

Riverside Community College District Academic Senate

Agenda for Monday, November 25, 2013

3:00-5:00 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. DAS Leadership Meeting with the Chancellor 2 to 3 pm in the Chancellor's Conference Room, Chancellor's Office, 2nd floor Spruce Street (Informational Purposes Only)

II. Call to Order in D319

III. Approval of the Agenda

IV. Approval of the Minutes, October 28, 2013

V. Unfinished Business

AP Policy 7120c Committee update

Fall Plenary in Irving

AP7160.7160a Approval of Changes

Parking Resolution (RCC)

Professor Applications (Due October 31, 2013)

District Program Review Committee structure (Greene)

VI. New Business

A. PT Resolution (Nelson)

B. AP Program Discontinuance (Thomas)

C. CID Update (Thomas)

D. Equivalency Policy (Thomas)

E. Approval of Distance Education Documents

VII. Committee and Liaison Reports

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 Academic Senate

Agenda for Monday, November 25, 2013

3:00-5:00 pm

Attendees: Lee Nelson, District Academic President and RCC Senate President
Travis Gibbs, District Academic Senate VP and MVC Senate President
Lyn Greene, District Academic Senate Secretary/Treasurer and Norco Senate President

Guests:

- II. Call to Order 3:10 p.m. by Lee Nelson.
- III. Approval of the Agenda: M/Nelson; S/Gibbs. Unanimous.
- IV. Approval of the Minutes, October 28, 2013: M/Greene; S/Gibbs. Unanimous.

V. Unfinished Business

AP Policy 7120c Committee update: Heard from some of the members of ad hoc committee. Not all are participating. Sylvia: she can provide a track change document and could do a clean version of the accepted document at this point. Travis reports: he suggests that it should go to administrators with notes and changes for feedback. One of the main sticking points is the composition of the committee and the number of subject matter experts and the question of college interests. How do you address discipline needs and college needs? Need a written policy that addresses these issues. Hiring committees should have an odd number of members: if the subject matter experts don't agree with the majority, how do you address that? Lyn suggested that maybe we need a majority and minority report if that occurs; nothing long, just the main points for each. Lee and Sylvia will work on this.

Fall Plenary in Irvine: Lee was shocked about the San Francisco case and the problems with the accreditation. Travis commented on the role of the State Academic Senate and some of the resolutions. Travis suggested that we put the state website link and the place for resolutions in the minutes of the Senate. The pdf on the website can be accessed:

HYPERLINK

"<http://asccc.org/sites/default/files/Fall2013SessionFinalResolutionsNovember192013.pdf>"
<http://asccc.org/sites/default/files/Fall2013SessionFinalResolutionsNovember192013.pdf>

AP7160a (Professional Growth) Approval of Changes: minor changes by RCC. Lee will be bringing it to City; each Senate will need to place it on their agenda it and take a vote on the changes. Emergency motion by Gibbs: The District Senate tentatively approves AP 7160a if it is approved by all 3 senates. S/Greene. Unanimous. **The action of the District Senate to approve this AP before the Senates approve is made because it holds the motion to a higher standard where all 3 Senates must approve.**

Parking Resolution (RCC): Nelson sent all copies of documents to the Presidents of the Senates. Azari discussed the exemption policy (suspend monitoring for a certain time/or a certain lot). Lee has asked us to place this on our agendas as a resolution for support.

Professor Applications (Due October 31, 2013): Sylvia reports: 8 applications were received. PG&SL will meet in December face-to-face to look over the applications. Travis reminded Sylvia of changes that were made and Sylvia said it is now part of the documentation that PG&SL uses for decision making.

District Program Review Committee structure (Greene): Form changes will be moved through the college committee and passed out to the Norco Senate for consideration in April. Then we will present a possible plan for the District Committee. Lee and Sylvia discussed District Academic Standards and talked about continuity.

VI. New Business

A. Part Timer Resolution (Nelson): Mahon authored a resolution that passed at the Fall Plenary of the State Academic Senate. City passed a resolution for us to bring to the other Senates.

B. AP 4021 Program Discontinuance (Thomas): Sylvia reports that this AP is ready for Senate approval. DAS looked at policy practices up and down the state. MVC commented on the connotation of the title; therefore, the title change. The intent of this in was explained: there should be a short process for discontinuance in those instances where everyone at the college—faculty and administrators—agrees that the program should go. Where there is not agreement or there is agreement that they want to breathe life into a dormant program there should also be a process. So this AP includes a process for both. Travis reminds us that sometimes it is obvious that it should go, there is little reason to hold it up for 2 to 3 years.

C. CID Update (Thomas): Judy Haugh submits all requests for CID numbers for the colleges to CID and creates a monthly report. And she reports out any actions to the faculty involved. And part of the problem is that the district cannot submit an ADT if there are not CID numbers assigned; and then there is an expiration date on CID numbers. But Sylvia reported that the CID approval process is faster than it used to be.

D. Equivalency Policy AP 7211 (Thomas): Originally this went to all 3 Senates in draft form from Nick as chair at the beginning of the semester. Norco and City disapproved the “district facilitator.” Now DAS is asking for specific recommendations. For example: at the bottom of page 2...”At the start of the academic year...” Look at bottom of page 2 and ask who in the discipline should do this and at the bottom of page 3 ask the same question and make recommendations. Sylvia says that the process is working but we need an updated policy. Travis commented on p. 4 language under “optional considerations” and asked how we define any of the “and/ors” in that first paragraph. DAS will look at it again but they need recommendations.

E. Approval of Distance Education Documents (Quin): Sharon will issue the pdfs as the official contact. The certification letter has morphed into a short statement will be on WebAdvisor and the TA process as a checkoff: “I have read the summary.... “. This has been tentatively approved by Dariush as well as a summary of the regulations regarding distance education and the RCCD Guide to Recommended Best Practices. A paragraph and two documents will be reconsidered by District Curriculum and by the Faculty Association. These settle the accreditation issue with distance education.

Motion: Gibbs moves an emergency motion: The District Senate tentatively approves the 3 distance education documents if all 3 Senates approve them. Greene/second. Unanimous. Action of the District Senate to approve before the Senates approve is made because it holds the motion to a higher standard where all 3 Senates must approve. For expediency to meet accreditation standards.

VII. Committee and Liaison Reports

District Academic Standards (DAS)—DAS is working on the attendance policy. It will meet during the first week of December.

District Assessment Committee (DAC)—no longer meets. **(take it off)**

District Program Review—CIPRs are due in November so December will be a longer meeting.

Curriculum- AP 4260 Limitation on Enrollment is in pdf form—expect it for December 2 agenda. The Distance Education forms—1. Summary of Regulations, 2. RCCD Guide to Recommended Best Practices, and a very short statement that faculty will check in association with approving the TA. New ADT in Philosophy is being considered at all three colleges. Carolyn Quin asked the minutes to reflect a thanks to Sharon Crasnow for taking the lead on the ADT in Philosophy.

PG&SL—The number for consideration: 4 from Norco, 3 from Riverside, 1 from MVC.

Associate Faculty-Faculty Professional Development is having a celebration for Associate Faculty in December.

VIII. College and Liaison Reports

Moreno Valley College—accreditation has gone to print.

Norco College—Accreditation is done.

Riverside City College—Accreditation is done and Tom Allen says it ain't done until it is done.

RCCDFA/CCA/CTA/NEA-no report.

District Administration—Federal regulations for July 2014: it encumbers the colleges to seek authorization from other states for students who are from their states who have enrolled in our colleges.

41 states have responded—indefinite authorization, 33 have given us conditional indefinite authorizations.

8 have asked for a charge to authorize annually.

We will block students who are from a “fee state” and the Open Campus website will state that they will be blocked.

IX. Open Hearing

X. Adjournment

Riverside Community College District Academic Senate

Agenda for Monday, October 28, 2013

3:00-5:00 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. DAS Leadership Meeting with the Chancellor 2 to 3 pm in the Chancellor's Conference Room, Chancellor's Office, 2nd floor Spruce Street (Informational Purposes Only)**
- II.** Call to Order in D319
- III.** Approval of the Agenda
- IV.** Approval of the Minutes, September 23, 2013
- V. Unfinished Business**
 - A. AP Policy 7120c Committee update
- VI. New Business**
 - A. Fall Plenary in Irving/Area D meeting
 - B. AP7160.7160a
 - C. Parking Resolution (RCC)
 - E. Professor Applications (Due October 31, 2013)
 - F. District Program Review Committee structure (Greene)
- VII. Committee and Liaison Reports**
 - A. District Academic Standards (DAS)
 - B. District Assessment Committee (DAC)
 - C. District Program Review
 - D. District Curriculum
 - E. PG&SL
 - F. Associate Faculty
- VIII. College and Liaison Reports**
 - A. Moreno Valley College
 - B. Norco College
 - C. Riverside City College
 - D. RCCDFA/CCA/CTA/NEA
 - E. District Administration
- IX. Open Hearing**
- X. Adjournment**

Riverside Community College District Academic Senate

Minutes for Monday, October 28, 2013

3:00-5:00 pm

D319 Spruce Street

District Senate Officers Present:

Lee Nelson, District Academic Senate President and RCC Senate President

Travis Gibbs, District Academic Senate VP and MVC Senate President

Lyn Greene, District Academic Senate Secretary/Treasurer and NC Senate President

District Senate Standing Committee Chairs Present:

Carolyn Quin, District Curriculum Chair and MVC Curriculum Chair

Administrative Liaisons:

Ray Maghroori, Vice Chancellor, Educational Services

- I. Call to Order by Lee Nelson at 3:00 p.m.
- II. Approval of the Agenda: M/Gibbs; S/Nelson. Unanimous.
- III. Approval of the Minutes, September 23, 2013: Gibbs/Nelson. Unanimous.
- IV. **Unfinished Business**
 - A. AP Policy 7120c Committee update: Travis is serving as chair and there has been an email discussion at this point. Hopefully, they will meet and put suggestions forward to management. Current job descriptions should be used and the composition of the hiring committee and what to do if there are no or too few subject matter experts at the college.
- V. **New Business**
 - A. Fall Plenary in Irving/Area D meeting: All our Senate Presidents are attending Fall Plenary joined by Richard Mahon as the District representative.
 - a. Area D: only a few resolutions; discussion of the granting of bachelor's degrees. Especially in nursing. The state legislature is considering a change that would allow community colleges to offer bachelor's degree in areas where there is none.
 - B. AP 7160/7160a: Lee reported that RCC has not passed them; Lee has given Ruth the possible changes and she is going to send them out for voting again. They want a faculty co-chair on the PG&SL process.
 - C. Parking Resolution (RCC): Ray suggested that we invite the Chief Miyashiro to our meeting to explain why police want a 24-hour duty cycle. Evidently RVs park for the weekend while the occupants go to Vegas. The police want to stop this practice by citing the RVs.\
 - D. Professor Applications (Due October 31, 2013): PG&SL makes recommendations, moves up the ranks. If there is a disagreement at the Chancellor's level, then he/she will meet with 3 Senate Presidents for resolutions. Only 6 have applied so far.
 - E. District Program Review Committee structure (Greene): The suggestion of the college's Program Review chair was to strategically devolve the remaining functions of the District Program Review Committee, then dissolve the committee and settle any disputes in the District Academic Senate. Ray cited the problem of getting the CORs done every year. Carolyn Quin suggested the committee was necessary to provide a forum for talking between disciplines. Website for comprehensives is maintained by the District. How do you enforce things? Provides educational leadership. Lyn is tasked with returning with some solutions.

VI. Committee and Liaison Reports (Appendix)

- A. District Academic Standards (DAS): Travis suggests we put program discontinuance on agenda's for Nov. 4th. (See appendices)
- B. District Assessment Committee (DAC)
- C. District Program Review-Sylvia (cancelled Nov. 5th)
- D. District Curriculum: Carolyn reported that the following distance education documents were adopted for distribution to the Senates and administration.
 - a. Regulations
 - b. Best Practices
 - c. Document for faculty
 - d. Certification letter from NorcoNov 7th District Curriculum; changed 4260 will vote; District curriculum handbook. Back to committee.
- E. PG&SL—(See appendices)
- F. Associate Faculty—not attended.

VII. College and Liaison Reports

- A. Moreno Valley College: Accreditation is being put to bed. Faculty Association and Senate are working together with new administrators. Annual Program Reviews are being reviewed to reduce its size.
- B. Norco College: Finishing accreditation.
- C. Riverside City College: Finishing accreditation.
- D. RCCDFA/CCA/CTA/NEA
- E. District Administration: Open Campus Fact Book online by next Monday. Annual Factbook will be ready by Dec. 1.

VIII. Open Hearing: We thanked Dr. Maghroori for all his help for the Senate and helping with new policies.

IX. Adjournment: Adjourned 4:35 pm.

Riverside Community College District Academic Senate

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3:00-5:00 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. DAS Leadership Meeting with the Chancellor 2 to 3 pm in the Chancellor's Conference Room, Chancellor's Office, 2nd floor Spruce Street (Informational Purposes Only)**
- II.** Call to Order in D319
- III.** Approval of the Agenda
- IV.** Approval of the Minutes, June 3, 2013
- V. Unfinished Business**
 - A. Equivalencies Policy Update
 - B. Attendance Policy from District Academic Standards Update
 - C. AP Policy 7120c Committee update
- VI. New Business**
 - A. Fall Plenary in Irving/Area D meeting
 - B. Role of College/District Strategic Planning and the Senate
 - C. Final Exam Schedule (Thomas)
 - D. Approval of the Faculty Chair of the Online Advisory Committee (Cathy Brotherton)
 - E. Professor Applications (Due October 31, 2013)
 - F. Curriculum Issues (addition of students/staff on curriculum committee) (Mahon)
- VII. Committee and Liaison Reports**
 - A. District Academic Standards (DAS)
 - B. District Assessment Committee (DAC)
 - C. District Program Review
 - D. Curriculum
 - E. PG&SL
 - F. Associate Faculty
- VIII. College and Liaison Reports**
 - A. Moreno Valley College
 - B. Norco College
 - C. Riverside City College
 - D. RCCDFA/CCA/CTA/NEA
 - E. District Administration
- IX. Open Hearing**
- X. Adjournment**

Riverside Community College District Academic Senate

Minutes for Monday, September 23, 2013

District Senate Officers Present:

Lyn Greene, NC Academic Senate President & District Senate Secretary/Treasurer
Lee Nelson, RCC Academic Senate President & District Senate President
Travis Gibbs, MVC Academic Senate President & District Senate VP

District Senate Standing Committee Chairs Present:

Carolyn Quin, District Curriculum Committee Chair

Administrative Liaisons:

Ray Maghroori, Provost/Vice Chancellor, Educational Services
Sylvia Thomas, Associate Vice Chancellor, Educational Services

Other Attendees:

- I.** Call to Order by Lee Nelson, District Senate President: 3:01 p.m.
- II.** Approval of the Agenda: M/Gibbs; S/Greene. Approved.
- III.** Approval of the Minutes, June 3, 2013: M/Gibbs; S/Greene. Approved.
- IV.** Election of Officers: M/Gibbs; S/Nelson. Approved.
- V. Unfinished Business**
 - A. Equivalencies Policy Update: Lee discussed this as being sent back to DAS.
 - a. Sylvia: DAS forwarded 2nd revision of Equivalency Policy; Nick's recollection that MVC reviewed and presented; NC voted it down; RCC voted it down. Back to DAS but they want leadership on what to do; what does the Senates want them to do. Gibbs comments: 1) discipline facilitator is recognized even though they may not be in the contract. Confusing part was the idea of a standing equivalency committee.
 - B. Attendance Policy from District Academic Standards Update: Back to DAS. Print the same policy in all 3 schedules; forwarded discussion just as online faculty said they should be included. Passed at MVC and Norco but RCC did not do anything. Question about "excessively absence" of Title 5.
 - a. Sylvia is checking Title 5. Differences in language between student handbooks. The last day of attendance for a student is tied to money from the state and with financial aid. Now the federal government says that it is the last day that student participated in a class activity. DAS will continue to look at it and come back with recommendations especially Travis says we have to have something on "excessive." What about a student is not attending but is passing. So "excessive" needs to be defined. Travis would like to see a range; keeping attendance records with excused absence as opposed to non-excused absence. Due process should be observed by faculty. Wiggle room

should be there.

- C. AP Policy 7120c Committee update: MVC—Gibbs, Rocco; RCC—Nelson, Matsos; NC-Crasnow, Gray. October 1, or 15 at Norco before the Board meetings at 5:00 p.m.

VI. New Business

- A. Fall Plenary in Irving/Area D meeting: Irvine Marriott; Nov. 7, 8, 9. All 3 presidents are going plus Mahon. Oct. 19 for Area D meeting.
- B. Final Exam Schedule (Thomas): Norco is not the same; Sylvia is not proposing but suggesting that the blocks be shortened to 2 hours. This is a faculty issue; not just a technical issue of blocks and times. Take to Senates to see if we need the 2 and ½ hour blocks. Ask them how long should your final period be; how many students have conflicts; would you prefer 2 or 2 1/2? Unique starting times are really the problem.
- C. Approval of the Faculty Chair of the Online Advisory Committee (Cathy Brotherton). Gibbs/M; Greene/S. Approved.
- D. Professor Applications (Due October 31, 2013)
- E. Curriculum Issues (addition of students/staff on curriculum committee) (Mahon). MVC wants to do it. Sylvia discussed staff and administrators have attendance; issue is whether they should be voting members. Go for advisory positions, not voting.

VII. Committee and Liaison Reports

- A. District Academic Standards (DAS)
 - a. Have not met yet; don't have enough members.
 - b. Program discontinuance AP. Good draft so committee is looking at it again; send out to College curriculum committees.
- B. District Assessment Committee (DAC)—Now Gen Ed Task Force. We need to change our Constitution.
- C. District Program Review: meeting next Tuesday; streamlining with accurate up-to-date list. VPs will decide what they want to do with disciplines with no full-time faculty. Talking about CIPRs and what happens with COR. Quin; Gray; Chenowith.
- D. Curriculum: DE Policy is hot issue and review documents; curriculum handbook will be finished this semester.
- E. PG&SL: 7160a; Senates should be agendized.
- F. Associate Faculty

VIII. College and Liaison Reports

- A. Moreno Valley College: met once; working on accreditation by speed dating; assignments on a part; then they switched partners. All Senators were assigned sections of the document and meet today.
- B. Norco College: Accreditation first reading; December BOT approval.
- C. Riverside City College: Down to the last part; trying to integrate strategic planning with the Senate.
- D. RCCDFA/CCA/CTA/NEA

- E. District Administration: Thank you for the great self study Norco. Associate of Arts for our old terminal degrees; Associate in Arts are the ADTs.
- F. 58004 Title 5: no show, or withdrew, or no longer participating: excessive unexcused absences; after census 55002.a: can be passing but not meeting hours.

X. Open Hearing: Self-published materials questions.

XI. Adjournment

Riverside Community College District Academic Senate

Agenda for Monday, June 3, 2013

3:00-5:00 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, April 22, 2013

V. Unfinished Business

Equivalencies Policy Update
Attendance Policy from District Academic Standards
DSPC Purpose Update
DE Policy and Curriculum Committee Discussion
AP Policy 7120c Committee update

VI. New Business

Student Educational Assistant Program Selections for Academic Year 2013-2014.
District Senate Budget
Distinguished Faculty Lecturer for Academic Year 2013-2014 (Announcement and Budget)

VII. Committee and Liaison Reports

District Academic Standards (DAS)
District Assessment Committee (DAC)
District Program Review
Curriculum
PG&SL
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

XII. DAS Leadership Meeting with the Chancellor (Informational Purposes Only)

Riverside Community College District Academic Senate Minutes

Minutes of the District Senate Meeting on June 3, 2013

District Senate Officers Present:

Lyn Greene, NC Academic Senate President elect & NC Senate Designee for Sharon Crasnow, NC Academic Senate & 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:

None

Administrative Liaisons:

Ray Maghroori, Provost/Vice Chancellor, Educational Services

Sylvia Thomas, Associate Vice Chancellor, Educational Services

Other Attendees:

Mark Carpenter, Associate Faculty

Call to Order, by District Senate VP, Lee Nelson: 3:10 P.M.

Approval of the Agenda: Moved by Nelson (Lyn Greene had not yet arrived), seconded by Gibbs. Unanimous (a discussion about including two new items in section VI: New Business, item D, Faculty authored texts and item E, Program Discontinuance ensued, but was omitted).

Approval of the Minutes: Moved, Nelson; seconded, Gibbs. Unanimous

(Note: Agenda contained no Item IV):

Equivalencies Policy Update: The RCC Senate did not pass the Policy for the follow reasons: a) District Discipline Facilitators not defined or recognized as a position in the contract; b) one representative from each college may not always be feasible; c) life credential no longer recognized after the implementation of AB 1725; d) suggest deletion from optional considerations.

(Lyn Greene arrives)

The MVC Senate voted to send the policy to the Curriculum Committee and the NC Senate did not like the language of Discipline facilitators and also wanted the policy to go to the Curriculum Committee.

Attendance Policy from District Academic Standards: The RCC Senate passed the policy, but suggested some changes to the opening paragraph. The MVC Senate deleted some language in the first bullet. No information was available about what the NC Senate did.

As there were too many changes and thus no vote could be taken, Nelson will send out the combination of changes suggested so the policy could be reviewed again in the fall.

District Strategic Planning Committee (DSPC) Purposes Update: The last meeting in May was cancelled. The revised Purposes will be addressed again in the fall. Discussion ensued about getting business done efficiently between the DSPC and the three Senates. It was suggested again that the three Senates can work concurrently with the DSPC (and for the matter, with each College's strategic planning committee) to limit delays in enacting recommendations.

DE (distance education) Policy and Curriculum Committee Discussion: All three Senates deferred the policy to the various college curriculum committees, noting that distance education is not to be considered separate from curriculum.

AP Policy 7120c (faculty hiring procedures) Committee Update: Two faculty members from each college will set a time to meet in the fall to make recommending changes. Such changes will be further vetted by administration as well as each college's Academic Senate and the District Senate. It was noted

that Ruth Adams, RCCD's General Counsel has distributed suggested changes to the language in the procedure.

New Business:

Student Educational Assistant Program Selections for Academic Year 2013-2014: Nelson suggested that five applications from each college be accepted since the District Senate has a total of fifteen educational assistant positions. Gibbs so moved, Greene seconded. Unanimous. Both Gibbs and Greene had five applications each and those applications were so selected. Nelson would select five from the pool of applicants from RCC at a later time. It is up to each faculty receiving an educational assistant to work with Misty Cheatham and their local college representatives in charge of student hiring.

District Senate Budget: The District Senate budget will continue to be funded through the Chancellor's office and includes monies for the Distinguished Faculty Lecturer (DFL) and the reception following that lecture at RCC. The suggested District Senate Budget is as follows:

Fall State Senate Plenary: Registration—approximately \$355; hotel—approximately \$285, plus parking costs; transportation—mileage from the local colleges to the Southern California site: Approximate total costs: \$650-\$700 for each attendee (four usually go). **Spring State Senate Plenary** includes air travel as it is in Northern California which would result in an approximate cost of \$1,000 per attendee. **DFL** costs vary but seem to approximate \$500. **Educational Assistants** are funded from a separate budget, but are \$1,000 each for fifteen EAs for a total of \$15,000. It was noted that usually students cannot work all the allocated hours so some money is left over.

Distinguished Faculty Lecturer for Academic Year 2013-2014: Rhonda Taube, Associate Professor of Art from RCC was elected by the RCC Academic Senate.

Committee and Liaison Reports

District Academic Standards (DAS): Sylvia Thomas reported that DAS will again review faculty-authored texts in the fall and send recommendations forward to the three Senates. Ruth Adams will meet with DAS to provide counsel. She has already done background work and received legal recommendation. DAS will also review Program Discontinuance, attendance policies, and equivalency and will send a recommendation to the three Senates in the fall.

District Assessment Committee (DAC): No report.

District Program Review (DPR): Sylvia Thomas reported that Jim Thomas stepped down and that Rita Chenowith will be the new Chair. MVC needs a college representative to serve on the DPR.

Curriculum: Sylvia Thomas reported that eight new transfer degrees (AA-T/AS-T) were approved for MVC, eleven new degrees were approved for NC, eight of which are transfer degrees while three were A.S. degrees and twelve new degrees were approved for RCC, eleven of which are transfer degrees while one was an A.S. degree. Approximately twenty-seven transfer degrees from RCCD await approval by the State. The Curriculum Committee had a lot of work dealing with Title 5 repeatability issues.

PG&SL (Professional Growth and Sabbatical Leave): Sylvia Thomas reported some problems interpreted the procedures for Distinguish Professor rank. Ray Maghroori, Sylvia, and Travis Gibbs will meet to discuss the issues.

Associate Faculty: Mark Carpenter suggested increased focus on associate faculty development to provide a better prospect for being hired as full-time faculty. It was noted that faculty development flex hours exist for full-time faculty, but is strictly voluntary for associate faculty who are not required to fulfill twenty-four hours of flex work per academic year as are full-time faculty. Nonetheless, associate faculty are welcome to attend. However, even if voluntary, specifically targeting associate faculty development is a benefit to the colleges, students, and associate faculty, including prospects for their being hired as full-timers.

District Curriculum and District Academic Senate business: an agenda error not corrected when the agenda was approved (Curriculum information included above in item "D").

College and Liaison Reports

Moreno Valley College: Still working on accreditation. Commencement is Friday morning, June 7th.

Norco College: Also working on accreditation. Commencement is Friday evening, June 7th.

RCC: Also working on accreditation. Commencement is Thursday evening, June 6th.

RCCDFA/CCA/CTA/NEA: No Report.

District Administration: No Report.

Open Hearing: Sylvia Thomas requested the Senate Presidents send the names of faculty serving on committees to her.

Adjournment: 5:05 P.M.

DAS Leadership Meeting with the Chancellor (Informational Purposes Only)

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Riverside Community College District Academic Senate

Agenda April 22, 2013

3:00 - 5:00 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, March 25, 2013
- IV. **Information**
 - A. Report from ASCCC Plenary session – Richard Mahon
 - B. Update on Transfer degrees and C-ID approval
- Ongoing Business**
 - A. DSPC Purpose and Procedures
 - B. DE definition of contact
 - C. Formation of ad hoc committee for review of AP 7120c
 - D. Campaign for Civility and Respect
- V. **New Business**
 - A. 2013-2014 Educational Assistants applications
- 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 June 3, 2013, D 319 Spruce Street.

The regular District Senate Meeting will be followed by at 5:00 PM by the monthly meeting of the District Senate with the Chancellor. The meeting will take place in the Chancellor's Office at Spruce Street.

Agenda

Information Only: The Chancellor and District Senate will discuss information relevant to the district. No action will be taken.

Riverside Community College District Academic Senate Minutes

Minutes of the District Senate Meeting on April 22, 2013

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, Chair, District Curriculum Committee

Richard Mahon, Professor of Humanities, reporting about the spring 2013 State Senate Plenary

Administrative Liaisons and Other Attendees:

Ray Maghroori, Provost/Vice Chancellor, Educational Services

Sylvia Thomas, Associate Vice Chancellor, Educational Services

Call to Order: 3:05 P.M.

Approval of the Agenda: Moved, Gibbs; seconded, Nelson. Add roman numerals V for Ongoing business and change the subsequent roman numerals as well as add Curriculum to VIII, Committee Reports as item F.

Unanimous

Approval of the Minutes: Moved, Gibbs; seconded, Nelson. Clarify V—New Business, D: Discipline Review Group appointments procedure to reflect the need for a representative from each discipline from each college as well as this is under Senate purview. Unanimous

Information:

Report from ASCCC 2013 Plenary session—Richard Mahon:

Overall observation: Except for elections, this was a more low-key session than the past few. Michelle began her presidency with a 50+-page resolution packet, while this session's packet ran to only 30 pages, with 22 resolutions approved by consent. Similarly, Michelle's term began with enormous energy around both the *Student Success Task Force* and Repeatability, both of which are now moving slowly through the gears of implementation.

Breakouts & Keynotes: The four RCCD reps divided up most sessions so that we had good coverage between us. Topics for many breakouts were consistent with past sessions, with multiple sessions organized by the Accreditation & Curriculum Committees, breakouts for new senate leaders, and breakouts on the discipline lists revisions (and most proposals were treated on the consent agenda). One breakout I attended of particular potential interest to RCCD concerned conjoint programs, whereby multiple colleges (potentially within the same district) each offer programs that require some curriculum offered by the 'other' college. C-ID and TMCs continue to get a lot of attention though both are now widely understood. There was a breakout on the scorecard I know Lee intended to attend.

Thursday lunch was followed by Michelle's state-of-the-senate address which focused on both the Shireman assault and the claim that MOOCs will solve all our problems. It was followed by a presentation from CalPASS. By contrast, the Friday keynote was presented by Daphne Keller, a Stanford Professor and cofounder of Coursera, and Armando Fox, a UC Berkeley Professor and Director of the Berkeley Resource Center for Online Education. Both were very effective speakers and both were at great pains to dispel the notion that MOOCs without real flesh and blood faculty will teach students much better than a well stocked library will. Both were more than a little critical of initiatives from both Governor Brown and Senate Steinberg. Armando Fox talked about the appeal of "SPOCs" (Small, Private, Online Course.) A SPOC combines the resources of an existing MOOC with the expertise of an

individual faculty member. Many RCCD faculty use “course packs,” in which the actual content of the RCCD online class is provided by the textbook publisher. A SPOC might replace the textbook publisher’s content with MOOC content.

See: <http://www.armandofox.com/geek/2012/11/viewpoint-moocs-can-strengthen-academia/>

Resolutions: Since the elections took longer than the resolutions, we didn’t rush and still were almost done before lunch. There was a total of ~55 resolutions including 10 related to the disciplines list. There were two resolutions calling for Exec to conduct a self-evaluation (with participation of non-Exec delegates). Jane was awarded emeritus status. There was a package of resolutions authored by Jon Drinnon which generally failed (one called for time at the parliamentary mic not to count toward the time for debate and another called for Exec to report on everything it has done with every single resolution ever passed (there is already a summary of virtually every resolution on the ASCCC website). Two resolutions of particular interest to RCCD: (1): The body passed a resolution aimed at allowing a prerequisite for mode of delivery (i.e., a mandatory orientation for online courses), and (2) the body passed by consent a resolution I worked on with LACCD faculty calling for reform of the accounting manual so that online courses on compressed calendars don’t receive reduced funding.

Elections: Faculty who attended the Area meetings found a *Senate 2.0* flier with a slate of candidates: Phil Smith for VP, Kevin Bontenbal for Secretary, Dianna Chiabotti for Treasures (all current exec members, though Dianna is midway through a two-year north position while both Phil and Kevin’s terms were ending), as well as Kenneth Beardon for Area A and Sarah Thompson for North. The flier announced goals that most faculty would take for granted and hinted without charging that the current Exec has been problematic. It became clear that conversations regarding the slate were shared internally among some exec members but not others. When it came to voting, the initial ballot for VP resulted in a tie between David and Phil with six disqualified ballots. David squeaked out a 60 to 57 majority on the second ballot. Slate candidates fared less well at secretary and treasurer, with Julie and Wheeler winning strong majorities on run off ballots—Phil trickled to both positions but did not poll well. Phil was narrowly defeated for Area A rep by Kim Harrell. Since Michelle was due to end her term and Stephanie Dumont chose not to run for re-election, which meant there would be at least two new Exec members. As it turned out, there will be *three* new Exec members: Cynthia Rico (a counselor at San Diego Mesa who worked on the SSTF) was elected to Area D, Kim Harrell to Area A, and Norco-spouse John Freitas (LACC and husband of Norco Chemistry Faculty Siobahn Freitas) to the open South position. Kevin Bontenbal trickled all the way off of Exec. This will be the greatest infusion of new blood since before I went on Exec in 2007.

The slate was soundly defeated though Phil will continue as a North Rep, having, it seems to me, badly damaged his working relationship with several other Exec members. David is in line to be the president after Beth, though he will have to defend the VP position again next spring, and for the first time I can recall, there is no heir apparent beyond the current VP.

Note: Faculty Leadership Institute, June 13, 2013 - June 15, 2013; Sheraton Grand, Sacramento

Update on Transfer degrees and C-ID approval: Sylvia Thomas reported information about C-ID approvals (see Appendix A). Additionally, she also noted that degrees and programs are offered by the college, not by the District. Hence some disciplines may offer a course at one college and not the other two due to funding issues, student demand, etc. Furthermore, because one college may offer a course and not another cannot be taken as an opposition when it fact it could simply be a delay in procedures. While all courses are supposed to be in the college catalogue to comply with accreditation standards, courses not offered are not automatically purged. In such a case, a rationale can be included as to why, though all listed courses must have SLOs. It was also noted that in the C-ID process, different readers can come up

with different outcomes for different colleges. This particular issue can be vexing to the discipline and the college articulation officers. Resolutions are being sought.

Ongoing Business:

DSPC Purpose and Procedures: Both MVC and NC have passed the proposed changes that acknowledge the Senates' role in planning and budget. The RCC Senate, having lost quorum at the last meeting, did not get a chance to vote on the changes, though a minor edit was proposed. It was moved by Gibbs and seconded by Nelson, for the District Senate to approve the rewritten DSPC Purpose and Procedures if the RCC Senate so accepts the changes at their next meeting. Unanimous. If so, the revisions will be brought to the May meeting of the DSPC.

DE Definition of contact: Title 5 uses the language "regular and effective" to define student contact in distance education courses, while federal regulations uses the language "regular and substantive." Natalie Hannum reported that the District Curriculum Committee needs to define the DE definition. NC Curriculum suggested the use of both words—"effective and substantive"—in the definition so both Title 5 and federal regulations are covered. The challenge is to incorporate and understand the language so District apportionment is not at risk (faculty can do more, but cannot do less). A discussion arose about both training faculty to meet at least the minimum standards of student contact in distance education courses as well as having them sign a document that they understand the necessity of adhering to the definition of appropriate student contact. It was noted that any such form must be approved by the Faculty Association.

Formation of ad-hoc committee for review of AP 7120c (faculty hiring procedures): Ruth Adams, RCCD Legal Counsel, has distributed a suggested revision for the Senates to review. Regarding the composition of the ad-hoc committee, it was moved by Nelson and seconded by Gibbs to have two faculty members from each college work on the draft. Unanimous. It was moved by Gibbs and seconded by Nelson to have selected the composition of the committee by May. Unanimous.

Campaign for Civility and Respect: A group met on April 22nd to discuss the proposals. A sticking point was the language in the proposed procedure (AP 3437) which was drafted to cover instances not covered by AP 3435, "Handling Complaints of Unlawful Discrimination, Harassment and/or Retaliation." Faculty Association President, Dariush Haghghat noted that the language in the proposed procedure (AP 3437—such as referring to hostile environment, filing and processing a complaint) was clearly a work environment issue and thus the sole bargaining representative was the Faculty Association. He also noted that he had sought legal advice which strongly recommended the District drop such a procedure as it was a lawsuit waiting to happen. After much discussion, it was decided that instances of bullying can fall outside of protected classes as defined in AP 3435 and by federal law, so a procedure was necessary. However, it was acknowledged that the proposed language needed major revisions, including the title of the procedure, to avoid lawsuits and the inadvertent creation of a hostile environment in establishing such a procedure. Outside of revisions, establishing a District Ombudsman was suggested. It was further decided the principles and definitions of civility be addressed in the September 2013 flex days as well as the potential to bring in a speaker.

New Business:

2013-2014 Educational Assistants' applications: Sharon Crasnow will forward the forms to each college Senate President for distribution. Each Senate President will be in charge of collecting the applications and later helping faculty who qualify to navigate the process. The applications will be brought to the last District Senate meeting on June 3rd for review and approval.

College & Liaison Reports:

Moreno Valley College: Accreditation continues as well as a restructuring of committees and their purposes to increase efficiency and effectiveness.

Norco College: Norco's Associate Professor of Anthropology Dr. Alexis Gray is the Districts' 53rd Distinguished Faculty Lecturer. Dr. Gray will be giving her lecture, entitled "Oh, Dear, It's a Doe, a Female Doe," at RCC's Digital Library on Thursday, May 9th from 12:50 to 1:50. She will also give her lecture at MVC on May 25th.

NC will be sending out accreditation evaluations soon. Additionally, the NC Curriculum and Senate have

been approving TMC proposals.

C. Riverside City College: Lee Nelson is running unopposed for RCC Senate President. The RCC Senate has been looking at committee structures, attempting to reduce unnecessary redundancies. They are also working on the Senate Constitution and the Respect Campaign.

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

E. District Administration: Ray Maghroori noted that each Senate needs to report faculty who may be retiring and to vote to approve their title upon retirement, noting that the rank of emeritus is now associated with the faculty members academic rank at retirement.

VII. Committee Reports

Academic Standards: Standards haven't meet, but are working on the same issues reported in the last District Senate minutes.

Sylvia Thomas reported that Standards is working on a number of items:

PG&SL: PG&SL is continuing to review and revise BP 7160 Professional Growth.

Program Review: Two PRs from MVC have been reviewed at the College level and forwarded to the District.

Online Advisory: OAC continues to discuss and formulate an attendance policy for online classes.

Curriculum: Natalie Hannum noted the curriculum handbook was nearly completed. She also reported that AoE modifications were being made. She reiterated what was discussed in item V, B above, though training could happen for all faculty, not just those teaching distance education courses.

IX. Open Hearing: None

X. Adjournment at 5:10 P.M. (Nelson moved—Unanimous)

The officers of the District Senate met with Chancellor Gray following the District Senate meeting for informational purposes only—no action was taken.

Appendix A: From Sylvia Thomas—Supplemental information from IV, B—Update on Transfer degrees and C-ID approval

Progress Report – April 11, 2013

<u>C-ID Area</u>	<u>Course</u>	<u>Title</u>	<u>Submission</u>	<u>Status</u>	<u>Expires</u>
ACCT 110	ACC 1A	Principles of Accounting I	4/4/13		
ACCT 120	ACC 38	Managerial Accounting		old COR	
AJ 110	ADJ 1	Intro to Adm. of Justice	5/17/12	Conditional	6/19/13
		* <u>Review Determination:</u> please include the theories of crime causation that usually accompanies victim rights and responsibilities			
AJ 110	JUS 1	Intro to Adm. of Justice			
AJ 120	ADJ 3	Concepts of Criminal Law		Approved	
AJ 120	JUS 3	Concepts of Criminal Law		Approved	
AJ 122	ADJ 2	Prin. and Proc of the Just System	10/2/12	Not approved	10/11/13
		* <u>Review Determination:</u> This is what the reviewers say:			
		•Course description, content, and objectives need to reflect more about the criminal court processes and less about community, roles of police, and corrections. In essence, the course content should include more about pertinent Amendments, and court/trial and bail procedures. •This course needs a full revision to focus on the role of the courts in criminal justice and the nature of due process requirements. •Stages of the criminal process should be highlighted and jurisprudence of 6th, 8th, and 14th Amendments should be included for transfer. This is the old criminal procedure course and does not conform to C-ID #AJ122 course descriptors, i.e. General Course Description: "...an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents." Textbook by Roberson needs to be updated to the 10th edition, not the 2007 edition. Download the C-ID AJ 122 (Criminal Court Process) course descriptors because none of this			

COR covers them in design, content or objectives

Course Description meets requirements?

Answer: No

Comment: •this course is intended to focus on criminal court process, not all actors in the justice system

Does course Content meets requirements?

Answer: No

Comment: •Stages of the criminal process should be highlighted and jurisprudence of 6th, 8th, and 14th Amendments should be included for transfer

Course Objectives/Student Learning Outcomes meet requirements?

Answer: No

Comment: ibid

Final Recommendation:

Comment: This is what the reviewers say:

•Course description, content, and objectives need to reflect more about the criminal court processes and less about community, roles of police, and corrections. In essence, the course content should include more about pertinent Amendments, and court/trial and bail procedures.

•This course needs a full revision to focus on the role of the courts in criminal justice and the nature of due process requirements.

•Stages of the criminal process should be highlighted and jurisprudence of 6th, 8th, and 14th Amendments should be included for transfer.

This is the old criminal procedure course and does not conform to C-ID #AJ122 course descriptors, ie. General Course Description:

"...an examination and analysis of due process in criminal proceedings From pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents."

Textbook by Roberson needs to be updated to the 10th edition, not the 2007 edition.

Download the C-ID AJ 122 (Criminal Court Process) course

Descriptors because none of this COR covers them in design, content or objectives.

AJ 124 ADJ 4 Legal Aspects of Evidence 5/17/12 Conditional 6/19/13

* Review Determination: please revise the SLO's

AJ 124 JUS 4 Legal Aspects of Evidence

AJ 150 ADJ 12 Intro to Criminalistics 10/2/12 Approved

JUS 12 Intro to Criminalistics 4/11/13 Submitted

AJ 140 ADJ 13 Criminal Investigation 5/17/12 Conditional 6/19/13

*Review

Determination: please include all the SLO's in the template.

AJ 140 JUS 13 Criminal Investigation

AJ 160 ADJ 5 Community Relations 5/17/12 Not approved 6/19/13

*Review Determination: This is a police community relations course.

The course is more global in that a diverse society must interact with the entire criminal justice system: courts, corrections, and police)

Does course Content meets requirements?

Answer: No

Comment: no mention of courts and corrections and the community

Final Recommendation:

Comment: This is a police community relations course. The course is more global in that a diverse society must interact with the entire criminal justice system: courts, corrections, and police

AJ 160 JUS 5 Community Relations

AJ 200 ADJ 20 Intro to Corrections 5/17/12 Conditional 6/19/13

*Review Determination: please include all SLO's in the template

AJ 200 JUS 20 Intro to Corrections 4/11/13

AJ 220 ADJ 8 Juvenile Law and Procedures Approved

AJ 220 JUS 8 Juvenile Law and Procedures 3/21/13 In progress

ANTH 110 ANT 1 Physical Anthropology 10/2/12 In progress

ANTH 120 ANT 2 Cultural Anthropology 2/28/13 In progress

ANTH 150 ANT6 Introduction to Archaeology 10/2/12 In progress

ARTH 100 ART 6 Art Appreciation 10/2/12 In progress

ARTH 110 ART 1 History of Western Art: In progress

Ancient & Modern

ARTH 120 ART 2 History of Western Art: 4/19/12 In progress

Renaissance through Contemporary

ARTH 120 ART 2H Honors History of Western Art: 1/10/13

Renaissance through Contemporary

Prehistoric,

ARTH 130	ART 12	Asian Art History	1/31/13
ARTH 140	ART 5	History of Non-Western Art	1/10/13
ARTH 150	ART 10	Modern and Contemp. Art Hist.	1/31/13

ARTS 100	ART22	Basic Design	2/28/13	App/TCSU
		Resubmitted as deadline is near		1/10/13
ARTS 110	ART 17	Beginning Drawing		In progress
ARTS 101	ART 24	Three Dimensional Design	5/24/12	In progress
ARTS 200	ART 40	Figure Drawing	5/24/12	In progress
ARTS 205	ART 18	Intermediate Drawing	5/24/12	In progress
ARTS 210	ART 26	Beginning Painting	5/24/12	In progress
ARTS 220	ART 30	Printmaking	5/24/12	In progress
ARTS 230	ART 15	Ceramics	5/24/12	
ARTS 240	ART 20	Sculpture	5/24/12	In progress
ARTS 250	ART 36	Computer Art	5/24/12	In progress
ARTS 260	PHO 8	Intro. to Photography	9/12/12	In progress

BIO 140	BIO 12	Intro to Organismal/Pop Biology	10/2/12
BIO 190	BIO 11	Introduction to Molecular/Cell Biology	1/10/13
		BIO 11H Honors Intro to Molecular/Cell Biology	

BUS 110 BUS 10 Intro. to Business Conditional 4/5/14

Below is a summary explaining the reasoning for this determination:

Does course Content meets requirements? Answer: No

Comment: •Risk management/insurance and business law missing Final Determination:

Comment: •Risk management/insurance and business law missing

BUS 115 BUS 22	Management Communications	11/8/12	In progress
BUS 120 BUS 18A	Business Law I	11/8/12	
BUS 140 CIS 1A	Introduction to Comp. Info. Syst.	1/24/13	In progress

CDEV 100 EAR 20 Child Growth and Development *Conditional 7-29-13

*Review Determination: Content missing: Gender roles, Contemporary social issues, the role and influence of family and caregivers, and the role and influence cultural and societal impacts.

Does course Content meets requirements?

Answer: No

Comment: Content missing: Gender roles, Contemporary social issues, the role and influence of family and caregivers, and the role and influence cultural and societal impacts.

Final Recommendation:

Comment: Content missing: Gender roles, Contemporary social issues, the role and influence of family and caregivers, and the role and influence cultural and societal impacts.

CDEV 110 EAR 42 Child, Family and Community *Conditional 6-26-13

*Review Determination: Content is missing explicit mention of the following:

1. major theoretical frameworks describing child and family socialization;
2. community agencies, referral systems, procedures, and availability of specialized services and support for families and children including at-risk populations;
3. legal requirements and ethical responsibilities of professionals working with children and families

Course objectives are missing the following:

1. Demonstrate knowledge of theories of socialization that address the interrelationship of child, family and community.
 2. Demonstrate a basic understanding of the social issues, changes, and transitions that affect children, families, schools, and communities.
- Textbooks are out-dated, and do not seem to have a focus on the interrelationships of the child to the family and community.

Is the textbook appropriate?

Answer: No

Comment: Textbooks are out-dated, and do not seem to have a focus on the interrelationships of the child to the family and community.

Final Recommendation:

Comment: Content is missing explicit mention of the following: 1. major theoretical frameworks describing child and family socialization; 2. community agencies, referral systems, procedures, and availability of specialized services and support for families and children including at-risk populations; 3. legal requirements and ethical responsibilities of professionals working with children and families.

Course objectives are missing the following: 1. Demonstrate knowledge of theories of socialization that address the interrelationship of child, family and community. 2. Demonstrate a basic understanding of the social issues, changes, and transitions that affect children, families, schools, and communities. Textbooks are out-dated, and do not seem to have a focus on the interrelationships of the child to the family and community.

CHEM 120S	CHE 1A,1B	General Chemistry, I + II		Approved
CHEM 110	CHE 1A	General Chemistry, I	10/2/12	In progress
CHEM 110	CHE 1AH	Honors General Chem., I	10/2/12	In progress
CHEM 120S	CHE 1AH +	Honors General Chem., I		Approved
	CHE 1BH	Honors Gen. Chem., II		
CHEM 160S	CHEM 12A +	Organic Chem., I	5/3/12	In progress
	CHEM 12B	Organic Chem., II	5/3/12	In progress
COMM 110	COM 1	Public Speaking	5/24/12	In progress
COMM 110	COM 1H	Honors Public Speaking	5/24/12	In progress
COMM 120	COM 3	Argumentation and Debate	5/24/12	In progress
COMM 130	COM 9	Interpersonal Comm.		Approved
COMM 130	COM 9H	Honors Interpersonal Comm		Approved.
COMM 140	COM 6	Dynamics of Small Group Inter		Approved
COMM 150	COM 12	Intercultural Communication	5/24/12	In progress
COMM 170	COM 7	Oral Interpretation of Literature	11/29/12	

ECE 120	EAR 28	Principles and Practices of Teaching Young Children		Approved
ECE 130	EAR 24	Introduction to Curriculum		Approved
ECE 200	EAR 19	Observation & Assessment: In Early Childhood Ed		Approved
ECE 210	EAR 30	Practicum in Early Childhood Ed		Approved
ECE 220	EAR 26	Health, Safety and Nutrition		Approved
ECE 230	EAR 25	Teaching in a Diverse Society		Approved

ECON 201	ECO 7	Introduction to Macroeconomics	4/11/13	ECO 7H Honors
		Introduction to Macroeconomics		
ECON 202	ECO 8	Microeconomics		

ENGL 100	ENG 1A	English Comp		Approved
ENGL 100	ENG 1AH	Honors English Comp		Approved
ENGL 110	ENG 1B	Critical Thinking and Writing		wait for COR
ENGL 110	ENG 1BH	Honors Critical Think and Writing		wait for COR
ENGL 130	ENG 14	American Lit: Pre-Contact Through Civil War	1/10/13	In progress
ENGL 135	ENG 15	American Lit: 1860 to the Present	1/10/13	In progress
ENGL 140	ENG 40	World Lit1: from Ancient Lit. To the Seventeenth Century	1/10/13	In progress
ENGL 145	ENG 41	World Literature II: Seventeenth Century Through the Present	1/10/13	In progress
ENGL 160	ENG 6	British Lit I: Anglo-Saxon Through Eighteenth Century		Approved
ENGL 165	ENG 7	British Lit II: Romanticism through Postmodernism	1/10/13	In progress
ENGL 180	ENG 30	Children's Literature	1/10/13	In progress
ENGL 200	ENG 11	Creative Writing		Approved

GEOG 110	GEG 1	Phy. Geography	2/28/13	
GEOG 110	GEG 1H	Honors Phy. Geography	no date on COR	
GEOG 111	GEG 1L	Phy Geography Lab	COR 2007/old texts	
GEOG 120	GEG 2	Human Geography	9/12/12	Conditional 11/24/13
		Course Objectives/Student Learning Outcomes meet requirements?		
		Answer: No		
		Comment: •The student learning outcome does not specifically address topics such as - population distribution pattern and processes that shape it, cultural regions, cultural landscape and pattern.		
		Final Recommendation:		
		Comment: The student learning outcome does not specifically address topics such as - population distribution pattern and processes that shape it, cultural regions, cultural landscape and pattern. Submitted COR is too generic.		
GEOG 125	GEG 3	World Regional Geography	9/12/12	Conditional 11/24/13
		Does course Content meets requirements?		
		Answer: No		
		Comment: •The content does not emphasize on the concept of realms and regions. While the regions are listed in the content, the subtopics within each region does not address physical characteristics, population distribution and population pattern for each region.		
		Course Objectives/Student Learning Outcomes meet requirements?		

Answer: No

Comment: •The objectives does not cover the concept of regions and nations.

Final Recommendation:

Comment: •The content does not emphasize on the concept of realms and regions.

While the regions are listed in the content, the subtopics within each region does not address physical characteristics, population distribution and population pattern for

•The objectives does not cover the concept of regions and nations. The SLOs are not in alignment with the C-ID. Too generic.

GEOG 130	GEG 5	Weather and Climate	Approved
GEOG 130	PHY 5	Weather and Climate	Approved
GEOG 140	GEG 4	Geography of California	Approved

GEOL 100	GEO 1	Phys Geology	COR 2003/old texts
GEOL 100L	GEO 1L	Phys Geology lab	COR 2003/old texts
GEOL 111	GEO 1B	Historical Geology	COR 2003/old texts
GEOL 200	GEO 3	Geology of California	COR 2003/old texts

HIST 130	HIS 6	Pol and Soc History of U.S.	5/31/12	In progress
HIST 130	HIS 6H	Honors Pol and Soc Hist of U.S.	5/31/12	In progress
HIST 140	HIS 7	Pol and Soc History of U.S.	5/31/12	In progress
HIST 140	HIS 7H	Honors Pol and Soc Hist of U.S.	5/31/12	In progress
HIST 150	HIS 1	Hist of World Civ., I	5/31/12	In progress
HIST 160	HIS 2	Hist of World Civ., II	5/31/12	In progress
HIST 170	HIS 4	Hist of West. Civ.	5/31/12	In progress
HIST 180	HIS 5	Hist of West Civ.	5/31/12	In progress

JOUR 100	JOU 7	Mass Communications	Approved
JOUR 110	JOU 1	Introduction to Journalism	4/4/13
JOUR 130	JOU 20A	Newspaper: Beginning	4/4/13
JOUR 160	JOU 12	Photojournalism	Approved
JOUR 160	PHO 12	Photojournalism	Approved
JOUR 210	JOU 2	News Writing	4/4/13

KIN 100 KIN 10 Intro to Kinesiology *not approved 5/8/13
Re-submitted with changes made 3/21/13 In progress

KIN 101 KIN 30 First Aid and CPR Approved

MATH 110	MAT 12	Statistics	old COR
	MAT 12H	Honors Statistics	old COR
MATH 150	MAT 11	College Algebra	COR '06/old texts
MATH 155	MAT 10	Precalculus	COR '06/old texts
MATH 210	MAT 1A	Calculus I	COR '06/old texts
MATH 220	MAT 1B	Calculus II	COR '06/old texts
		Re-submitted	3/21/13
MATH 230	MAT 1C	Calculus III	old COR

MATH 240 MAT 2 Differential Equations App/TCSU 10/31/13

MATH 250 MAT 3 Linear Algebra App/TCSU 10/31/13

MATH 900S MAT 1A,1B Calculus I, II App/TCSU 10/31/13

MUS 100	MUS 19	Music Appreciation	1/10/13	In progress
MUS 120	MUS 3	Fundamentals of Music		old texts
MUS 130	MUS 4	Music Theory I	10/11/12	In progress
MUS 140	MUS 5	Music Theory II	10/11/12	In progress
MUS 150	MUS 6	Music Theory, III	10/11/12	In progress
MUS 160	MUS 29	Applied Music		old COR
MUS 180	MUS 42	Wind Ensemble		old COR

PHIL 100 PHI 10 Conditional 4/6/2014

Below is a summary explaining the reasoning for this determination:

Does course Content meets requirements? Answer: No Comment: Two concerns under "Topics": (1) Item 1 says, "Summary of main of philosophy." Main what? This is unclear, at best. (2) Item 2 says the course will include a minimum

of three of the topics listed, among which are epistemology and metaphysics. There are enough topics on listed that an instructor could meet the minimum of three without covering metaphysics or epistemology, whereas the C-ID descriptor

for PHIL 100 describes those two topics as "expected". This COR should be revised to make clear that epistemology and metaphysics are required and that the other topics listed are optional. Final Determination: Comment: This COR will match the C-ID descriptor once the topical issues noted above have been addressed.

PHIL 100 PHI 10H

PHIL 120 PHI 12 Approved

PHIL 130 PHI 20 COR '03/old texts

PHIL 140 PHI 21 COR '-05/old texts

PHIL 210	PHI/MAT 32	COR '06/old texts
PHYS 200S	PHY 4A Mechanics	COR 2003/old texts
PHYS 200S	PHY 4B Electricity and Magnetism	COR 2003/old texts
PHYS 200S	PHY 4C Heat, Light and Waves	COR 2003/old texts
PHYS 205	PHY 4A Mechanics	
PHYS 210	PHY 4B Electricity and Magnetism	
PHYS 215	PHY 4C Heat, Light and Waves	
POLS 110	POL 1 or American Politics	COR 2005/old texts
1H	Honors American Politics	COR 2005/old texts
POLS 120	POL 11 Political Theory	COR 2005/old texts
POLS 130	POL 2 or Comparative Politics	COR 2005/old texts
	POL 2H Honors Comparative Politics	COR 2005/old texts
POLS 140	POL 4 Intro to World Politics	
POLS 150	POL 3 Introduction to Politics	COR 2005/old texts

PSY 110 PSY 1 **General Psychology** 11/8/12 Not approved

Does course Content meet requirements?

Answer: No

Comment: Please clarify the sections on consciousness (include normal consciousness?) and on the physical, cognitive and socio-emotional development of the individual (do you mean stages?). Incomplete. Add sensation and perception

Course Objectives/Student Learning Outcomes meet requirements?

Answer: No

Comment: The objectives are not related to the C-ID descriptor at all.

Final Determination:

Comment: 1) The objectives are not related to the C-ID descriptor at all.

2) Content: Please clarify the sections on consciousness (include normal consciousness?) and on the physical, cognitive and socio-emotional development of the individual (do you mean stages?). Incomplete. Add sensation and perception

PSY 120 PSY 35 **Abnormal Psychology** **Approved**

PSY 150 PSY 2 **Physiological Psychology** ***Conditional 6/27/13**

Resubmitted with changes 1/31/13 In progress

*Review Determination: COR needs updating/changes in these areas:

- 1) Prerequisite: Psych 100 is a required prereq for C-ID
- 2) Course Objectives/SLOs: please compare the FIVE in your outline to the NINE in the C-ID descriptor. Many are entirely missing and several are hinted about, but not explicit.

Course Prerequisites and co-requisites meet requirements?

Answer: No

Comment: No Introductory Psychology prerequisite.

Course Objectives/Student Learning Outcomes meet requirements?

Answer: No

Comment: please compare the FIVE in your outline to the NINE in the C-ID descriptor. Many are entirely missing and several are hinted about, but not explicit.

Final Recommendation:

Comment: COR needs updating/changes in these areas:

- 1) Prerequisite: Psych 100 is a required prereq for C-ID
- 2) Course Objectives/SLOs: please compare the FIVE in your outline to the NINE in the C-ID descriptor. Many are entirely missing and several are hinted about, but not explicit.

PSY 170 PSY 8 Intro to Social Psych 10/11/12 In progress

PSY 180 PSY 9 Developmental Psychology 3/21/13

PSY 205B PSY 50 Research Methods in Psychology 3/7/13

SOCI 110 SOC 1 **Intro. to Sociology** **Approved**

SOC 1H Honors Intro. to Sociology

SOCI 115 SOC 2 **Social Problems** **Approved**

SOCI 120 SOC 50 **Intro to Social Research Methods** ***Conditional 10/28/13**

*Review Determination: Content must be expanded to include items missing, as well as prerequisite

* Course Prerequisites and co-requisites meet requirements?

Answer: No

Comment: Must have Intro Soc. as a prerequisite/corequisite.

Does course Content meet requirements?

Answer: No

Comment: Include relationship between theory and methods, and recommend use of software, but is not a requirement.

Course Objectives/Student Learning Outcomes meet requirements?

Answer: No

Comment: More objectives needed on process of research, design and application.

Final Recommendation:

Comment: Content must be expanded to include items missing, as well as prerequisite.

SOCI 125 **MAT 12** **Statistics** **Approved**

SOCI 130 **SOC 12** **Marriage and Family** **9/12/12** **Conditional** **10/14/13**

Review Determination: Course content needs cleaned with elimination of topics not directly related to marriage and family

Does course Content meets requirements?

Answer: No

Comment: Clean up content to refer to marriage and family, not method of study of race and research methods.

Final Recommendation:

Comment: Course content needs cleaned with elimination of topics not directly related to marriage and family.

SOCI 150 **SOC 10** **Race and Ethnic Relations** **Approved**

SOCI 160 **SOC 20** **Intro to Criminology** **Approved**

SPAN 200 SPA 3 Spanish 3 10/11/12 In progress

SPAN 210 SPA 4 Spanish 4 10/11/12 In progress

SPAN 220 SPA 3N Spanish for Span Speak 10/11/12 In progress

THTR 111 **THE 3** **Introduction to the Theatre** **(re-submitted)** **4/4/13**
Intro to the Theatre **5/31/12** **Conditional** **12/15/13**

Does course Content meets requirements?

Answer: No

Comment: Course outline needs to include Asian Theatre.

THTR 151 THE 32 Acting Fundamentals – Theater Games and Exercises 10/2/12 In progress

THTR 152 THE 33 Scene Act – Creating a Role 10/2/12 In progress

THTR 171 THE 41 Elementary Stagecraft 10/11/12 In progress

THTR 172 THE 44 Theatrical Set Design 10/2/12 In progress

THTR 173 THE 48 Theatrical Light Design 10/2/12 In progress

THTR 174 THE 46 Theatrical Costume Design 10/2/12 In progress

THTR 175 THE 25 Makeup for the Stage 10/2/12 In progress

THTR 191 THE 5 Theater Practicum 10/2/12 In progress

THTR 192 THE 6 Adv Theater Practicum 10/2/12 In progress

TMC/SB1440 Degrees

Approved by the State 2011-2012

Communication Studies (MNR)

Sociology (MNR)

Early Childhood Education (MNR)

Theatre Arts (R)

Approved by the State 2012-2013

Administration of Justice (R)

English (R)

Journalism(R)

Studio Arts (N)

Approved by RCCD 2012-2013

Anthropology (MNR)

Art History (R)

Business Administration (MNR)

Computer Science (MNR)

English (MN)

Kinesiology (R)

Mathematics (MNR)

Music (MR)

Physics (N)

Studio Arts (MR)

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Riverside Community College District Academic Senate Agenda

March 25, 2013

3:15 - 5:00 PM

D319 Spruce Street

- I. **Call to Order**
- II. **Approval of the Agenda**
- III. **Approval of the Minutes, February 15, 2013**
- IV. **Ongoing Business**
 - A. DSPC Purpose and Procedures
 - B. Self-authored materials
- V. **New Business**
 - A. Curriculum Handbook
 - B. Curriculum Workflow
 - C. AP 7120c – Faculty Recruitment and Hiring
 - D. Discipline Review Group (FDRG) appointments procedure
 - E. May/June meeting dates
- VI. **College & Liaison Reports**
 - A. Moreno Valley
 - B. 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 April 22, 2013, D 319 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.

Riverside Community College District Academic Senate Minutes

Minutes of the District Senate Meeting on March 25, 2013

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, Chair, District Curriculum Committee

Administrative Liaisons and Other Attendees:

Ray Maghroori, Provost/Vice Chancellor, Educational Services

Sylvia Thomas, Associate Vice Chancellor, Educational Services

Call to Order: 3:20 P.M.

Approval of the Agenda: Moved, Gibbs; seconded, Nelson. Unanimous

Approval of the Minutes: Moved, Gibbs; seconded, Nelson. Correction of the date listed on the agenda from 2/15/13 to 2/25/13 as the last District Senate meeting. Unanimous

Ongoing Business:

District Strategic Planning Committee (DSPC) Purpose and Procedures: A meeting with the Chancellor will follow to discuss amendments proposed by the Senates to the DSPC Purpose and Procedures document.

Self-authored materials: Before proceeding further, the Academic Senates are awaiting input from legal counsel.

New Business:

Curriculum Handbook: Natalie Hannum reported that the District Curriculum Committee is awaiting the draft completion of the handbook (referred to in AP 4020) so readers from across the District can then have input. She is hoping to have that process completed in April. The process includes searching other community college districts' handbooks for reference. The handbook will also include information about how to navigate CurriCUNET.

Curriculum Workflow: Natalie Hannum reported some problems with the flow of information. Some curriculum items seem to go to the Senates before going to Curriculum Committees while others go to the Curriculum Committees before going to the Senate. Apparently Sylvia Thomas and Ruth Adams, RCCD's legal counsel, worked on some of the recent curriculum issues and somehow the process of dissemination got reversed in at least one case. Sylvia noted that their work is not meant to dictate, but to initiate. A suggested flow for curriculum issues is to send curricular proposals to the Senate Presidents who pass it along to Curriculum, who then report to the three College Senates, and then on to the District Senate. It was further suggested that when it is not clear, a list should be made of the Board Policies (BPs) and administrative procedures (APs) that fall under the Senates' 10+1 responsibilities.

AP 7120c: As the Colleges begin to search for new faculty, it became apparent that there were many instances where the hiring procedure was not being followed. The two areas that seemed to come up included job descriptions and the make-up of the hiring committee. Job descriptions vetted by disciplines heretofore and then used presently may not be taking into account the many changes in curriculum since the implementation of AA-Ts and AS-Ts (from the transfer model curriculum). Furthermore, the make-up of the committees may need to be addressed so that discipline experts are properly represented. It was suggested that Colleges needed to keep in mind the importance and input of subject-matter experts (SMEs), per accreditation standards and good practice and that SMEs needed to keep in mind the needs of the College. As the policy was last reviewed on June, 5, 2009, a current review is needed to change and/or update the procedure. Moved by Gibbs, seconded by Nelson to

form an ad-hoc committee to review and update AP 7120c. Unanimous.

Discipline Review Group (FDRG) appointments procedure: Discipline review groups were formed as part of the C-ID process. Representatives from both the CSU and CC system are part of the review process.

Representatives are trained to ensure they understand the C-ID process. Each College in the District needs faculty from particular disciplines to serve as readers in the C-ID process. Each College Senate will call for discipline representatives interesting in serving.

May/June meeting dates: Due to a Holiday and conflicting schedules, the District Senate will not meet at the end of May, but will meet on June 3, 2013 at 3 P.M.

College & Liaison Reports:

A. Moreno Valley College: Accreditation materials will be sent to Sheila Pisa who is editing the report, by the beginning of the summer. Reorganization plans and the movement of information continues to be refined.

B. Norco College: Tech plan and committee for professional development are being discussed. Additionally, a Distance Ed. Committee is looking at what re-certifications might look like. There is a plan to have additional training in distance-education pedagogy per accreditation concerns.

C. Riverside City College: A) The Accreditation Committee is meeting every Friday. B) The RCC Senate website is now under review. C) The RCC Senate is attempting to streamline committees to avoid duplications. D) The RCC Senate Constitution is under review and may include the Senate President's term going from 2-years to 3-years. E) More TMC approvals had occurred.

D. RCCDFA/CCA/CTA/NEA: Lee Nelson has been attending Faculty Association meetings to represent the Senate.

E. District Administration: Ray Maghroori reported about unfunded full-time equivalent students (FTES). While the District and the Colleges do not want to risk going below our targeted FTEs and thereby lose funding from the State, we also do not want to have an abundance of class sections for which we do not receive funding. If some sections do not apply in the audit process, we can eliminate them and not lose funding. Another issue involves the listing of too-be-announced hours (TBA). While TBA details do not have to be in the catalog, it is important for instructors to take attendance. This issue was previously addressed and announced. However a new issue has arisen involving the instructional activities in syllabi regarding TBAs. All course outlines of record (CORs) and student-learning outcomes (SLOs) have to be indicative of both lecture and labs per Title 5 and the State Chancellor's office. This is a requirement that needs to be addressed immediately. In some ways it was thought to be a simple fix as labs are related to lecture, so CORs and SLOs could be easily addressed. However, a problem is going through the curriculum process to make the necessary changes. Nonetheless, the process needs to be addressed. Additionally, all TBA requirements have to be reviewed on a regular basis.

VII. Committee Reports

Academic Standards:

Sylvia Thomas reported that Standards is working on a number of items:

- 1) The committee is working on a recommendation on an attendance policy. Standards is not in favor of a rigid timeframe that would compel faculty to consider dropping students who are no shows or late the first day. There has been discussion that the current policy as stated in the schedule of classes may be a useful starting point. Additionally, Standards is waiting for a recommendation from the Online Advisory Committee for an attendance policy relative to online courses. It anticipates forwarding a final recommendation for consideration by May.
- 2) Standards is examining program discontinuance policies at a number of community colleges. They are doing this in conjunction with a review of the RCCD program discontinuance policy. Standards will work with Ruth Adams to forward a revised policy by the end of the semester.
- 3) Standards is waiting for legal research to be completed by Ruth Adams on faculty selling material they have authored or published. Ruth has agreed to meet with the committee to discuss this matter and help frame a policy for recommendation.
- 4) Standards is reviewing how authorization codes are being distributed. Faculty are encouraged to not give out authorization codes prior to the first day of class and to also keep a record of what code was

assigned to which student to avoid codes going to unauthorized students. 5) Content validation of Accuplacer was addressed by a group of 17, 9 of whom were faculty. Input by reading, English, and math faculty has been asked for via Survey Monkey by May 15th.

PG&SL:

PG&SL is reviewing and revising notices and letters which are sent to faculty relative to the application process for full and distinguished professor. Additionally, they are working with Ruth Adams to revise BP 7160 Professional Growth. The group is also reviewing any Committee operational procedures and intends to address any identified gaps.

Program Review:

The District Program Review continues to meet monthly. Each of the colleges is reviewing submitted comprehensive program reviews. There are still some overdue CPRs but the PR chairs are working with college faculty to correct this situation. Currently, there are 3 disciplines going through CPR this spring.

Online Advisory:

OAC is discussing an attendance policy for online classes. The recommendation will be forwarded to Standards for inclusion in a district attendance policy.

VIII. Open Hearing: None

IX. Adjournment at 5:15 P.M. (Nelson moved—Unanimous)

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Riverside Community College District Academic Senate
Revised Agenda February 25, 2013
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, Nov. 26, 2012

- IV. **Ongoing Business**
 - A. Campaign for Respect and Civility update
 - B. DSPC Procedures

- V. **New Business**
 - A. Content Validation for Accuplacer
- B. AP Credit
 - C. BP/AP 3430; AP 3437
 - D. Policy of self-authored course materials
 - E. Review of function maps
 - F. Accreditation and DE/ online classes/open campus questions

- 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. Curriculum
 - C. Online Advisory Committee
 - D. PG&SL
 - E. Program Review

- VIII. **Open Hearing**
- IX. **Adjournment**

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

Riverside Community College District Academic Senate Minutes

Minutes of the District Senate Meeting on February 25, 2013

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:

Richard Mahon, Professor of Humanities, Representing the District Curriculum Committee

Administrative Liaisons and Other Attendees:

Ray Maghroori, Provost/Vice Chancellor, Educational Services

Sylvia Thomas, Associate Vice Chancellor, Educational Services

Call to Order: 3:05 P.M.

Approval of the Agenda: Moved, Gibbs; seconded, Nelson. Unanimous

Approval of the Minutes: Moved, Gibbs; seconded, Nelson. Unanimous

Ongoing Business:

Campaign for Respect and Civility Update: Chani Beeman, Director, Diversity, Equity & Compliance, and Sharon Crasnow, District Senate President, worked on a draft document concerning respect and civility and are requesting feedback. Norco College did a civility workshop on the Flex day prior to the start of the spring semester, MVC also touched on the campaign during the flex activities and the MVC Senate was awaiting further feedback, while the RCC Senate is seeking legal opinions.

DSPC Procedures: While the District Strategic Planning Committee passed a document governing procedures, issues were raised that a) the increase in committee members last spring was not sent out for feedback and b) given the role in the planning and budget process granted to the Senates by Title V as well as RCCD Board of Trustees BP 4005, as well as having few faculty representatives on the DSPC, a suggested change in the wording of the DSPC Purposes to include Senate feedback is being addressed by the three Senates. The MVC Senate passed the proposed changes while the NC and RCC Senates will have the item on their next agenda.

New Business:

Content Validation for Accuplacer: Sylvia Thomas reported that while cut-score validation was done about three years ago, content validation for Accuplacer has not been done since 2001, yet is supposed to be done every five to six years. Such validation is now a college issue, but the District will be supportive and Sylvia Thomas will help get the ball rolling. It was noted there is some concern that content validation can't be done because Accuplacer won't divulge the content, but apparently Chaffey and Cabrillo Colleges have figured something out and RCCD can take a look at what they accomplished and work from there.

AP Credit: Sylvia Thomas reported that students taking the advanced placement test for English get 4-units of credit and then they take English 1A and get another 4-units of credit. The UC system allows no duplication of units and RCCD may have to have a policy change so students are aware they may not be able to transfer the additional 4 units. The same problem exists with International Baccalaureate credit, but that can be a tricky item to fix. It was suggested that the AP credit issues so raised go to Academic Standards for perusal and recommendations.

BP/AP 3430; AP 3437: The Faculty Association has sought legal counsel concerning the proposed civility policies and procedures. A recommendation raised during this discussion of the District Senate was to sit down and work on suggestions to find a balance between freedom of speech and hostile work environs. A suggestion

was to send the issues to District Academic Standards.

Policy of self-authored course materials: Ruth Adams, RCCD's legal counsel and Ray Maghroori will work on a policy to govern the issue. A meeting was set for March 5th to discuss the selling of faculty self-authored materials to their students, who may represent a captive audience. The three Senate Presidents and a Faculty Association representative, along with both Adams and Maghroori will attend. A preliminary discussion indicated a general agreement about such material being peer-reviewed, assuring that no copyright violations occur, that the material be available at the colleges' bookstores as well as at least one additional outlet, limiting profit margins, and assuring that such material meet the laws governing students with disabilities. A suggestion was made to have an ombudsman to handle grey areas of such a policy.

Review of Function Maps. MVC is presently reviewing the maps and NC and RCC will soon do so.

Accreditation and DE/online classes/open campus questions: It is critical to ensure that regular and effective student contact hours are adhered to per accreditation standards or the colleges risk having distance education courses be labeled as correspondence courses by accrediting agencies. For instance, student-initiated contact is not considered sufficient, whereas faculty-initiated contact is.

College & Liaison Reports:

A. Moreno Valley College: The MVC Senate is discussing a review of policies governing student drops by faculty. Is the information about dropping students, especially for being late or missing the first day of class sufficiently available to students and is it clear enough? Also considered is due process when students have extenuating circumstances. It is likely that District Academic Standard will be asked to make recommendations.

B. Norco College: No report

C. Riverside City College: Lee Nelson reported that Richard Mahon was one of four community college faculty in the State to receive the 2013 Gerald Hayward Award for Excellence in Education. The Foundation for California Community Colleges, a long-time sponsor of the award, along with the California Community College Board of Governors and the State Academic Senate recently presented and honored the four recipients. District Senate President Crasnow turns over the President's invisible gavel to VP Nelson. Crasnow moves to formally congratulate Richard Mahon by acclamation. Gibbs seconds. Unanimous. Nelson turns the invisible gavel back to Crasnow.

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

E. District Administration: No report

VII. Committee Reports

Academic Standards: The committee did not meet in February.

Curriculum: Richard Mahon reported that a curriculum handbook is being developed (referred to in the RCC self-study). The college curriculum committees need a mechanism for faculty involvement in AoE submissions, changes of which were asked for by the end of fall, 2012. By March 12, 2013, there will be a vote up or down on the AoE inclusion process (proposals for AoE inclusions will be required). Some proposals are college specific, some are not.

Prerequisites are part of RCCD administrative procedure, by CCLC mandates are also something to consider. Within the District, it is legal to have a procedure that does not follow exactly the CCLC recommendations. Cross-discipline prerequisite need subject-matter expert input (e.g., if the history discipline thinks English 1A is necessary, but English thinks 50A if fine, there has to be cross-discipline discussion). The guiding principle is whether a prerequisite is good for improving student success, i.e., student success, retention, etc. reports are part of the accreditation process. College Curriculum Committees are dealing with the process, taking it to the separate College Senates and then to the District Senate.

Online Advisory Committee: No report

PG&SL: Sylvia Thomas reported the committee is reviewing tenure-track, tenured, and categorically-funded faculty growth plans and the potential to move across columns in the pay scale. A question arose during the

reviews whether categorically-funded faculty are eligible for such growth. The District Senate recommended to PG&SL to include categorically-funded faculty for growth.

Program Review: World Languages is dealing with their program review.

VIII. Open Hearing: The Chancellor has been requested to provide some staff help with District Senate business (i.e., in taking the minutes) as well as establishing a proper District Senate budget.

IX. Adjournment at 5:15 P.M. (Nelson moved—Unanimous)

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