Minutes
September 15, 2015
Board Room
1:00 p.m.

Present: Alan Archambault, Robin Babou, Michelle Bean, Robert Bethel, Ada Brown, Fran Cummings, Michael Dighera, Marie Eckstrom, Juan Fernandez, Raquel Flores-Olson, John Frala, Theresa Freije, Sergio Guzman, Kathleen Hannah, Mike Javanmard, Jim Matthys, Greg Miller, Juana Mora, Steve Moshier, Katie O’Brien, Tyler Okamoto, Aimee Ortiz, Dorali Pichardo-Diaz, Shelly Poetter, Kathy Pudelko, Ron Reeder, Kirsten Rich, Mary Rivera, Kevin Smith, Adam Wetsman, Colin Young, Mariano Zaro

I. Call to Order: 1:04 p.m.

II. Approval of Minutes: September 1 minutes approved with no corrections

III. President’s Report:
A. Administration of Justice Graduation—45 graduates this cohort; positive progress with academy
B. Board Policy/Administrative Policy Update—will be reviewing and revising a few BPs and APs coming through PFC
C. Board of Trustees Update—Special Meeting with Enrollment Committee
D. Mission Statement—one word change; AS approval needed
E. Accreditation Update—SLO data collection will be a focus this year
F. Course Management System (or Learning Management System)—Canvas for online courses
G. Collective Brain Trust—includes a hired consultant for collecting the enrollment data

IV. Unfinished Business: None

V. New Business:

A. Program Review: Program Review falls under Academic Senate purview per Article #9 under the 10 + 1 mandates of Title V (see Addendum A)

1. Executive Motion:
Whereas program review processes are under the purview of the Academic Senate as specified in AB 1725 and the Educational Code, and
Whereas changes to the program review process require mutual agreement with the District, and
Whereas the Academic Senate seeks to enhance continued improvement in academic offerings, and
Whereas the Academic Senate seeks to ensure that all areas of the College effectively serve the mission of Rio Hondo College,
Therefore, be it resolved, that the Academic Senate adopts and supports the changes to the Program Review process as proposed by the Program Review
Committee (see Addendum A) and urges all areas to follow Academic Senate lead in complying with the said changes.

2. Passed unanimously

B. Mission Statement

1. **Motion**: To accept the new RHC Mission Statement as proposed (see Addendum B)
   a) Originated by A. Brown
   b) Second by M. Rivera
   c) Passed unanimously

C. Distance Education Committee

1. Course Management System—Canvas voted in by DEC for use for Fall 2016; Blackboard will run simultaneously with Canvas in Summer 2015
2. Discussion ensued
3. **Motion**: Whereas the Academic Senate has passed a motion on September 1 under New Business item A.1. and B for a new Course Management System, the Academic Senate now approves the Distance Education Committee’s recommendation for the switch to Canvas pursuant to aforementioned motion’s listed items.
   a) Originated by A. Brown
   b) Second by M. Javanmard
   c) Passed unanimously

VI. Committee Reports

- Academic Rank—Nov. 20 is deadline
- IEC—need a replacement for committee chair
- Safety—no report
- Bookstore—issues with book orders; recommendation: place the number of desired books ordered on form
- ITC—no report
- SLOs—enter assessment reports for every course offered. Email A. Wetsman with any issues
- Curriculum—Deadline Sept. 28 for major revisions; Oct. 19 for minor changes; all courses are now uploaded to CurricUNET
- Distance Education—see above notes (in section V)
- Student Equity—currently creating and submitting plan for 2015-16
- FLEX/Staff Development—need one committee member; 1st and 3rd Wednesdays 2:30—3:30 p.m.
- Program Review—see above notes (in section V)

VII. Announcements
A. Writers’ Resource Center—send your students for writing help; location LR124
B. LA County Fair Rio Hondo College Day Friday, Sept. 25
C. Discussion of Health Services

VIII. Public Comment—none
IX. Adjournment: 2:11 p.m.

Addendum A

Program Review Proposal

Following the annual program review cycle and based on the peer review, each document will be given one of three status conditions: accepted as written, requested to make minor revisions, or requested to make major revisions. Suggestions for improvement will be based on the program peer review and detailed in the Executive Summary.

Minor Revision: This indicates the document needs surface-level attention, such as reorganization, elaboration, and/or stylistic attention. The document is basically sound. Revision will be submitted before the Institutional Planning Retreat in the spring. The Program Review co-chairs will review the re-submitted document and either accept the revision or suggest further revision.

Major Revision: This indicates the document and/or the program needs serious reconsideration. This takes time and should include all participants in the program. Major revisions will be submitted by the program review deadline the following year, and the revised program review will serve as the program plan for that year. The Program Review co-chairs will review the re-submitted document. If necessary, the program will be asked to undergo another formal program review the following year to ensure improvement. This second formal program review will not supplant the regular and established six-year program review cycle.

Addendum B

Mission Statement
Proposed Update

Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.