
Rio Hondo College Academic Senate Minutes**October 21, 2014****Board Room****1:00 P.M.**

Present: Alan Archambault, Jose Arroyo, Robin Babou, Michelle Bean, Robert Bethel, Fran Cummings, Marie Eckstrom, Juan Fernandez, John Frala, Theresa Freije, Kathleen Hannah, Mike Javanmard, George Kimber, Steve Koelle, Sheila Lynch, Jim Matthis, Greg Miller, Carley Mitchell, Gail Modyman, Juana Mora, Steve Moshier, Katie O'Brien, Shelly Poetter, Vann Priest, Kathy Pudelko, Ron Reeder, Rudy Rios, Mary Rivera, Kevin Smith, Adam Wetsman, Jon Whitford, Colin Young, Mariano Zaro

Guests: Michelle Pilati, Rebecca Green, Irene Truong

I. Call to Order

Meeting was called to order at 1:01

II. Approval of Minutes

- September 16th minutes and October 7th minutes
- Minutes were approved with minor revisions

III. President's Report

- **Online Education Initiative**
 - The Dean of the Virtual College, Michelle Pilati (Chief Professional Development Officer for the OEI) and the Virtual College Coordinator provided a brief description of the OEI. Rio Hondo is involved in the pilot of the "Student Readiness Modules." These modules will be attached to our classes and they will be examined to see whether they impact student success in the online environment. Discussion occurred.
- **Classroom Implementation Committee (CLIC)**
 - The committee discusses how classroom faculty can support student success. Suggestions and activities include: reinstating the Early Alert System with ENG 30 and ENG 35 classes, the current FLEX theme: "Basic Skills across the Curriculum," and CLICKERS: Individuals that are trained on various modules to class and discuss various topics. This can occur either by invite (from the faculty member) or when faculty will be absent from class (instead of just canceling the class, students are given a brief presentation on a particular topic by a trained representative).
- **Accreditation**
 - The Vice President of Academic Affairs, the President/Superintendent, and the President of the Academic Senate met to discuss the next step with accreditation. The follow up report will probably need to be due by October, 2015. Discussions are underway for who should be part of the response team.

- **Newsletter**
 - The Senate and RHCFA are developing a faculty newsletter to spotlight faculty accomplishments.
- **Syllabi Collections**
 - Deans will be requesting that faculty hand in syllabi for every class section next semester. This is in response to a preliminary finding/recommendation from the accreditation visiting team that the college needs a mechanism to ensure that students receive syllabi with SLOs in them.
- **ASCCC Area C meeting**
 - The ASCCC Representative discussed the “big topic issues” that will be part of the upcoming meeting. These included: securing funding for C-ID Course Descriptors, BA/BS degrees at community colleges, minimum qualifications, and ACCJC.

IV. Unfinished Business

- **Directed Study**
 - Discussion was postponed until next meeting. R Bethel volunteered to be added to the subgroup.

V. New Business

- **Regular and Effective Contact- Distance Education**
 - **Motion** by F Cummings (seconded by S Lynch): The Academic Senate adopts the guidelines for regular and effective contact. Questions arose during discussion.
 - **Substitute Motion** by A Wetsman (seconded by R Reeder): The Academic Senate accepts the guidelines for regular and effective contact with the following revisions: the words *will* and *shall* will be changed to *should*. This document shall be “housed” in the Senate. Motion for a substitute motion passed unanimously.
 - Motion passed unanimously
 - The DEC was commended for their work on these guidelines.
- **Inactivating Courses- Curriculum**
 - Usually, deleting a course from the catalog does not remove the courses from assist.org. Deleting a course from curriculum will remove it completely. There are many courses that are deleted from the catalog that are not taught and this causes issues with articulation. The curriculum committee has decided that deleting a course from the catalog will also include removing it at the Chancellor’s office and assist.org. Courses can still be brought back one day, but the course would have to get approval for assist.org again.

VI. Committee Reports

Academic Rank: Nov 17 is the cutoff date for applications

Bookstore: The bookstore is selling fewer books but the number of students that rent their books is up. The college is getting less money from these exchanges though. Also they are “going green” and not using bags anymore

Curriculum: Substantial change deadline was last Friday- Minor course change deadline is November 7.

FLEX/Staff Development: Two workshops will be given on increasing student confidence and motivation on tests. Also, the All-Staff Retreat is 11/7. 100 people have signed up.

IEC: None

ITC: Meeting today; they hope to get a quorum

DEC: Online Teaching Certification timeline has been changed. Faculty wanting to teach online in Spring, 2016 must complete the three “courses” by October, 2015.

Program Review: Reviews are occurring October 31, November 14, and December 5. Faculty volunteers are still needed.

Safety: Emergency Drill: 10/23 at 10:23

SLOs: The SLO Committee met last week. All faculty should have all SLOs on their syllabi. Also, faculty should be collecting assessment data for SLOs and entering assessment data and reports once a year. The SLO committee is reviewing course SLOs, examining program SLOs, and examining continuing education SLOs. They are anxiously awaiting ACCJC report to see the specific recommendations.

VII. Announcements

Student tutors will be directly to part in Lots A and C, not Lot B (Staff parking).

The women’s soccer team is 10-1 this season. Come out and see them! They won their last game 8-0!

Thankful grams are now available. Deadline to purchase is early November.

VIII. Public Comment

IX. Adjournment

Meeting was adjourned at 2:17