

Rio Hondo College Academic Senate Minutes**November 18, 2014****Board Room****1:00 P.M.**

Present: Robin Babou, Michelle Bean, Robert Bethel, Fran Cummings, Marie Eckstrom, Cameron English, Juan Fernandez, Song Le Graham, Sergio Guzman, Kathleen Hannah, Mike Javanmard, George Kimber, Steve Koelle, Sheila Lynch, Jim Matthis, Greg Miller, Carley Mitchell, Gail Modyman, Steve Moshier, Katie O'Brien, Tyler Okamoto, Vann Priest, Kathy Pudelko, Ron Reeder, Rudy Rios, Mary Rivera, Kevin Smith, Adam Wetsman, Jon Whitford, Colin Young, Mariano Zaro

I. Call to Order

The meeting was called to order at 1:02

II. Approval of Minutes

- **November 4th minutes**

The minutes were accepted without revision

III. President's Report

- **Myeshia Armstrong, Vice-President – Finance and Business**

The Senate welcomed the VPFB and the VPFB gave a warm greeting to Senate.

- **Hayward Award**

The Senate can nominate someone for this award. This year, it must be a part time faculty member. It is given to someone for outstanding performance of professional activities and academic presence on campus. The Senate President will e-mail the details out to all faculty. Nominations can be submitted via e-mail to him. The deadline to submit nominations to Senate is Dec 1.

- **Draft from visiting team**

We received the draft of the recommendations from the visiting team. It is close to what we expected based on the "report out." There are three or four new recommendations. Specifically, Recommendations 4, 6, 7, and 8 are all new.

IV. Unfinished Business

- **Directed Study - AP 4101 Independent Study/Directed Study**

The changes that were proposed by the Senate subcommittee include: changing the number of times that these classes can be taken, the total units that can be taken from these types of classes, and these classes will not be repeatable.

Motion by A Wetsman (seconded by S Koelle) to accept the proposed/recommended changes to AP 4101.

There was discussion about whether "discipline" was defined. The curriculum committee tried but it seemed to be a difficult thing to do. One recommendation that was made was to create sub

courses within a discipline (ie. ART 199H for art history, ART 199P for painting etc.). This would help with the repeatability issue.

Motion was passed unanimously.

V. New Business

• Student Equity Plan

Since the Senate President needs to sign the plan, the Senate was asked to formally approve the plan.

Motion from S Guzman (2nd K O'Brien): In recognizing that the student equity plan is an "academic and professional matter," as part of the 10+1, which requires mutual agreement, the academic senate approves the student equity plan.

Motion was passed unanimously (F Cummings abstained)

• AP 4260 Prerequisites and Corequisites Accreditation

Motion by S Guzman (seconded by C Young) to accept the proposed/recommended changes to AP 4260.

Currently, all prerequisites need to be justified with a statistical validation. These changes would allow for the completion of a content review, where the discipline faculty member and the curriculum chair can meet and examine the content of the classes to determine where the prerequisite is appropriate.

One change: **Add the word skills and/or criteria to IV B 1.**

Motion was passed unanimously.

VI. Committee Reports

- Academic Rank
- Bookstore
- Curriculum
- FLEX/Staff Development
- IEC
- Distance Education
- Program Review
- Safety
- SLOs
- Other

Curriculum: The committee is finishing up substantive change items now. The non substantive changes should be completed by the end of the semester. Next semester, select programs will be piloting Curricunet. Our curriculum chair resigned. F Cummings has agreed to step in (pending committee approval).

FLEX/SD: There will be a Teaching for Learning Winter Institute on January 27. Two CSULA colleagues will lead a workshop discussing best practices. It will center around writing assignments in non-English areas and how to develop rubrics for those assignments. Also, the Writers' Resource Center, which is paid for by student equity funds, will be offering writing conferences for students in every area. Finally, the Flex day call for breakouts is coming; a keynote speaker is still needed.

IEC: The committee is looking to replace PlanBuilder. They have reviewed three different software systems. The goal is to have this system in place for next year's planning cycle. Also, there is an upcoming opening for a faculty member on IEC.

DE: The course expectations letters for Spring semester will be carried over from the fall. If the class is new, a new form will need to be submitted. The DEC will have their last meeting of the semester in two weeks.

Program Review: The committee completed two of the three full day review sessions. The third one is in December. At this point, two things are standing out: Many academic departments are asking for money for staff development that is specific to their department/discipline. Also, in the Warehouse program review, it was pointed out that 75% of the warehouse contains paper for Xeroxing!!!! We make a LOT of copies on this campus.

ITC: Having a meeting today.

Safety: Someone is threatening people in the LAC. Discussion occurred over whether faculty and staff have “the right to know.” Do faculty have a right to know that this person is doing this and what he or she looks like? How are faculty informed?

SLOs: The SLO committee is addressing the SLO recommendations from the visiting team. Recommendation 5 discusses connecting program level SLOs to courses. The committee will look at this issue this Thursday.

There is a discrepancy between what our SLO documents say we do and what we actually do. Currently the first step is to clarify what we do with the visiting team.

Another recommendation is to ensure course SLOs are in syllabi. All deans will be collecting syllabi and looking at each one to ensure that appropriate SLOs are there.

There is also a need to implement SLOs for non-credit courses. The SLO committee will examine how to deal with this as well.

Also, recommendation 7 mentions that all faculty evaluations have “effectiveness in producing SLOs” in them. Currently, for non-tenured faculty there is a checkoff that says that faculty participate in SLO development. Since there is no SLO component to peer review, tenured faculty aren’t evaluated for this and that might be an issue. The chief negotiator and the Director of HR are working on it.

VII. Announcements

Audi will be showcasing new vehicles in the tech quad next week.

The Senate President and the RHCFA President will be putting information into the newsletter. They are looking for good information to include. Please forward ideas to them.

RHCFA: Swiss Park holiday luncheon is on Dec 4. There is also a faculty association meeting this Thursday.

VIII. Public Comment

IX. Adjournment

The meeting was adjourned at 2:05