



In accordance with California's Code of Regulation, Title 5  
ARC's Academic Senate is the organization whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters.

"Academic and professional matters" means the following policy development and implementation matters:

(1) curriculum, including establishing prerequisites and placing courses within disciplines;

(2) degree and certificate requirements;

(3) grading policies;

(4) educational program development;

(5) standards or policies regarding student preparation and success;

(6) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

12/9/2021

3:00 P.M.

Meeting ID: 986-5887-6175, Password: 10plus1

Zoom link: <https://rccd.zoom.us/j/98658876175?pwd=VkZQQUdVS0g5Rkk5TnZUOG9naFBpUT09>

## American River College Academic Senate Regular Meeting AGENDA

### Preliminaries

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Introduction of Guests
5. Public Comment Period (3 minutes per speaker)
6. President's Report

### Consent Items

7. In person meeting presents imminent risks to the health/safety of Academic Senate attendees (authorization to meet remotely in accordance with Executive Order N-25-20, N-29-20, & N-33-20)

### Decision (10 minutes maximum per item)

8. FLC Resolution in Support of Increased Adjunct College Service Compensation (2<sup>nd</sup> Reading)

### Reports (5-10 minutes per item)

9. ARC Textbook Survey Fall 2021 Report
10. HomeBase Resource Panel Report
11. Council Updates
  - o Institutional Effectiveness Council – (Janay Lovering)
  - o Operations Council – (Araceli Badilla)
  - o Student Success Council – (Carina Hoffpauir)

### Discussion (10-15 minutes per item)

12. What we've learned from ARC Accreditation
13. UNITE Center follow-up
14. Infusing Diversity, Equity & Inclusion in Curriculum draft resolution
15. Clarifying students' expectations through use of Notes on class schedule
16. Report Back: (5-10 minutes per item)
  - a. Amend P-7241 to apply C- grades to Certificates
  - b. Faculty hiring prioritization
17. Report Out: (5-10 minutes per item)
  - a. District Academic Senate <https://employees.losrios.edu/our-organization/committees/district-academic-senate>
  - b. Other areas
18. Items from College Areas for Academic Senate Consideration

### Upcoming Meetings:

- LRCCD Board of Trustees Meeting: Wednesday Dec 15<sup>th</sup> 5:30 P.M
- Winter Recess: Dec 17, 2021 to Jan 3, 2022
- Academic Senate Retreat: Wednesday, Jan 12<sup>th</sup> 1:00 – 4:00pm
- **SPRING 2022 ARC Academic Senate Meetings – Thursdays 3-5pm**

Jan 27, 2022	March 24, 2022
Feb 10, 2022	April 7, 2022
Feb 24, 2022	April 21, 2022
March 10, 2022	May 12, 2022

# ARC Academic Senate

## Approved Minutes: December 9, 2021

### *Preliminaries*

1. Call to Order: Called to order at 3:00pm
2. Approval of the Agenda: Agenda Approved
3. Approval of the Minutes: Minutes Approved
4. Introduction of Guests: Connie Ayala, Colton Carvalho, Alej Fernandez Garcia, Eric Handy, Frank Kobayashi, Sarah Lehmann, Bill Simpson, Jeff Stephenson, and Koue Vang
5. Public Comment Period:
  - a. Ricardo Caton: Why were there only 8 hires designated for ARC? How were decisions made on positions to be filled?
  - b. Alej Fernandez Garcia: The college should label the single-stalled restrooms on campus. As campus re-opens, it would be good to have these labeled and the map the Pride Center provides updated. Include the Pride Center staff/faculty/students in decisions that affect the Pride Center.
  - c. Gina Barnard--having faculty coordinator positions for affinity groups filled might help with advocacy.
6. President's Report:
  - a. Courageous conversations will continue during the [FLEX retreat--January 12, 2022, 1-4pm](#)
  - b. [Open Educational Resources proposals](#) due tomorrow, December 10, 2021.
  - c. [HEERF \(Higher Education Emergency Relief Funds\) proposals](#) will be accepted until money runs out.
  - d. Faculty Hiring Prioritization results--Alisa Shubb will need to make faculty appointments to Spring 2022 hiring committees
    - i. Accounting
    - ii. Basic Academy Coordinator
    - iii. Chemistry
    - iv. Commercial Music
    - v. English as a Second Language
    - vi. Fire Technology
    - vii. Philosophy
    - viii. Speech Communication
    - ix. Band Director/Music Director (re-advertised from Fall 2021)
    - x. Nursing Medical Surgery (re-advertised from Fall 2021)
    - xi. Dean of Public Safety (faculty needed ASAP to serve on the hiring committee)
    - xii. Dean of Natomas (faculty needed ASAP to serve on the hiring committee)
  - di. There was a memo from President Dixon regarding prioritizing hiring (see Supporting Materials "[Memorandum: November 29, 2021](#)")--ARC was awarded 11 positions for Fall 2021 and 8 for Spring 2022 (which we had to negotiate for). President Dixon and Vice President of Instruction Kobayashi met with the senate executive team to go over how choices were made. The decisions were based on program survival and accreditation requirements.

- f. Admissions and Records (A&R) Faculty Interview Session: February 9th, 10-10:50 AM
- g. Financial Aid Faculty Interview Session: February 16th, 3-3:50 PM

### **Consent Items**

- 7. In person meeting presents imminent risks to the health/safety of Academic Senate attendees (authorization to meet remotely in accordance with Executive Order N-25-20, N29-20, & N-33-20)  
This item was not removed from consent by a member of the body and so was carried by consent by the body.

### **Decision (10 min max)**

- 8. FLC Resolution in Support of Increased Adjunct College Service Compensation (2nd Reading)--See Supporting Materials "[Support for Increased and Improved Compensation for Adjunct Faculty to Participate in College Service](#)"  
A motion was made, seconded, and unanimously carried to support FLC's resolution and move this item to the District Academic Senate.

### **Reports (5-10 min)**

- 9. ARC Textbook Survey Fall 2021 Report--See Supporting Materials "[ARC Textbook Survey - Fall 2021](#)" for complete survey results
  - a. 49.7% of students did not have their textbooks on the first day of class. Of those, 30.9% said they fell behind in coursework because of this.
  - b. When asked what the college can do to make getting books easier, students said knowing the textbook list two weeks in advance would give them time to order books as needed. Students are using the link to the bookstore on the online schedule of classes.
- 10. HomeBase Resource Panel Report--See Supporting Materials "[HomeBase Resource Panel Report](#)"
  - a. Structure of Home Bases: tri-chair model with a home base coach, temporary clerk, peer mentors, counselors, and a faculty liaison.
  - b. Preliminary data is linked in the Appendix, but there is much follow-up to do.
  - c. In Spring 2022, there will be a follow-up to talk about next steps.
- 11. Council Updates
  - a. Institutional Effectiveness Council – (Janay Lovering)
  - b. Operations Council – (Araceli Badilla) -- See Supporting Materials "[Updates and Brief Reports](#)"
    - i. Technical Education area demolition begins in April
  - c. Student Success Council – (Carina Hoffpauir) – See Supporting Materials "[Student Success Council Report from 12/7/21](#)"

### **Discussion**

- 12. What we've learned from ARC Accreditation:
  - a. Fall 2020: a project team was chartered. Student Success Council, Operations, & Institutional Effectiveness Committee gathered evidence. The plan was to vet

drafts across councils during Spring 2021, which didn't happen. This caused a rush to complete the ISER (Institutional Self-Evaluation Report) during Fall 2021. This will not happen again.

- b. Collective comments: Our ISER indicates we have a strong institution that meets accreditation standards. At the heart of college is a focus on relationships/trust. ARC is a good organization, but our implementation needs improvement. This was a new process, so there was no example to look back at. Next time will be better.

13. UNITE Center follow-up

- a. The Centers have SPAs (Student Personnel Assistants). Learning communities will have faculty coordinators. Pride did not have both before, but Pride will now have a learning community with a faculty coordinator. Current staff for the Pride Center and affinity group faculty coordinators are being called on to create a job description for a faculty coordinator job description for the Pride Center.
- b. UNITE is hiring an SPA for the center.
- c. The college is working to secure FTE for hiring a full-time SPA for the LatinX center.
- d. Clarification was requested regarding how faculty get reassigned time for such an assignment.

14. Infusing Diversity, Equity & Inclusion in Curriculum draft resolution—See Supporting Materials [“Whereas, American River College...”](#)

- a. David McCusker wrote a resolution addressing this. The senate seemed comfortable moving forward with this resolution. It will come back to the body.

15. Clarifying students' expectations through use of Notes on class schedule—See Supporting Materials [“ARC Schedule NOTES”](#) and [“Schedule Notes Examples”](#)

- a. The Academic Senate officers will work with students to come up with a template or example wording that students and faculty would find useful
- b. What faculty can do now if they want to—talk to the person who does the scheduling for your area to add your own notes to the schedule in the meantime.

16. Report Back: (5-10 minutes per item)

- a. Amend P-7241 to apply C- grades to Certificates
- b. Faculty hiring prioritization

17. Report Out: (5-10 minutes per item)

- a. District Academic Senate  
<https://employees.losrios.edu/ourorganization/committees/district-academic-senate>
  - i. The District Equivalency workgroup's work was not supported by the District Academic Senate. Specifically, the recommendation to establish a District-wide Equivalency Committee was not supported by the District Academic Senate.
  - ii. The Board of Trustees met in person. After a presentation on strategic enrollment management, the trustees had lots of comments regarding getting back on-ground, offering 9-week sessions, and asking for reports. These become the types of things the district is required to focus on.
- b. Other areas

## 18. Items from College Areas for Academic Senate Consideration

Meeting adjourned: 5:12pm

### ***Upcoming Meetings and Events***

- LRCCD Board of Trustees Meeting: Wednesday Dec 15th 5:30 P.M.
- Winter Recess: Dec 17, 2021 to Jan 3, 2022
- Academic Senate Retreat: Wednesday, Jan 12th 1:00 – 4:00pm
- Spring 2022 ARC Academic Senate Meetings – Thursdays 3-5pm
  - Jan 27, 2022
  - Feb 10, 2022
  - Feb 24, 2022
  - March 10, 2022
  - March 24, 2022
  - April 7, 2022
  - April 21, 2022
  - May 12, 2022

ARC Academic Attendance			2021-12-09		Item #8: Do you support FLC's Resolution in Support of Increased Adjunct College Service Compensation	
Area	Senator	Adjunct/FT	Term End	Present?		
Behavioral & Social Sciences	Lauren Chavez	Adjunct	2024	Present	yes	
Behavioral & Social Sciences	Kristina Casper-Denman	Full-time	2023	Present	yes	
Behavioral & Social Sciences	Brian Rosario	Full-time	2024	Present	yes	
Behavioral & Social Sciences	Ricardo Caton	Full-time	2022	Present	yes	
Behavioral & Social Sciences	N/A	Alternate Full-Tim				
Behavioral & Social Sciences	Robin Akawi	Alternate Adjunct		Present		
Business & Computer Sciences	<i>Unfilled</i>	Full-time	2023			
Business & Computer Sciences	Damon Antos	Full-time	2022	Present	yes	
Business & Computer Sciences	Kahkashan Shaukat	Full-time	2024	Present	yes	
Business & Computer Sciences	<i>Unfilled</i>	Adjunct	2022			
Business & Computer Sciences	Marc Condos	Alternate Full-Tim				
Business & Computer Sciences	N/A	Alternate Adjunct				
Counseling	Jessica Nelson	Full-time	2022			
Counseling	Joyce Fernandez	Adjunct	2024	Present		
Counseling	Reyna Moore	Full-time	2023	Present		
Counseling	Carmelita Palomares	Full-time	2022	Present		
Counseling	Kim Herrell	Alternate Full-Tim				
Counseling	N/A	Alternate Adjunct				
English	Valerie Bronstein	Adjunct	2023			
English	Robyn Borcz	Full-time	2023	Present	yes	
English	Caroline Prieto	Full-time	2024	Present	yes	
English	Gina Barnard	Full-time	2022	Present	yes	
English	Melissa Diaz	Alternate Full-Tim		Present		
English	Paul Knox	Alternate Adjunct				
Fine & Applied Arts	Brian Knirk	Full-time	2023	Present	yes	
Fine & Applied Arts	Linda Gelfman	Full-time	2024			
Fine & Applied Arts	Diane Lui	Adjunct	2023	Present	yes	
Fine & Applied Arts	Craig Martinez	Full-time	2022			
Fine & Applied Arts	Jodie Hooker	Alternate Full-Tim				
Fine & Applied Arts	N/A	Alternate Adjunct				
Health & Education	Cheri Garner	Full-time	2023			
Health & Education	Jen Kirkman	Full-time	2022			
Health & Education	Veronica Lopez	Full-time	2024	Present	yes	
Health & Education	<i>Unfilled</i>	Adjunct	2022			
Health & Education	N/A	Alternate Adjunct				
Health & Education	John Coldiron	Alternate Full-Tim				
Humanities	Corinne Arrieta	Full-time	2022	Present	yes	
Humanities	Jill Birchall	Full-time	2024	Present	yes	
Humanities	Caterina Falli	Full-time	2023	Present	yes	
Humanities	Andrew Fix	Adjunct	2022	Present	yes	
Humanities	Erik Haarala	Alternate Full-Tim				
Humanities	N/A	Alternate Adjunct				
Kinesiology & Athletics	Gerry Haflich	Full-time	2022			
Kinesiology & Athletics	Eric Black	Full-time	2024			
Kinesiology & Athletics	<i>Unfilled</i>	Full-time	2023			
Kinesiology & Athletics	<i>Unfilled</i>	Adjunct	2023			

ARC Academic Attendance			2021-12-09			Item #8: Do you support FLC's Resolution in Support of Increased Adjunct College Service Compensation
Area	Senator	Adjunct/FT	Term End	Present?		
Kinesiology & Athletics	N/A	Alternate Full-Tim				
Kinesiology & Athletics	N/A	Alternate Adjunct				
Library/Learning Resources/Instructional Tech. Center	David McCusker	Full-time	2024	Present	yes	
Library/Learning Resources/Instructional Tech. Center	Araceli Badilla	Full-time	2023	Present	yes	
Library/Learning Resources/Instructional Tech. Center	Marianne Harris	Alternate Full-Tim		Present		
Mathematics	Deborah Gale	Adjunct	2024	Present	yes	
Mathematics	Joe Caputo	Full-time	2023	Present	yes	
Mathematics	Adrienne Avila	Full-time	2024	Present	yes	
Mathematics	Rocio Owens	Full-time	2022	Present	yes	
Mathematics	Lana Anishchenko	Alternate Full-Tim		Present		
Mathematics	N/A	Alternate Adjunct				
Workforce/ Work Experience/Apprenticeship/ SRPSTC	Vivian Dillon	Full-time	2024	Present	yes	
Workforce/ Work Experience/Apprenticeship/ SRPSTC	<i>Unfilled</i>	Adjunct	2024			
Workforce/ Work Experience/Apprenticeship/ SRPSTC	<i>Unfilled</i>	Adjunct	2023			
Workforce/ Work Experience/Apprenticeship/ SRPSTC	<i>Unfilled</i>	Adjunct	2022			
Workforce/ Work Experience/Apprenticeship/ SRPSTC	N/A	Alternate Full-Tim				
Workforce/ Work Experience/Apprenticeship/ SRPSTC	N/A	Alternate Adjunct				
Science & Engineering	<i>Unfilled</i>	Adjunct	2024			
Science & Engineering	Glenn Jaecks	Full-time	2022	Present	yes	
Science & Engineering	Charles Thomsen	Full-time	2024	Present	yes	
Science & Engineering	<i>Unfilled</i>	Full-time	2023			
Science & Engineering	N/A	Alternate Full-Tim				
Science & Engineering	N/A	Alternate Adjunct				
Student Support Services	Judith Valdez	Full-time	2021			
Student Support Services	<i>Unfilled</i>	Adjunct	2023			
Student Support Services	Arthur Jenkins	Alternate Full-Tim				
Student Support Services	N/A	Alternate Adjunct				
Technical Education	Chris Moore	Full-time	2024			
Technical Education	Mikhail Drobot	Adjunct	2023	Present	yes	
Technical Education	Jordan Meyer	Full-time	2023	Present	yes	
Technical Education	Craig Weckman	Full-time	2022			
Technical Education	N/A	Alternate Full-Tim				
Technical Education	N/A	Alternate Adjunct				
Officers	Alisa Shubb		President	Present		
Officers	Carina Hoffpaur		Vice President	Present		
Officers	Amy Gaudard		Secretary	Present	yes	
Officers	Tressa Tabares		Past President	Present	yes	
Liaison	Janay Lovering		ASCCC Liaison			
Liaison	Kate Williamson		Open Education			
Liaison	Beth Madigan		Classified Sena			
<b>Total Senate Seats Available (without Officers)</b>			<b>52</b>			
<b>Unfilled Seats</b>			<b>11</b>			
<b>Total Filled Seats</b>			<b>41</b>			
<b>Quorum (25% of filled seats)</b>			<b>10</b> (round 0.5 up)			



---

Office of the President

## MEMORANDUM

November 29, 2021

**TO:** All ARC Employees  
**FROM:** Melanie Dixon *Melanie Dixon*  
**SUBJECT:** Faculty Hiring Priorities

---

During the beginning of the Fall 2021 semester, 11 faculty positions were authorized by the District. These positions included:

Band Director / Music Director	Nursing (5)
Chemistry	Psychology
Ethnic Studies	Speech
Legal Studies	

ARC will be filling 8 faculty positions by the completion of Spring 2022. These positions, authorized by the District, include:

Accounting	ESL
Basic Academy Coordinator	Fire Technology
Chemistry	Philosophy
Commercial Music	Speech

The positions authorized in FA 21 and SP22 do not address all of our critical needs. There were many considerations in making the final prioritization decision with program accreditation being the most prevailing. With this interest it was determined the Nursing Department will be able to meet Board of Registered Nursing (BRN) requirements as a result of the five (5) previously authorized Nursing Critical Hires.

I appreciate the significant work done by the Academic Senate, Deans, Associate Vice Presidents, and Vice Presidents on analyzing and evaluating the excellent research materials developed and presented by Department Representatives. These perspectives provided a thoughtful and balanced look at the needs of the communities and students we serve, with attention to the value of maintaining a comprehensive curriculum and effective service to students.

MD:sm



## **Support for Increased and Improved Compensation for Adjunct Faculty to Participate in College Service**

FLC Senate Resolution F21-01; Approved 26 October 2021

Whereas adjunct faculty comprise over 57% of the entire faculty districtwide (as of Fall 2021), and at Folsom Lake College, adjunct faculty are approximately 60% of the faculty (of which there are 124 full time faculty).

Whereas college service is an effective way to keep faculty engaged in current practices and services to enhance the student experience at the college.

Whereas college service on Senate committees, which typically oversee areas such as Curriculum, Student Success, Student Equity, Professional Development, Student Learning Outcomes, and Guided Pathways, is a way to work towards continuous growth and improvement in both instruction and student services as they pertain to faculty roles that extends beyond one's own classroom or office.

Whereas Folsom Lake College has (as of Fall 2021) 122 full-time faculty and approximately 300 college service needs on department, area, college, and district committees, subcommittees, task forces, workgroups, councils, advisory committees, and student club advisor positions in addition to other *ad hoc* or liaison work.

Whereas adjunct faculty bring a valued perspective to the committees on which they serve by relaying both their own personal and professional experiences to enhance instruction and student services.

Whereas college service typically involves both attending meetings and meeting with peers and constituents to relay information before or after meetings, and the amount of time can be up to 16 hours per semester just in meetings alone. The current compensation is \$300 per semester, which would be less than \$20 per hour to do work on academic and professional matters.

Resolved that the Folsom Lake College Academic Senate supports both (1) providing increased monetary compensation to adjunct faculty to serve on Senate committees or to do work related to academic and professional matters and (2) increased numbers of adjunct faculty positions that can be compensated for college service work as specified above.

Resolved that the Folsom Lake College Academic Senate encourages both (1) the other Los Rios College Academic Senates and the Los Rios Community College District Academic Senate to support this resolution, and (2) the Los Rios College Federation of Teachers to relay the support of the Academic Senate for adjunct college service compensation equity in the next round of contract negotiations.

## ARC Textbook Survey - Fall 2021

No. of responses = 449



## Survey Results

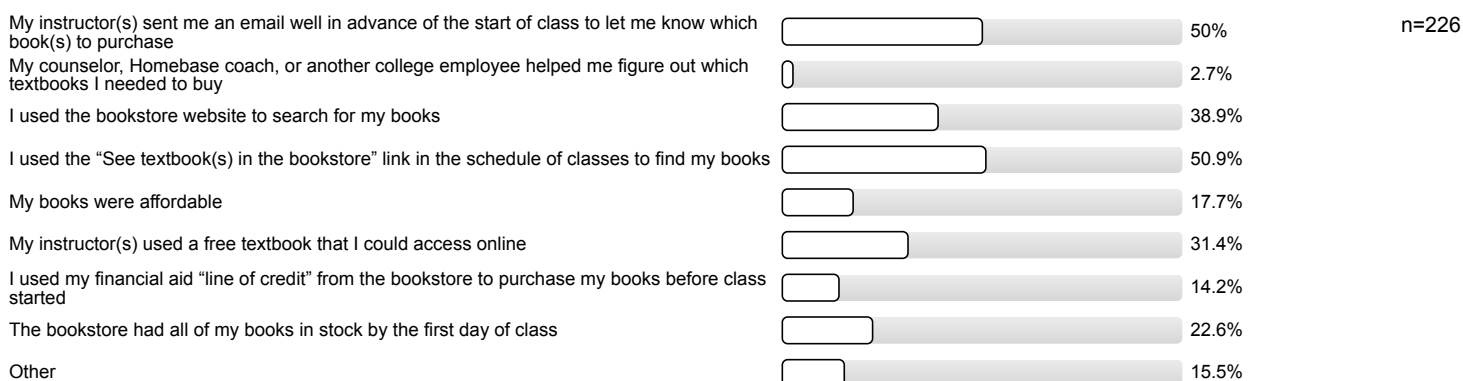
## 1. Textbook Survey

1.1) This semester (Fall 2021), did you have all your textbooks on the first day of class for all of your courses at American River College?



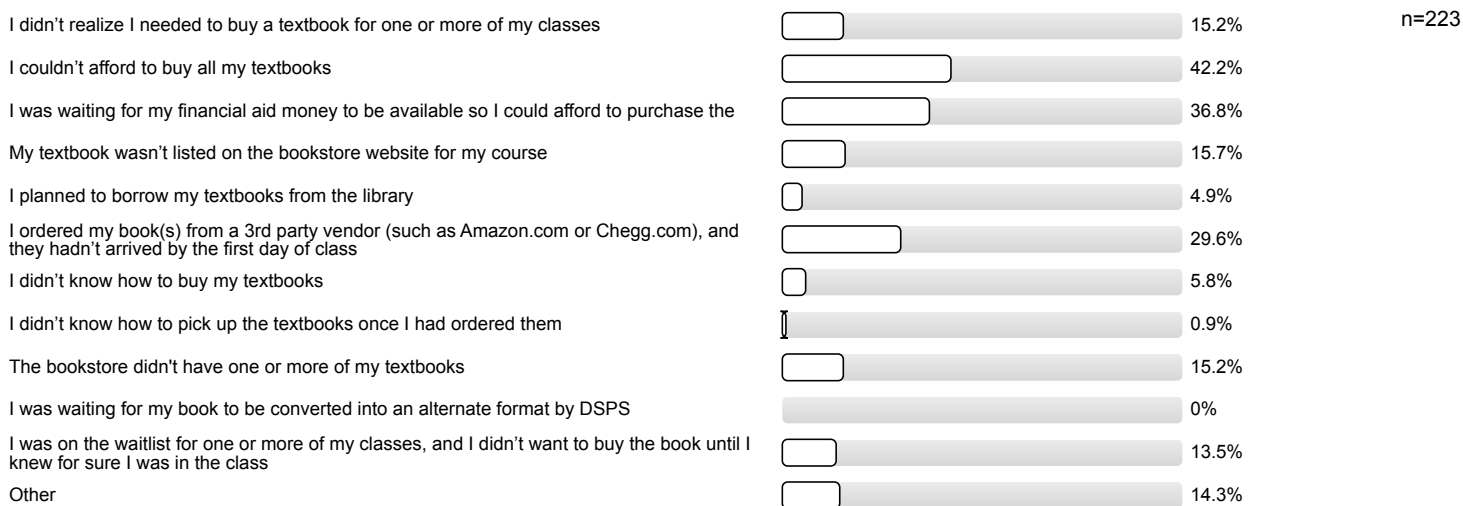
## 2. Since you answered "Yes" regarding textbooks:

2.1) What factors made it possible for you to get all your books by the first day of class? (Please choose *all that apply*)

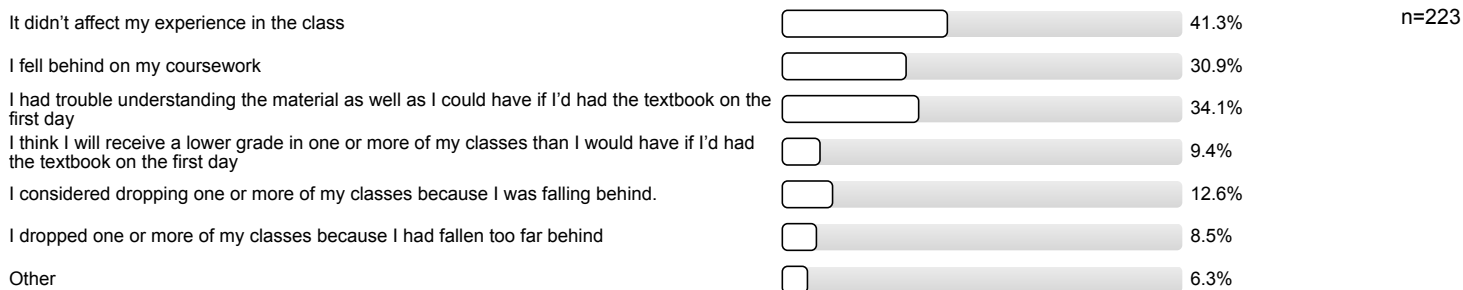


## 3. Since you answered "No" regarding textbooks:

3.1) What factors contributed to you **not** having all your books by the first day of class? (Please choose *all that apply*)

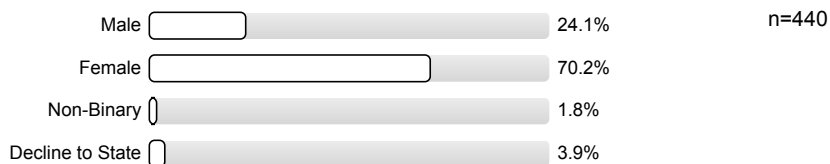


3.3) How did not having all your textbooks on the first day of class affect your experience in the class(es)? (Please choose **all that apply**)

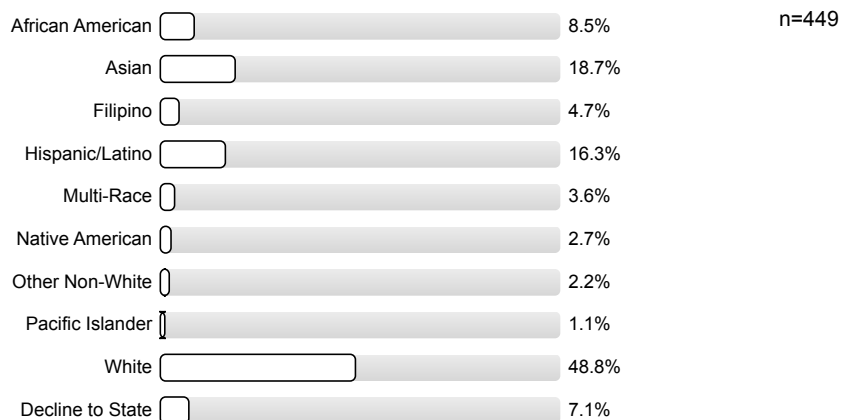


## 5. Demographics:

5.1) Gender:



5.2) Ethnicity: (check all that apply)



5.3) Age:



## Comments Report

---

### 2. Since you answered "Yes" regarding textbooks:

2.2) If you selected "other" above, please describe:

- A friend bought them for me.  
A professor provided the class with all materials
- Amazon rentals were soooo cheap!
- Bought them on Kindle for much less than in the bookstore.
- Calworks hep me with paying for textbook.
- Checked out at library
- Class started and i was told what textbook was needed and bought them from amazon.
- Eop
- Family member paid for books
- I also ordered a few books through amazon
- I emailed the instructors in advance because I wanted to buy books before school starts.
- I find the textbooks online on my own to find the best deals. Including connections with a cheap textbook supplier.
- I found a used textbook for one of my classes as it was more affordable and easier to get.
- I found ebooks that could be immediately purchased.
- I found the required books at an affordable price by researching multiple websites. However, books are very expensive and hard to afford.
- I got some others of my books from Chegg and Amazon.
- I had the textbooks loaned to me.
- I ordered them from amazon because its cheaper
- I rented my textbooks from other sources
- I rented two of three books from Amazon.com.
- I was able able to use a 14-day free trial before I actually purchased my book.
- Instructor provided material for class
- My Professor provided weekly reading information for the course.
- My course "book" is on line, and costs about \$120 to use it for 6 months. I did not use the bookstore at all.
- My high school provided the text book since I am participating in dual enrollment.
- My instructor required to purchase an online textbook.
- My instructor sent a link to purchase the book as well as a program to do assignments on.
- My mom's bought me my books because she studying in ARC and she know which the books needs to me.
- Provided book from my school for dual enrollment
- Textbooks were listed on Canvas in the syllabus.
- The ARC Library paid for my textbook rentals through the bookstore.
- The books I bought were all online with access codes. I bought one through the bookstore and one through the publisher.

- The instructor used online materials
- The program from the library bought most of the books I needed. It helped me not only as a student but an ssi recipient. I was able to go above what I expected with my grades and accomplishments. I am so thankful to the library thank you Jane Hoff!!! I appreciate you all and the students as well.
- The textbooks assigned were available on a file sharing website, allowing me to acquire them for free.

### 3. Since you answered "No" regarding textbooks:

3.2) If you selected "other" above, please describe:

- Amazon sent a textbook different from the one I ordered, so i had to reorder one from the school whne the class started and it took a couple days.
- Class didn't require textbook.
- I always wait until I have the course syllabus before purchasing a textbook.
- I didn't necessarily know how to purchase my textbooks and reading material but regardless, I wanted to wait and see if I would be needing it for my classes anyway. In the past, while still in high school and taking college summer courses, I bought a couple of textbooks and didn't even end up using one of them. They are a bit pricy so I needed to make sure I actually needed it.
- I didn't realize that my computer didn't have a cd playing function for the asl cd so I had to go figure out where to buy the proper cd player and extension.
- I don't have a credit/debit card to buy/order the books online, and I also don't have transportation to go buy them in person
- I have borrowed my textbooks this semester from the bookstore and I haven't receive any notification to go and get my textbooks till I went by myself to the campus to check with them about my textbooks.
- I knew I would have online textbooks so I waited until the link to purchase them was sent out by my professors.
- I orderd books late, but they came later.
- I ordered my textbook through Pearson and had trouble figuring out how to buy the correct digital version.
- I wanted to be sure that I actually needed the textbooks before I bought them. Also for my ASL class, I did not know that my book would not come with the dvd, so I had to hunt down a way to get access to the videos. I had to purchase the videos online and buy the book.
- I was waiting on EOPN's voucher but it never came to me so I paid for few books from my pocket
- I was waiting to see how much I would really need the textbook
- I was waiting to see if the teacher would require the book before buying it
- In one class, the teacher had a book listed that did not mention the key card so I purchased the book with no key card on Amazon, only to be told on the first day that the key card is mandatory. She also had books from the ARC bookstore listed that were rentals but rentals don't include the key card so it was wrong. I need a physical book since I retain better than ebook, so it put me behind having to return and then order the correct book.  
  
In my other class, it said no required course materials. On the first day, the teacher listed that our required book would be one of 3 versions he listed, and that we needed to purchase it ASAP. I purchased the newest version and he never refers to it, even on test questions where he's giving hints if you have version 7,8 or 9. 7 wasn't an option he even gave and I bought version 10 which was! He gave the excuse that he and another teacher teach this class at multiple schools. Ok? I work full-time, have a family and full school load. I need to be prepared before the semester starts!
- Instructor no listing textbooks until 2 nd day of class and expecting us to test that weekend without a book
- It took longe time to receive a pick up email from the bookstore
- My instructor did not have the information about the textbook available before the start of class.
- My professors didn't require textbooks
- One of my textbooks I ordered from the bookstore website never arrived. So I had to buy it AGAIN, after classes already started.
- Professor said no textbooks were needed, it was even in her syllabus but then a month in she said we were supposed to have purchased two textbooks.
- Similar to answer 3 about financial aid, but instead I was waiting for my own paycheck to come in, in order to pay for a book/class/website etc. I was not waiting on official financial aid from the district. Just my own.

- Text book was on back order and didn't come in for the first couple days.
- Textbook was listed on first day of class
- The book store had a late shipment which caused my books to arrive late
- The book was said to be in transit for a month be after classes started and I was unable to get it.
- The delivery date was a week.
- Unrequired textbooks for classes
- Waiting on the ARC to process my book voucher from Umoja.
- Wanted to wait to see if the teachers were requiring the book
- We needed Cengage. It would've been nice to know this BEFOREhand that we needed to purchase something like this. We can't do homework without it..

3.4) If you selected "other" above, please describe:

- Having to start behind everyone that can afford their textbooks isn't fun. You have to rush to finish all the assignments by the due date. As someone who doesn't live near campus, I also had to make time to go pick them up an hour away.
- I asked my amazing teacher professor Jeff Moran to post the book as pdf on canvas so I can understand or follow the instructions.
- I did drop my course but besides not having the book there were other factors so i just could not catch up.
- I ordered my book(s) from a Amazon.com and they hadn't arrived by the first day of class I just waiting for book to receive.
- It didn't affect it my experience this time nice I had a free two week period for both textbooks. If I didn't have that then I wouldn't be able to do most of the class work and fall behind.
- It has happened in the past that I buy the book ahead of time, and then the professor on the first day of class will announce that the textbook is optional or just a supplementary source. Therefore, I wait until the end of the first week for two reasons. Firstly, I need to make sure I will not drop the class. Secondly, because the professor will upload the first couple of chapters to accommodate until everyone gets a textbook. This way, I don't waste money on a rental copy that won't even be used. What I have noticed though, doing this method increases my anxiety about the first day of school. That's the only downfall I find about the current system I use.
- It was stressful, but thankfully, I was given enough time to buy it before the first assignment was due.
- Luckily, the textbook was also an ebook which did not affect my experience in class.
- My professor was kind on the first and second half of the week if we didn't have our textbooks, so it did not affect me in any way.
- My teachers either posted the first chapters of the textbook on the module or didn't require reading the textbook until a few weeks into the semester.
- The class was behind a week. Then the work piled up
- The first week or two of class is more stressful when there is work that has to be delayed.
- i was able to do free trial

#### 4. Textbook Support

4.1) What could the College do to make it easier for you to have all your textbooks on the first day of class?

- .
- ?
- ARC should give everyone the books they need and in the end of semester students should return the textbooks.
- Active workers and good service.
- Add the required materials to the required materials link with as much notice before class starts as possible.
- Always have it in stock and make the price cheaper.

- America River Collge
- Begin the process earlier! Have a set amount of money available in an account for students who have vouchers.
- Being notified well in advance of my classes by my professors was very helpful. I'm also a part of the Rancho Cordova Promise Program, so my fees were waived.
- Better scrutinize, hold the companies they use such as CENGAGE accountable for what they promise to do to get a contract. It took me over 5 weeks to receive a hard copy of one of my textbooks. A customer service rep said, "It's not like I have a wand to make your book appear." I submitted feedback to CENGAGE reflecting this. The other thing with them are the consistent lies and dismissive attitude.
- Cheaper maybe?
- Classes during the first work could not focus on the book as much allowing people time to acquire there books.
- College need to make sure all the required book to be available in Book store.
- Continue to encourage teachers to email students outside of the canvas app since canvas isn't usual available till the beginning of the semester.
- Coordinate across LRCCD campuses to bulk buy textbooks for all introductory courses.
- Digital books are the way to go.
- Disburse financial aid and/or vouchers sooner
- Discount textbooks, they're very expensive. Or at least set a certain date by which the professor have to have the textbook list out.
- Don't require textbooks.
- Don't charge students an additional hundred dollars to learn the course they already paid for
- Drop the prices, please
- Earlier financial aid disbursement. Not charging an arm and leg for books.
- Encourage all professors to tell their students ahead of time what book they need and when they need it.
- Especially on an online environment things can sort of get a bit confusing. I think what could be done to rid confusion surrounding textbooks would be to have some sort of resource that directs students to where they need to go to purchase material needed.
- Every semester the college should have professors decide on which textbook ahead of time. The college bookstore should have all of the materials for each course in stock ahead of time.
- Everything is very organized and runs smoothly. I have never had an issue regarding having all of my textbooks on the first day of class. I do wish some professors would post the required textbooks a bit sooner than they do because it helps to know ahead of time what I am looking at in terms of cost.
- Everything is wonderful I. The bookstore
- Find a way to make textbooks cheap
- Finding online sources especially if most people or doing online schooling.
- First they gave book to all student according their courses after some day can take money when have financial aid.
- For me financially I could not get all necessary books last semester and online orders take forever I finally canceled drive to store they had one but not other it was kind of a drag
- For teachers to email severals weeks in advance and rate how often the text book will be needed.
- Free text books or more affordable costs for books
- Getting the list of required textbooks earlier and having them be more affordable.
- Getting the textbook is not the problem the price at the ARC library for textbook is double the price of other textbook rental sites
- Give money early
- Give out Financial Aid before the first week of class because a lot of people don't have any other way to afford their textbooks. Give out book vouchers. Make text books cheaper.
- Give us a week grace period

- Give us the correct list of books that we will need because sometimes I buy books that I never use during the semester and I think it is a waste of money
- Giving out pdf versions or printed versions would be great!!
- Greetings,  
I believe that is everything going okay. Thanks for all your effort.
- Have No Idea. I know there are two different options to get textbooks but it's mainly depends on the person.
- Have a free faster delivery date.
- Have all the books ready when we add the class on eservice.
- Have an online version.
- Have books available until student can buy books.
- Have instructors list books 2 weeks before classes start so we can order if it's not at bookstore and receive by class
- Have official syllabi published before classes start.  
Having some portion of one's financial aid package available to purchase textbooks on the first day of class.
- Have professors be specific earlier about whether or not a textbook is required
- Have professors notify students of the required textbooks at least a week before the first class. That way there's time to find the best option to purchase. Also because the financial aid from the bookstore ended before the first day of class, I was unable to use that aid for some textbooks I was unaware of. Extending the end date for using bookstore financial aid would also be helpful
- Have professors publish the data well before class starts. Waiting until the first day of class to get information is absurd. Would any other profession tell you to have these items on the first day of work but not tell you what they are until the first day of work?
- Have required textbooks listed 2 weeks in advance of start date to account for shipping times.
- Have textbooks be available for free just for the first few weeks up until financial aid is disbursed
- Have the bookstore reopen with pickups and dropoffs where it can be more promot
- Have the information well in advance of class.  
Like a month would be awesome.
- Have the professor sent out an email ahead of time. Also give students time to get it.
- Have the teachers list the correct book including the ISBN number and college order estimated quantity beforehand
- Have the textbook listed in the course description with instructions on how to buy it even if it's not available in the college's bookstore.
- Have up-to-date textbooks on the list for the class. The problem was that the list had an incorrect textbook.
- Having financial aid come in advance before classes start so that we have time to buy our textbooks beforehand would be nice. Also being prepared at the library to have enough textbooks available for the classes that require them if at all possible. Another thing could also be not making someone put down a credit card on file when trying to rent a textbook because some of us, like myself, do not have credit cards.
- Having more affordable options
- Help me pay for it and lend me the book until the semester is over.
- Help with financial aid
- Help with the cost for low income students.
- Honestly I'm not sure. My only piece of advice would maybe to go for the extra money spent on expedited shipping, given how much textbooks cost in the first place.
- I am happy with college bookstore customer service ,
- I am not sure.
- I am supposed to have a book voucher but that wasnt available when i had to get books.
- I believe sending out multiple emails about getting your book and when you should have them by would be efficient. I know some people have memory problems and might need multiple reminders to get it done. I also think the backorders are inconvenient. Maybe if students



are having a backorder, the school can also inform the students that there is a possibility that the book they need is in the library as I checked out one of my books required for class until I received my personal copy.

- I believe that the availability of the textbook is really accessible to all students, and they are well organized.
- I believe that the college provides all necessary steps to get a text book on first day.
- I believe the number 1 thing could be having the professors provide a list before class starts of all the books that are needed.
- I can't think of anything.
- I didn't have any problems.
- I didn't get any notifications on the status of my financial aid until I had dropped the class.
- I do not have much specific advice. I think the emails I received from the Los Rios bookstore to find my books helped prepared me. While searching on classes on eservices, some of the books I could view before enrolling, some I couldn't. So, if that feature was fixed it would be helpful.
- I do not really know if there is anything else that American River College can do to make it easier for me to have all of my textbooks on the first day of class, except possibly make them a little more affordable, but I cannot say for sure because I do not remember how much my textbooks cost.
- I don't know how else to get the books I need so it would be nice if you guys provided some other options on how we can get the materials we need since some of us don't have cards to buy them online and its hard being able to because of the waiting time too
- I feel like most professors do this already, but in case some do not, they should tell us well in advanced what books we will be using if any for the semester so we have time to purchase/rent textbooks.
- I get financial aid, but it wouldn't allow me to use a waiver to buy my books. Other schools make it easier to purchase them while waiting for financial aid to be dispersed.
- I guess something would be having the textbooks ready since the students already has their classes 2 months before the next semester starts.
- I had no problem getting books by the first day of class because my professors posted the requirements ahead of time.
- I had no problems.
- I have always found it easy to get my textbooks before class starts even if I need the physical book.
- I honestly don't know, the problem was available funds and time restraints for picking up books.
- I just felt frustrated because this semester and last semester I had drop classes that I really enjoyed and was doing good in and I had to drop. The first class I had to drop completely was a computer class in which I really needed to have because I didn't know much about computers and going into the second week without a book is hard to explain that to a teacher, when online classes are designed in a way to pace your work according to the week your in and then lock afterwards. I was going on the third week without turning any work in to be graded. Also I was not aware of how digital books worked, I had never used them before and was unaware how to retrieve the book on my laptop. I couldn't find it on my computer, I thought I had deleted it or I shredded it. It must be frustrating to a teacher as well because even though the student is eger and ready to learn the simple fact that they don't have the resources available to stay up to date and current with the rest of the class is a challenge. Both my teachers understood my situation and reached out to help guide me to the people that could help me but dealing with slow turn arounds in regards to the library, the financial aid department and the department of education and their reviewing procedures I dropped my classes without getting refunded for my books and unable to stay at half-time resulting in not being able to qualify for the aid I would get. I also had an overpayment because of this. I was already homeless while this happened and it made it impossible to continue my courses to reach my academic plan. The only thing to do was completely drop the next semester so I could pay back the department of education and have my situation reviewed by someone at the dept. of edu so that I could be approved and win my appeal a year later, taking one class at a time.
- I know it's not in your hands, but if there's any way to have financial aid send out the money so that I can buy the books sooner and have them by the 1st day. I don't have enough money to buy them on my own, so I rely on the financial aid to buy them. I also think that a payment system would be good too, where I can get them before I pay and then pay once my financial aid comes in.
- I like the online bookstore, and it's good for everyone.
- I like whe we use free textbooks, and ofcourse instructor's explanations.
- I order my textbooks online and I always get them before the first day of class.
- I ordered the books ahead of the class start date. By the time the class started and by the time that I dropped the class, the books still had not come in.
- I purchase books to help with EOPS. Should transfer money early.
- I really appreciated having an email from the professors with the syllabus/required materials before the class started so that I was able to

budget ahead and purchase my books by the time classes started.

- I think College has done very well so far.
- I think just stating the textbooks that are available for same day pick up and having the approximate availability date for books that need to be delivered before purchase is sufficient.
- I think one month earlier put name of material on site.or it is possible to have used books
- I think that College provides everything you need. I have nothing to complain about.
- I think that the college should make a maximum allowed for the teachers to charge for the "websites" that the students have to purchase in order to be in the class.
- I think the college already does a great job. Maybe make sure there are copies available at library to borrow?
- I think they are all perfectly accessible.
- I think they are good
- I think what they are already doing is alright, but they could have the option to find the textbooks in the eservice more noticeable.
- I wasn't sure about the book vouchers this semester from Eops I believe they had already paid me and it was my fault!
- I wish there were more options to rent our textbooks and I wish my professors didn't required us to purchase expensive access codes.
- I'm not sure
- I'm unsure, I had no trouble getting my text book
- If I could receive my financial aid earlier.
- If instructors sent out an email prior to the first day that they have their books available for free on Canvas it would be nice to know before purchasing \$100+ textbooks.
- If it be possible to, they could lend the textbook to student for the semester
- If it's a popular class, the books required should be well stocked so that everyone has a chance to buy them and not get the library book scanned like so many have had to do.
- If students could access their financial aid money a month earlier, so they are able to purchase the needed textbooks ahead of time, it would help many students.
- If the professor announced or sent a notification before the class started on the first day.
- If there was an email sent at the time of registration explaining what was needed in the way of textbooks for a class and how to obtain them, that would be a help. I paid a lot more for my textbook last semester because, I drove an hour to the college and purchase the textbook only to learn that I could have purchased it from the publisher for much less cost,
- If there was maybe a way we could have the textbook right when class begins and give us a month until we have to pay. Or maybe payments for books and not all have to be paid at once.
- If we could have access to the syllabi earlier that would be great. I wanted confirmation that what was listed was required (some were not, and I am glad that I waited to purchase them because I did not need it). This is also because for one of my classes, they said we needed a textbook later; it was not even listed on the supplies list.
- If we could receive any fee before classes start to buy our textbooks, it would be great or any other arrangements to get out textbooks before classes start.
- Im only taking one class this semester. My professor (shoutout to Susan Chou) has been on top of her game. She had posted stuff well ahead of time before the course started to get us situated.
- Improvements in the financial aid office. It took several emails, phone calls, and months to get my financial aid approved.  
Maybe offer some sort of free textbook rental time period for students with financial aid pending.
- In my experience, myself and other students were always concerned about if a teacher was actually going to assign a book or that it would be the one on the class list. Teachers have changed their minds on class literature or find free versions when the semester starts, either way sometimes it is unsure. Some required books for ARC classes are expensive and in some cases hard to find given time and finances for many students. If the teachers can ensure the books listed are the ones needed and clarify that earlier on before the semester starts then I think many students would be better prepared.
- In my opinion, the bookstore of college should deliver the orders to the students as soon as possible.

- Inform students of any required textbooks as soon as possible.
- Inform the students with the required material and explain if the textbooks have a code to the online course because I did purchase two books and none of them have access to the online course which I have homework on so I had to return them and the The stuff in the bookstore was really helpful and kind and show me how to order the correct material
- It is necessary for the teacher to publish a book for a long time before the beginning of classes, which we need to buy. For this, you do not need to change the teacher before the start of classes.
- It wasn't necessarily the colleges fault, I was just out of town and ended up scrambling to get things together. I also misunderstood that some of the textbook work was graded, when i thought it optional.
- It would be easier to take your textbook if the college library open.
- It would be good for EOPS money to come earlier
- It would be great if Professors announce text books early before classes.
- It would be much better to have all the teachers in a certain department use the same place to get books like Cengage or bookshelf. It's is really hard when you spend so much money and then have to buy the digital book from different places. So teachers had the book or what they needed in the books available in class and the no text required classes was the best. It cost so much, I think being able to have an older book helps to. I just never have the money to buy all the books before school starts.
- It would be nice if the College used open textbooks. They are online, searchable, editable, commentable, and they don't expire.
- It would be very helpful if loan money was available a week or two before class begins, so that I could purchase textbooks prior to the beginning of class.
- It's enough as it is.
- It's great that I can get my textbook with financial support from ARC online bookstore.
- I'm afraid to buy textbooks before the first day of class because professors change their mind on which book they want to use for their course.
- I'm not sure maybe have professors be final with their enrollment and have time to get textbooks before the first assignments
- I've had trouble getting my textbooks on time. Usually, it was difficult finding which textbooks I need. Professors should send emails early on, although some give some leeway when classes begin to acquire our textbooks.
- Just Instructor put in the system.
- Just ask the college to send us flyers or notice that our books are ready to picked them because most of us order them from the beginning of the semester and sometimes before that .
- Just having books available in the library in advance of classes would help
- Just having enough notice of what materials are needed for the first day of class.
- Just know when the funds are coming because I heavily rely on the book grant that eop&s gives
- Just notify the students before the semester starts.
- Just pay the books money and already have the books in bookstore.
- Just to do the same thing as this year.
- Keep more books in stock ahead of time
- Let students know what books are currently out of stock.
- Let us know beforehand.
- List them all when registering for the class. That's all.
- Low price
- Lower prices, access to cheaper used books.
- Lower prices.
- Lower textbook prices.

- Lower the prices
- Lower the prices for some book so they could be more affordable to many student's who have money problems. Have more of the required textbook to be rented out of the library only for the class required time.
- MAKE TEXTBOOKS AVAILABLE FOR RENTAL! Textbooks are insanely expensive and for the amount of use students get out of them for one semester it often doesn't feel worth it to purchase. It would be so much more economical and environmentally friendly to have them available for rent from the school.
- Make all of the professors reach out to you a week in advance so that you'd know what books you'll need
- Make all teachers have their required textbooks be on one website/seller, instead of multiple different websites/sellers.
- Make all the textbooks available to pick up with no paying extra fees. Make the textbooks free and come with the course.
- Make financial aid available a week sooner.
- Make it a more affordable.
- Make it cheaper
- Make it more affordable and instructors just post the textbook
- Make more books, so they can be IN STOCK.
- Make sure Financial Aid appears when said or allow for the first 2 chapters to be downloaded.
- Make sure each department chair and or dean confirms each syllabus and the textbook requirements of each professors class to ensure that the right textbooks are labeled, or if no textbooks are needed then thats how it actually is.
- Make sure instructors are sending emails 1-2 weeks in advance of class starting with textbook requirements.
- Make sure instructors list books ahead of time so students can find out what textbooks are required. Books at ARC bookstore are overpriced which prevents students obtaining them in a timely manner especially full time students not getting financial aid.
- Make sure that the textbooks listed for the class on the book store is accurate because I always wait to buy my books because I have had times where the bookstore was not correct about the books I need
- Make sure that they are in stock and affordable. I didn't get all of my textbooks through the College because they were not all in stock or I found them cheaper elsewhere.
- Make sure the professor is showcasing the correct textbook in the bookstore as textbooks are expensive and one has accidentally posted a different textbook in the bookstore compared to the book that was shared in the syllabus.
- Make sure the required textbooks are listed when registering for classes (thru the "See Textbooks for this course" link. I have found that most of my courses do NOT have any required textbooks, but it is helpful to know before registering for the course.
- Make sure the websites have readily available, detailed explanations for which textbooks need to be purchased for all classes and if textbooks will need to be used at all in the classes. Also getting the classes schedules our faster when signing up for classes (i.e. what classes will have what times, days, taught by what professor, etc) would be a huge help for all students when it comes to signing up for classes, and getting their textbooks/class materials before the 1st day of class.
- Make the price cheaper that I don't order my textbooks from Amazon, and it doesn't come late.
- Make them PDFs, lower the cost/make them accessible to all.
- Make them cheaper
- Make them cheaper please.
- Make them free, or under \$25 per book
- Make them more affordable.
- May be, When registering classes, immediately show which textbooks are needed.
- Maybe faculty could give the textbook information to the enrolled students through email. Also would be great if college can have access link for students to the expensive textbook digital software together (I know it is impossible though because the digital publishers want to make money).
- Maybe have annual date/dates to receive textbooks at the beginning of the year.
- Maybe make more textbooks available online and offer resources to show students how to access textbooks for free.

- Maybe send out financial aid earlier for us to purchase the books needed, as well as maybe be better and more transparent with the delivery
- Money
- More affordable books. Books are more expensive than the course.
- More employees or better book access for them.
- More format options (new, used, ebook, hard copy, etc) in the bookstore, easier/clearer return policies
- More online options.
- More textbooks provided free through the library website
- Most classes already offer 2 week trial passes to most textbooks and class homework websites etc. So in most cases, classes already offer this trial type pass to these required materials for the 1st 1-2 weeks, but if a class offered this, it would help many people.
- My Professor gave all students access to the material online for 14 days at the beginning of the semester.
- My experience with the College having all of my textbooks has been amazing! The emails with links to my textbooks are extremely helpful.
- My previous semester, I had my books come late because some professors didn't publish the books in advance. I believe books should be published as soon as you apply for the class, this will give the students a lot of time to either choose between the online bookstore or another source (Amazon, eBay, etc.)
- My teachers usually don't require textbooks in the first week so I haven't had any issues.
- N.N.
- N/A (5 Counts)
- No change
- No comment
- No improvement needed
- No issue in receiving the textbooks
- Not have the text books be so expensive
- Not having require textbooks
- Not sure (2 Counts)
- Notify the students ahead of time for what books or textbooks that are needed for the class subject.
- Nothing (2 Counts)
- Nothing I can think of. Good report with me so far.
- Nothing because not all courses require textbooks. Professors provide things are interesting more than textbook such as videos, articles, or links, even they provide a pdf of the book.
- Nothing they already made it so easy! Or if they could send the money before the semester begins.
- Nothing- its pretty easy
- Nothing. (2 Counts)
- Offer a discount to students who have a certain grade point average or are first-time students to give them a little help affording textbooks.
- Offer more ebook format options
- Offer online versions of all books, so that we can just get them electronically
- Perhaps have a section on e services that lists every required textbook for every class, so they are all in one place.
- Post the required textbooks in the description for the class, not just through the link to the bookstore.
- Post them earlier. Accuracy.. last semester wrong book was posted and had to buy the new one.

- Probably email us more about if we need textbooks then go here, when to get it, etc.
- Professor should inform us.
- Professors release book requirements ASAP
- Professors should be more consistent about letting their students know in advance which textbooks they'll need. I've often had professors who do not give much time in advance yet still expect students to have access to it within the first week or two.
- Provide digital versions of the first chapter for the first week of studies
- Provide info on how and where to purchase them
- Provide links
- Provide links to buy affordable books online through Amazon or other sources.
- Push instructors to have the textbook selected before class.
- Require that instructors determine their books and that book requirements are posted by a certain date. Some classes said "Textbooks to be determined," then when class started I found out there were required texts and I had to scramble to order them.
- Send a require book list two before the beginning of the semester. Sometimes a week is not enough to find and receive a book.
- Send me to my House
- Send reminders a month ahead to order books
- Send the notice out early so we have enough time.
- Send us the cost of books before the start of the course
- Sent me my books on time
- Sent reminders to purchase books
- Set a reminder on which textbook is suitable for a class for the semester.
- Ship them faster? Idk
- Show what books are required before class registration.
- Showing the textbooks when registering classes.
- Something similar to what my Professors offered this semester.
- Sometimes professors wait until the first day to tell us what the textbook requirements are, it would be easier if they were listed beforehand.
- Sometimes the textbooks listed for classes in eservices are not the ones actually used once class starts. Sometimes we end up using a different textbook or not needing to purchase one at all. I wait until I have my syllabus to make sure I only purchase a textbook if I need to, as textbooks can be expensive.
- Sometimes there are books listed in the bookstore for a particular class, when the book is really just optional or not really used as part of the class. A clearer distinction would be better so that I don't have to wait to receive the syllabus to know whether I should actually buy the book or not.
- Start two weeks sooner than they are now with vouchers and resources so that students know if the books are available now or if there is a wait time do to lack of stock or shipping issues.
- Stop using textbooks and put the information online. It saves the environment and can be updated easily without a reprint.
- Student money aid
- Students have to request online or get it from the bookstore
- Talk to teachers about not having such expensive requirements for classes. I spent more on textbooks than classes
- Teachers should let us know in advance of time what books we will be needing.
- Tell the students what they need instead of letting us find out a week or two into the class!

- Textbooks, and the required code for online access to coursework, are a money-grabbing scam. Textbooks receive minimal revisions every other year, restricting the ability for students to sell/donate books after taking a class. ARC should require textbook versions be used for a minimum of 3-5 years. To the extent possible, force publishers to reduce the price of online access codes as well.
- The instructor can post image for the required pages of the textbook with the assignment.
- The "see textbooks in the book store" section could be more specific. Sometimes the books are not listed by the professor until the first day of class or the book listed do not match the one the professor wants.
- There are often many different options available, for example for Cengage materials, that were very confusing. Even communicating with the professor does not entirely clear it up. I often find different options, and cheaper, directly from the Cengage website. It can be stressful especially for serious students on a budget.
- The book store has a lot of issues with their stock. They should know by now what books sell the most.
- The books could be much cheaper. College textbooks are outrageously expensive, and that is likely why so few students could get them on time.
- The bookstore doesn't care to make it easier. I stood in line for 3 hours to buy books a couple semesters ago. Never again. I have always tried to support the bookstore. I've learned, the people in charge at the book, could care less and are very rude! The bookstore didn't care to have handicap chairs. After standing for an hour, I went to receiving door and asked if they were going to stay open past closing time, if the line was still there. No one came to help the line. There were 5 people in the back. Then when it was 30 minutes to closing, they cared enough to put more people on the window. I reported this to administration, and no one ever followed up...no one cares!
- The college can drop the prices on text books, because they are VERY VERY VERY EXPENSIVE!!!!!! Just because I'm not accepted for EOP&S program, doesn't mean I can afford text books.
- The college could grant access to the first two chapters of the book as free access for the first month of class until everyone figures out how they'll obtain a copy.
- The college could have all of the books that are needed for classes in the library to make it easier for everyone to have the textbook in the first day of class.
- The college could maybe offer free digital copies from the textbook for all students enrolled and waitlisted on the class for the material covered for about the first two weeks of class before requiring purchasing.
- The college could work faster at the bookstore for pick up because the line was long and I waited an hour to get my textbook.
- The college helped me get my book. Thank you.
- The college may have more books also the college store should get prepared for Rush! of students the special days.
- The college should decide earlier which textbooks for which classes, so the students have enough time to have textbooks for the first days.
- The process for ordering books from ARC and having them shipped to my home was easy, fast, and efficient. No suggestions.
- The professors can send a reminder 2 weeks before class about the books we need.
- The professors routinely don't list the required books early enough before the semester to get the books in time.
- The professors should send a Email three or four days before the college start.
- The promise grant that I qualified for this semester didn't show up when I went to buy my textbooks. Even after I clicked to search for "pay with financial aid". I was also getting charged for things like a bus pass and student fees that said if they weren't paid before classes started I would be dropped. Nothing for financial aid or the promise grant showed until well after my classes started.
- There is not much you can do about a teacher who is unprepared for instruction. I believe this was her first... and last semester teaching here.  
  
I have had the incorrect book be listed on the bookstore website before, twice. After purchase, I later found out it was wrong and had to return it, then purchase the new text. My instructors both said that they submitted the correct information, but that the website did not update it before the beginning of the semester.
- They can bring the required text books.
- They can provide us with text books on our first day because not a lot of students can afford \$100+
- They could buy more textbooks so more student can check them out through the library.
- They could make it so that they could email students a month or two in advance of who can and cannot get the textbooks. For those who can't get them, they could try helping them out with their situation.
- They should have all the books and give us before the class.

- They should provide it to the students for free.
- To give a financial aid line of credit 3 weeks before first day of the semester.
- To have all the books/textbooks on the college bookstore website.
- To help me get my books even before I receive my financial aid that I have to pay
- To make it easier to get textbooks on the first day of class is possibly checking schedule and alert any notification from mail.
- To prepare us a time ahead
- To provide students with books time ahead.
- To send me voucher before college begins in order for me not fall behind
- Update the tracking system of the arc library
- Use books that I can view online
- Use more Open Educational Resources (OER) textbooks.

If a subject doesn't have an acceptable OER text, then go to a site like Library Genesis and check the availability of textbook to be used. If it's on there, point students towards it. If it isn't, check to see if an older edition is.

Have professors state in the syllabus what other editions are acceptable, as saving money with a used, older edition textbook makes the checking account happy.

- Use online textbooks only.  
Or, if online isn't an option then at least Send an email communication at least a month before so it can be ordered in time online and mailed out before classes start
- Usually books are inexpensive on Amazon or other sites but I want to avoid receiving incorrect book or late delivery I order from bookstore and it's too expensive sometimes. If it's possible please have discount so Studnet's will only get everything from bookstore.
- Well it's not the college's responsibility for me to have all my textbooks, of course the college could have more books available but ultimately it is on the student to read about the textbook requirements ahead of time on services. After enrolling I periodically go back to e services and recheck to see if the course materials have been released.
- Well my main financial income for school material comes from my financial aid. Especially now since me and my family are struggling financial but my financial aid does not come in early so after waiting for it to pend into my bank, I will have to wait another two to three weeks for my textbook which made me fall behind. I do not know if you can do anything about getting financial aid on an earlier date but that would be helpful.
- What would make it more helpful is once we pick our classes in the system it automatically gathers our books needed and ready for pick up or delivery once the semester starts instead of waiting and having error. In addition, if the required books are well over affordable we get a discount because we are not chosen our own books but the professors.
- When registering for classes, required books should be listed.
- When student chooses a class, it should say right away what kind of textbook is required. But, usually when student clicks on "textbook requirement", it says ",Not yet determined, check back soon for updates."
- Yes loan the book before class
- You should post many different types between a digital and print version of a textbook that students can be selected at reasonable prices. In addition, you should update books with new revisions to ensure an older edition won't confuse students.
- 'PUT YOUR ENTIRE BOOKSTORE ON LINE
- allow loaners
- cal works worker reimbursement sooner than later, communication needed
- continue the financial aid for textbooks
- disburse financial funds before the start of classes.
- free books
- i don't think the problem is to have the textbook the first day but to be able to afford the textbooks in the first place. maybe considering to use cheaper and more affordable material.



- if each class made it more clear of what textbooks are required
- it was easy but I needed to think that how to buy my course was online.
- it was simple
- make sure that required textbooks are available BEFORE semester starts, so that students can have the required books intime for class
- make sure that the instructors are updating the material for the classes before the first day of class & also make sure that the bookstore has the supplies and textbooks that are needed for the classes on the ARC campus.
- make them cheaper
- maybe let us know earlier? because for me at least, it takes time to find a good priced text book and by the time the text book shows in eservices classes already started and we don't have time. so definitely letting us know maybe two weeks- a month before what text books we need
- more affordable books, alternatives for the book, or possibly provided from the professors to students through canvas would benefit those who cant afford them and who don't have there book on the 1st day
- n/a (2 Counts)
- not applicable for my class
- not much I could think of
- not sure ....
- nothing
- online textbooks are pretty convenient
- sell books before starting semester long time
- share the link all text book
- update the library on what we need for every class.
- when i search my class to see what the required textbooks are, i don't immediately order them because usually on the first day when we get the syllabus the instructor will say that we do not need the textbook. if the website could accurately show which books are "required" and which are "recommended" that would be all the help i need.

4.2) Is there anything else you'd like to share related to textbooks?

- .
- A big issue is the students never know if they REALLY need their textbook or not and don't want to purchase until after school starts for that reason. This is because teachers on the first day of class release their syllabus and sometimes the syllabus tells the student's a textbook isn't necessary but could help, or that we need to buy another textbook not the one recommended on the course website, or our teachers will provide us a free copy of the textbook itself. All of these factors leads to students being doubtful on whether or not they would want to waste money on a textbook without it being guaranteed that they must actually buy one.
- Also for those students that are in good standing with their academics to have funds available to them from Financial Aid or the bookstore, so that they don't fall behind because they are awaiting their disbursements.
- Be transparent about getting things like Cengage!
- Before this semester began I went to the campus library to hopefully grab the 5 textbooks I needed. When I got there, there was 1 of the textbooks physically in stock, and another that had a note saying it was digitally in stock. I attempted to purchase the digital code of that textbook there, but I waited for two hours before it was revealed to me that they could not do it. This is how I ended up starting my semester with only 1 of my books. Also due to financial aid not coming in yet.
- Books are very expensive. There are some books available online and with this teachers ask us to buy, especially in the writing lesson, there are many stories and the ECE lesson is available online, it does not need to be bought, only teachers have to guide students how they can get it
- Compensation, for if the textbook that was bought never gets delivered.
- Don't change or add books last minute
- Engineering and math textbooks are super expensive.

- Financial Aid credits don't work. Received a voucher that was never usable. The outsourced bookstore is a joke. Get over the fear of the virus and let us back on campus.
- Free books.
- Get them on Amazon instead.
- Google.book offers free view for some textbooks, so I recommend that the instructor shares it with the students in order to not be behind.
- Have more copies of the text book in the library's or when a student prints out his or her textbook have or ask them to give you their copy at the end of the semester so the library can use it.
- Have textbooks available for courses that are offered at other Los Rios locations. At the ARC bookstore.
- Having an option for a online version for the book should always be available.
- Having more textbooks available as ebooks is so much easier. All the sites that have them offer a trial period so you can have access while waiting for financial aid.
- I also think it's difficult for students picking them up at the bookstore due to the fact the bookstore/ library are different so the bookstore knew nothing about the voucher program and made it confusing for us and made the bookstore upset towards students when they knew just as much as the bookstore about the new program as it was introduced in summer 2021 to my knowledge. And if not they should be aware of all new programs or funding pertaining to them before students know anything.
- I appreciate and thankful that the school provides me with the use of a free text book. It help me out tremendously.
- I did here that the bookstore had a \$100 markup on the lab kit that I bought which was a little disheartening. I will now begin to look elsewhere for books instead of the bookstore.
- I didn't all my books because of the above, but I decided against the class anyway. Additionally, because I had to go back to the bookstore (my fault), they were very kind, and sent me an extra one that I need to return when campus opens up. There were very long lines to get to the bookstore employee, and a very long time to when they opened that day.
- I do not appreciate online textbooks.
- I don't have anything.
- I don't think the staff at the bookstore realizes, there are some people who can buy their books elsewhere for less money. I guess they feel they'll have a job regardless. I will NEVER buy books from the bookstore at ARC again, they clearly don't need my business.
- I find half of my books on Amazon and they were cheaper than in a bookstore.
- I find it completely unfair when Professors require books they have written to be purchased for class, knowings it's outrageously priced. Or when they know the publisher/author and promote the purchase of their textbooks.
- I had bad experiences with the bookstore services and last Spring was the worst one. So I could have all of my textbooks at the first day of school this Fall because I didn't buy book from the bookstore at all. I was happy with Amazon, the prices cheaper than the ARC bookstore. Maybe college is better switch to Amazon!
- I like that I can rent my textbooks from the Bookstore.
- I like that there are digital copies and rental copies for many books. For those related to my major it will be nice to keep the books, but for other necessary classes, not within the purview of my direct interests, it is great to be able to return them at the end of the semester, at a much lower cost. More of that please!
- I like when ebooks are available. I study from an iPad.
- I order my books 1 semester in advance with the hope that I have the right book. It would be helpful to receive an email from the instructure with the required books 2 to 3 weeks prior to the start of the semester.
- I ordered the books ahead of the class start date. By the time the class started and by the time that I dropped the class, the books still had not come in.
- I prefer package deals with both online books and actual books.
- I propose that textbooks be optional and not mandatory.
- I purchased them online, not from the bookstore, because they were cheaper.
- I really wish college would stop asking us to pay for textbooks when a lot of us can not
- I thank you for letting me borrow the book.

- I wish I had known I needed to buy a copy instead of renting. My Professor informed me I needed my own copy to annotate so that's a bummer.
- I wish more professors just required the Openstacks textbooks. Most of the time, tests are based off the lectures and the book is just there for students that need more in-depth explanations, but rarely do I feel that I need them. My Chem 401 class has been awesome and I've only had to pay for the at-home lab equipment since the textbook and online homework apparatus were free.
- I wish they make it affordable.
- I wish they would have more used textbooks available to purchase, not just new ones because they are too expensive.
- I would like to thank the financial aid/book voucher that really helped with paying for my books. It was so much help and I am truly grateful. It lifted a load off me. Thanks again ARC.
- I'm thankful for the rare instructors I've had at ARC who provide affordable or free textbook options for their students. To name two: Joel Halle and Trinette Marquis. Because these two don't rely on portal-based assignments and grading, they actually spend more time engaging with students and pursuing better outcomes. Kudos to them!
- If I have to cover the cost of my textbooks for a semester, I will get them from a third party website like Amazon or Chegg if they are cheaper on those sites than the college bookstore. They are usually cheaper to rent and buy on third party sites.
- If a student is not able to afford to buy textbooks, they should have access to "loaners" at a very reduced price.
- If only there were a loaner program for textbooks for the semester. There are so many old editions out there that are sufficient for learning the material!  
Perhaps this already exists?
- If possible, for professors to have pdfs of the first couple weeks/chapters available in case of textbooks delays/issues.
- If you can, keep one textbook for each class in the library.
- In previous semester I had a textbook that was not available at ARC the first day of class; it was so popular and needed more prints. I found it at a library and had it shipped up for the first 2 months of the semester. When my textbook arrived, I was able to return it. It worked well. Perhaps this option could be encouraged.
- In the past my biggest challenge was the cost of the textbooks and having to wait until I received my financial aid to make my purchase.
- It was great that I got my textbook before started my classes and it arrived very soon.
- It would be nice if digital books cost less, especially since I don't get to keep it but it still costs as much as a physical book.
- It's cool
- It's really difficult when an online textbook is required because the homework is put through the same website, it makes the book necessary to buy new and usually \$200+
- It's hard to get the textbooks when the professors give a short notice of what you need for that same week. When you are able to order the books it sometimes takes a while for them to get here which delays by understanding of the material I'm learning when it doesn't get here when I need it.
- I've bought all the textbooks I've been required to for my classes, and I've barely used the majority of them. Even my ebooks were a waste of money in my opinion. I just don't see how the required books are actually useful when the professor doesn't ever refer to them.
- Let students know how many rentals and used books are available, if possible.
- Make sure textbook information in the bookstore is the correct book as shown in the syllabus or Modules.
- Make them cheaper?
- Maybe give a list of different websites students can use if they are unable to purchase their textbooks.
- Might help to encourage students to double check that they have a cd playing device for any cd textbook learning materials.
- More books to borrow please
- Most of the textbooks were relatively affordable.
- My biggest issue was the price of my books. Specially my science classes books are too expensive. I could not afford them.
- My question is some students have discount for buying books, from college bookstore where I can find that discount.

Thanks

- N.N.
- N/A (13 Counts)
- N/a
- NO
- Nah
- No (37 Counts)
- No THanks
- No comment (2 Counts)
- No just very frustrating to start class, have the instructor talk about things within a book that you do not have in front of you.
- No nothing
- No sir.
- No thank you (3 Counts)
- No thank you for listening
- No thank you. (2 Counts)
- No thanks
- No thanks and I appreciate this survey to make us as students share with it.
- No!
- No, I don't have anything else to share.
- No, I've had a positive experience when it comes to textbooks. :)
- No, everything else is fine!
- No, it's all good.
- No, not particularly.
- No, not right now.
- No, thank you
- No, thank you. (2 Counts)
- No, thanks (3 Counts)
- No. (9 Counts)
- No. Thanks
- None (3 Counts)
- None.
- Nope (3 Counts)
- Nope.
- Not at this time.
- Not really, I have found that Amazon has been a solid choice simply because of the ability to rent textbooks, and its much more accessible through an app on my phone. I guess the bookstore, if possible, could see about getting an app through which you can rent books through. Something comparable to amazon in regards to functionality if at all possible, I know that's kind of a big ask seeing as how amazon is a multi billion dollar company.
- Not really, I liked how all the books had a cheaper option of buying them online instead.

- Not really, but I have all I need as I have my textbooks in hand and one of them online to access.
- Not really.
- Not sure
- Nothing (2 Counts)
- Nothing. (4 Counts)
- Offer a monthly or installment payment plan.
- Offer more rental textbooks
- One came in slightly damaged even if it was new
- Or a redeemable code to purchase on my own
- Over the past 30 years, the cost of college textbooks rose 812%, while real wages for workers rose roughly 30%. Ensuring access to free or low cost textbooks is a key way this college can make education more affordable and accessible.
- Past semester I had trouble getting my books which lasted for 2 to 3 weeks to arrive, and it was when the semester had already started. Most of the time the book store has the books I need for my classes.
- Please make them cheaper (especially the e-textbooks) :(
- Prices need to be lowered. Since the professors are the ones requiring us to have books for their class if needed 3 book and we have more than one it can very much be expensive in order to attend our required classes.
- Professors should be encouraged to use materials readily available online at ZERO cost.
- Professors should make their class affordable by not having us purchase \$200+ textbooks/course material. Due to corona, financially it's not the same. Make it easier for students to be able to take the course and pass the course.
- Purchasing it online is much simpler and easy to look over your textbooks.
- Reduce the amount , because the textbook it is a little bit
- Require all teachers to post the books they will be using early. I once had a teacher who didn't have a book attached to his class in the class schedule. On the first day of class we found out that there was a book. By then it was too late. It was impossible to find the book anywhere.
- Several of my teachers in the past have had us use free online textbooks and I've had absolutely no problem passing those classes. Textbooks really are becoming a waste of money.
- Some open source textbook links:  
<https://openstax.org/subjects>  
<https://open.umn.edu/opentextbooks/>  
 and a comprehensive list of all opensource textbook providers: <https://www.thomas.edu/library/open-source-textbooks/>
- Some professors use textbook only, and video explanation. However, it is better when instructor share with his pdf form explanation too.
- Some profs don't use a textbook but have online materials. I usually do better having paper in hand to highlight, etc (senior citizen here), so printing out all the materials can get very expensive, albeit optional.
- Some textbooks are online, and I remember having trouble trying to access this online textbook I had purchased (it had a code but I was kind of confused how to use it).
- Something that really helped me while I was waiting for my books to arrive was when the library had a couple of my books. I felt better knowing that if I needed a book before mine arrived I could go to the library knowing they would have my book.
- Sometimes, most textbooks are expensive.  
 Best regards,
- Stop using textbooks and put the information online. It saves the environment and can be updated easily without a reprint.
- Teachers should give more options on how you can obtain the textbook needed for their class.
- Tell publishers to make more e- books
- Text books are way too expensive and it's ridiculous that I am required to pay that much money while also paying tuition

- Textbooks seem to be very expensive, costing more than the cost of the course. Something should be done to lower the cost of textbooks, if possible,
- Thank you:)
- The 'textbooks' now are mostly online and connected with the coursework such as McGraw Hill and Cengage. It's fine but when the professors rely solely on these sites to teach us, what's the point of having a professor? Online learning has made most professors lazy. These sites are super expensive too. There's no student discount of any kind. If the professor is going to rely heavily on these sites, then just take the money that would go to the professor and make these sites more affordable instead. Cut out the middle man.
- The books in the book store are very expensive and the service is very slow, we need to wait a long time.
- The bookstore works very well.
- The college bookstore is confusing shipping addresses. I received someone else's order. I had to write a complaint because I didn't have my book.
- The library should have law class textbooks available for checkout.
- The math class that I had to drop due to the large amount of the "textbook" wasn't even a textbook. It was a website of sort, someplace we had to log in to complete our classwork, homework, and I would assume our online tests and quizzes as well. It is robbery what we are being expected to pay as students.
- The online version made it super easy to access my textbook.
- The price of books compared to market prices or even the sit of book +code + Taaaax
- The price of textbooks is too high (nothing new there) and textbooks written by the instructor that are sold only in the ARC bookstore should have some refund value and be able to get a portion of the cost back, which would only apply if the book is in great condition AND the current edition will be used next semester. Maybe make a list of acceptable returns for those type of books so that students have no guarantee of selling the book back, but at least have a chance so they don't end up with a book about 16th century french literature (not a real example) that they're never going to use again or will quickly get outdated
- The stuff in the bookstore was really helpful and kind and show me how to order the correct material
- The text are really expensive and not a lot of people can afford it.
- The whole system is a complete scam and I think it is crazy that you are expecting young people to deal with this. I'm lucky enough to be older and not absolutely need this schooling for my job, but younger people need school and they can't afford text books on top of tuition. Make the books free or cheap and people will buy them.
- There should be a mechanism for financial aid students to get books day 1 instead of having to wait for funding.
- There was one textbook that my professor asked us to get after the course began, but it wasn't available in the college bookstore.
- There's nothing else.
- They are expensive and we should be able to return or sell them for the same price they were bought at.
- They are expensive, especially in the bookstore. Amazon Prime has some for half the price that you can rent for your money back. Make it more affordable.
- They are super expensive and are the reason why I have to decide to drop the class eventually or risk having a worse grade until I can afford to buy the book.
- They are very expensive for someone taking 12-18 credits per a semester. I need so many books next semester I'm already nervous as to how I will afford them
- They're ridiculously expensive
- Webassign is very expensive.
- When I've run into this issue, teachers have been accommodating. It's frustrating not having the books, but so far it hasn't been a problem that affected my ability to succeed
- Wiley books online are such a hassle to navigate. Too many clicks to get to where you want and too many restrictions (e.g. when you copy and paste a text it gives you a dropdown and when you click on a hyperlink it takes you to that page where the figure is instead of a pop-up).
- Yes just bring the books so we can get easily.
- Yes! Make them more affordable. It's ridiculous that I pay \$200+ for a text book and I get a loose leaf book, seriously?? The least I can get is an actual book whether it's hard back or not.

- Yes, sometimes I ordered my textbooks from college bookstore, but they say that the book that i want to buy is not available, and it take over a week that I get my books.
- Yes. Why require a textbook with connect if you just want us to skim through the highlighted sections? Some of the answers to questions are in the unhighlighted sections. It doesn't set us up for success.
- You should think about practicing online that we could access them just by new book.
- i wish they weren't so expensive
- if there is any possible way to make them a bit more cheaper? and so many times i've bought textbooks for so much to end up no even using it in class so definitely also making it clear if we will use it or not.
- it really helps me a lot, my school work is made easy.
- n/a (2 Counts)
- no (8 Counts)
- no comment
- no right now
- no thank you
- no.
- nope (2 Counts)
- textbooks are very expensive.
- very expensive textbooks, lower price, not enough money
- with digital downloads or PDFs it is very difficult to maneuver through the book and sometimes very slow and delayed

## HomeBase Resource Panel Report

### Background:

American River College formed an implementation team at the beginning of 2020 to guide development of HomeBase pathway communities. In March, Los Rios facilities were closed and ARC transitioned to remote operations due to the COVID-19 pandemic. The team recommended placing physical HomeBases temporarily on hold so that focused attention could be given to the creation of a virtual HomeBase presence. Virtual HomeBases were implemented during the Fall 2020 semester, and have continued to grow.

### Project Purpose & Scope:

The purpose of this project is to provide an assessment of the implementation of Virtual HomeBases and recommendations for moving forward.

Implementation Review shall be held to the following boundaries:

- The review shall focus on the questions posed through the Project Objectives.

### Project Objectives:

Successful completion of this project is intended to answer the following questions:

Assessment of HomeBase Questions:

1. What is the current structure and staffing for HomeBase?
2. What activities occurred in the HomeBases since August 2020?
3. What was the level of student engagement in the HomeBase?
4. What was the level of faculty engagement in the HomeBase?
5. What student services were provided to students through HomeBase?
6. What instructional services were provided to students through HomeBase?
7. What is the alignment between Area Offices, Area Deans, and HomeBases?
8. What are the intended short- and long-term outcomes of HomeBases?
9. What are the unintended short- and long-term impacts of HomeBases?
10. To what extent are the program's activities leading to the intended outcomes?
11. How are HomeBase activities intentionally designed to reduce or eliminate DI in each area of service?



Recommendations for HomeBase Questions:

1. What is the recommended structure and staffing for HomeBase?
2. What are recommended yearlong activities for HomeBase?
3. What is the recommended level of student engagement in the HomeBase?
4. What is the recommended level of faculty engagement in the HomeBase?
5. What is the recommended level of student services through HomeBase?
6. What is the recommended level of instructional services through HomeBase?

What is the recommended alignment between Area Offices, Area Deans, and HomeBases?

Project Membership:

	<b>Name of Participant</b>	<b>Role at the College</b>
Project Co-Lead	Frank Kobayashi	Vice President of Instruction (Initial Implementation Team Member)
Project Co-Lead	Jeff Stephenson	Vice President of Student Services (Initial Implementation Team Member)
Members	Alisa Shubb	Academic Senate President (Initial Implementation Team Member)
	Kristin Farlow	Classified Senate President
	Student	Associated Students
	Reyna Moore	Counselor (Initial Implementation Team Member)
	Kim Queen	Counselor (Health Homebase Counselor)

	Kathy Sorensen	Instructional Dean - HomeBase Tri Chair
	Adam Windham	Instructional Dean
	Nisha Beckhorn	Student Services Dean - HomeBase Tri Chair
	Jazzie Muganzo-Murphy	Student Services Dean - HomeBase Tri Chair
	Jana Gonsalves	Faculty Liaison
	Teresa Urkofsky	Faculty Liaison
	Kristin Farlow	HomeBase Staff
	Tim Reilly	HomeBase Staff
	Terrell Grant	HomeBase Staff

Timeline:

The Resource Panel met on the following dates during the Fall 2021 semester:

- Wednesday, September 15, 2:00PM to 3:30PM
- Wednesday, October 6, 2:00PM to 3:30PM
- Wednesday, October 20, 2:00PM to 3:30PM
- Wednesday, November 3, 2:00PM to 3:30PM
- Wednesday, November 17, 2:00PM to 3:30PM

Learnings and Findings:

*Structure:*

The current structure of HomeBases involves a Tri Chair model, who meet bi-weekly with the VPSS and VPI. The Tri Chair, Instruction (Kathy Sorensen) oversees six Faculty Liaisons, one for each HomeBase. The Tri Chair, Counseling (Nisha Beckhorn) oversees all aspects of counseling within the HomeBases

including assignments. The Lead Tri Chair (Jazzie Muganzo Murphy) oversees overall structure of HomeBases and staff and peer mentors within each of the six HomeBases - current staff includes: Coach, temp Clerk, Peer Mentors, Counselors, Faculty Liaisons.

HomeBase teams meet weekly for one hour; departments invited in to share program/structure updates, address Counselor questions, and highlight innovations within their program to be shared with students. Coaches oversee daily activities of HomeBase.

*Activities:*

A broad range of activities and programming have been scheduled and taken place in HomeBase since August 2020. A sampling of activities include the following:

- Arts - Fall Mixer (WOW); Poet Laureate - collaboration with LP HB; Sound Industry Expert; Networking Workshop w/ SCC Librarian/LinkedIn; Word Soup/College Hour; Cisco Vasquez-licensing/copyright workshop in music; CalWORKS collab w/ SCC and ARC (nutritional edu program)-40 student cohort for CalWORKS on how to use benefits, etc. - video series using demo kitchen, workshops, etc.; Culinary Wkshp; Librarian collaboration on library services around the arts; "Art Breaks" series - provide inspiration and innovation for the field;
- STEM - Sp '21 Mixer (WOW); How to use Handshake; Work Exp & internships; MESA application; Game Night (community building)
- Health/PS - Fall20 and Sp21 Mixer (WOW); nursing application workshop (Sp 21 again F'21)-collab w/FYE; F'20 Prep Medico - UC Davis & Kaiser connections - pre-med summer program - again in F'21.; Nutrition & Food Prep/nutrition - w/finances (prizes are meal prep containers)...pop up events on IG for PS: movie night, game night, cooking (community building); 20K Step Challenge (Spring Recess Event), "Get out and Active Weekends - What did you do?" (hiking, kayaking, skating, walking, etc) - A Health and Well Being HB community building campaign via Instagram.
- Language/People - F20 and Sp21 Mixers (WOW); Collaboration w/Arts - hosted Poet Laureate; Sp21- HB Chat with a Counselor (3x/week);
- Language - F20 - "Explore a Career in Public Relations" w/Scott Crow; Sp21 "What Can I do with my Communications Degree?" - career and edu driven (speakers: Jazzie, Liz Coleman, David Austin-Shrope); Sp21 - "How to use Handshake" collaboration with CAPSS; Friday eServices Assistance (weekly Peer Mentor zoom coverage); F21 - Major series workshops - "What Doors Can my Degree Open?" (English & Journalism, Communications/Speech); English Courses for Degrees - Majors/Professor Panel Discussion.
- People - Sp21: Black History Museum; Speed Friending; the BondFire (community building); F21 - Major series workshops - "What Doors Can My Degree Open?" (ECE/Teacher Ed, History/Art History, Social Science and Sociology, Anthropology, Political Science & International Studies, Philosophy, Psychology); Hispanic Heritage Month Museum; engagement via IG account (going live)
- Business - F20 and Sp21 Mixers (WOW); Career & Pathways Collaboration Resume workshop. Los Rios Colleges online Collabo Virtual Transfer event, College to Career Small Business Administration events: "Resources to Start or Grow a Business," "Customer Development."

“Success Starts Here” “How to Pivot Your Business”, Internship workshops with different employers.

- MCT - F20 and Spring 21 Mixers (WOW);
- All - promotion and participation in FYE workshops (transfer, time management, eServices, Nursing Applications);

#### *Faculty Engagement:*

Faculty Liaisons started with one Faculty Liaison in Fall 2020 in the ARTS, then three Faculty Liaisons in Spring 21 (ARTS, CMT and HEALTH AND SERVICE). Fall 2021 saw all six HB with liaisons. There are meetings with the Faculty Liaisons throughout the semester to connect and see how the different HBs are serving students. The Liaisons meet with the HB coaches and counselors regularly, and they work to connect the faculty in their HB with the activities of that HB. Counseling Faculty meet with students in the HomeBases.

#### *Findings:*

The faculty, staff, and administrators who were charged with implementing the HomeBase Pathway Communities beginning in Fall 2020 effectively and resourcefully stood up Virtual HomeBases despite unfavorable pandemic conditions. HomeBase Pathway Communities put words into action by operationalizing many of the key initiatives identified by the College through the [Start Right Project Team Report](#), [IPaSS Project Team Report](#), [Clarify Program Paths Team Report](#), and Disproportionate Impact Team Reports ([African American Project Team Report](#), [API Project Team Report](#), [LatinX Project Team Report](#), [LGBTQIA+ Project Team Report](#), [Native American Project Team Report](#)).

Two key themes that emerged from the Resource Panel’s work were “HomeBase as a way of thinking,” and “we are on the same team.” These two themes were prevalent throughout our discussions, signifying the unification between Instruction and Student Services facilitated through the HomeBases.

#### *Moving Forward:*

The Spring 2022 semester will signify the 4th semester since the implementation of HomeBase Pathway Communities. In addition to maintaining a virtual presence, the Spring 2022 semester will see the implementation of the physical HomeBase locations. The Spring 2022 semester will be the first semester that each HomeBase will have permanent classified staffing.

#### Recommendations:

One of the realizations of the Resource Panel at the midpoint of our work was the need to provide the College community with a greater understanding of HomeBases, the work being done, and the future of HomeBases. A second realization was HomeBases in their current form are a “bolt on” to our current organizational structure.

The Resource Panel recommends a more concerted effort to inform the College community about what the HomeBase Pathway Community is.

The Resource Panel recommends revisiting the [original success team models](#) as a lens to fully staff and support work in HomeBases.

The Resource Panel recommends investigation into how the HomeBase Pathway Community model can be integrated into the existing organizational structure, or how the existing organizational structure can be changed to incorporate the Homebase Pathway Communities.

Appendix:

1. [HomeBase Resource Panel Working Document](#)
2. [HomeBase Data](#)

## UPDATES AND BRIEF REPORTS

### Topic

### Person

#### What is the status of the college's budget?

Koue

No changes to budget since last time. Will be looking at HEERF allocation after thanksgiving break since we have until April 30, 2022.

I asked about faculty PD funding and Koue confirmed we have been allocated \$22,368 for this academic year.

#### What is the status of COVID vaccine mandates and protocols?

Koue

There is a third-party vendor software to interface with PeopleSoft. This should provide better info on who's clear and not clear.

a new vendor Biocept will do the testing on campus starting in January.

More in person classes and service, next semester. The increase will go from about 9% in the fall 2021 to 30% for spring 2022.

Expect all employees to return to in-person, depends on dept. and employees.

There was discussion about reminding people to bring back any equipment/furniture. Employees may have 1 workstation but not 2. Thus, if employees decide to work remotely, it's up to the employee to make that work but admin is not required to provide 2 workstations. There was a reimbursement to employees to help cover expenses due to the pandemic.

Social distancing requirements are not in place, and it's not anticipated it will be in place for spring 2022.

The mobile workforce laptop stations are still in progress.

#### What are the priority projects for Operations and Facilities?

Matth

1) VR Flooring in STEM is complete; 2) Inventory project is completed; 3) ITC Redesign and space cleared; 4) UNITE in Center Redesign in progress; 5) CLD is cleared out; 6) Boiler is moving forward; 7) Tech Ed is moving over break and will

be demolished in April 2022; 8) CMC is clearing out; 9) HomeBases will all be in-person this Spring; 10) Health Center is being repurposed; 11) Track around football field is being redone; 12) There will be office for District personnel at ARC; 13) Tennis courts are complete; 14) Capital Projects are being compiled and prioritized for funding; 15) new carpet in Library in all 3 floors, Welcome Center and Veteran's Resource Center; 16) second parking area in Natomas has gone out for bidding.

Managers working on capital projects with Koue and estimate for projects to be researched before being prioritized.

Demo of Tech Ed to happen in April and there was concern of potential impact on horticulture and natural resources programs. Matthew to bring this to the Dean's attention and the faculty for possible concerns.

What is the status of IT projects?

Jeff B

Jeff not present at meeting.

What will be the on-ground class offerings, department hours/days, and employee work schedule for spring 2022?

Koue

Returning Employees

IT and OPS will not be duplicating chairs, sit-stands and other office furniture an employee may have taken home. If employees expect sit stands and office chairs to be at their work desk when they return to work, they will need to coordinate with IT and OPS to have it set up in their office.

Computers—If employee took desktop computer or monitors home, it will need to be returned using the same process as above.

Mobile Work Force—This is a project to replace employee's desktop with a laptop. Over the course of the next two years, IT will be replacing all desktops with laptop computers. A laptop workstation will include a monitor, a docking station, a mouse and keyboard. IT can also provide a monitor, mouse and keyboard for home workspace if it is needed as a Mobile Employee. If employee is ready to transition to a laptop, IT can start the replacement process. Please contact the IT department to begin the process.

Work from Home Reimbursement - This reimbursement is to help defray the unexpected work expenses that were incurred as employees continued to serve students amid extraordinary circumstances. The reimbursement amount was up to \$75 per month for 12-month for full-time employees. This amount was proportionally adjusted for part-time employees and employees who work schedules less than a full year. The first payment was considered employment from April 2020 through April 2021 (13 months), which was paid in the May 2021 pay period. The second payment will consider employment from May 2021 through December 2021 (8 months), which will be paid in the January 2022 pay period.

**ACTION ITEMS:**

**Question**

**Perso**

ISER

Adam

On Nov. 10 the LRCCD Board approved the ISER report. There was discussion at the AS about concerns and these highlights were shared with the Board of Trustees, especially on standard 3 under Resources facilities master plan and PD plan that ties to HR.

What we can expect next: the report is with the communication department/graphics department and will be submitted to the accreditation committee in December.

A team of our peers to review our report in February; they meet for 3 or 4 days, and they will put a core-inquires document in March perhaps asking about particular evidence. The college will have until September to prepare a response (approx. 5 months) and the next peer review will be in October to review the colleges' responses. This is a new process from 2015.

The current process will change again since the standards are being rewritten for the 2029 visit.

**DISCUSSION ITEMS:**



Question	Person

**ITEMS FOR FUTURE CONSIDERATION:**

**Topic**

NA

**OTHER INFORMATION:**

## Student Success Council Report from 12/7/21

---

### Updates and Brief Reports:

- **OER Award Program:** ARC has been allocated HEERF funding to support the development of Open Educational Resources (OER) in Spring 2022 and reduce textbook costs for students. The Affordable Learning Materials Committee has developed a plan to use these funds to:
  - Invest in faculty professional development around OER, equity, & accessibility
  - Support individual faculty and departments who want to adopt/revise OER
  - Build institutional capacity to support OER and ZTC courses & degrees
  - Faculty can earn up to \$5,000 via an ESA for contributing to this project. (To date 25 applicants have submitted with the deadline for applicants on Friday, December 10, 2021)
- **Forms and Process Workgroup:** The workgroup continues to meet and has tackled several priorities including the NEA form for consultants, vendors and adjunct professors; counseling forms; and others.

### Discussion Items:

- **Financial Aid and Admissions and Records Redesign:** A presentation on the redesign project was given by Sonia Ortiz-Mercado which included the following areas: 1) Commitment to Equity; 2) Student-Centered Focus; 3) Guiding Principles; 4) Goals; 5) Timeline; and 6) Project Information and Contacts. Consultants are hosting listening sessions with stakeholders, and a draft report of the findings and recommendations will be shared in March 2022.
- **Homebases Resource Panel:** A draft report and recommendations on Homebases implementation were presented by the panel. The recommendations focus on these action items: improving communication about Homebases with the college community, revisiting the success team model to fully staff the Homebases, and more deeply integrating Homebases within the existing college organizational structure. The report may be viewed here: <https://igor.arc.losrios.edu/Agenda/DownloadFile?fileId=920>
- **Student Textbook Survey:** A Student Textbook Survey was produced in Fall 2021 and garnered 449 student respondents. The ability for students to have their textbooks the first day of class is challenging for many reasons including course communication, financial aid packaging, inequities related to payment, and not reaching students regarding available loans. Suggestions from Council members included creating a Welcome Email Template for faculty to send an email to students notifying them about required textbooks and adding a "textbook link" about loan options during online enrollment.

Report submitted by Carina Hoffpauir, Student Success Council Academic Senate representative.

Whereas, American River College is committed to equity and social justice through equity-minded education;<sup>1</sup>

Whereas, equity, diversity, and inclusion are core values of American River College;<sup>2</sup>

Whereas, American River College's 2017-21 third Strategic Goal states the College will ensure "an equitable, safe, and inclusive teaching learning, and working environment" and acknowledges that "culturally relevant curriculum" is one critical element to "create the best conditions for teaching and learning."<sup>3</sup>

Whereas, the American River College Institutional Equity Plan notes that "the curriculum is not inclusive enough of students from marginalized communities," and recommends that we "move toward establishing a requirement of the inclusion of contributions of minoritized communities living in the United States as a condition of the curriculum approval process";<sup>4</sup>

Whereas, the American River College African-American Disproportionate Impact Team's report notes that "white washed" curriculum sustains White supremacy and identifies culturally relevant curriculum as an important factor contributing to African-American student success;<sup>5</sup>

Whereas, the American River College Asian Pacific Islander Disproportionate Impact Team's report identifies culturally relevant curriculum as a "high-impact practice" and notes that, in general, API students at ARC do not see themselves reflected in the curriculum;<sup>6</sup>

Whereas, the American River College Latinx Disproportionate Impact Team's report notes that a lack of culturally relevant curriculum results in disproportionate impact and recommends that the college "require accurate culturally reflective and relevant curriculum";<sup>7</sup>

Whereas, the American River College LGBTQIA+ Disproportionate Impact Team's report notes that "Curriculum that is not inclusive of LGBTQIA+ voices, experiences, and issues, or that includes anti-LGBTQIA+ bias, sustains heteronormativity. LGBTQIA+ inclusive curriculum challenges heteronormativity" and contributes to student success;<sup>8</sup>

Whereas, the American River College Native American Disproportionate Impact Team's report noted that the "invisibility" and "dehumanization of Native peoples," "colonial history as the norm," being surrounded by educators and students who have little or no "true knowledge of American Indian lived history and experience," and "not finding American Indian identity

---

<sup>1</sup> [Commitment to Social Justice and Equity](#)

<sup>2</sup> [Our Values: Equity and Diversity](#)

<sup>3</sup> [Strategic Goals 2017-21](#)

<sup>4</sup> [Institutional Equity Plan](#)

<sup>5</sup> [African-American DI Team Report](#)

<sup>6</sup> [Asian Pacific Islander DI Team Report](#)

<sup>7</sup> [Latinx DI Team Report](#)

<sup>8</sup> [LGBTQIA+ DI Team Report](#)

reflected in any part of the campus,” are barriers and de-motivators for Native American students at ARC;<sup>9</sup>

Whereas, the statewide Academic Senate’s Position Paper *Anti-Racism Education in California Community Colleges* recognizes the importance of curriculum for anti-racism, and recommends that local senates “Enact culturally responsive curricular redesign within disciplines, courses, and programs and with curriculum committees”;<sup>10</sup>

Whereas, the California Community Colleges Chancellor’s Office calls for faculty to “evaluate all courses for diversity of representation and culturally-relevant content”;<sup>11</sup>

Whereas, the course outline of record is “central to the curricular processes in the California community colleges” and “lays out the expected content and objectives for a course for use by any faculty member who teaches the course”;<sup>12</sup>

Be it resolved that, the Academic Senate will ensure, through direction given to the Curriculum Committee, that equity, diversity, inclusion, cultural responsiveness, and anti-racism are appropriately reflected in the course outlines of record.

---

<sup>9</sup> [Native American DI Team Report](#)

<sup>10</sup> [Anti-Racism Education in California Community Colleges](#)

<sup>11</sup> [California Community Colleges Family Letter June 5, 2020](#)

<sup>12</sup> [The Course Outline of Record: A Curriculum Reference Guide Revisited](#)

# ARC Schedule NOTES

A drafty working document....

Project scope: develop a template of uniform, student-friendly, language to describe key class features of a class experience. Within their departments, individual faculty should be able to select the options that match the way their class will be conducted. This language will be submitted with the schedule to be included in the "NOTES" section. Goal is to have uniform basic information show up in NOTES *for all classes*. Additional notes may appear after the uniform basic notes.

## Category 1 - How the class meets

Options:

- "Class meets on ground in a classroom" (for example)
- This class will meet in person on ARC's Main Campus on the days, times and room listed.
- This class is fully online and is asynchronous. Regular meetings are NOT required for this class.
- This class is fully online with required live, online synchronous class meetings via Zoom at the days and times listed.
- 

## Category 2 - Technology Requirements

Options:

- Regular and reliable access to the internet
- Regular and reliable access to a personal computer
- Computer with an internet connection
- Google Chrome browser
- Web camera
- Speaker/headset
- Microphone
- Word Processing Software/Spreadsheet Software/Presentation Software (such as Office 365 or Google Docs, Slides, and Sheets)
- Microsoft Word
- Microsoft Excel
- Proctorio extension for Google Chrome

## Category 3 - Exams & Proctoring

Options:

- Proctored exams using Proctorio (number of proctored exams: \_\_\_\_\_)

# Schedule Notes Examples

## Class Section Details

<b>Class Number:</b>	LEC 16372
<b>Term:</b>	Full Term, August 21 to December 16
<b>Instruction Mode:</b>	Fully Online
<b>Building:</b>	Online
<b>Enrollment Status:</b>	Closed
<b>Day/Time:</b>	Mondays, 12:00 pm to 1:20 pm Wednesdays, 12:00 pm to 1:20 pm Fridays, 12:00 pm to 2:05 pm
<b>Instructors:</b>	John Smith
<b>Textbook:</b>	<a href="#">See textbook(s) in bookstore.</a>

This is an online class mediated via Canvas (<https://elearning.losrios.edu>) with synchronous delivery, meaning there are regularly scheduled class meetings via Zoom. Students must have an active Los Rios Gmail account (<https://apps.losrios.edu>) and reliable access to the internet through a computer (preferred) or electronic device with a webcam and microphone. To complete the exams for this class, students must have access to a laptop, desktop, or chromebook, a webcam and microphone (built-in or external), and an internet connection with upload speeds of 0.092 Mbps - 0.244 Mbps. Browser and security settings along with other resources for Canvas users can be found at <http://hd.losrios.edu/hd/student/>. More information will be available in Canvas or by email from your instructor. Plan to be online with a working webcam and microphone for all class meetings. An orientation video for the course will be sent to enrolled students and students on the waitlist one week prior to the start of the semester. This online course uses MyOpenMath (a free online homework system). Exams require the use of Proctorio Secure Exam Proctor, a free Chrome browser extension.

## Class Section Details

<b>Class Number:</b>	LEC 14356
<b>Term:</b>	Full Term, August 21 to December 16
<b>Instruction Mode:</b>	Fully Online
<b>Building:</b>	Online
<b>Enrollment Status:</b>	Closed
<b>Day/Time:</b>	Asynchronous – no scheduled meeting times
<b>Instructors:</b>	John A. Smith
<b>Textbook:</b>	<a href="#">See textbook(s) in bookstore.</a>

### EXAMPLE:

Required Materials/Technology: Reliable internet access, electronic device with microphone and webcam (for exams and quizzes), along with having access to a graphing calculator for the exams. This online course uses Canvas, a Learning Management System, and Webassign, an online homework portal. Students must have access to the internet and Los Rios Gmail. Although students can access most course materials using the Canvas Student App on their mobile devices. To complete the exams for this class, students must have access to a laptop, desktop, or chromebook, a webcam and microphone (built-in or external), and an internet connection with upload speeds of 0.092 Mbps - 0.244 Mbps. Browser and security settings along with other resources for Canvas users can be found at <http://hd.losrios.edu/hd/student/>.

Interaction Format: This is an online class mediated via Canvas (<https://elearning.losrios.edu>) with asynchronous delivery, meaning there are no regularly scheduled class meetings. A live Zoom session will be held MWF 7:20am to 8:50am for all students interested. Students must have an active Los Rios Gmail account (<https://apps.losrios.edu>) and access to the internet through a computer (preferred) or electronic device with a webcam and microphone. More information will be available in Canvas or by email from your instructor. For an orientation to online courses, please visit <https://elearning.losrios.edu>.

Testing Environment: This class utilizes the extension Proctorio for all administration and monitoring of tests and quizzes given in this class; a computer with a webcam and microphone is required to interact with all forms of testing. For additional information consult <https://proctorio.com/faq> or email me directly at [smithj@arc.losrios.edu](mailto:smithj@arc.losrios.edu)

Estimated Cost of Class Materials: \$211.75 (Webassign \$171.75, graphing calculator ~\$40)

## American River College

<b>Units:</b>	5
<b>Hours:</b>	90 hours LEC
<b>Prerequisite:</b>	MATH 370 (Pre-Calculus Mathematics), OR MATH 372 (College Algebra for Calculus) AND MATH 373 (Trigonometry for Calculus) with grades of "C" or better, or placement through the assessment process.
<b>Transferable:</b>	Course Transferable to UC/CSU
<b>General Education:</b>	AA-AS Area II(b); CSU Area B4; IGETC Area 2.
<b>C-ID:</b>	MATH 210; Part of C-ID MATH 900S; Competency: Mathematics

This course is an introduction to differential and integral calculus. It covers limits, continuity, differentiation and integration of algebraic, trigonometric, logarithmic, exponential, and other transcendental functions. Some applications are also covered.

### Class Section Details

<b>Class Number:</b>	LEC 14035
<b>Term:</b>	Full Term, August 21 to December 16
<b>Instruction Mode:</b>	Fully Online
<b>Building:</b>	Online
<b>Enrollment Status:</b>	Closed
<b>Day/Time:</b>	Asynchronous – no scheduled meeting times
<b>Instructors:</b>	John Smith
<b>Textbook:</b>	<a href="#">See textbook(s) in bookstore.</a>

EXAMPLE:

Syllabus Link (current or old): [Click Here to Download the Syllabus for Math 40X.](#)