For information only.

### D. AP 3710 Intellectual Property Rights

INFORMATION: MVCAS voted to refer this policy to DAS. NCAS felt there were two issues being considered: 1) Will the faculty own the work they present to class and 2) is there a conflict of interest when the faculty requires the students to use text and works authored by the faculty member.

ACTION: RCCAS will consider the matter at their next meeting. NCAS did not act on the policy and MVCAS referred the matter to DAS.

E. Census Date as the Last Date to Withdrawal without a "W"

INFORMATION: There appears to be some confusion regarding this date; there is some movement to combine the two dates. Dr. Mahon said that if you are registered after the census date the student attempt will count toward the 3 attempts for that course allowed by Title 5.

ACTION: Currently the last date to drop without a "W" is census date and the date to drop with a "W" is 75% of the course taken. AS Presidents will pass this information to the faculty.

F. Academic Dishonesty Forms

INFORMATION: This form will be sent to the Senates for review. Discussion ensued related to when a student can be dropped from a course for dishonesty or cheating.

ACTION: For information only, forms has been sent to the DAS for review.

## **Committee Reports**

District Strategic Planning Committee (DSPC)

INFORMATION: No report given. Next meeting will be on March 2, 2012.

ACTION: N/A

District Academic Standards (DAS)

INFORMATION: No report given.

ACTION: N/A

District Assessment Committee (DAC)

INFORMATION: No report given.

ACTION: N/A

District Program Review

INFORMATION: No report given.

ACTION: N/A

Curriculum

INFORMATION: Richard Mahon said student will need to have SB1440 degrees to transfer to a California

State University, demonstrating the value of SB1440 degrees. Richard also discussed how do we modify AOE's? He said currently the district lacks a procedure to modify AOE's. He will have the committee consider the matter. He reported that they are in the final stages of developing a curriculum handbook.

ACTION: N/A

#### PG&SL

INFORMATION: Dr. Maghroori brought wanted the DAS to approve Dr. Ron Pardee as Distinguished Professor. he said all other applications were approved for the rank of Full Professor, except of one which the applicant did not meet the required time to be considered for the rank of Ful Professor.

ACTION: (M/S/P) To approve Dr. Ron Pardee as Distinguished Professor, vote 3 Yea, 0 No, 0 abstentions.

#### Associate Faculty

INFORMATION: No Report

ACTION: N/A

#### College and Liaison Reports

##### Moreno Valley College

INFORMATION: No report

ACTION: N/A

##### Norco College

INFORMATION: They approved 3 programs excludsively taught at at Norco.

ACTION: For information only.

##### Riverside City College

INFORMATION: RCCAS is considering a resolution that considers went large portions of course work are not taught as curriculum change.

ACTION: For information only.

##### CTA

INFORMATION: No Report

ACTION: N/A

##### District Administration

INFORMATION: No report

ACTION: N/A

Adjournment at 5:21 pm.

Respectfully submitted by,

Lee Nelson

**Riverside Community College District Academic Senate**

**(Spring 2012 meetings: Wed., 2/29 (2:30-4:40pm), Mon., 3/26 (3-5pm), Mon., 4/30 (3-5pm) & Wed., 5/30 (2:30-4:30pm))**

**Agenda for Wednesday, February 29, 2011**

**2:30-4:30 P.M. (NOTE TIME CHANGE!)**

**D319 Spruce Street**

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from Chani Beeman, Director of Diversity, Equity, & Compliance at 951-222-8039.

**I. Call to Order**

**II. Approval of the Agenda**

**III. Approval of the Minutes, October 31, 2011 & November 28, 2011**

**IV. Unfinished Business**

DAS Bylaws & Constitution: Changes?

Flex issues: Sharon Crasnow

C. Budget issues

**VI. New Business**

AP4235: Credit by examination.

Sabbaticals

Reinvigorating the learning environment:

Faculty authored texts/papers required as classroom material.

Cost of text books.

Distinguished Professor Emeritus: Granting it to retired faculty who earned professor under the older guidelines.

**VII. Committee and Liaison Reports**

District Strategic Planning Committee (DSPC)

District Academic Standards (DAS)

District Assessment Committee (DAC)

District Program Review

Curriculum

PG&SL

Associate Faculty

**VIII. College and Liaison Reports**

Moreno Valley College

Norco College

Riverside City College

RCCDFA/CCA/CTA/NEA

District Administration

**IX. Open Hearing**

**X. Adjournment**



**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**District Academic Senate**

**Minutes**

DATE: November 28, 2011

TIME: 2:30-4:30 pm

PLACE: District Office, Room 319

PRESENT: Travis Gibbs, Sharon Crasnow, Richard Mahon (Curriculum) and Lee Nelson

GUESTS: Ruth Adams, Dr. Ray Maghroori, and Mark Carpenter.

**Call to Order**

INFORMATION: Meeting called to order at 2:45pm by DAS President Travis Gibbs.

ACTION: Meeting called to order at 2:45 pm by DAS President Travis Gibbs.

**Approval of the Agenda**

INFORMATION: Agenda was submitted by Travis Gibbs.

ACTION: M/S/C (Nelson/Gibbs) to approve the agenda.

**Approval of the Minutes**

INFORMATION: Minutes were approved for October 31, 2011 with changes and November 28, 2011 minutes were approved with changes.

ACTION: M/S/C (Crasnow/Nelson) Both approved with changes.

**Unfinished Business**

DAS Bylaws & Constitution

INFORMATION: Travis Gibbs sent out to DAS officers possible changes in the Constitution and Bylaws for DAS. Discussion ensued regarding possible changes.

ACTION: Dr. Crasnow will rework or rewrite portion of the bylaws i.e. Article III The Constitutional change process.

Flex Issues

INFORMATION: Dr. Crasnow indicated that the Faculty Development at Norco College has been asked to confirm Flex Credit, when policy states only the Chair of the individual faculty members department can approve Flex Credit. There according to Dr. Crasnow exists a gap between who is approving Flex Credit and who is allowed to approve Flex Credit per policy. There are District Events that should be approved for Flex Credit. The suggestion was given that the College APCs should approve District and College Flex Time.



ACTION: Dr. Crasnow will send the Flex Policy to the Faculty Development committee for review and possible revision.

## Budget Issues

INFORMATION: Discussion ensued regarding cuts and how cuts should be handled i.e. in the event the tax increase measures in November are not passed

ACTION: For information only.

## III. New Business

### AP4235 Credit by Examination

INFORMATION: This policy is being updated and has been submitted to the local Senates for review.

ACTION: Local Senates are in the process of reviewing the policy.

### Reinvigorating the Learning Environment

INFORMATION: Dr. Gray is now going to permit sabbatical leaves, allowing one for the coming academic year for the district.

ACTION: For information only; Application deadline for the sabbatical leave was extended to March 15, 2012.

### Reinvigorating the Learning Environment

INFORMATION: Methods to emphasize the Distinguished Faculty Lecturer program were reviewed. A new program was discussed by Travis Gibbs "5 to Thrive" which allows faculty members to give a 5 minute presentation before the Board of Trustees to demonstrate their accomplishments in the academic environment. The faculty member will be chosen by the local Senate where the Board is meeting for the month.

ACTION: T. Gibbs asked if it were possible to have RCCAS chose a speaker for the month of March.

### Faculty Authored Texts/Papers Required as Classroom Material

INFORMATION: The RCCD's staff attorney, Ruth Adams, gave her opinion regarding the requiring of students to use faculty's authored text and papers. She quoted a state opinion that allows the uses of faculty work as long as there are several venues that offer the material for sale. When only one venue exists for purchase of the material the faculty member is allowed to recoup the cost of providing the material. The district has an intellectual property policy AP3710 that stated that work for hire cannot be sold. She questioned is there an approval process to have such materials approved. Ruth Adams said students are complaining about the cost to purchase faculty produced materials. Dr. Ray Maghroori felt there is a problem selling self published works and that offering commercially peer reviewed works was acceptable to require students to use. The reporting of conflicts of interest by faculty and the use of works published on the Internet were discussed by the group.

ACTION: Local Senates should review this issue for the development of a policy related the requiring the use and purchase of faculty works by students.

## ACADEMIC RANK

INFORMATION: The question was raised by Travis Gibbs about the grand fathering emeriti rank for

previously retired faculty member. Discussion ensued and the consensus was that the procedure to do this would be very difficult to do for retired faculty.

ACTION: For information only.

#### Cost of Textbooks

INFORMATION: Travis Gibbs felt that professors should list available prices option for students on their syllabus. Dr. Maghroori discussed that the district in the past has been a member of Hal Plokin's online textbook association as a means of reducing the over-all cost of textbooks.

ACTION: Dr. Maghroori will present at a future DAS meeting information about the Online textbook association. Motion: M/S/C (Crasnow/Nelson) to extend the meeting 10 minutes.

#### Committee Reports

##### District Strategic Planning Committee (DSPC)

INFORMATION: No report given. Next meeting will be on March 2, 2012.

ACTION: N/A

##### District Academic Standards (DAS)

INFORMATION: No report given.

ACTION:

##### District Assessment Committee (DAC)

INFORMATION: No report given.

ACTION: N/A

##### District Program Review

INFORMATION: No report given.

ACTION: N/A

##### Curriculum

INFORMATION: Dr. Richard Mahon said that Chip had retired and Greg Burchett is assuming his duties. He also said that Chip was working part-time with Greg to assist Greg with Currinet operations. Dr. Mahon said that a problem was resolved by the Curriculum related to the creation of certificate programs with 60 units that effected financial aid. Dr. Mahon said that the Curriculum committee was looking at the elimination of the 9 unit minimum for AOE's. He indicated also the committee was looking at a procedure to modify AOE's. Dr. Mahon said work was continuing on a Curriculum Committee Handbook and a draft of the handbook should be out this semester. Dr. Mahon said that DAS charged the committee to look at the recent change to allow prereqs base on instructional review and that the State Chancellor had created a 30 page analysis of the Title 5 changes. Dr. Mahon suggested that each colleges curriculum chair should attend the Curriculum

Institute.

ACTION: N/A

PG&SL

INFORMATION: Applications for Full Professor rank due on 3/1/12.

ACTION: For information only.

Associate Faculty

INFORMATION: No Report

ACTION: N/A

### **College and Liaison Reports**

Moreno Valley College

INFORMATION: Travis Gibbs reported that the elections for President and the Senator at Large will be held this semester.

ACTION: N/A

Norco College

INFORMATION: No report

ACTION: For information only.

Riverside City College

INFORMATION: No reprot

ACTION: For information only.

CTA

INFORMATION: The faculty association was working with the Senate on the approval of AP3750.

ACTION: For information only.

District Administration

INFORMATION: Dr. Maghroori reported that the District Committee for Priority Registration was working on producing new guidelines.

ACTION: N/A

Adjournment at 5:15 pm.

Respectfully submitted by,

Lee Nelson