
RIO HONDO COLLEGE ACADEMIC SENATE**MINUTES****December 2, 2008****Board Room****1:00 p.m.**

Present: Lupe Alvarado, Robin Babou, Robert Bethel, Ada Brown, Brian Brutlag, Marie Eckstrom, Jennifer Fernandez, Alfred Forest, Theresa Freije, Rebecca Green, Jorge Huinquez, Mike Javanmard, Matt Koutroulis, David Lindy, Juana Mora, Catherine Page, Vann Priest, Gil Puga, Beverly Reilly, Lisette Rhi, Barbara Salazar, Kendra Seiler, Shelly Spencer, Gisela Spieler-Persad, Julius Thomas, Bianca Urquidi, John Whitford, Jim Zaharek,

Guests: Katie O'Brien

I. Call to Order

- President Reilly called the Academic Senate meeting to order at 1:02 p.m.

II. Approval of the Minutes

- The Senate minutes of November 18, 2009 were approved as submitted. Jennette Noriega noted that the Philosophy degree has only been approved locally at this point.

III. President's Report

- Accreditation Response Team: Although the official Accreditation Report will not be received until January, Rio has organized four response groups to address the issues presented in the initial, informal oral WASC report. Each of the four teams is comprised of four members from faculty, administration, and students.
- Enrollment Strategies Committee: This new committee will examine data to identify areas for improvement. The committee will include faculty and students and is currently forming its membership.
- Dropping Students: President Reilly reports that Judy Pearson (Admissions and Records) states that it is the faculty's responsibility to drop students, that is, to "clear the rolls" (Title V language) *during*

the pre-census period. This means that students should be dropped if they are no longer attending.

- Shared Governance: Representatives from the State Academic Senate and CCLC will present a forum on Shared Governance on December 8, 2009 in the Board Room.
- Communication: President Reilly reports that the Administration is seeking more ways to communicate with the campus and community.
- Grants: Rio has learned that we have not been following the guidelines for federal grants with respect to outside vendors. Fortunately, none of our vendors have been on the disapproved list. Proper adherence to the federal guidelines will be a priority in future.
- Temporary Home for PE: The new Physical Education building is scheduled to begin construction this summer. It is more cost efficient to temporarily house the affected PE program in the to-be-vacated library building. Quatro Group, an architectural and planning group, will be conducting a space survey, which will culminate in recommendations for the permanent use of the (old) library building.
- Ethics Policy: Although last year Senate discussed and dismissed the adoption of an ethics policy, citing that the topic is subsumed under other documents, the WASC states we do, in fact, need an ethics policy. Yolanda Emerson (Human Resources) will forward examples and formats of other colleges' policies to the Senate. We will address this issue in the spring.
- NIMS Training: The NIMS training certificates have been received. A copy will be placed in personnel files; the original will be placed into your mailbox. More training will be required in future.
- Safety Committee: The Safety Committee asks for volunteers. Scott Dixon and Brian Brutlag volunteered. One will serve as co-chair.
- Institutional Effectiveness Committee (IEC): Vann Priest will serve as co-chair with Howard Kummerman. Matt Koutroulis, John Frala, and Kevin Smith will also serve on the committee.
- Campus Shutdown: On December 14, 2009, the entire campus will be shut down, and there will be no electricity for eight hours. The campus will then operate under temporary power for one week.
- Board Policies: These are policies established by the Board of Trustees. Once Board Policies are established, the Senate works on

procedures. The packet we received will go again to the Board on December 10, 2009, as an information item, for adoption in January.

- Professional Expert Speakers Bureau: Susan Hearney and VMA are working together to compile a resource list of professional experts from our campus who are willing to speak in the community.

IV. Old Business

Virtual College: The e-education task force is a sub-committee of the Senate, consisting of one representative from each division, the coordinator of the Virtual College, and one administrator. Paul Parnell has taken over control of the Virtual College. The task force has come up with bylaws. The Senate recommends the adoption of the term e-education.

MOTION

The Rio Hondo College Academic Senate moves to accept, with the correction to separate Business from Technology, the bylaws of the Virtual College. (Mike Javvanmard; seconded by Julius Thomas; MSPU)

- Awards: We nominated Joanne Haskins for the Hayward award. Manual Baca has an interview for a position on the Board of Governors this week.

V. New Business

- 10 plus 1: The 10 plus 1 list states the areas that are under the Academic Senate's purview. The "plus 1" is an area to be mutually agreed upon. Work needs to be done in this area.

MOTION

The Academic Senate charges the Executive Board to investigate what the other "one" has been over the last five years. The Senate also charges the Executive Board to connect the "10" to the Board Policies. (Robert Bethel; seconded by Gil Puga; MSPU)

- Accreditation Institute: President Reilly states that a representative from Rio should go to this institute every year. It occurs in early January, to be held in San Francisco.
- Academic Senate Plenary: The statewide Academic Senate Plenary will be held in March in San Francisco. A leadership institute will be held in the summer.

VI. Committee Reports

- Academic Rank: Gisela Spieler-Persad reports that the Academic Rank Committee will meet next week.
- Bookstore: No report.
- Curriculum: Robert Bethel reports that the curriculum committee meets tomorrow to finish the end-of-the-semester items.
- FLEX: The January staff development day will be largely devoted to departmental business. The Staff Development committee will meet tomorrow to confer grants.
- MIS: Identity Access Management (IAM) will have one access point. Currently we do not have a system for access; it is done in an unsystematic manner. In future the “system” will decide who gains access based on a set of pre-determined rules.
- SLOs: Leslie Kawaguchi and an institutional researcher from Chaffey College shared their views on the SLO process at Rio recently. According to what they said, we are proceeding in a timely manner. According to the state rubric, we need to reach the “Proficient” level by 2012; we need to reach this mark by 2013 according to federal standards. The next meeting of the SLO committee is Tuesday, December 9, 2009, location to be announced. Individuals and departments are encouraged to add graphics (tables, graphs, etc.) to their SLO reports.

VII. Announcements

- There were no announcements.

VIII. Public Comments

- There were no public comments.

IX. Adjournment

- President Reilly adjourned the meeting at 1:22 p.m.