
Rio Hondo College Academic Senate**Minutes****September 7, 2010****Board Room****1:00 p.m.**

Present: Lupe Alvarado, Frank Accardo, Robin Babou, Ada Brown, Brian Brutlag, Tom Callinan, Fran Cummings, Joaquin Duran, Marie Eckstrom, John Frala, Alfred Forrest, Alonso Garcia, Rebecca Green, Dale Harvey, Jorge Huinquez, Mike Javanmard, Matt Koutroulis, David Lindy, Kathy Lopez, Shin Liu, James Matthis, Juana Mora, Lydia Gonzalez, Daniel Osman, Matthew Pitassi, Vann Priest, Kathy Pudelko, Angela Rhodes, Gisela Spieler-Persad, Julius Thomas, Adam Wetsman, Jon Whitford, Ralph Velazquez

Absent: Katherin Brandt, Mike Hinze, George Kimber, Catherine Page, Carley Mitchell, Henry Saucedo,

Guests: Katie O'Brien, Belen Torres-Gil, Colin Young, President Martinez

I. Call to Order

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

II. Approval of the Minutes

- The minutes were approved as presented.

III. President's Report

- Senate Guest: President Martinez.
 1. Dr. Martinez reports that the college has received several new grants.
 2. The President would like to be a monthly Senate guest in order to address Senatorial questions, concerns, and issues in a timely manner.
 3. One concern posed to the President focused on the college's position on disruptive and/or student who harass. President Martinez stressed that we do not accept such behavior and noted that we have processes to deal with such incidents.
 4. Another Senator voiced concern about the green vest/uniform of the Security personnel on campus. One

Senator noted that the color could be interpreted as offensive by some through connotative association. A suggestion to “tone down” their hue was suggested.

5. Another comment directed toward our traffic control personnel is that they should wear colorful gloves while gesticulation traffic at intersections so that drivers can clearly see which way they are pointing.
- **President Green**
 1. President Green welcomed everyone back to Senate and asked if she could stop by new Senators’ offices for a personal chat.
 2. A reminder of the Senate’s purview includes the 10 plus 1.
 3. The Senate Exec has identified goals for the year, which include student conduct, curriculum, audio/video policies, retention of grades/exams policy, and deadlines for grade submission.
 4. The construction on the Student Services building will become loud from mid September through November. Please be aware that the construction crew is prohibited from swearing and harassing students in any form.

IV. Committee Reports

- **Academic Rank**: Applications for advancement in Academic Rank are due November 15th. There is a standing committee consisting of Gisela Speiler-Persad, Jim Matthis, and Ada Brown. David Lindy volunteered; the committee needs one more volunteer.
- **Bookstore**: If faculty do not want to participate in the book rental option, he/she must contact the bookstore and specifically request texts to be deleted from the rental list.
- **Curriculum**: The curriculum deadline for inclusion in the catalog addendum is September 17th. Submissions after that date will become effective fall 2011.
- **FLEX/Staff Development**: Matt Koutroulis is helping to implement an online system to submit FLEX reports. Staff Development grants are available, but be mindful that authorization for out-of-state travel must get to the Vice President’s Office at least two Fridays before the Board Meeting.

This usually means that such authorizations should be submitted at least six weeks prior to the anticipated date of travel.

- IEC: The Institutional Planning Committee reports that campus-wide planning is underway
- MIS: Please be aware that as of February 9th, 2011, the Access Rio Portal will become the one access point for all Rio Hondo e-business.
- Safety: There will be a new assistant to the Director of Facilities. The campus will be installing more blue lights to the emergency system, and, generally, there will be more lighting on campus.
- Program Review: Program reviews are due October 22, 2010.
- SLOs: The WASC, SLO interim report will be sent to the Planning Fiscal Council (PFC), to the Board of Trustees, and WASC in October. Spring SLO reports are due by September 30, 2010. The last types of SLOs the campus needs are those for certificates and degrees. The deadline for these SLOs is mid-march.
- Virtual College: The Virtual College will update the server on September 17th from 2:00 am to 2:00 pm. On September 28th the VC will update to 9.1. Faculty are invited to apply for an account so that the Virtual College can upload.

V. Unfinished Business

- Distance Education Task Force (Instructional Technology Council ITC) bylaws are now going through Senate Exec. This committee should be considered a standing committee of the Academic Senate and can deal with academic and technological issues.

VI. New Business

- Retention of Grades, Final Exams
Volunteers to discuss these concerns include Fran Cummings, Daniel Osman, Juana Mora, Joaquin Duran, and Adam Wetsman.

A discussion ensued focusing on the time allotted from the end of the semester to the date for grade submission.

MOTION The Academic Senate maintains that to ensure quality and integrity of student evaluation, faculty need adequate time to grade, finalize, and submit student grades at the end of term. A reasonable time allotment is seven (7) days from the last date of

term. For example: if term ends on a Thursday, then the deadline would be on the following Thursday at midnight. (Adam Wetsman, Mike Javanmard; MSPU)

VII. Announcements

- Dr. Alfred Forrest announced that faculty will be needed to serve on the Institutional Review Board. Please contact Dr. Forrest for further information.
- Flu shots are available through the Health Office for \$10.00.

VIII. Public Comment

- No public comment.

IX. Adjournment

- The Senate adjourned at 2:10 p.m.