

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF APRIL 18, 2023

President Hedrick called the Board of Trustees meeting to order at 6:00 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California and via videoconference.

CALL TO ORDER

Trustees Present

Mr. Bill Hedrick, President  
Mr. Jose Alcala, Vice President  
Ms. Virginia Blumenthal, Secretary  
Ms. Mary Figueroa, Member  
Dr. Keri Then, Member

Trustees Absent

Ms. Rochelle Duran, Student Trustee

Staff Present

Dr. Wolde-Ab Isaac, Chancellor  
Mr. Keith Dobyns, General Counsel  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services (via Zoom)  
Ms. Tammy Few, Vice Chancellor, Human Resources and Employee Relations  
Ms. Rebecca Goldware, Vice Chancellor, Institutional Advancement and Economic Development  
Dr. Susan Mills, Vice Chancellor, Educational Services and Strategic Planning  
Dr. Robin Steinback, President, Moreno Valley College  
Dr. FeRita Carter, Interim President, Riverside City College  
Dr. Monica Green, President, Norco College  
Mr. Felipe Galicia, Academic Senate Representative, Moreno Valley College  
Mr. Kimberly Bell, Academic Senate Representative, Norco College (via Zoom)  
Dr. Mark Sellick, Academic Senate Representative, District/Riverside City College

Guests Present

Ms. Edwina Cardenas, Benefits Specialist, Human Resources and Employee Relations  
Mr. Jeffrey Mizokawa, Vice President – Practice Leader, Keenan and Associates  
Mr. Kemari Wofford, Associated Student, Moreno Valley College (via Zoom)  
Mr. Hussain Agah, Associate Vice Chancellor, Facilities Planning and Development  
Dr. Rhonda Taube, California Teachers Association (CTA)  
Mr. Victor Bolanos, California Schools Employee Association (CSEA)

Trustee Blumenthal led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Written public comments were received from Robert Hyers, Michael D. Ruby III, and Maria Fernanda De La Vega Henriquez.

COMMENTS FROM THE PUBLIC

APPROVAL OF MINUTES

Blumenthal/Figueroa moved that the Board of Trustees approve the minutes of the Board of Trustees Regular/Committee Meeting of March 7, 2023. Motion carried. (5 ayes)

MINUTES OF THE BOARD OF  
TRUSTEES REGULAR/COMMITTEE  
MEETING OF MARCH 7, 2023

Figueroa/Then moved that the Board of Trustees approve

MINUTES OF THE BOARD OF

the minutes of the Board of Trustees Regular Meeting of March 21, 2023. Motion carried. (5 ayes)

TRUSTEES REGULAR MEETING OF  
MARCH 21, 2023

CHANCELLOR'S REPORT

Chancellor's Communications

Chancellor Isaac commented on recent meetings/events:

- Attended meeting with Puente Counsel Mentor Program on April 5, initiated by Art Alcaraz.
- Attended the Gates Foundation California Inland Empire Learning Visit on April 6, hosted by the Inland Empire Community Foundation.
- Conducted an initial meeting with Bourns, Inc., CEO - Gordon Bourns on April 10. The meeting included UCR Chancellor – Kim Wilcox, UCR Vice Chancellor of Research and Economic Development -Rodolfo Torres, UCR Senior Director of Federal Relations - Kathy Eiler, UCR Associate Vice Chancellor of Government Relations - Elizabeth Romero, and RCCD Associate Vice Chancellor - Christopher Blackmore.
- Attended the Public Policy Institute of California's Higher Education Center Advisory Council meeting on April 11.
- Attended the RUSD Education Action Summit on April 11, which included all superintendents from Riverside County. The panel included Vice-Chair, Senate Education Committee – Senator Rosilicie Ochoa Bogh, Chair, Assembly Education Committee – Assemblymember Al Muratsuchi, Chief Education Budget Advisor, Dept. of Finance - Christopher Ferguson, Principal Fiscal & Policy Analyst, Legislative Analyst's Office – Ken Kapphahn, and Congressman Mark Takano opened the meeting.

Chancellor Isaac commented on upcoming meetings/events:

- April 21 – Combating College Student Hunger: An Inland Empire Policy Roundtable at Crafton Hills College.
- April 24 – Luncheon with UCR Provost, UCR Executive Director Elizabeth Watkins, RCCD College Presidents, and Vice Chancellor Susan Mills to discuss transfers between RCCD colleges and UCR.
- April 27 – Meeting of the Minds Workforce Summit for the City of Perris.

Ms. Few advised the Board of Trustees that there are no claims to report at this time. Ms. Few introduced Ms. Cardenas who provided a presentation on the Health and Welfare Consultant. Ms. Few also introduced Mr. Mizokawa who presented a Keenan Health Care Update.

Healthcare Update

Dr. Mills led the presentation for Rank of Professor for

Presentation for Rank of

2023-2024 to six faculty as follows: Felipe Galicia, Biology (Moreno Valley College), Sharon Alexander – Nursing (Riverside City College), Ellen Brown-Drinkwater – Counseling (Riverside City College), Stacie Eldridge – Chemistry (Riverside City College), Micherri Wiggs – Communication Studies (Riverside City College), and Chau Wong – Mathematics (Riverside City College).

Professor for 2023-2024

Figuroa/Alcala approved the four-ten summer workweek from June 11, 2023 through August 12, 2023 for classified, confidential, and management employees, and the modification of the vacation usage language in Article XIX of the current CSEA Chapter 535 Collective Bargaining Agreement.

Summer Four-Ten Workweek and Vacation Carryover

The Board of Trustees received information on documents used to monitor and review upcoming action items, information items, and presentations, as planning for the monthly Committee and Regular Board meetings.

Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

Trustee Hedrick read the report on behalf of Student Trustee Duran on recent and future student activities at Moreno Valley, Norco, and Riverside City Colleges. Mr. Wofford added a brief report on future student activities at Moreno Valley College.

### STUDENT REPORT

### CONSENT ITEMS

Figuroa/Blumenthal moved that the Board of Trustees approve all items with separate action requested by Trustee Then on VI.J. – Purchase of Fixed, Telescopic and Bleacher Seating Systems and Related Services from Irwin Seating Company, VI.M. – Purchase of Parks and Recreational Equipment, Products and Related Services from Southern Bleacher Company, Inc., VI.N. – Purchase of Furniture Products and Related Services from Exemplis, Inc. dba SitOnIt Seating, VI.R. – Bid Award for Track & Field Replacement, and VI.T. – Subaward Agreement with Foundation for California Community Colleges/LAUNCH Apprenticeship Network:

Action

Approve/ratify the listed academic appointments, separations, and assignment and salary adjustments;

Academic Personnel

Approve/ratify the listed classified appointments, separations, and assignment and salary adjustments;

Classified Personnel

Approve/ratify the listed other personnel appointments, and assignment and salary adjustments;

Other Personnel

Approve/ratify the Purchase Orders and Purchase Order Additions totaling \$6,405,747, and District

Purchase Order and Warrant Report – All District Resources

Warrant Claims totaling \$17,945,593;

Approve the budget transfers as presented;

Approve adding the revenue and expenditures of \$48,070 to the budget;

Approve adding the revenue and expenditures of \$15,000 to the budget;

Approve adding the revenue and expenditures of \$17,627,402 to the budget;

Approve adding the revenue and expenditures of \$378,098 to the budget;

Approve the purchase of fixed, telescopic and bleacher seating systems and related services from Irwin Seating Company utilizing the U.S. Commodities Government Purchasing Alliance OMNIA Partners Contract No. R191805;

Figueroa/Blumenthal moved that the Board of Trustees approve the purchase of fixed, telescopic and bleacher seating systems and related services from Irwin Seating Company utilizing the U.S. Commodities Government Purchasing Alliance OMNIA Partners Contract No. R191805. Motion carried. (5 ayes)

Approve the purchase of furniture products from Agati, Inc. utilizing the California Multiple Award Schedules (CMAS) Contract No. 4-18-71-0168B;

Approve the purchase of park and playground equipment, furniture and furnishings and related services from KYA Services, LLC, utilizing the Foundation for California Community Colleges Master Agreement No. 00003570;

Approve the purchase of parks and recreational equipment, products and related services from Southern Bleacher Company, Inc. utilizing the BuyBoard National Purchasing Cooperative's Proposal Invitation No. 679-22;

Budget Adjustments

Resolution No. 58-22/23 – 2022-2023 Whale Tail Grant

Resolution No. 59-22/23 - 2022-2023 Virginia Tech S-STEM Research Accelerator Grant

Resolution No. 60-22/23 - 2022-2023 COVID-19 Recovery Block Grant

Resolution No. 64-22/23 – 2022-2023 MESA Program

Purchase of Fixed, Telescopic and Bleacher Seating Systems and Related Services from Irwin Seating Company

Purchase of Furniture Products from Agati, Inc.

Purchase of Park and Playground Equipment, Furniture and Furnishings and Related Services from KYA Services, LLC

Purchase of Parks and Recreational Equipment, Products and Related Services from Southern Bleacher Company, Inc.

Figueroa/Blumenthal moved that the Board of Trustees approve the purchase of parks and recreational equipment, products and related services from Southern Bleacher Company, Inc. utilizing the BuyBoard National Purchasing Cooperative's Proposal Invitation No. 679-22. Motion carried. (5 ayes)

Approve the purchase of furniture products and related services from Exemplis, Inc. dba SitOnIt Seating utilizing the California Multiple Award Schedules (CMAS) Contract No. 4-18-71-0092B;

Purchase of Furniture Products and Related Services from Exemplis, Inc. dba SitOnIt Seating

Figueroa/Blumenthal moved that the Board of Trustees approve the purchase of furniture products and related services from Exemplis, Inc. dba SitOnIt Seating utilizing the California Multiple Award Schedules (CMAS) Contract No. 4-18-71-0092B. Motion carried. (5 ayes)

Approve the purchase of furniture products from NOVA Solutions, Inc. utilizing the California Multiple Award Schedule (CMAS) Contracts No. 4-18-71-0130C and No. 4-18-71-0130D;

Purchase of Furniture Products from NOVA Solutions, Inc.

Approve the purchase of Teknion furniture products, warranty and design services from Teknion LLC and their authorized resellers utilizing the California Multiple Award Schedules (CMAS) Contract No. 4-11-71-0117A;

Purchase of Teknion Furniture Products, Warranty and Design Services from Teknion LLC

Approve the award of Bid No. 37-22/23-2 for the Student Academic Services (SAS) Building Assembly Room Renovations project at Moreno Valley College, in the total amount of \$445,000 to BCM Group, Inc.;

Bid Award for Student Academic Services Building Assembly Room Renovations

Approve the award of Bid No. 35-22/23-2 for the Track & Field Replacement project at Riverside City College, in the total amount of \$2,233,000 to Los Angeles Engineering, Inc.;

Bid Award for Track & Field Replacement

Figueroa/Blumenthal moved that the Board of Trustees approve the award of Bid No. 35-22/23-2 for the Track & Field Replacement project at Riverside City College, in the total amount of \$2,233,000 to Los Angeles Engineering, Inc. Motion carried. (5 ayes)

Approve the Employee Benefits Consulting Services Agreement with Keenan and Associates from May 1, 2023 through April 30, 2028 for the amount of \$658,610, and administrative fees for the Keenan Benefit Bridge online enrollment platform in the amount of \$3.00 per employee per month;

Agreement for Employee Benefits Consulting Services with Keenan and Associates

Approve the subaward agreement with the Foundation for California Community Colleges in the amount of \$2,221,776 to support activities carried out by the LAUNCH Apprenticeship Network;

Subaward Agreement with Foundation for California Community Colleges/LAUNCH Apprenticeship Network

Figueroa/Blumenthal moved that the Board of Trustees approve the subaward agreement with the Foundation for California Community Colleges in the amount of \$2,221,776 to support activities carried out by the LAUNCH Apprenticeship Network. Motion carried. (5 ayes)

Approve the General Contractors Prequalification List for the Moreno Valley College Student Services Renovation Project, RFQ/P No. 28-22/23-3;

General Contractors Prequalification List for the Moreno Valley College Student Services Renovation Project

Approve the contracts totaling \$1,321,841 for the period of March 1, 2023 through March 31, 2022;

Contracts and Agreements Report Less than \$109,300 - All District Resources

Approve the out-of-state travel;

Out-of-State Travel

Approve the projects listed on the attachment as complete, and approve the execution of the Notices of Completion under Civil Code Section 3093 – Public Works;

Notices of Completion

Approve by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District;

Surplus Property

Approve ratifying by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be donated to the Pomona USD;

Surplus Property – Donation

Approve approving Resolution No. 62-22/23 - Authorization to Encumber Funds;

Resolution No. 62-22/23 - Authorization to Encumber Funds

Approve the proposed revised academic calendar for 2023-2024 reflecting the addition of voting information per AB 963 – Student Civic and Voter Empowerment Act, and the correction of the César Chávez Day observation date.

Proposed Revised Academic Calendar 2023-2024

Motion carried. (5 ayes)

The Board received the Monthly Financial Report for Month Ending – March 31, 2023.

Information

Monthly Financial Report for Month Ending – March 31, 2023

The Board received the Capital Program Executive Summary Report as of March 31, 2023.

Capital Program Executive Summary Report as of March 31, 2023

### BOARD COMMITTEE REPORTS

Planning, Effectiveness & Governance Committee

Blumenthal/Figueroa moved that the Board of Trustees approve the Second Reading and approving the proposed updates to Board Policies Chapter 2 – Academic Affairs. Motion carried. (5 ayes)

Riverside Community College District Chapter 2 – Academic Affairs Board Policies Update

Teaching & Learning Committee

Then/Figueroa moved that the Board of Trustees approve the Proposed Curricular Changes. Motion carried. (5 ayes)

Proposed Curricular Changes

Advancement & Partnership Committee

Hedrick and Blumenthal moved that the Board of Trustees approve the Resolution No. 57-22/23 - Land Acknowledgment, Recognizing the Indigenous People Who First Inhabited this Land and Who Continue to Reside Today.

Resolution No. 57-22/23 - Land Acknowledgment, Recognizing the Indigenous People Who First Inhabited this Land and Who Continue to Reside Today

### ADMINISTRATIVE REPORTS

Vice Chancellors

Mr. Brown provided a presentation on FY 2023-24 Riverside Community College District Budget Planning.

Other Items

Dr. Steinback, President, Moreno Valley College, Dr. Green, President, Norco College, and Dr. Carter, Interim President, Riverside City College updated the Board on upcoming events and activities occurring at their colleges.

Presidents

### ACADEMIC SENATE REPORTS

Mr. Galicia presented the report on behalf of Moreno Valley College.

Moreno Valley College

Ms. Bell presented the report on behalf of Norco College.

Norco College

Dr. Sellick presented the report on behalf of Riverside City College and the District.

Riverside City College/District

#### BARGAINING UNIT REPORTS

Dr. Taube presented the report on behalf of the CTA.

CTA – California Teachers Association

Mr. Bolanos presented the report on behalf of the CSEA.

CSEA – California School Employees Association

#### BUSINESS FROM BOARD MEMBERS

Trustee Blumenthal commented on the following:

- March 30, trustee was master of ceremonies for the Civil Rights Institute for the Riverside African American Historical Society recognizing women of achievement (55 women of color).
- Requested commencement ceremony information from each of the colleges.

Update from Members of the Board of Trustees on Business of the Board

Trustee Then commented on the following:

- Relieved that everyone in the community was safe from the lockdown at RCC today. Shared the importance of safety training, guidance and direction at the colleges.
- Attended Association of Governing Board National Conference on Trusteeship in San Diego.
- Attended the Network of California Community Colleges' Foundation.
- Visited Norco College with Trustee Hedrick, and Assemblymember Issalia. Also, personally visited the Veterans Center.
- Congratulated all the promotions and appointments this evening for the District, especially Mr. Felipe Galicia for rank of Professor, Brittany Wagoner for Maintenance Mechanic position at Moreno Valley College and Bernadina Anderson for agreement to ensure that she can perform her military duties.

Trustee Alcala commented on the following:

- Glad to hear positive news from RCC today regarding the incident on campus.
- Thanked the three colleges for sending messages for the events around Easter time for families and the community. Folks appreciate all that the



colleges do for the community.

- Attended the 2023 Dolores Huerta and Cesar Chavez Scholarship Breakfast at Moreno Valley College. Also, had the opportunity to help prep the mural (a community project).
- Requested commencement ceremony information from each of the colleges. Hoping to attend the commencement for Moreno Valley College.

Trustee Figueroa commented on the following:

- Impressed with the professional delivery by Chief Cano to the television news regarding the incident at RCC today. Thanked the Chief for his professionalism.
- Commented on the impact that active shooter activity takes on the student and faculty.
- Requested an in-depth report on the issues that went right and wrong during the RCC incident.

Trustee Hedrick commented on the following:

- Agrees with Trustee Figueroa on the RCC incident and requests a report.
- Attended meeting at Norco College with Trustee Then, and Assemblymember Issalia and provided information about the Military Articulation Platform and the Inland Empire Trade Tech Center.
- Attended Corona Islamic Society of Corona-Norco's Ramadan Iftar for the community.
- Inquired with General Counsel, Keith Dobyns, why RCCD still has a mask mandate.
- Commented that our economic situation in the Inland Empire is equivalent to Alabama. The mission we are engaged in is so exceedingly important. California needs to offer incentives that will bring employers here and we can develop the training to support those jobs.
- Reminder that today is the Holocaust Remembrance around the world.

The Board adjourned the meeting at 8:17 p.m.

ADJOURNMENT

Official Minutes

Approved on 05/16/2023

Certified By:



## Board of Trustees Regular Meeting (VIII.A)

Meeting	April 18, 2023
Agenda Item	Planning, Effectiveness & Governance (VIII.A)
Subject	Planning, Effectiveness & Governance Committee Riverside Community College District Chapter 2 – Academic Affairs Board Policies Update
College/District	District
Funding	N/A
Recommended Action	Recommend approving the Second Reading and approving the proposed updates to Board Policies Chapter 2 – Academic Affairs.

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### Background Narrative:

Presented for the Board's approval are board policy updates for portions of Chapter 2 – Academic Affairs.

#### REVISED

The Academic Senate has reviewed the following board policies and recommends the proposed revisions:

BP 2020	Program, Curriculum and Course Development
BP 2025	Criteria for Associate Degree and General Education
BP 2026	Philosophy and Criteria for International Education
BP 2040	Library and Other Instructional Support Services
BP 2050	Articulation
BP 2070	Course Auditing and Auditing Fees
BP 2100	Graduation Requirements for Degrees and Certificates
BP 2220	Standards of Scholarship
BP 2222	Basic Skills/Developmental Education (Remedial Coursework)
BP 2225	Course Repetition
BP 2230	Grading and Academic Record Symbols
BP 2235	Credit for Prior Learning
BP 2240	Academic Renewal
BP 2250	Probation, Dismissal and Readmission
BP 2260	Limitations on Enrollment: Pre-Requisites, Co-Requisites and Advisories
BP 2270	Attendance Reporting
BP 2300	Field Trips and Excursions
BP 2400	Community Education Services
BP 2550	Institutional Planning

#### ADOPTED

The Academic Senate has reviewed the following board policies and recommends their adoption:

BP 2102	Career and Technical Education Programs
BP 2103	Work Experience
BP 2105	Distance Education

Prepared By: Keith Dobyms, General Counsel

**BP 2105 DISTANCE EDUCATION**

**References:**

Title 5 Section 55200 et seq.; U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; and 34 Code of Federal Regulations Section 602.17.

The Chancellor, in consultation with the District Academic Senate, shall establish procedures to ensure effective Distance Education programs exist.

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**Date Adopted:** \_\_\_\_\_

**Revised:** N/A

**BP 2105 DISTANCE EDUCATION**

**References:**

Title 5 Section 55200 et seq.; U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; and 34 Code of Federal Regulations Section 602.17.

The Chancellor, in consultation with the District Academic Senate, shall establish procedures to ensure effective Distance Education programs exist.

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**Date Adopted:** April 18, 2023

**Revised:** N/A

**AP 2105 DISTANCE EDUCATION****References:**

Section 504 of the Rehabilitation Act;  
Americans with Disabilities Act;  
Title 5 Sections 55200 et seq.;  
34 Code of Federal Regulations Section 602.17 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard II.A.11

The Distance Education Department, in collaboration with the colleges' distance education committees, is the official District entity that supports distance education at the colleges. This includes, but is not limited to, technology infrastructure, faculty technology training, reporting, and regulatory compliance.

**Definition:** Distance education means education that uses technology to deliver accessible instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructors(s) either synchronously or asynchronously with the assistance of the RCCD approved Learning Management System (LMS). In this context, the term "accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

(1) For purposes of this definition, an instructor is an individual responsible for delivering required course content and who meets the qualifications for instruction established by an institution's accrediting agency.

(2) The District has processes in place through which it establishes that a student who registers in a course offered via distance education is the same student who academically engages in the course or program. The District will make clear in writing that institutions must use processes that protect student privacy and notify students of any projected additional student charges associated with verification of student identity at the time of registration or

enrollment (BP/AP 5040 Student Records, Directory Information and Privacy). The District may utilize one or more of these methods to authenticate or verify the student's identity:

- (i) secure credentialing/login and password; or
- (ii) proctored examinations; or
- (iii) new or other technologies and practices that are effective in verifying student identification.

### **Instructor Contact:**

(1) Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voicemail, email, or other activities. Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- (i) Providing direct instruction via synchronous or asynchronous methods; or
- (ii) Assessing or providing feedback on a student's coursework; or
- (iii) Providing information or responding to questions about the content of a course or competency; or
- (iv) Facilitating a group discussion regarding the content of a course or competency; or
- (v) Other instructional activities approved by the institution's or program's accrediting agency.

(2) An institution ensures regular interaction between a student and an instructor(s) by, prior to the student's completion of a course or competency:

- (i) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
- (ii) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.
- (iii) For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

- (1) The District makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and
- (2) The District expects enrolled students to perform educational activities demonstrating academic engagement during the week.

(3) Student-to-student interaction

- (i) Instructors will provide opportunities for regular and substantive interaction among students. Interaction is designed to facilitate interaction with and about course content.
- (ii) Unstructured student-to-student interaction should be facilitated by the instructor using a variety of tools and methods available to accommodate a variety of cultures and communication styles.

**Curriculum Approval:**

For any portion of the instruction in a new or existing course that is to be provided through distance education, the course outline of record or a distance education addendum to the course outline of record shall address how course outcomes will be achieved in a distance education mode and how the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction as specified in “Instructor Contact” section above.

The course design and all course materials must be accessible to every student including students with disabilities. The distance education course outline of record or addendum shall be approved according to the district’s adopted curriculum approval procedures.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 2020 Program, Curriculum, and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Course Approval:** When approving distance education courses, the Vice-Chancellor, Educational Services, or designee, will certify the following:

- **Course Standards:** Consistent standards of course rigor and content are applied to the distance education courses as are applied to face-to-face classroom courses.
- **Course Determinations:** Determinations and judgments about the consistency and alignment to existing standards of the distance education course structure were made with the full involvement of the curriculum committee approval procedures.
- **Instructor and Student Interaction:** Each section of the course that is delivered through distance education will include regular and substantive interaction

between instructor and students, as well as among students, either synchronously or asynchronously.

- The manner in which face-to-face class (seat) time will be effectively replaced in a distance education format has been addressed.
- Course compliance with Section 508 to ensure the electronic and information technology accessibility needs of individuals with disabilities has been addressed.

### **Addendum to Course Outline**

An addendum to the official course outline of record may be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum, if submitted, must be approved according to the District's curriculum approval procedures. The addendum or course outline of record must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and substantive contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are Major Modifications made to the Course Outline of Record.

### **Authentication of Student Identity**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy, level of technology required to activate the authentication process, and estimated additional student charges associated with verification of student identity, if any.

The District's chief instructional officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password for the LMS;
- proctored examinations (determined by department); or
- new or other technologies and practices that are effective in verifying student identification.

The District's chief instructional officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.



The District requires no additional fees for the authentication methods listed above. If an individual faculty member requires face-to-face proctoring at an off-campus site, any potential or associated fees will be stated in the course syllabus and should be noted in the schedule to alert students to these costs prior to registration.

The faculty teaching distance education courses shall authenticate student identification over the period of the course. Opportunities to authenticate include but are not limited to:

- Systematic monitoring and tracking of student work
- Remote online proctored exams using District furnished resources
- Synchronous oral examinations using an approved photo ID
- In-person proctored exams with photo ID check
- Synchronous or asynchronous video activities using an approved photo ID
- Other technologies or procedures specified by faculty in their course syllabus and approved by the department.

#### **Legal Issues in Online Classes:**

**Webcam Use During Live Synchronous Online Classes:** While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws. However, if there are circumstances where full audio and visual student participation is essential to instruction and assessment, a carefully tailored cameras-on requirement is appropriate. Requirements of camera usage for students should be limited to showing individual student faces and should avoid requirements of scanning surrounding environments.

**Real-Time Captioning During Live Synchronous Online Classes:** An auxiliary aid or service is required if the class includes deaf or hearing-impaired students to ensure they are able to participate in their educational program. In most cases, this requirement will be satisfied by the provision of real-time captioning in live, synchronous online classes. However, the District should give "primary consideration" to the choice of aid or service requested by deaf or hearing-impaired students, and weigh such requests against the burdens they would impose upon instruction.

#### **Local District Standards for Quality Distance Education Instruction:**

**Faculty Certification to Teach Online:** Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with the requirements of this procedure, local district policies, accrediting agencies, and negotiated agreements. Faculty requesting or required to teach courses developed for online or hybrid delivery are expected to complete RCCD Distance Education Department online teaching certification training that includes course development, course design, course facilitation, and equity considerations within the learning management system. Enforcement of the certification requirement shall be done by the Vice-President of Academic Affairs or their designee, as a result of a process approved by the Academic Senate and the office of the Vice-President of Academic Affairs.

**Non-Evaluative Peer Online Course Review:** The voluntary review of courses designed for fully online and hybrid delivery should be completed by a certified team that provides mentorship and support to faculty. The courses are reviewed using industry-recognized, quality-course-design standards which include but are not limited to Quality Matters, the Online Learning Consortium Quality Scorecard, or the CVC-OEI Rubric.

**Office of Primary Responsibility:** Vice Chancellor, Educational Services & Strategic Planning

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**Administrative Approval:** June 15, 2009

**Revised:** July 30, 2012

**Revised:** June 16, 2015 (References and Titles only)

**Revised:** March 15, 2021

**Revised:** January 9, 2024

**Formerly:** 4105

## Academic Affairs

**Red Text** = proposed exact or paraphrased new Title 5 language to add

~~Strike Through~~ = current policy language recommended for removal

**Green Bold Text** = proposed language above (but not in conflict with) new Title 5 language to add

**AP 2105 DISTANCE EDUCATION****References:**

**Section 504 of the Rehabilitation Act;**

**Americans with Disabilities Act;**

Title 5 Sections 55200 et seq.;

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.11`

The Distance Education Department, in collaboration with the colleges' distance education committees, is the official District entity that supports distance education at the colleges. This includes, but is not limited to, technology infrastructure, faculty technology training, reporting, and regulatory compliance.

**Definition:** Distance education means ~~instruction in which the instructor and student are separated by distance and interact through~~ **education that uses technology to deliver accessible instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructors(s) either synchronously or asynchronously with** the assistance of the RCCD approved Learning Management System (LMS). In this context, the term "accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

**(1)** For purposes of this definition, an instructor is an individual responsible for delivering required course content and who meets the qualifications for instruction established by an institution's accrediting agency.

(2) Authentication/Verification per Federal Financial Aid or Special Services Eligibility  
Consistent with federal regulations pertaining to federal financial aid eligibility, The District **has processes in place through which it establishes that a** ~~authenticates or verifies that the student who registers in a distance education course~~ **offered via distance education** is the same student who **academically engages in the course or program**<sup>b</sup>. ~~participates in and completes the course of program and receives the academic credit.~~ The District will **make clear in writing that institutions must use processes that provide to each student at the time of registration, a statement of the process in place to protect student privacy and** **notify students of any projected additional** ~~estimated additional~~ student charges associated with verification of student identity **at the time of registration or enrollment** ~~if any~~ (BP/AP 5040 Student Records, Directory Information and Privacy)<sup>g</sup>. The District may utilize one or more of these methods to authenticate or verify the student's identity:

- (i) secure credentialing/login and password; or
- (ii) proctored examinations; or
- (iii) new or other technologies and practices that are effective in verifying student identification.

#### **Course Requirements Instructor Contact:**

(1) Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voicemail, email, or other activities. Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- (i) Providing direct instruction via synchronous or asynchronous methods; or
- (ii) Assessing or providing feedback on a student's coursework; or
- (iii) Providing information or responding to questions about the content of a course or competency; or
- (iv) Facilitating a group discussion regarding the content of a course or competency; or
- (v) Other instructional activities approved by the institution's or program's accrediting agency.

(2) An institution ensures regular interaction between a student and an instructor(s) by, prior to the student's completion of a course or competency:

- (i) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

(ii) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

(iii) For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

- (1) The District makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and
- (2) The District expects enrolled students to perform educational activities demonstrating academic engagement during the week.

(3) Student-to-student interaction

(i) Instructors will provide opportunities for regular and substantive interaction among students. Interaction is designed to facilitate interaction with and about course content.

(ii) Unstructured student-to-student interaction should be facilitated by the instructor using a variety of tools and methods available to accommodate a variety of cultures and communication styles.

**Curriculum Approval:**

For any portion of the instruction in a new or existing course that is to be provided through distance education, the course outline of record or a distance education addendum to the course outline of record shall address how course outcomes will be achieved in a distance education mode and how the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction as specified in "Instructor Contact" section above.

The course design and all course materials must be accessible to every student including students with disabilities. The distance education course outline of record or addendum shall be approved according to the district's adopted curriculum approval procedures.

~~be reviewed and approved each proposed or existing course offered through distance education. Separate curriculum committee approval is mandatory if any portion of the instruction in a course or a section of a course is designed to be provided through distance education.~~

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 2020 Program, Curriculum, and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Course Approval:** When approving distance education courses, the Vice-Chancellor, Educational Services, or designee, will certify the following:

- **Course Standards:** Consistent standards of course rigor and content are applied to the distance education courses as are applied to face-to-face classroom courses.
- **Course Determinations:** Determinations and judgments about the consistency and alignment to existing standards of the distance education course structure were made with the full involvement of the curriculum committee approval procedures.
- **Instructor and Student Interaction:** Each section of the course that is delivered through distance education will include regular and substantive interaction between instructor and students, as well as among students, either synchronously or asynchronously.
- The manner in which face-to-face class (seat) time will be effectively replaced in a distance education format has been addressed.
- Course compliance with Section 508 to ensure the electronic and information technology accessibility needs of individuals with disabilities has been addressed.

**Addendum to Course Outline:**

An addendum to the official course outline of record **may** be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum, **if submitted**, must be approved according to the District's curriculum approval procedures. The addendum **or course outline of record** must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and substantive contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are Major Modifications made to the Course Outline of Record.

**Authentication of Student Identity**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy, level of technology required to activate the authentication process, and estimated additional student charges associated with verification of student identity, if any.

The District's chief instructional officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password for the LMS;
- proctored examinations (determined by department); or
- new or other technologies and practices that are effective in verifying student identification.

The District's chief instructional officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

The District requires no additional fees for the authentication methods listed above. If an individual faculty member requires face-to-face proctoring at an off-campus site, any potential or associated fees will be stated in the course syllabus and should be noted in the schedule to alert students to these costs prior to registration.

The faculty teaching distance education courses shall authenticate student identification over the period of the course. Opportunities to authenticate include but are not limited to:

- Systematic monitoring and tracking of student work
- Remote online proctored exams using District furnished resources
- Synchronous oral examinations using an approved photo ID
- In-person proctored exams with photo ID check
- Synchronous or asynchronous video activities using an approved photo ID
- Other technologies or procedures specified by faculty in their course syllabus and approved by the department.

### **Legal Issues in Online Classes:**

**Webcam Use During Live Synchronous Online Classes:** While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws. However, if there are circumstances where full audio and visual student participation is essential to instruction and assessment, a carefully tailored cameras-on requirement is appropriate. ~~Community college districts should adopt policies to address these issues to ensure faculty and students are fully informed and that it respects concerns related to personal educational privacy, access, and equity.~~ Requirements of camera usage for students should be limited to showing individual student faces and should avoid requirements of scanning surrounding environments [statement recommended by district legal counsel].

**Real-Time Captioning During Live Synchronous Online Classes:** An auxiliary aid or service is required if the class includes deaf or hearing-impaired students to ensure they are able to participate in their educational program. In most cases, this requirement will be satisfied by the provision of real-time captioning in live, synchronous online classes. However, the District should give "primary consideration" to the choice of aid or service requested by deaf or

hearing-impaired students, and weigh such requests against the burdens they would impose upon instruction.

**Local District Standards for Quality Distance Education Instruction:**

**Faculty Certification to Teach Online:** Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with the requirements of this procedure, local district policies, accrediting agencies, and negotiated agreements. Faculty requesting or required to teach courses developed for online or hybrid delivery are expected to complete RCCD Distance Education Department online teaching certification training that includes course development, course design, course facilitation, and equity considerations within the learning management system. Enforcement and waiving of the certification requirement shall be done by the Vice-President of Academic Affairs or their designee, as a result of a process approved by the Academic Senate and the office of the Vice-President of Academic Affairs.

**Non-Evaluative Peer Online Course Review:** The voluntary review of courses designed for fully online and hybrid delivery should be completed by a certified team that provides mentorship and support to faculty. The courses are reviewed using industry-recognized, quality-course-design standards which include but are not limited to Quality Matters, the Online Learning Consortium Quality Scorecard, or the CVC-OEI Rubric.

<b>Office of Primary Responsibility:</b>	Vice Chancellor, Educational Services & Strategic Planning
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**Administrative Approval:** June 15, 2009

**Revised:** July 30, 2012

**Revised:** June 16, 2015 (References and Titles only)

**Revised:** [REDACTED]

**Formerly:** 4105



**Board of Trustees Regular Meeting  
Tuesday, January 23, 2024 6:00 PM  
District Office, Board Room,  
3801 Market Street, Riverside CA 92501**

**ORDER OF BUSINESS**

**Pledge of Allegiance**

Board members, the Chancellor, faculty, management and classified professionals offer gratitude and respect to the land's Indigenous caretakers and affirm the District's intentions of maintaining the land's integrity and the Tongva (Gabrieleno), Cahuilla, Payómkawichum (Luiseño), Serrano and Cupeño tribes' legacy. We promise to honor the continued guardianship of the land, water and air — all of which are inseparable. We are indebted to the caretakers of yesteryears and the stewards of our institutions will honor the opportunity to live and educate upon these homelands.

Public access to the in-person meeting will begin 30 minutes prior to the start of the meeting. In order to encourage public participation to the greatest extent possible, a continued virtual link will be provided via live streaming at [Riverside City College's YouTube Channel](#).

**Submission of Public Comments**

1. Anyone who wishes to make a presentation to the Board on an agenda item in person is requested to complete a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments are limited to five (5) minutes or less. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)
2. Members of the public may also join the meeting virtually through Zoom to directly voice their comments to the Board. Visit the Board of Trustees page on the RCCD website and complete the form to speak. A link to join the meeting will automatically be sent to you.
3. Written public comments may be sent to [WrittenPublicComments@rccd.edu](mailto:WrittenPublicComments@rccd.edu), which will be read during the public comment portion of the meeting. Submissions by email must be received prior to 4:00 pm the day of the meeting to be included.

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8800 as far in advance of the meeting as possible.

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, 3rd Floor, 3801 Market Street, Riverside, California, 92501 during regular business hours or [online](#).

## I.COMMENTS FROM THE PUBLIC

*Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Pursuant to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.*

## II.APPROVAL OF MINUTES

- II.A. [Minutes of the Board of Trustees Regular/Committee Meeting of December 5, 2023](#)  
*Recommend approving the December 5, 2023 Board of Trustees Regular/Committee meeting minutes as prepared.*  
[12.05.2023 MIN](#)
- II.B. [Minutes of the Board of Trustees Special Meeting of December 12, 2023](#)  
*Recommend approving the December 12, 2023 Board of Trustees Special meeting minutes as prepared.*  
[12.12.2023\\_SPEC\\_MIN](#)
- II.C. [Minutes of the Board of Trustees Regular Meeting of December 12, 2023](#)  
*Recommend approving the December 12, 2023 Board of Trustees Regular meeting minutes as prepared.*  
[12122023 MIN](#)

## III.PUBLIC HEARING

## IV.CHANCELLOR'S REPORTS

- IV.A. [Chancellor's Communications](#)  
*Information Only*
- IV.B. [Healthcare Update](#)  
*Information Only*
- IV.C. [Senate Spotlight Presentation on Norco College's 9 Line Project - Connecting Veterans to the Disability Resource Center](#)  
*Information Only*  
[Norco College Senate Spotlight Presentation - 9 Line Project](#)
- IV.D. [Future Monthly Committee Agenda Planner and Annual Master Planning Calendar](#)  
*Information Only*  
[Planning Calendars](#)

## V.STUDENT REPORT

- V.A. [Student Report](#)  
*Information Only*

## VI.CONSENT AGENDA ACTION

- VI.A. [Academic Personnel](#)  
*Recommend approving/ratifying the academic personnel actions.*  
[20240123\\_Academic Personnel](#)
- VI.B. [Classified Personnel](#)  
*Recommend approving/ratifying the classified personnel actions.*  
[20240123\\_Classified Personnel](#)
- VI.C. [Other Personnel](#)  
*Recommend approving/ratifying the other personnel actions.*  
[20240123\\_Other Personnel](#)  
[20240123\\_Other Personnel\\_Backup](#)
- VI.D. [Purchase Order and Warrant Report – All District Resources](#)  
*Recommend approving the Purchase Orders and Purchase Order Additions totaling \$5,431,424, and District Warrant Claims totaling \$15,921,198.*  
[Contracts and Purchase Orders Over \\$109,300 Report \(December\)](#)
- VI.E. [Budget Adjustments](#)  
*Recommend approving the budget transfers as presented.*  
[012324 Budget Adjustments](#)
- VI.F. [Resolution to Amend Budget](#)  
[Resolution No. 36-23/24 – 2023-2024 Invention and Inclusive Innovation Initiative](#)  
*Recommend adding the revenue and expenditures of \$10,563 to the budget.*  
[01232024 Resolution No. 36-2324 Invention and Inclusive Innovation Initiative](#)  
[01232024 Resolution No. 36-2324 Income and Expenditures](#)
- VI.G. [Resolution to Amend Budget](#)  
[Resolution No. 37-23/24 - 2023 - 2024 LGBTQ+ Allocation](#)  
*Recommend adding the revenue and expenditures of \$271,899 to the budget.*

01232024 Resolution No. 37-2324 LGBTQ+  
01232024 Resolution No. 37-2324 Income and Expenditures

- VI.H.      Resolution to Amend Budget  
Resolution No. 38-23/24 – 2023-2024 Zero Textbook Grant  
*Recommend adding the revenue and expenditures of \$241,003 to the budget.*  
012324 Resolution No. 38-2324 Zero Textbook Grant  
012324 Resolution No. 38-2324 Income and Expenditures
- VI.I.      Bid Awards  
Pre-Qualified List of Interpreting Firms  
*Recommend approving the pre-qualified list of three (3) interpreting firms to provide interpreting services on an as-needed basis for individual projects.*  
Pre-Qualified Interpreting Services List
- VI.J.      Bid Awards  
Pre-Qualified List of Real Time Captioning Firms  
*Recommend approving the pre-qualified list of five (5) captioning firms to provide real time captioning services on an as-needed basis for individual projects.*  
Pre-Qualified Captioning Services List
- VI.K.      Bid Awards  
Purchase of Dental Equipment, Supplies and Related Services from Henry Schein, Inc.  
*Recommend approving the purchase of Dental Equipment, Supplies and Related Services from Henry Schein, Inc., utilizing the E&I Cooperative Services Contract No. EI00075~2021MA.*
- VI.L.      Bid Awards  
Purchase of Medical and Surgical solutions, supplies, and related services from Henry Schein, Inc.  
*Recommend approving the purchase of medical and surgical solutions, supplies, and related services from Henry Schein, Inc., utilizing the U.S. Commodities Government Purchasing Alliance OMNIA Partners Contract Number 2021002973.*
- VI.M.      Bid Awards  
Bid Award for Moreno Valley College Student Services Renovation Project Moreno Valley College  
*Recommend approving the award of Bid No. 11-23/24-3 for General Contractor services in the total amount of \$6,627,000 to Harik Construction, Inc., and a budget augmentation for Moreno Valley College Student Services Renovation Project in the total amount of \$2,100,000.*

01232024\_MVC Student Services Reno Project Budget  
01232024\_Bid Opening Results & Budget Analysis

- VI.N. [Bid Awards](#)  
[Purchase of Office Solutions, Furniture and Equipment from Virco, Inc.](#)  
*Recommend approving the purchase of Office Solutions, Furniture and Equipment from Virco, Inc. utilizing the Irvine Unified School District Contract No. 2021/22-3FA.*
- VI.O. [Grants, Contracts and Agreements](#)  
[Construction Management Services agreement Amendment No. 1 with Kitchell/CEM, Inc. for the Moreno Valley College Student Services Project](#)  
*Recommend approving the Construction Management Services agreement Amendment No. 1 with Kitchell/CEM, Inc. for the Moreno Valley College Student Services Renovation Project for the not to exceed amount of \$77,745 and extend the original agreement date to January 31, 2025.*  
[012324\\_Agreement\\_Amend #1 Kitchell MVC SS Renovation](#)
- VI.P. [Grants, Contracts and Agreements](#)  
[Special Inspection and Testing Services Agreement with Koury Engineering & Testing, Inc. for the Districtwide Solar Project](#)  
*Recommend approving the Special Inspection and Testing Services Agreement for the Districtwide Solar Project with Koury Engineering & Testing, Inc. for the not to exceed amount of \$200,260.*  
[01232024\\_Material Testing Special Inspection Agreement](#)
- VI.Q. [Grants, Contracts and Agreements](#)  
[Inspector of Record Services Agreement with Vital Inspection Services Inc. for the Districtwide Solar Project](#)  
*Recommend approving the Inspector of Record Services Agreement for the Districtwide Solar Project with Vital Inspection Services Inc. for the not to exceed amount of \$277,170.*  
[Agreement Inspector Services\\_01234024](#)
- VI.R. [Grants, Contracts and Agreements](#)  
[Contracts and Agreements Report Less Than \\$109,300 – All District Resources](#)  
*Recommend approving contracts totaling \$609,654 for the period of November 27, 2023 through December 31, 2023.*  
[Contracts and Agreements Less than \\$109,300 Report \(December\)](#)
- VI.S. [Out-of-State Travel](#)  
*Recommend approving out-of-state travel.*  
[Out-of-State Travel](#)

- VI.T. [Other Items](#)  
[Notices of Completion](#)  
*Recommend approving the projects listed on the attachment as complete and approving the execution of the Notices of Completion under Civil Code Section 3093 – Public Works.*  
[Notices of Completion - January 2024](#)
- VI.U. [Other Items](#)  
[Surplus Property](#)  
*Recommend approval by unanimous vote: (1) declare the property on the attached list to be surplus; (2) find the property does not exceed the total value of \$5,000; and (3) authorize the property to be consigned to The Liquidation Company to be sold on behalf of the District.*  
[Surplus Property List](#)
- VI.V. [Other Items](#)  
[Signature Authorization](#)  
*Recommend certifying the verified signatures of each Trustee and authorize designated District administrators to sign vendor warrant orders, salary payment orders, notices of employment, bank checks, investment and brokerage accounts, purchase orders, change orders, and grant documents.*  
[Signature Authorization](#)
- VI.W. [Other items](#)  
[Riverside City College Life Science and Physical Science Reconstruction Project for Business Education and Computer Information Systems](#)  
*Recommend approving a reallocation of project contingency in the amount of \$900,000 and a budget augmentation in the amount of \$300,000 for RCC Life Science and Physical Science Reconstruction Project for Business Education and Computer Information Systems to increase the total project budget to \$38,437,000.*  
[RCCD Life Science-Physical Science 01232024](#)
- VI.X. [Other Items](#)  
[Resolution No. 39-23/24, Authorizing the Chancellor, or Designee, of the District to Layoff and/or Reduce Hours of the Classified Service](#)  
*Recommend adopting Resolution No. 39-23/24, authorizing the Chancellor, or Designee, of the District to layoff and/or reduce the hours of the classified service and send appropriate notification to the impacted employee.*  
[20240123\\_Res No 39-23.24 Layoff and-or Reduce Hrs of Clsfd Serv\\_Backup](#)

## VII. CONSENT AGENDA INFORMATION

- VII.A. Consent Agenda Information  
Monthly Financial Report for Month Ending – December 31, 2023  
*Information Only*  
Monthly Financial Report
- VII.B. Consent Agenda Information  
Capital Program Executive Summary Report as of December 31, 2023  
*Information Only*  
CPES Report

- VII.C. Consent Agenda Information  
Update to Administrative Procedure (AP) - AP 1410 - Board Policy and Administrative Procedure and AP 2105 - Distance Education  
*Information Only*  
AP 1410 Board Policy and Administrative Procedure  
AP 2105 Distance Education

#### VIII.BOARD COMMITTEE REPORTS

- VIII.A. Planning, Effectiveness & Governance Committee  
Accreditation Midterm Report  
*Recommend approving the Accreditation Midterm Reports for Moreno Valley College, Norco College, and Riverside City College.*  
Moreno Valley College Accreditation Midterm Report  
Norco College Accreditation Midterm Report  
Riverside City College Accreditation Midterm Report
- VIII.B. Planning, Effectiveness & Governance Committee  
Update to Board Policies Chapter 5 - Business and Financial Services  
*Recommend approving the Second Reading of the proposed updates to portions of Board Policies Chapter 5 - Business and Financial Services.*  
REVISED - Board Policies 5250, 5320, 5700  
NEW - Board Policies 5330, 5910
- VIII.C. Advancement & Partnership Committee  
Measure C Citizens' Bond Oversight Committee Application  
*Recommend approving the Measure C Citizens' Bond Oversight Committee current member to serve a third term.*  
Vahl, Michael - CBOC Application Signed 12.04.23 + Redacted

## Board of Trustees Regular Meeting (VII.C)

Meeting	January 23, 2024
Agenda Item	Other Items (VII.C)
Subject	Consent Agenda Information Update to Administrative Procedure (AP) - AP 1410 - Board Policy and Administrative Procedure and AP 2105 - Distance Education
College/District	District
Funding	N/A
Recommended Action	Information Only

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### Background Narrative:

As part of the district's ongoing review and revisions to Administrative Procedures (AP), presented for the Board's information are updates to AP 1410 - Board Policy and Administrative Procedure, and AP 2105 - Distance Education.

Prepared By: Keith Dobyns, General Counsel  
Susan Mills, Vice Chancellor, Educational Services & Strategic Planning



## **AP 1410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE**

### **References:**

Education Code Section 70902;  
ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4,

The Board of Trustees has, as a major responsibility, the establishment and final approval/adoption of all policy.

The Chancellor of the District will make periodic reports to the Board of Trustees on how adopted policies are being implemented, and the Board will continually evaluate the policies it has adopted.

Procedures, except for those in the 1000 series (formerly 1000 and 2000 sections) are the responsibility of the Chancellor and the Administration, in consultation with the various constituencies of the District, and do not require formal approval of the Board of Trustees.

### **Requests for New Policy/Procedure OR Changes to Existing Policy/Procedure**

Any administrator or District constituency (CTA, CSEA, Student Senate, Academic Senate, etc.) may submit a request for a new policy/procedure or change to any existing policy or procedure to the office of the General Counsel. That office will:

- make sure that the item does not violate any state or federal laws, regulations or codes;
- discuss the item with the requesting party and the appropriate Vice Chancellor;
- ensure that all appropriate District constituencies have had input on the content and have approved the item; and,
- bring the item to the Chancellor's Executive Cabinet for review and approval.

Once the Executive Cabinet has given approval, if the item pertains to a Board Policy, then it will be placed on the agenda for the next regularly scheduled Board of Trustees meeting for first reading. If the item pertains to an Administrative Procedure, the document will be finalized and distributed to the District and to the Board of Trustees.

## 5-Year Review Cycle

The District has a cyclical review plan ensuring that all Board Policies and Administrative Procedures will go through a five-year cycle of review. The review plan provides that the following timeline will be followed:

Year 1: Chapters 1 (District/Board) and 4 (Institutional Advancement) – 52 BPs and 35 APs

Year 2: Chapter 2 (Academic Affairs) – 37 BPs and 41 APs

Year 3: Chapter 3 (Student Services) – 38 BPs and 45 APs

Year 4: Chapter 5 (Business and Financial Services) – 39 BPs and 58 APs

Year 5: Chapter 6 (Human Resources) – 44 BPs and 76 APs

The review plan will vary depending on the Chapter being reviewed and the constituent groups involved in the review. Generally, the review of Board Policies and Administrative Procedures will be initiated by General Counsel who will advise as to the current state of the BP/APs and recommend any legal revisions based on a legal review of the change in statutory or regulatory law. Thereafter, the review will continue to the applicable constituent groups directly affected by the chapter being reviewed. For example, Chapter 2 BP/APs deal with academic affairs and will be reviewed by the Academic Senates of each college and their various sub-committees (e.g. Curriculum, Guided Pathways, Distance Education). Chapter 3 BP/APs deal with student services and will be reviewed by the Associated Student groups at each college. Chapter 6 BP/APs deal with Human Resources and will be reviewed by the exclusive bargaining representatives for all employees. It is understood and anticipated that various BP/APs will have overlapping interests that require multi-level review by various constituent groups. For example, Chapter 3 BP/APs while being reviewed by the Associated Students groups will also have significant overlap with academic and professional matters overseen by the Academic Senates of each college. Accordingly, multi-disciplinary workgroups are utilized to ensure appropriate representation while managing efficient processes for review.

Office of Primary Responsibility: Chancellor's Office

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**Date Approved:** May 15, 2007

**Revised:** December 4, 2014 (references only)  
(Replaces Regulation 2010)

**Revised:** \_\_\_\_\_

**Formerly:** 2410

**AP 2105 DISTANCE EDUCATION****References:**

Section 504 of the Rehabilitation Act;  
Americans with Disabilities Act;  
Title 5 Sections 55200 et seq.;  
34 Code of Federal Regulations Section 602.17 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard II.A.11

The Distance Education Department, in collaboration with the colleges' distance education committees, is the official District entity that supports distance education at the colleges. This includes, but is not limited to, technology infrastructure, faculty technology training, reporting, and regulatory compliance.

**Definition:** Distance education means education that uses technology to deliver accessible instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructors(s) either synchronously or asynchronously with the assistance of the RCCD approved Learning Management System (LMS). In this context, the term "accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

(1) For purposes of this definition, an instructor is an individual responsible for delivering required course content and who meets the qualifications for instruction established by an institution's accrediting agency.

(2) The District has processes in place through which it establishes that a student who registers in a course offered via distance education is the same student who academically engages in the course or program. The District will make clear in writing that institutions must use processes that protect student privacy and notify students of any projected additional student charges associated with verification of student identity at the time of registration or

enrollment (BP/AP 5040 Student Records, Directory Information and Privacy). The District may utilize one or more of these methods to authenticate or verify the student's identity:

- (i) secure credentialing/login and password; or
- (ii) proctored examinations; or
- (iii) new or other technologies and practices that are effective in verifying student identification.

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(1) Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voicemail, email, or other activities. Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- (i) Providing direct instruction via synchronous or asynchronous methods; or
- (ii) Assessing or providing feedback on a student's coursework; or
- (iii) Providing information or responding to questions about the content of a course or competency; or
- (iv) Facilitating a group discussion regarding the content of a course or competency; or
- (v) Other instructional activities approved by the institution's or program's accrediting agency.

(2) An institution ensures regular interaction between a student and an instructor(s) by, prior to the student's completion of a course or competency:

- (i) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
- (ii) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.
- (iii) For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

- (1) The District makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and
- (2) The District expects enrolled students to perform educational activities demonstrating academic engagement during the week.

(3) Student-to-student interaction

- (i) Instructors will provide opportunities for regular and substantive interaction among students. Interaction is designed to facilitate interaction with and about course content.
- (ii) Unstructured student-to-student interaction should be facilitated by the instructor using a variety of tools and methods available to accommodate a variety of cultures and communication styles.

**Curriculum Approval:**

For any portion of the instruction in a new or existing course that is to be provided through distance education, the course outline of record or a distance education addendum to the course outline of record shall address how course outcomes will be achieved in a distance education mode and how the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction as specified in “Instructor Contact” section above.

The course design and all course materials must be accessible to every student including students with disabilities. The distance education course outline of record or addendum shall be approved according to the district’s adopted curriculum approval procedures.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 2020 Program, Curriculum, and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Course Approval:** When approving distance education courses, the Vice-Chancellor, Educational Services, or designee, will certify the following:

- **Course Standards:** Consistent standards of course rigor and content are applied to the distance education courses as are applied to face-to-face classroom courses.
- **Course Determinations:** Determinations and judgments about the consistency and alignment to existing standards of the distance education course structure were made with the full involvement of the curriculum committee approval procedures.
- **Instructor and Student Interaction:** Each section of the course that is delivered through distance education will include regular and substantive interaction

between instructor and students, as well as among students, either synchronously or asynchronously.

- The manner in which face-to-face class (seat) time will be effectively replaced in a distance education format has been addressed.
- Course compliance with Section 508 to ensure the electronic and information technology accessibility needs of individuals with disabilities has been addressed.

### **Addendum to Course Outline**

An addendum to the official course outline of record may be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum, if submitted, must be approved according to the District's curriculum approval procedures. The addendum or course outline of record must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and substantive contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

**Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are Major Modifications made to the Course Outline of Record.

### **Authentication of Student Identity**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy, level of technology required to activate the authentication process, and estimated additional student charges associated with verification of student identity, if any.

The District's chief instructional officer shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password for the LMS;
- proctored examinations (determined by department); or
- new or other technologies and practices that are effective in verifying student identification.

The District's chief instructional officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

The District requires no additional fees for the authentication methods listed above. If an individual faculty member requires face-to-face proctoring at an off-campus site, any potential or associated fees will be stated in the course syllabus and should be noted in the schedule to alert students to these costs prior to registration.

The faculty teaching distance education courses shall authenticate student identification over the period of the course. Opportunities to authenticate include but are not limited to:

- Systematic monitoring and tracking of student work
- Remote online proctored exams using District furnished resources
- Synchronous oral examinations using an approved photo ID
- In-person proctored exams with photo ID check
- Synchronous or asynchronous video activities using an approved photo ID
- Other technologies or procedures specified by faculty in their course syllabus and approved by the department.

#### **Legal Issues in Online Classes:**

**Webcam Use During Live Synchronous Online Classes:** While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws. However, if there are circumstances where full audio and visual student participation is essential to instruction and assessment, a carefully tailored cameras-on requirement is appropriate. Requirements of camera usage for students should be limited to showing individual student faces and should avoid requirements of scanning surrounding environments.

**Real-Time Captioning During Live Synchronous Online Classes:** An auxiliary aid or service is required if the class includes deaf or hearing-impaired students to ensure they are able to participate in their educational program. In most cases, this requirement will be satisfied by the provision of real-time captioning in live, synchronous online classes. However, the District should give "primary consideration" to the choice of aid or service requested by deaf or hearing-impaired students, and weigh such requests against the burdens they would impose upon instruction.

#### **Local District Standards for Quality Distance Education Instruction:**

**Faculty Certification to Teach Online:** Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with the requirements of this procedure, local district policies, accrediting agencies, and negotiated agreements. Faculty requesting or required to teach courses developed for online or hybrid delivery are expected to complete RCCD Distance Education Department online teaching certification training that includes course development, course design, course facilitation, and equity considerations within the learning management system. Enforcement of the certification requirement shall be done by the Vice-President of Academic Affairs or their designee, as a result of a process approved by the Academic Senate and the office of the Vice-President of Academic Affairs.



**Non-Evaluative Peer Online Course Review:** The voluntary review of courses designed for fully online and hybrid delivery should be completed by a certified team that provides mentorship and support to faculty. The courses are reviewed using industry-recognized, quality-course-design standards which include but are not limited to Quality Matters, the Online Learning Consortium Quality Scorecard, or the CVC-OEI Rubric.

**Office of Primary Responsibility:** Vice Chancellor, Educational Services & Strategic Planning

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**Administrative Approval:** June 15, 2009

**Revised:** July 30, 2012

**Revised:** June 16, 2015 (References and Titles only)

**Revised:** March 15, 2021

**Revised:** \_\_\_\_\_

**Formerly:** 4105