



## Academic Senate 2015-16

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### MINUTES

May 3, 2016

Board Room

1:00 p.m.

**Present:** Lupe Alvarado, Alan Archambault, Robin Babou, Ryan Bronkar, Michelle Bean, Robert Bethel, Marie Eckstrom, Juan Fernandez, Raquel Flores-Olson, John Frala, Theresa Freije, Sergio Guzman, Kathleen Hannah, Yuniol Hernandez, Mike Javanmard, George Kimber, Sheila Lynch, Jim Matthis, Greg Miller, Carley Mitchell, Juana Mora, Steve Moshier, Katie O'Brien, Tyler Okamoto, Aimee Ortiz, Dorali Pichardo-Diaz, Kathy Pudelko, Rudy Rios, Mary Rivera, Shelly Spencer, Adam Wetsman, Jon Whitford, Colin Young, Mariano Zaro **Guest:** Elizabeth Ramirez

I. **Call to Order:** 1:07 p.m.

II. **Approval of Minutes:** April 19, 2016 minutes approved with submitted corrections.

III. **President's Report**

A. President announced: "Happy National Teacher's Day!"

B. **First-Year Seminar**

1. Sheila Lynch presented PowerPoint slides reviewing First-Year Seminars (see Addendum A)—Five 3-unit 100-level courses that will focus on a theme and be housed under Academic Affairs with their own prefix: "FYS."
2. First-Year Seminar courses are part of the Avance cohort experience, a new RHC one-year program for first-time students; students will be recruited through Summer Bridge.
3. Five First-Year Seminar courses are currently being written. The courses will address content in the following broad discipline areas: a) behavioral and social sciences, b) business technology, c) communications and languages, d) fine arts, e) natural sciences.

A. **Plenary Report**

1. John Frala reviewed a handout with summaries of the resolutions presented at the spring session (see Addendum B).
2. Julie Bruno elected ASCCC President; new Area C Representative is Adrienne Foster.
3. Major focuses were on SLOs as a curricular matter and exploring minimum qualifications.
4. Assessment issues moved to committee.

B. **Program Review**

1. Marie Eckstrom described the Program Review process and reviewed the Program Review rubric (see PFC supporting documents on the Academic Affairs webpage). The rubric describes the five areas of evaluation: Written Discourse, Content, SLOs, Data Analysis, Goals & Objectives.
2. Program Review Executive Summaries were also presented and discussed briefly.
3. Overall, recurring issues emerging out of the last Program Review process focused around safety, continuing education, lab appropriation and use, along with enhancing RHC accounting procedures.



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### IV. Unfinished Business

#### A. **Administrative Policy 4235 Alternative Credit** (see Addendum C)

1. **Motion:** To approve AP 4235 as submitted.
  - a. Adam Wetsman motioned
  - b. Yunior Hernandez seconded
  - c. Motion passed unanimously

### V. New Business

#### A. **Senate By-Law Revision**, first reading (see Addendum D)

1. **Motion:** To accept the Senate Bylaws as revised and presented for a first reading.
  - a. Adam Wetsman motioned
  - b. Katie O'Brien seconded
  - c. Motion passed unanimously

#### B. **Classified Staff Appreciation**

1. **Motion:** The Academic Senate, in anticipation of the successful completion of another academic year, extends the faculty's esteem and appreciation for the diligent work and dedication of the classified staff of Rio Hondo College, wishing joy and continued success in our combined future efforts to propel the college forward.
  - a. Michelle Bean motioned
  - b. Katie O'Brien seconded
  - c. Motion passed unanimously

### VI. Committee Reports

- A. Academic Rank—no report.
- B. Basic Skills—no report.
- C. Bookstore—no report.
- D. Curriculum—Curricunet is still being reviewed for RHC use.
- E. FLEX/Staff Development—If you have any local, low-cost activities you would like to attend, please fill out an application and submit to the Flex Office.
- F. ITC—no report.
- G. SLOs—Workshop in SS305 announced on entering SLO data and completing Assessment Reports. Part-time faculty will be required to complete SLOs starting next year. New SLO system is TK20; transition happening over summer. SLO assign time will be 30% for next year during the transition and 20% thereafter. A brief discussion occurred on maximizing use of SLO data for best teaching practices.
- H. Student Equity—Commendations for Negotiations Team. The last Student Equity Matters Discussion for the year is tomorrow in SS107. On May 12, please attend the workshop on *The Effects of Racial Microaggressions on Student Success*.
- I. OEC—Two changes: each year online instructors must fill out Regular and Effective Contact Form AND online certification peer committee will review and validate the regular and effective contact—training will take place for the review committee in the future.
- J. IEC—no report.
- K. Program Review—see above.



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- L. Safety—Jim Poper is leaving RHC; Steven Gabriel will return. A great need in the area of safety expressed by Senate members.
- M. MIS/Enterprise—no report.

### **VII. Announcements:**

- A. Marie Eckstrom receiving the Distinguished Faculty Award on May 11 at the Board Meeting at 6 p.m.—please come out and support.
- B. Association of Technology Management and Applied Engineering visited our campus; we are now the first community college in the nation to receive this accreditation. Chancellor's Office approved our AS degree for electric car fuel cells as the first Associates Degree of its kind in the state. We are also the only approved alternative-fuels certification program other than Detroit.
- C. Faculty Association paying for an after graduation party; RSVP with Teresa Martinez.

### **VIII. Public Comment—none.**

### **IX. Adjournment: 2:03 p.m.**



**Addendum A**

# Rio Hondo College First-Year Seminars

## **FIVE (5) FIRST-YEAR SEMINAR COURSES** covering broad discipline areas

- Behavioral & Social Science
- Business Technology
- Communications & Languages
- Fine Arts
- Natural Sciences



## FIRST-YEAR SEMINARS

### INTENT

The First-Year Seminar is designed to inspire students to

- **cultivate** intellectual curiosity
- **explore** fields of academic study
- **examine** issues from multiple perspectives
- **practice** reflection, critical analysis, and synthesis
- **develop** strategies for interpretation and evaluation
- **engage** in writing as an act of intellectual and critical inquiry
- **evaluate** sources of information and ideas for quality, currency, and validity

## STRUCTURE of SEMINARS

Practical characteristics

- 3.0-units
- 100-level courses
- CSU transferable as an elective
- twice-weekly meetings for 16 weeks (54 lecture hours)
- offered spring semesters
- open only to students in the *Avance* program
- class size of 25 students (approx.)
- listed under the new prefix "FYS" (FYS 101, FYS 102, FYS 103, etc.)



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## RHC's 2015-2020 Title V Grant: The *Avance* Project

*Avance* aims to increase the rate of new students who (1) persist in their first three semesters, (2) complete the basic skills Math sequence within two years, and (3) achieve degree/certificate/transfer completion in a shorter span as well as (4) to increase faculty capacity to educate high-risk student populations.

> <Summer>

Summer Bridge: Math Academies

### STEM Math Academy

- Algebra/calculus
- Innovative use of ALEKS software
- Math re-assessment to shorten required Math course sequence

### Non-STEM Math Academy

- Statistical concepts
- Innovative future development of a Pre-Statistics course
- Completion of transfer-level math requirements in two semesters

> <Fall>

### First-Year Schedule: Prescribed and Guaranteed

- Math - 4 units
- English - 3.5 units
- Lifelong Learning & Self-Development course - 3 units
- G.E. course - 3 units

Total: 13.5 units

> <Spring - launch 2018>

### First-Year Schedule: Prescribed and Guaranteed

- Math - 4 units
- English - 3.5 units
- First-Year Seminar - 3 units  
--engagement in a discipline
- G.E. course - 3 units

Total: 13.5 units

### Avance Center for Student Success

- Integrated Support Staff: Instructional Assistant, Instructors and/or Peer Tutors, Counselors, Success Coaches
- Centralized Resources: Computer Lab, Supplemental Instruction, Success Workshops, Educational Plans

### Professional Learning Institute for Faculty/Staff

- Networking/Collaboration on supporting California Common Core Standards (with local high school faculty)



## Academic Senate 2015-16

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### Addendum B

#### 48th SPRING SESSION RESOLUTIONS

##### *Adopted Resolutions*

##### *Report Prepared by Professor John Frala*

##### *Automotive Faculty*

Julie Bruno was elected new ASCCC President

John Stankas was elected VP

Dolores Davison was elected Secretary

John Freitas Treasure

Adrienne Foster is new Area C Representative

- 3.01 S16 Diversifying Faculty to Enhance Student Success
  - ^3.01.01 S16 Amend Resolution 3.01 S16
  - #3.01.02 S16 Amend Resolution 3.01 S16
- #3.01.03 S16 Amend Resolution 3.01 S16 ..... 4Pass: 7.01 Costs associated with prior military experience credit
- 9.01 S16 Adopt the Paper *Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates*
- \*9.01 S16 Adopt the Paper *Ensuring Effective Curriculum Approval Processes: A Guide for Local Senates*
- 9.02 S16 Develop a Paper on Effective Practices for Educational Program Development
- 9.03 S16 Criteria for Recording Low-Unit Certificates on Student Transcripts
  - #9.03.01 S16 Amend Resolution 9.03 S16
- \*9.04 S16 Flexibility in Awarding Unit Credit for Cooperative Work Experience
  - #9.04.01 S16 Amend Resolution 9.04 S16
  - \*9.05 S16 Modify Regulations on Certificates of Achievement for Greater Access to Federal Financial Aid
- 9.06 S16 Student Learning Outcomes Assessment is a Curricular Matter
  - #9.06.01 S16 Amend Resolution 9.06 S16
- Resolved, That the Academic Senate for California Community Colleges urge local senate leaders to advocate for outcomes assessment as a form of academic research that emphasizes improvement in student learning;
- Resolved, That the Academic Senate for California Community Colleges advocate for State Legislature recognition of these additional research contributions on the part of community college faculty to higher education and advocate for professional development funding to improve the research capacity of community college faculty that enhances teaching and learning; and
- Resolved, That the Academic Senate for California Community Colleges urge local academic senates to advocate for recognition of these additional research contributions on the part of faculty to the institution and to advocate for substantial professional development resources for training and reassigned time.



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- 9.07 S16 Guidance on Using Noncredit Courses as Prerequisites and Co-requisites for Credit Courses
- +9.08 S16 Associate Degree for Transfer in Music
  - # 9.08.01 S16Amend Resolution 9.08 S16
- +9.09 S16 Z-Degrees and Faculty Primacy
  - \*#9.09.01 S16Amend Resolution 9.09 S16
- ^9.10 S16 Review and Reform of Curriculum and Instruction Regulations
- ^9.11 S16 Academic Senate Guidelines on Course Substitutions for Associate Degrees for Transfer
- ^9.12 S16 Prioritize Data Integrity
  - #9.12.01 S16 Amend Resolution 9.12 S16
- 10.01 S16 Adopt the Paper *Equivalence to the Minimum Qualifications*
  - Resolved, That the Academic Senate for California Community Colleges adopt the proposed revisions to the paper *Equivalence to the Minimum Qualifications*.
- 10.02 S16 Explore Changes to Minimum Qualifications
  - Resolved, That the Academic Senate for California Community Colleges work with discipline faculty and other interested stakeholders to explore the possibility of creating within existing CTE disciplines more narrowly defined disciplines when discipline faculty deem such a discussion to be potentially beneficial.
- 13.01 S16 Feasibility Study to Expand the Hayward Award
  - #13.02.01 S16 Amend Resolution 13.01 S16
  - #13.02.02 S16 Amend Resolution 13.02 S16
  - Resolved, That the Academic Senate for California Community Colleges evaluate the feasibility of expanding the Hayward Award to recognize both full- and part-time faculty in each area annually.
- +19.02 S16 Career Technical Education Faculty and College Governance
- #19.02.01 S16 Career Technical Education Faculty and College Governance
- #19.02.02 S16 Amend Resolution 19.02

Download version at

<http://www.asccc.org/sites/default/files/Final%20Resolutions%20Spring%202016.pdf>



# Academic Senate 2015-16

## Addendum C

RIO HONDO COMMUNITY COLLEGE DISTRICT      Administrative Procedure

**CREDIT BY EXAMINATION ALTERNATIVE CREDIT**

|                |
|----------------|
| AP No.<br>4235 |
|----------------|

Board Reviewed: 8/15/07; 12/14/11; 6/13/12

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The Board of Trustees of Rio Hondo College authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled and successfully passes certain authorized examination(s).

- I. Credit by Exam
  - Credit by Exam will be awarded through satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog
- II.A. Determination of Eligibility to Take the Examination:
  - The student must be currently registered at the college and in good standing
  - The course must be listed in the college catalog
  - Completed at least 12 units in residence
    - ~~Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.~~
  - ~~I. Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in bodies of subject matter to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.~~
  - ~~II. To challenge a course and receive Credit by Examination a student must be registered in the college and be in good standing. Course(s) must be listed in the college catalog. Students may be exempt from this if they are requesting to challenge and receive credit by examination for a high school / Regional Occupational Program Career and Technical Education (CTE) articulated pathway (Title 5 Section 55052).~~
- B. Students may not be enrolled in the course for which they may want to challenge and receive Credit by Examination; ~~students may receive credit by completing courses in high school Regional Occupation Programs (ROP), Career Technical Education (CTE), and articulated programs.~~
- C. Students shall be given course credit to a limit of twelve (12) Rio Hondo College units upon the successful completion of examinations (s), which may be applied to an Associate degree **and/or transfer**. These courses should not count as 12 units in residence **required for an associate degree**.



## Academic Senate 2015-16

RIO HONDO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CREDIT BY EXAMINATION **ALTERNATIVE CREDIT**

AP No.  
4235

Board Reviewed: 8/15/07; 12/14/11; 6/13/12

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adequately measures mastery of the course content as set forth in the outline of record.

- E. Not all Rio Hondo College courses are offered for Credit by Examination. Final determination of which courses are available for credit by examination will be made by the faculty member(s) who teaches the course and the appropriate division dean.
- F. The student's academic record must clearly indicate that the credit(s) ~~have~~ **has** been earned by examination

**XI.II.** Credit by External Examination:

A. Credit by external examination may be obtained by achievement of a passing score on one of the following:

- Advanced Placement (AP) Examination administered by the College Entrance Examination Board
- College Level Examination Program (CLEP) tests
- International Baccalaureate (IB) Higher Level Examination

**XII** B. Credit by External Examination: After completing 12 units in residence, a student will be awarded credit by external examination with passing scores from the **Advanced Placement (AP) Examination, College Level Examination Program (CLEP) and/or the International Baccalaureate (IB) Higher Level Examination.** Specific course credit and/or general education credit will be granted toward the Associate degree and/or transfer. Details on scores and how credit is applied can be found in the Rio Hondo College catalog.

**XIII.III.** There is no limit on the number of units awarded through Credit by External Examination

**IV.** Reference: Title 5 Section 55050, Title 5 Section 55052



## Academic Senate 2015-16

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### Addendum D

#### Proposed Changes to Academic Senate Bylaws – May 2016 Election Procedures

1. Publicity of candidacy, or electioneering, shall be limited to a maximum of ten school days prior to any election for Senate divisional representation or for Senate Executive officers. If the Parliamentarian is a candidate for office, the Senate Executive Committee will select an elections chairperson to coordinate all election activities, including the distribution and acceptance of nominations, the distribution of ballots, and the counting of ballots.
2. Election of new Senators **should** be completed **by the end of February each year**. New Senators will take office at the end of the academic year, immediately following graduation. The senior Senator from each Division will facilitate communications between events in the division and the Senate. Newly elected Senators are encouraged to attend Senate meetings during the interim between their election and the time they take office. The senior Senator from each division is responsible for ensuring that the division election takes place and that the names of elected Senators are forwarded to the President of the Senate immediately after the election is held. The senior Senator is also responsible for ensuring a smooth transition for newly elected Senators.
3. Officer elections **shall** be completed in March **each year**. New **Senate** officers will take office at the end of the academic year, immediately following graduation. The Executive Committee will establish timelines for officer elections. Nominations will take place at a Senate meeting and will be open for one week. At least one week prior to the meeting at which nominations take place, the Parliamentarian or designee will distribute information regarding elections and the elections timeline. **Voting will be open for one week following the close of nominations.**

Voting will be **conducted electronically using online survey software**. The Parliamentarian (or designee) will email a **link for the electronic ballot to each Senator's Rio Hondo College email address one week prior to the last Senate meeting in March**. The Parliamentarian (or designee) will create the electronic ballot to include the names of the officer positions, with the candidates listed in randomized order. There will be a **form field for "write-in" candidates for each office**. **Voting will close at noon the day prior to the last Senate meeting in March.**

A committee under the general direction of the Parliamentarian (or designee) will **tally the results of the electronic vote**. No candidate for any office may participate in the **tallying of the vote**.

Results of the election will be announced at the **last Senate meeting in March**. In order to be elected to any office, a candidate must receive 50% plus 1 vote of the votes cast for that office.

In the event that no candidate **for an office** receives the required number of votes, a runoff election shall occur. If there are more than two candidates for an office, **none of whom received the required number of votes**, a runoff election between the two candidates receiving the most votes **will be held at the same meeting the results of the election are announced**. The Parliamentarian (or designee) will email an announcement of the runoff election to all Senators prior to the meeting at which the runoff election will be held. The runoff election will be conducted by paper ballot. Senators must be present at the runoff election to cast a vote. The results of the runoff election will be **announced at the same meeting the runoff election took place**.

4. An officer is limited to two consecutive terms in any one office. Officers may be elected to additional non-consecutive terms.
5. The Parliamentarian or designee is responsible for coordinating all elections.
6. In the event of a vacancy in the Executive Committee, the President may call a special election.



## Academic Senate 2015-16

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### Senate Officers and Executive Committee

The officers of the Senate shall be a President, First Vice-President, Second Vice-President, Secretary, and Parliamentarian. Each of these officers shall be duly elected Senators for the term they will be serving. The term of office shall be one year.

### Current Academic Senate Bylaws Election Procedures

1. Publicity of candidacy, or electioneering, shall be limited to a maximum of ten school days prior to any election for Senate divisional representation or for Senate Executive officers. If the Parliamentarian is a candidate for office, the Senate Executive Committee will select an elections chairperson to coordinate all election activities, including the distribution and acceptance of nominations, the distribution of ballots, and the counting of ballots.

2. Election of new Senators must be completed at least one week prior to the final Senate meeting of the academic year. New Senators will take office at the end of the academic year, immediately following graduation. The senior Senator from each Division will facilitate communications between events in the division and the Senate. Newly elected Senators are encouraged to attend Senate meetings during the interim between their election and the time they take office. The senior Senator from each division is responsible for ensuring that the division election takes place and that the names of elected Senators are forwarded to the President of the Senate immediately after the election is held. The senior Senator is also responsible for ensuring a smooth transition for newly elected Senators.

3. Officer elections should be completed in March. New Senator officers will take office at the end of the academic year, immediately following graduation. The Executive Committee will establish timelines for officer elections. Nominations will take place at a Senate meeting and will be open for one week. Elections will be held at the following Senate meeting. At least one week prior to the meeting at which nominations take place, the Parliamentarian or designee will distribute information regarding elections and the elections timeline.

Voting will be by paper ballot. Senators may request a ballot up to one week prior to the meeting at which voting is to take place or at the beginning of the election meeting. Ballots must be returned by 1:10 p.m. on the day of the election meeting. Paper ballots will have the names of the officer positions, with the candidates listed in randomized order. There will be a space for write-in candidates for each office.

A committee under the general direction of the Parliamentarian (or designee) will open and count the ballots. No candidate for any office may participate in the counting of ballots.

Results of the election will be announced at the meeting during which ballots are counted. In order to be elected to any office, a candidate must receive 50% plus 1 vote of the votes cast for that office. In the event that no candidate receives the required number of votes, a runoff election shall occur on the same day as the election meeting. If there are more than two candidates for an office, the runoff election will be between the two candidates receiving the most votes.

4. An officer is limited to two consecutive terms in any one office. Officers may be elected to additional non-consecutive terms.

5. The Parliamentarian or designee is responsible for coordinating all elections.

6. In the event of a vacancy in the Executive Committee, the President may call a special election.

### Senate Officers and Executive Committee

The officers of the Senate shall be a President, First Vice-President, Second Vice-President, Secretary, and Parliamentarian. Each of these officers shall be duly elected Senators. The term of office shall be one year.