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

Present: Robin Babou; Ada Brown; Katherin Brandt; Brian Brutlag; Alyson Cartagena; Fran Cummings; Marie Eckstrom; Theresa Freije; John Frala; Alonso Garcia; Rebecca Green; Jorge Huinquez; Mike Javanmard; Matt Koutroulis; David Lindy; Shin Liu; Katherine Lopez; Jim Matthis; Juana Mora; Daniel Osman; Catherine Page; Matthew Pitassi; Vann Priest; Beverly Reilly; Mary Rivera; Barbara Salazar; Henry Saucedo; Jody Senk; Shelly Spenser; Julius Thomas; Adam Wetsman; Jon Whitford;
Guests: Colin Young; Manuel Baca

I. Call to Order

- President Mike Javanmard called the meeting of the Academic Senate to order at 1:03 PM.

II. Approval of the Minutes

- The minutes of the 5 May 2009 meeting of the Academic Senate were approved as corrected.
- The minutes of the 7 July 2009 (unofficial) meeting of the Academic Senate were noted.

III. President's Report

- President Javanmard welcomed the Senators to a new semester.
- In order to run timely meetings, committee reports should be delivered in report format and should not exceed three minutes. If issues arise that need further discussion, they may be addressed under New Business or placed on the agenda for the next Senate meeting.
- The monthly Academic Senate President's Report to the Board of Trustees will be presented to the Senate prior to its delivery at the Board meeting. Senators may comment and/or contribute to its content.
- President Javanmard yielded to Joanna Downey for a short WASC update. Dean Downey informed the body that the latest draft of the WASC Accreditation Response is on the P-Drive.

Questions and comments about the document should be forwarded to her or Katie O'Brien before 15 September, 2009, at which point the documents will be revised, redistributed, and re-posted on the P-Drive. Accreditation asked for 15 to 20 minutes of Academic Senate time during the next meeting.

IV. Committee Reports

- Academic Rank: No report.
- Bookstore: No report.
- Curriculum: Curriculum deadlines are posted on the curriculum website. Please note that the deadline for the Summer (2010) Class Schedule is 5 October 2009; the deadline for the Fall (2010) Class Schedule and the next printing of the college catalog is 22 February 2010. Some distance education courses are out of compliance and must be “fixed” by the third week of September; the appropriate deans were notified. The first curriculum meeting of the semester is 2 September 2009.
- FLEX/Staff Development: The online FLEX Day evaluations close on Friday, 4 September 2009. To date there have been 112 full-time and 45 part-time faculty responses. Staff Development received a budget for fall 2009 for funding staff development requests. The first meeting of the Staff Development Committee will be on 9 September 2009.
- IEC: Program plans are due on 23 October 2009. The software will be active as of today. The website has full information on program planning.
- MIS: There will be no paperwork submitted in addition to submitting grades via computer. Faculty will be responsible for keeping accurate records.
- Program Review: All Program Review Collegial Reviews (formally termed Peer Reviews) will occur in November. Programs may sign up for a convenient time for their discussion in the next week or so. Volunteers will be solicited to participate on the Collegial Review teams.
- SLOs: There was a FLEX Day SLO workshop presentation; there will be several more such workshops during the semester.

Three divisions (math, science, and social science) are “beta” testing online SLO software. The major work for the fall semester will be program-level SLOs—not academic programs, but more in line with what WASC views as programs, general education, basic skills, etc. These are programs based on GE and IGETC patterns. The data for these SLOs will be generated from existing SLOs, so there will be no new data to collect.

- Virtual College: Per request from the State, the Virtual College is required to conduct three yearly surveys: spring, fall, and summer. The surveys include one part for instructors and one part for students. Both surveys are conducted through the Internet, and Virtual College will send the links for both to all online instructors. The Virtual College encourages all instructors to take the survey and encourage their students to do so as well. It will be the instructor’s responsibility to send the links to the student surveys to their students. A tracking report of students taking the survey may be sent to the Vice President for review, and the results of the survey will be sent to all online instructors for review.

VI. New Business

- Flex Survey: As stated in the FLEX committee report, the online evaluation is on going. However, preliminary results indicate that the program serves the needs of the college. Questions continue to arise regarding the nature and definition of professional development.
- Climate Survey: The results of the Climate Survey were to be presented at FLEX Day. They were not presented nor addressed in any way. The Academic Senate has the responsibility to see what the climate is at the college so we can learn from it and make suggestions to improve it.

MOTION: The Academic Senate requests that the Climate Survey be presented to this body before the results go to the Board of Trustees.

(C. Page/J. Thomas: MSPU)

- Textbook Rental Program: The bookstore offered a biology textbook for rent without the expressed approval from the

instructor of the course. This is especially problematic as the instructor had a written contract with the publisher for a customized textbook with a guaranteed number of sales. The Senate is seeking volunteers to serve on the textbook committee.

- Repeatable Courses, AP 4227

MOTION: The Academic Senate asks the Curriculum Committee to evaluate AP 4227 and make a recommendation.
(C. Page/R. Green: MSPU)

VII. Announcements

- There were no announcements.

VIII. Public Comment

- There were no public comments.

IX. Adjournment

- The meeting of the Academic Senate was adjourned by President Javanmard at 2:06 PM.