

**Rio Hondo College Academic Senate
Minutes
April 21, 2009
Board Room
1:00 p.m.**

Present: Lupe Alvarado, Robin Babou, Ada Brown, Brian Brutlag, Alyson Cartagena, Marie Eckstrom, Jennifer Fernandez, John Frala, Theresa Freije, Alonso Garcia, Rebecca Green, Dale Harvey, Jorge Huinquez, Mike Javanmard, Melissa Rufino Juarez, Barbara Keith, Matt Koutroulis, David Lindy, Shin Liu, Juana Mora, Jennette Noriega, Daniel Osman, Matthew Pitassi, Vann Priest, Gil Puga, Beverly Reilly, Lisette Rhu, Barbara Salazar, Lorraine Sfeir, Shelly Spenser, Gisela Spieler-Persad, Julius Thomas, John Whitford, Jim Zaharek

Guests: Katie O'Brien

I. Call to Order

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

II. Approval of the Minutes

- The minutes were approved as submitted.

III. Committee Reports

- Academic Rank: No report.
- Senate Elections: Declaration of candidacy forms have been distributed and collected. Ballots will be distributed. Monday, April 27th and tallied on May 5th. The following candidates submitted their names for consideration.

President	Mike Javanmard
1 st Vice President	Rebecca Green
2 nd Vice President	Julius Thomas
Parliamentarian	Matt Koutroulis
ASCCC Representative	John Frala
Secretary	Marie Eckstrom

- Bookstore: Representatives from the corporate headquarters of Follett Bookstore were present to explain bookstore operations and

field questions. They explained that book ordering at two-year schools is different than at four-year institutions. They reported that the bookstore's first week target is to supply 120% of the books required for a given course, and although publishers do not like book returns, Follett's management does not tell the bookstore *not* to order books. The representatives emphasized that they usually only hear the bookstore manager's perspective. The process of counting the number of books is manual right now, so they encourage faculty to make book orders as early as possible. April 15th is the early date for fall 2009 textbook orders. This helps with book buy back. We need to work with Follett to give them the enrollment information electronically. The reps said they can provide a workshop for faculty on e-books and Café Scribe. If we have unresolved issues the first person we should call is Stacy Zapko at szapko@fheg.follett.com.

- Curriculum: Fran Cummings was nominated and accepted as Curriculum Chair for next fall. April 29th will be the last curriculum meeting for this academic year. Jennette believes the Philosophy degree has been sent up to the Chancellor's Office. She will be available through the end of the semester to assist anyone with curriculum items. Many thanks to Jennette for her curriculum work this year.
- Faculty Awards: The Board of Governors is accepting nominations for the ninth annual John W. Rice Diversity & Equity Award competition. This award honors district employee(s), district(s), college(s), or programs(s) that have made the greatest contribution toward advancing faculty and staff diversity or student equity in the California Community Colleges. Please contact the Senate President for more details. The deadline is May 22, 2009.
- FLEX/Staff Development: The FLEX office is still formulating the full day and half day FLEX for the fall. They will be sending out a fall request for workshops. There will be a summer round of grants, covering activities until the end of September. If travel is involved, pick up a travel form from the FLEX Office. The original goes to accounting.
- IEC: The culmination of the planning process was the Leadership Retreat on Friday, April 17th. The group looked at program plans, program review summaries, resource allocations, and staffing recommendations for faculty, classified, and facilities. A question concerning management staffing was posed, and the response was

that these emanate from the President's Council. Howard Kummerman will try to make such executive decisions more transparent. Next Tuesday (4/28) the committee will be working on an assessment of the planning process and ensure that all goals are measurable. In future the Leadership Retreat participants request more time to collaborate on recommending and less time devoted to transmission of information,

- MIS: No report.
- Program Review: The peer review Program Review process will continue in the fall. All academic and non-academic programs will be reviewed every six years. Academic programs, however, must ensure that their textbooks and curriculum papers are updated every five years.
- SLOs: The next meeting will convene on Thursday, April 23rd at 1:00 p.m. The SLO meetings are open to all. At the next meeting a timeline toward full SLO implementation (to December, 2011) will be discussed. The first meeting in May will be devoted to the development of general education SLOs, which will make course level SLOs easier, and, in turn, will assist in program-level SLOs.

The Senate continued to discuss the previously tabled motion addressing SLO language and the faculty contract. Issues of contract workload, accreditation, and linkage to faculty evaluation were discussed. The motion continues to be tabled.

- Virtual College: Blackboard will upgrade to 8.0 June 3rd. All faculty have been contacted and the 8.0 manual and training is now available. The VC will try to provide online training.
- WASC: The Accreditation Response Team (ART) will post monthly updates on the P-Drive and the Rio Hondo website. A short Executive Summary will appear on the website and a more detailed summary will be on the P-Drive. Friday, April 24th is the next update, which will be posted on May 4th. The ART committee will continue to work on the response throughout the summer. There will be a campus forum to discuss and view updates (May 13th 11:30-12:30 and again at 1-2); on FLEX Day there will be another update. There should also be a Blackboard discussion board during summer and a potential summer Senate

meeting on July 7th. The ART may also consider a CCC Conference meeting during summer.

IV. President's Report

- The President's Report was sent via e-mail prior to the Academic Senate meeting. Comments and questions may be addressed at the meeting, but no formal report was orally issued. A copy of the President's e-mailed report is attached.
- Michelle Pilati was elected VP of statewide Senate.

V. Old Business

- Ethics Policy: Our faculty representative should come to next Senate meeting to discuss the progress of this committee.
- Staffing Committee: The committee seriously considered its charge and questioned the relative weighing and overall rush through the process. They will reevaluate the process.
- Hiring Policy: No report.
- Student Housing: Covered in President Report and in El Paisano.

VI. New Business

- Honorary Rank: A request for honorary rank from an outside institution was addressed. Rio Hondo has never awarded honorary rank.

VII. Announcements

- On April 30th at 11:45 there will be a talk about landfills for students.
- The Communication and Languages will host the Writes of Spring on April 29th and 30th in the Wray Theater. Please see the website for details.
- There will be a forum in the Wray Theater on April 30th about how to find a job during a recession.
- A question about Rio Olympics interfering with class times was posed.

VIII. Public Comment

IX. Adjournment

- President Reilly adjourned the meeting at 2:25 p.m.