

Approved Minutes: September 12, 2019

Preliminaries

1. Call to Order: 3:00pm

Present: Ellen Bowden, Cindi Unmack, Laurinda Reynolds, Kahkashan Shaukat, Jessica Nelson, Lynn Fowler, Carmelita Palomares, John Bell, Shannon Pries, Carina Hoffpauir, Robyn Borcz, Brian Knirk, Jodie Hooker, Julie Blaney, John Coldiron, David Austin, Mark Rau, Jacqueline Diclementine, Leslie Reeves, Kate Williamson, Deborah Gale, Joe Caputo, Andy Halseth, Matthew Register, Glenn Jaecks, Charles Thomsen, John McCormack, Craig Weckman, Jordan Meyer, Alisa Shubb Janay Lovering, Amy Gaudard, Dan Crump

Excused: Damon Antos, Erik Haarala

2. Approval of the Agenda: Agenda approved

3. Approval of August 29, 2019 Minutes: Minutes approved

4. Introduction of Guests: Dronme Davis, Elizabeth Montes, Denzel Phoenix, Brandon Clark, Joshua Harris, Kim Walters, Marianne Harris, David McCusker

5. Public Comment Period (3 minutes per speaker)

- What is the update on the Davies Hall door? The motor will be replaced soon.

6. President's Report

- Coffee report: Kuldeep Kaur will look into the issue of Starbucks refusing to use customer's cups
- Having a coffee maker in the Student Center Board Room for Academic Senate use is a possibility. Senators and guests would need to arrive early to make coffee before the meeting so the noise does not disrupt the meeting.
- The faculty hiring request process email went out. The department will notify the dean of an interest to hire additional faculty. The dean will then notify Vice President of Instruction Lisa Lawrenson. This triggers the research department to assemble the required departmental/program data.
- Title V requires an advisory committee for the Transfer Center. Creating such a committee is in the works.
- [Registration for the Institute for Equity in Faculty Hiring](#) is now open. This CUE 2 (Center for Urban Education) training is October 4 (1-4pm). ARC still has spaces available (there is a cap of 50 attendees per college). This training meets the requirements for the mandated Hiring the Best Training for hiring committee service.
- Ideascale: americanrivercollege.ideascale.com. Please give input on the future direction for ARC through year 2031. A concern was raised that students cannot yet access the website. This is in the process of being addressed.
- Sidewalks around the Administration Building are closing for the remainder of the semester. Use <https://wayfind.arc.losrios.edu/> to find routes on campus.
- The Annual Unit Plan is being used to inform decisions.
- District budget committee met on 9/11/19.

Consent Items

7. CTL Advisory Committee* (consent to allow Academic Senate President to request formation of this committee through the Executive Leadership Team--ELT)

Decision Items

No decision items

Reports

8. Committee/Council/Project Team Membership: Faculty can see needs in Canvas course "ARC Academic Senate" > Announcements > College Service Needed on Committees of the Academic Senate
 - Needed for Student Success Council: Career Technical Education Faculty
 - Needed for Operations: General Faculty
 - Needed for Program Review: General Faculty, Career Technical Education Faculty, Transfer faculty
9. Student Success Council--*Kate Williamson*
 - Last year's project teams (Distance Education 2.0, Enterprise Level Scheduling Software, and Clarify Program Paths) have completed the work from their charters. The Strategic Enrollment Management Project Team will pick up where the ELSS team left off. The other two teams are moving to implementation.
 - This year's project teams are starting their work
 - The Disproportional Impact (DI) Project Team is working to investigate and address the disproportionate impact for African American, Native American, and Latinx groups.
 - The Strategic Enrollment Management Project Team is working to develop more stable schedules that are based on the needs of students and maximize the use of available FTE.
 - The Educational Master Plan Project Team is seeking campus-wide input via IdeaScale: <https://americanrivercollege.ideascale.com/>.
 - Pathways Communities are being explored. Students should have meaningful interaction with discipline-specific faculty outside the classroom and have career and major support. These pathways communities should be connected to learning communities. There was discussion of whether English as a Second Language might need its own pathway community. The intent is that the pathways communities be interest-specific, rather than skill or college-readiness-specific. It was also recommended that English's creative side be evident in the pathways communities effort.
10. Finals Schedule Effects on Students--David McCusker.

Since final exams start and end at times that are not the same as the semester-long class times, there is a negative impact on men of color in community college. Men of color (compared to white men in community college) are more likely to work physically demanding jobs, work late or overnight shifts, work temporary jobs, spend 6 or more hours per week commuting to and from school, and report that transportation is a challenge.¹

¹ Wood, J. Luke, and Frank Harris III. *Supporting Men of Color in the Community College*.

Ideas were discussed to address the final exam schedule:

- Keep the class schedule same throughout--don't change to a different finals schedule
- When students are signing up for classes via eServices, include when the final will be so it's not a surprise

This will be added to the next agenda as a discussion item.

Discussion

11. [Starfish for Faculty](#)--*Kathleen O'Brian, Jessica Nelson*

"Connect for Success" will roll out for Math and English classes with support Spring 2020, with a roll-out to all classes Fall 2020. Key features include the ability to give "Kudos" and the ability to raise "flags" for attendance, not turning in work, etc. The flags allow the student's counselor to reach out to the student. All communication is secure (not shared with other instructors or other counselors).

The concern was raised that this seems like duplication. It was suggested that faculty might use it as communication in place of Canvas.

Jessica Nelson and Kathleen O'Brian are looking for faculty for a resource panel as they work to develop message templates and syllabus language and to address workload creep.

12. Syllabi/Faculty Handbook:

a. Appropriate syllabi guidance

Discussion topics included: What is the function of a syllabus? What is required in a syllabus? Who checks that the syllabus meets the requirements? Who does not determine what to put in a syllabus? What happens if what must be in a syllabus is not there? CRC and SCC have more of a checklist format. Are course codes required for auditing purposes? Are attendance and grading policies required in a syllabus? Must anything that affects a student's ability to participate in class be included? Must syllabi be printed?

b. Revisions to update Faculty Handbook

The question was raised where does the Faculty Handbook document live and how will it be communicated to people who need it?

Academic Senate will find a few people to work on revisions--will be done primarily over Google Docs.

Meeting adjourned 5:05pm

Upcoming Meetings and Events

1. District Academic Senate Meeting: Tuesday Sept 17, 3-5pm, District Office Main Conference Room
2. ARC Academic Senate Meeting: Thursday Sept 26, 3-5pm, ARC Student Center Board Room
3. *Hiring the Best* CUE2 Training for Faculty: Monday Oct 4, 1-4pm (RSVP by Sept 20 at <https://losrios.doodle.com/poll/aawn4ex8t6p4ge89> --this link is also in Canvas under "Announcements")
4. LRCCD Board of Trustees Meeting: Wednesday Oct 16, 5:30pm, District Office Board Room