

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING AND FISCAL COUNCIL**
Tuesday, March 14, 2017, 2:30 p.m., Board Room

Members Present: Dr. Joanna Schilling (VPAA & Co Chair), Robert Bethel (Co-Chair and President, AS), Doralí Pichardo-Diaz (1st VP, AS), Sheila Lynch (2nd VP, AS), Michelle Bean (Secretary, AS), Katie O'Brien (Parliamentarian), Mike Dighera (ASCCC Rep.), Dr. Adam Wetsman (Past President, AS), Dr. Sergio Guzman (President, RHCFA), Robin Babou (Faculty), Sandra Rivera (CSEA), Lisa Sandoval (CSEA), Dr. Jim Sass (CSEA), Robert Ruiz (ASRHC), Vann Priest (Mgmt. AA), Dr. Jennifer Fernandez (Mgmt., SS)

Members Absent: Henry Gee (VPSS), Jeannie Liu (Faculty), Mark Littrell (Faculty), Andrew Gonzalez (President, ASRHC), Linda Parra (ASRHC)

Additional Attendees: Howard Kummerman (Dean, IRP), Markelle Stansell (Recorder), Marie Eckstrom (Faculty & Program Review Coordinator)

- I. **Call to Order** – Meeting was called to order at 2:30pm
- II. **Acceptance of Minutes** – Sheila Lynch requested a revision to the February 28, 2017 meeting minutes to reflect the suggestion that a survey be provided to faculty regarding their experience with the use of Canvas to assess faculty needs for training and support.
- III. **Co-Chair's Report** – At a previous meeting it was suggested that the Committee Reports be more formalized and that a template be sent to appropriate parties so that they may submit a written report in order to keep the members of PFC informed regarding the activities of subcommittees and other important committees on campus. These reports will be included in the PFC meeting materials and posted on our RHC website. JoAnna presented a draft of the Committee Report and asked for revisions. There was discussion regarding whether those being asked to submit a report for a particular meeting would need to also attend in person. It was suggested that individuals who are not members of PFC would be invited when they have had substantial items to report so that they may field any questions. It was also suggested that Committee Reports be moved up on the agenda (right after Acceptance of Minutes) in order to be respectful of guests' time.

IV. New Business

- **Executive Summaries of Program Reviews (Marie Eckstrom)** – Marie reported that the number of Program Reviews we regularly complete has nearly doubled over the 9 years that we have been doing them. She feels that the whole process has improved and has become increasingly introspective and comprehensive every year. Howard mentioned that all Executive Summaries will be included at Friday's 2017 Institutional Planning Retreat. Some of the items institutional recommendations that rise to the top for this year's cycle are Facilities and Health/Safety Issues. Others are Continuing Education and Contract Education. Additionally, programs are inquiring about places where students may study and collaborate during off-hours. The question was posed whether we can, during a trend review of the last several years, pinpoint things we have fixed and things we are still working on? Marie noted that copies of Program Reviews with Executive Summaries are sent to Academic Deans and she asked AA Deans to identify areas in which they have improved or effected change. Since Program Reviews are now longer, more comprehensive, and

require more time to complete, the general consensus is that items included in program plans will be more actionable, with recommendations for specific steps to take, etc.

- **Hybrid Course Data (James Sass)** – James provided a report that may support the notion that hybrid courses provide more flexibility than a typical classroom course but have greater success than a typical online course. However, there are several things to consider when interpreting the data. In general, hybrid courses tend to be the same in terms of retention, yet success rates tend to be a little better. Some courses are offered regularly as hybrid and some are only offered once or twice every few years, so a true comparison is difficult. Additionally, there is considerable variety in the way in which hybrid courses are taught, so depending on the instructor, structure of the class, etc. the retention and success rates could be affected. It was noted that maximizing classroom space would be one of the goals of increasing our hybrid course offerings. If the effort is well-coordinated, and Divisions employ creative scheduling, hybrid courses may alleviate our space crunch. One of the student representatives noted he prefers the hybrid model because it makes it easier to have interaction with instructor, as often times office hours are inaccessible. The takeaway is that it's not a one-size-fits-all model and again, the overall success of hybrid courses is very subjective based on the instructor and other extraneous factors. Another issue for consideration is that the transit companies no longer offer a connecting bus past 9:38pm. Although there is a bus at 10pm, it is not a connector bus, and therefore students may be leaving their evening classes early or avoiding night classes altogether due to lack of reliable transportation.

V. Unfinished Business – There was no unfinished business.

VI. Committee Reports –

PFC Sub-Committees

IEC – Howard asked that those who have not yet done so please RSVP for the Institutional Research & Planning Retreat on Friday so that his office can get a final count for the caterer. IEC updated and made recommendations for Institution Set Standards, which will come to PFC for review. They will also be included in the annual report for ACCJC and if changes are made at PFC, a revision will be sent. It was noted that a group has been formed to update the Institutional Planning process based on the new template as well as to streamline some things.

Other Committees

Staff Development – A biannual Staff Development Needs Assessment will be conducted in conjunction with IRP and will go live after spring break. Katie asked managers to take the survey themselves, as well as encourage and allow time for staff to take it. The survey will be online, and is open to all staff, faculty, and managers. Faculty will get a half hour of FLEX time for participating.

SLO – The annual report for ACCJC will include the percentage of courses we have with SLO Assessments. There has been a slight uptick this year, with over 95% of courses including SLO Assessments. We will also report on the number of Service Area Outcomes, as well as Program Level SLOs. We will need to work on Institutional SLOs, with other colleges serving as a model/template for what we can do (with the understanding that our work with SLOs will be largely dependent on TK20).

VII. Announcements – Shelia Lynch provided an update on the Open Educational Resources (OER) Initiative, which may dramatically cut textbook costs for students. The OER Workshop that Sheila facilitated on Friday, March 10 was well attended. We now have a core team of faculty working on an implementation grant worth \$150,000 from the Chancellor's Office to fund an entire certificate or program completely cost-free. Faculty may also adopt books that will cost nothing at all or only require a minor service fee.

VIII. Public Comment – There were no public comments.

IX. Adjournment – The meeting was adjourned at 3:45pm. The next meeting will be held on April 11, 2017, 2:30 – 4:00 p.m., Board Room