Rio Hondo College Academic Senate
Minutes
November 20, 2012
Board Room
1:00 P.M.

Present: Jon Whitford, John Frala, David Lindy, Vann Priest, Fran Cummings, Shelly Spencer, Greg Miller, Robert Bethel, Gisela Spieler, Juan Fernandez, Mariano Zaro, Beverly Reilly, Marie Eckstrom, Ralph Vasquez, Jim Matthies, Gail Modyman, Kathy Lopez, Kathy Pudelko, Mike Javanmard, Brian Brutlag, Barbara Mikalson, Adam Wetsman, Sergio Guzman, Dianna Reyes, Jorge Huinquez, Ron Reeder, Steve Mosher, Chirs Acuna-Hansen, Robin Babou, Colin Young, Shirley Issac, Kimberly Mosley, Stephen Koelle,

Guests: Katie O’Brien (Staff Development), Song Le Graham (Articulation)

Call to Order
Quorum reached and the meeting was called to order by President Adam Wetsman at 1:03 p.m.

I. Approval of Minutes
The Minutes for November 6, 2012; Approved with no changes.

II. President’s Report
• AP 7217 was presented and a motion from Exec to approve forwarding this document to PFC.
  • Discussion question regarding provision 2C and “why was B struck?” These concerns were answered by Dr. Wetsman.
  • Motion Passed Unanimously
• Accreditation Update
  • All Standards are meeting and all co-chairs will meet again on Dec 7.
• Presidential Hiring Update
  • Closing Deadline is set for March 8
• Reassign Time Proposal
  • Rio Hondo College has no written procedures related to reassigned time. The only reference to reassigned time is in the RHCFA contract and that only requires that the District “consult” with the faculty when creating new positions. This term has been interpreted by the District as meaning that they tell the RHCFA president when a new position has been appointed.
  • Reassigned time costs the District a good deal of money. There are about 4.0 FTE worth of District Assigned Personnel assignments plus a lot more Specific Assigned Personnel assignments. There is no consistency or transparency with respect to how positions are created, eliminated, changed, or assigned.
  • In order to resolve these problems and to head off problems with ACCJC, the Senate proposed a set of guidelines. The proposal was first brought to
Academic Senate in October and approved by Senate. The proposal was not complete since Human Resources did not provide Senate President Adam Wetsman with descriptions for each of the positions, despite multiple promises that the information would be given. After some discussions with the administration, the initial proposal was modified. Senate approved the proposal in mid-October and it was forwarded to Kenn Pierson to take through the governance process.

- The matter was held up in President’s Cabinet. Dr. Pierson has indicated that the administration is hesitant to move forward with the proposal since it is a “bargainable” issue. President Wetsman has indicated that only the reassigned time amounts are bargainable, but processes relating to the positions are well within the Senate’s purview.

- Governance 10+1 Proposal
  - The revisions to BP 2510 and AP 2510 approved by Senate in October are still pending in the governance process.

- Code of Ethics
  - Senate recommended at an earlier meeting that the Code of Ethics remain in the Governance Manual and that an AP for the Code of Ethics simply reference the Code. This is based upon the Code of Ethics is not really a set of procedures, so putting it into an Administrative Procedure does not make a lot of sense.
  - There is a rumor that the Board will bypass the governance process (potentially jeopardizing accreditation) and simply pass an AP for the Code of Ethics at the December Board meeting.
  - **Motion from the floor** - The Academic Senate of Rio Hondo College directs the Executive Committee to communicate its concerns to the Board of Trustees and the administration about moving forward on any changes related to the Code of Ethics without properly following the governance process as this may jeopardize accreditation.
  - **Motion Passed Unanimously**

- Retention and Success
  - President Wetsman updated the Senate about the way Retention and Success is calculated.
  - The Staff Development Chair (Katie O’Brien) asked to present and was recognized. She informed the senate that the Staff Development committee is working on presenting a panel discussion on this issue. The senators applauded the Staff Development committee for their proactive planning.
  - President Wetsman reported that new students who take 100% of their classes online may have delays in their Financial Aid in order to prevent fraud. He is working with Financial Aid Director, Elizabeth Coria, and some counselors to see how the transition can be accomplished more smoothly.
  - President Wetsman also reported that some of our Basic Skills students may end up on Financial Aid probation if all of their classes consist of Basic Skill classes. Since these are P/NP classes, they will end up with Zero GPA. He will be working with Financial Aid and the counselors to resolve this issue as well.

**III. New Business**
Course Substitution

- The Academic Senate approved the following changes to the College Catalog (page 44) related to course substitution (additions in bold):

  - Request for a Course Substitution form must be completed and returned to the Admissions and Records Office in order to substitute one course for another or to waive part of a requirement in the event of discontinued courses. The course substitution request will be reviewed by a faculty representative, Dean of the discipline involved, and by the Dean of Counseling. **Rio Hondo College may accept extension and continuing education courses after taking into consideration if they are equivalent to Rio Hondo courses, are from an accredited institution, are taken for credit and a letter grade, and are degree applicable at the originating institution.**

Motion Accepted Unanimously

- Part-Time Faculty Orientation
  - The Senate Exec asked for volunteers to set up a committee to create a handbook for newly hired part-time faculty at Rio Hondo.
  - Colin Young (RHCFA President) Katie O’Brien (Staff Development) and Stephen Koelle graciously volunteered.

Hayward Award Nomination

- Fran Cummings Nominated Steve Katnik
- David Lindy nominated John Frala
- The Senate exec will send out biography of both candidate to all senators and will conduct an election.

ASCCC Representative Beverly Reilly presented a summary of various motions at the State Academic Senate. She was also very proud that Rio Hondo is a rare example of having an ASCCC Representative. Most other schools have their Academic Senate President vote. This illustrates the commitment of Rio Hondo Academic Senate to…. Also she thanked the Rio Hondo Senate for giving her as the ASCCC Rep to use her best judgment

Update on the Rubric used by ACCJC for online education presented by Fran Cummings.

- Professor Cummings gave the background of why ACCJC is focusing on this issue. Because of abuse of Financial Aid system by some criminal elements and some private colleges the Department of Education has charged Accreditors to check for these points.
- During the discussion, the following points were highlighted from the long list provided by Professor Cummings.
  - Adding a statement to LMS log-in page on Academic Integrity
  - Classes cannot be self-paced
    - Self-paced courses may be viewed as Correspondence Course
  - Regular Effective contact with students
    - Contact initiated by students does NOT meet the standard of Regular Effective contact.
• Contact must be initiated by the instructor on a regular basis via email, discussion, Announcements, etc.
  o There is a need for an Institutional definition of excessive absence in an online class.
  o Instructors should have a required qualification to teach DE, receive training, and participate in professional development regarding DE.

IV. Unfinished Business
• None

V. Committee Reports
• SLO: None.
• Academic Rank: None
• Bookstore: None
• Curriculum: Feb 9 is the deadline to make the Catalog
• Professional Development/FLEX: None
• IEC: None.
• ITC: None
• MIS/Enterprise: None
• Safety: None
• Program Review: None

VI:  Announcements: None
VII:  Public Comment: None

VIII:  Adjournment
• The meeting was adjourned by President Wetsman at 2:20 p.m.