The CR Committee Digest provides important updates from the Planning and Senate Committees. Visit here for detailed information about the committee: inside.redwoods.edu
Visit the committee calendar to see the next time each committee meets: CR's calendar of committee meetings

Academic Senate

The Academic Senate is focusing on persistence and retention of students. Senators are encouraged to share Senate business with their colleagues and give them an opportunity to provide suggestions and feedback to the Academic Senate. Recently the Senate approved the substantial work that has been done on the Student Equity Plan, the Student Success & Support Program, the Basic Skills Report and the Distance Education Substantive Change Proposal. Senators also voted their support of the Canvas Advisory Group's recommendation to replace the current Learning Management System (Sakai) with Canvas. The Senate Copresidents for 2014-15 are Dan Calderwood and John Johnston. Everyone is encouraged to send questions or comments to academic-senate@redwoods.edu.

Assessment Committee

Two Assessment Committee meeting were held in October; October 6 and 27.
The topics of discussion included:

Institutional Dialogue Sessions: Committee Co-Chair Angelina Hill described the value of Institutional Dialogue sessions held last year. She discussed the continuation of this practice this academic year. Her proposal is to get representatives from English, Mathematics, Counseling and Advising together. Several members of the basic skills committee expressed interest in discussing details about how students are advised into English and math courses (e.g., accelerated, non-credit, etc.).

Assessment Deadline Proposal: Committee Co-Chair Dave Bazard presented a draft proposal to change the deadlines for course-level assessment reporting to the same date as the due dates for grades. The proposal was presented to the Academic Senate on 10/24. The rationale included:
• Assessment reports would be completed during the same semester as the assessment was administered, providing a more recent review of student performance.
• Moving the deadlines to the end of each semester would allow more focus on Program-Level assessments and reporting during the beginning of each semester, as part of Convocation and Flex days.
• A due date at the end of the semester allows Associate Faculty to participate in the dialogue and report, which may not be possible the following semester if the faculty are not rehired. In addition, this change would ensure that assessment is conducted within same contractual period as the associated instruction.
• A due date at the end of the same semester will allow for more current evaluation of assessment compliance. Currently, we are not able to evaluate compliance for an academic year until after September 15 of the following fall.
• New course outcomes approved in one academic year would be available at the beginning of the following academic year. Currently, faculty have to wait until after September 15 to conduct assessment planning for new course outcomes.

GE Assessment; Outcomes and mapping: On October 27th the Assessment Committee discussed the General Education outcomes and the mapping course outcomes to GE outcomes. Committee Cochair Dave Bazard will take these ideas to the Executive Senate for further discussion

Online tool to track assessment work: CoChair Angelina Hill is working with IT to develop a system that provides a comparison of assessment reporting to assessment planning page. This is intended to help with questions regarding compliance and accountability.

The role of the Assessment Committee in the Governance Structure: The committee discussed the governance structure outlined in BP4025 and noted a lack of specific references to the Assessment Committee and role of assessment within the governance system. The committee agreed that a more specific documentation of roles and responsibilities is required. The CoChairs will take up this issue with the Academic Senate and Administration.
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**Budget Planning**
The Budget Planning Committee met and recommended to the President that the stadium bleachers, the old physical sciences building, and the old life sciences building be demolished. BPC also heard an update on progress on the new Del Norte Science lab construction project.

**College Council**
College Council met on November 3, with a very lengthy agenda. Some highlights:

- A subcommittee was formed to review/revise the College Council description - scope, typical tasks, and membership.
- The Council reviewed the ACCJC Matrix of Responsibilities and discussed its role in monitoring certain accreditation standards and sub-standards.
- Due to deficiencies noted in the recent USDOE audit of CR, several policies and procedures came before the Council regarding crime reporting, registered sex offender information, missing student notification, etc. CR has not officially developed several policies that are required by federal law.
- Several policies revised by one of the Board of Trustees subcommittees were brought to Council for first read and will be sent out for constituent review. Several others have already gone through constituent review and will be sent to the Board for first read.

**Emergency Preparedness & Safety Committee**
The entire District participated in the first-ever practice evacuation drill during the second week of the semester. Overall, things went smoothly and we received several positive comments from students/staff/faculty. Some problem areas were identified and those are being addressed. We were encouraged that when staff/faculty identified problems, they also offered solutions or recommendations. These were very helpful.
On October 16, staff/faculty were asked to show a short video to their classes and discuss earthquake safety as part of the Great California Shake-Out 2014. Participation did not seem as high as in previous years, so we are considering a more formal event next year.
At our last meeting, Phil Clark from Keenan Associates gave us statistics for injuries for the District and a comparison with other colleges in their group. We were roughly in the middle of the group. Our injury experience showed faculty to be the highest group reporting injuries. He gave suggestions for ongoing training to reduce injuries, and also discussed the need to update our Injury & Illness Prevention Plan.

**Enrollment Management Committee**
The EMC reached consensus on its new mission/scope: In support of the college's mission and strategic plan, the Enrollment Management Committee analyzes trends and uses data to recommend strategies to optimize enrollment.

The EMC also discussed membership and made it clear that its role will be more of an overarching level and will ensure linkages to the other integrated planning committees tied to the EMC.
Expanded Cabinet

Expanded Cabinet met on October 13. The meeting focused on updating the constituent group representatives on several projects and initiatives throughout the District:

- The Open Forums held to hear input from faculty and staff on the condition of the athletic facilities and the potential demolition of the stadium bleachers and on the potential demolition of the Physical and Life Sciences buildings.
- A 5-year MOA with the Hoopa Valley Tribe has been signed to continue operating the Klamath-Trinity Instructional Site.
- A Giving Guide has been designed to solicit contributions from community members for items needed by faculty and staff.
- We have met the Chancellor's Office goal for the number of ADTs developed. We are planning to promote them in conjunction with HSU.
- The trustee area redistricting project (reducing the number of trustees from 9 to 8 now, and to 7 later) is now going to go through the State Department of Education process to request a waiver from holding a general election.
- The committee members for the Presidential Search Committee are currently being appointed.

In addition to the updates, Expanded Cabinet reviewed the ACCJC Matrix of Responsibilities and discussed its role in monitoring specific accreditation standards and sub-standards.

Institutional Effectiveness

The IEC has asked each planning committee to submit their ongoing constituent committee membership and terms of appointment for review. The IEC reviewed the proposed membership of nine committees at their last meeting, providing feedback to be shared with each committee. Once the IEC has reviewed all of the committees and membership and terms have been finalized, a committee handbook will be published so that the makeup of committees is clear and easy to find from one year to the next. Committee roles and expectations will also be outlined in the handbook.

Instructional Council

The instructional Council is discussing the Pelican Bay initiative, program review resource requests, distance education and noncredit courses. It was agreed to hold meetings with faculty in disciplines like to offer courses for the staff and inmates at Pelican Bay in November. Further discussion on program review, distance education and noncredit courses will be held on November 3.
Multicultural and Diversity Committee

The MDC activities this year include, developing and facilitating trainings on multicultural curriculum Infusion and supporting underrepresented students in the classroom, ESL student support and referral as well furthering the Strategic Equity in Hiring Plan by reviewing and recommending courses to be protected from being cancelled due to low enrollment, supporting the S E in H P by creating a cultural and diversity heritage calendar for the CR website, developing a one-stop referral source for diversity related resources, updating the application form for the Annual Diversity Award, advocating for the submission of nominees by the Senate Co-Presidents for the Stanback-Stroud California Faculty Senate equity and diversity award. One member of the MDC sits on the Student Equity Plan Committee to offer input and direction from the MDC and an MDC member sits on the EEO Committee for the same purposes. The MDC chair made specific recommendations to the SEP Committee at the requests of the Student Equity Plan Committee’s chairpersons; which were largely included in the SEP report and planning document for 2014. The MDC made suggestions to the EEO Committee in support of the EEO Committee’s charge; “to when appropriate the advisory committee shall make recommendations to the governing board, the President/Superintendent and the EEO Officer”. The MDC has also offered support to the ASCR student club LINK that will provide educational opportunities to the college community on supporting North Korean refugees. All of these efforts are engaged to continue MDC efforts that promote demonstrable activities that underscore the college’s commitment to furthering a more inclusive and healthy college environment, while providing clear evidence that the college is upholding important diversity related standards (including Standard IIB.3.d).

Student Success Leadership Group

The Student Development Leadership Group is focusing its attention on three key areas: SSSP planning, program review and assessment. SDLG is discussing if, or how, we can implement mandatory GS-1 or GS-6 classes to general incoming students. EOPS already requires the course for EOPS students. Student Development's representative on the Program Review Committee has been re-enforcing the need to keep continuous improvement in quality enhancement in mind as program review documents are prepared. Assessment is a reoccurring topic on our agendas. The leadership was directed to analyze all their SLOs for measureability. The next SDLG meeting will focus on discussing assessment results of the GS-6 SLOs.

Technology Planning Committee

The TPC discussed options for replacing Tegrity for lecture capturing given that Tegrity was too costly to be viable for the entire district. The discussion focused on software packages to capture lectures, and resources for storing the resulting media files. Mark Renner volunteered to solicit information about the features important to faculty so that a system is adopted that best meets instructional needs. This information will be brought back to the TPC.

Nursing faculty attended the meeting to discuss their use of Tegrity, and their needs moving forward as they were instrumental in introducing Tegrity. Nursing faculty agreed to pilot Cisco's WebEx conferencing software and hardware to see if this solution, which is already owned by the district, will meet their needs and to learn more about how it might work for other faculty.

The committee also discussed options for storing the resulting videos, such as on a storage area network that will soon be implemented on campus, or via private YouTube channels, or some combination of the two. TPC will learn more about the typical size of the files needing to be stored to inform this decision.