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**Rio Hondo College Academic Senate****Minutes****DRAFT****March 17, 2009****Board Room****1:00 p.m.**

**Present:** Lupe Alvarado, Ada Brown, Brian Brutlag, Alyson Cartagena, Marie Eckstrom, Jennifer Fernandez, John Frala, Theresa Freije, Alfred Forest, Rebecca Green, Jorge Huinquez, Mike Javanmard, Melissa Rifino-Juraez, Doreen Kaller, Matt Koutroulis, Dave Lindy, Mark Littrell, Juana Mora, Jennette Noriega, Catherine Page, Vann Priest, Gil Puga, Beverly Reilly, Kendra Seiler, Jody Senk, Lorraine Sfeir, Shelly Spencer, Gisela Spieler-Persad, Julius Thomas, John Whitford

**Absent:** Frank Accardo, Robin Babou, Robert Bethel, Gary Halverson, Dale Harvey, Barbara Keith, Lisette Rhi, Barbara Salazar, Henry Saucedo, Gisela Spieler-Persad, Bianca Urquidi, Jim Zaharek

**Guests:** Alonso Garcia, Shin Liu, Katie O'Brien, Belen Torres Gil, Pat Boyle.

**I. Call to Order**

- President Reilly called the meeting to order at 1:03 p.m.

**II. Approval of the Minutes**

- The minutes were approved as written.

**III. Committee Reports**

- Academic Rank No report.
- Bookstore
  1. An e-mail inquiry was sent to faculty to determine if a regional manager should address the Senate on bookstore-related issues that have not been locally resolved.
  2. Faculty can now order their textbooks online rather than submitting the paper forms. A receipt is generated in a few minutes using this method.

- Curriculum
  1. There are only four curriculum meetings remaining in the semester. Curriculum will hold its last meeting on April 29<sup>th</sup>.
  2. The only proposed degree program that has been submitted to the State Chancellor's Office is the General Studies degree.
- Flex
  1. There may be an extension to May 10<sup>th</sup> in submitting FLEX forms this year.
  2. There will be an additional FLEX day in August preceding the start of fall classes, which will result in four more hours on campus for FLEX credit.
  3. There is a summer round of grants available in staff development. The deadline to apply for these funds is April 23<sup>rd</sup>.
  4. There will be a post-graduation gathering; details forthcoming.
- MIS
  1. The new MIS system will have the capability to (1) generate an automated wait list, and faculty should voice their opinion on this. Faculty can also (2) control the wait list with a paper signature-required form. Another (3) possibility is to automate the wait list until the first day of class, then turn the control over to the faculty.
  2. Grade change is a second issue which centers on how much access faculty can have after electronically submitting grades. The consensus of the Senate is to "lock down" access to grades after faculty submit them to avoid potential compromising of grade integrity. If faculty wish to change a grade after "lock down," then the traditional paper forms must be submitted with signatures.
- SLOs
  1. According to Recommendation 2 of the WASC report, we are at the developmental level in SLO implementation. The team feels that we are not "on track" to be at the proficient level by 2012, so WASC has asked for an SLO timeline, indicating our projected progress toward this goal. Matt Koutroulis, the SLO Coordinator, will complete our SLO timeline by the end of this spring semester.
  2. We need more in-service training on SLOs, especially in assessment and use of data.
  3. We need to address "quality control" in all aspects of SLOs.

4. We need SLOs for all aspects of the college: all programs and degrees.
  5. We need “software solutions,” methods to collect and showcase our progress in SLOs. Hard copy binders are not efficient for WASC compliance.
- Virtual College (e-Learning)
    1. Virtual College would like to upgrade Blackboard from 7.3 to 8.0. This a routine upgrade and will not require faculty to make nay changes to their courses. This will occur in the summer.
    2. Windows 7 will replace Vista very soon.

#### **IV. President’s Report**

- Senator Welcome: President Reilly recognized some of the newly-elected members of Senate
- Board Meeting
  1. President Reilly reported that the Board of Trustees recognized newly-tenured faculty and those faculty who received advancement in rank.
  2. The Board is also working on writing a procedure for hiring a CEO, per WASC recommendation.
  3. President Reilly stressed the importance of addressing the WASC recommendations and striking the warning issue.
  4. The Senate motion regarding the ethics policy was delivered to the Board, indicating our points of disagreement with the ethics draft.
- Fellow of the College: Emeritus Pat Boyle spoke on behalf of Isabelle Gonthier.

#### **V. Old Business**

- Senate Bylaws: The Senate continues to work on various ideas for bylaws amendment concerning the executive board.

#### **VI. New Business**

- No new business.

**VII. Announcements**

- None

**VIII. Public Comment**

- None

**IX. Adjournment**

- The Senate adjourned at 2:26 p.m.