



Academic Senate 2016-17

Minutes

April 4, 2017

Board Room

1:00 p.m.

- I. **Present:** Lupe Alvarado, Robin Babou, Michelle Bean, Robert Bethel, Gina Bove, Brian Brutlag, Michael Dighera, Juan Fernandez, Raquel Flores-Olson, Theresa Freije, Karen Gottlieb, Kathleen Hannah, Laura Harrison, Yuniol Hernandez, Jupei Hsiao, Jorge Huinquez, Matt Koutroulis, Sheila Lynch, Jim Matthis, Greg Miller, Juana Mora, Katie O'Brien, Tyler Okamoto, Amelia Ortiz, Dorali Pichardo-Diaz, Kathy Pudelko, Tracy Rickman, Rudy Rios, Jose Rodriguez, Stephen Smith, Shelly Spencer, Irma Valdivia, Viviana Villanueva, Adam Wetsman, Jon Whitford. Others present: Ryan Bronkar, Sergio Guzman, Elizabeth Ramirez
Guest: Marina Markossian

- II. **Call to Order:** 1:04 p.m.

- II. **Approval of Minutes:** March 21, 2017 approved with one correction.

- III. **President's Report**
 - A. Library Services—librarians are available to assist faculty with writing workshops for their students; Senate President will provide a list of workshop and options from the library soon.
 - B. Drop and Census Dates—Senate President will have pro and con list soon.
 - C. Online Education Initiative—Michelle Pilati
 1. Net Tutor is available to students in all web-enhanced courses—on-ground and online. Michelle sent a few emails to faculty with directions on how to activate Net Tutor. OEI will provide this ongoing service.
 2. Online Counseling will be available soon as a pilot.
 3. OEI wants to add to the list of Exchange courses with common CID designations. Consider letting Michelle P. know if you have a course that you may want to offer more frequently but doesn't always fill here at RHC.
 4. Consider getting your online courses Peer Reviewed; let Michelle P. know if you want to opt into this review process.
 5. Concern: RHC does not notify students of being dropped, which could be a problem in the exchange if students from other courses are “used to” being notified.
 6. Process: Students will go through the Exchange with an expedited application process that places the student in our system; these students also will have a simplified transcript process. FTEs stay with the school offering the course regardless of the students' home colleges (where they received matriculation services). Financial aid will have a consortium mechanism (manually inputted at the home college) to ease of that process for students.
 - D. VP of Academic Affairs has accepted a president position at Cypress College and will be leaving us.
 - E. Senate President sent FERPA document as a reminder to all faculty—see Addendum A. One Senator asked for the source of the document.

- IV. **Unfinished Business:** None



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V. **New Business:**

- A. Distinguished Faculty Award—there were 5 applicants; the recipient for 2017 is Belen Torres-Gil. Award to be formally presented at a future Senate meeting.
- B. Written Committee Reports
 - 1. Concern: Reports don't always include detail from committee meetings and frequently state "no reporting" in the Senate minutes; written reports could be scheduled and rotated. Senate President would like a list of committee members.
 - 2. Suggestions: Have committee reports at top of meeting or perhaps a scheduled block of time within the Senate meeting. VPs share the responsibility of gathering written reports. Submit written reports before Senate meeting and chair or representative attends to answer questions.
 - 3. Senate Executive will discuss and present a motion at a future meeting.

VI. **Committee Reports**

- A. Academic Rank—no report.
- B. Basic Skills—last Friday at PCC, the BS team attended a Tutoring Expo; RHC will be attending an Integrating Planning Workshop; BS meeting this Thursday.
- C. Bookstore—the old bookstore is now storage for the former L Building offices.
- D. Curriculum—non-credit courses never went through the Curriculum Committee review process, so the committee is discussing the possible inclusion of such courses into our official review process.
- E. FLEX/Staff Development—please submit our Needs Survey; Reflection and Renewal Retreat coming up; Reading Apprenticeship Workshop on June 1—stipends available or Flex credit; a Project-Based Learning 3 day institute will be coming up during Flex Week.
- F. ITC—please be very suspicious of unknown emails; LRC has a room with a camera (audio and video) to record a meeting or session for a class—schedule through Sable C.
- G. SLOs—RHC team going to Accreditation Workshop this week. In the next few weeks, we will be offering SLO Workshops for faculty.
- H. Student Equity—Integrating Planning is a focus from Chancellor's Office. May 2 at 11:00 a.m., please attend our seminar on the achievement gaps in male Latino students; faculty, staff, and students invited to the reception following the presentation. On May 10 in Board Room, we will have a workshop on the changing demographics in LA.
- I. OEC—no report.
- J. OER—lead faculty met and planned and identified key courses for an OER degree. April 20 will be another workshop—email Sheila if interested in attending.
- K. IEC—now located in the Campus Inn.
- L. Program Review—no report.
- M. Safety—will report next meeting.
- N. MIS/Enterprise—no report.

VII. **Announcements**

- A. Anthropology Department is sponsoring a presentation on Being Trans on May 3 at 1:00 p.m. in the Wray Theatre; please encourage students to attend; Anthropology instructors will sign extra credit slips if needed.
- B. Katie O. will be presenting to the Board next week regarding New Faculty Seminars; please attend the Board meeting to support.



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C. Taste of Rio is coming up April 28, and we will need more volunteers.

VIII. Public Comment – None

IX. Adjournment: 1:59 p.m.



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Addendum A:

FERPA for Faculty

How to AVOID inadvertently disclosing information from student records by following these examples.

- Do not place graded, identifiable student work in the hallway or an unmonitored area for students to pick up. Students should not be able to see other student's work after the instructor has graded their work.
- Do not post or display grades either publicly or to other students, in print or electronic form, if grades are linked to a student ID number, name, or other identifier.
- For larger classes, grades can be posted for exams only if a unique ID or number is used that is known only to the instructor and a student (not the student's Rio Hondo ID number). In a smaller class size, this would not be advisable. If it is too easy to identify each student's number by reasoning or deduction it is best to stay away from displaying grades publicly.
- Avoid requiring students to post identifiable homework assignments or projects in a publicly accessible online forum (e.g., Facebook, YouTube, and other social media spaces).
- Instead of requiring students to participate in a publicly accessible online blog, create a private blog, or consider using the campus learning management system (i.e. Canvas).
- Do not circulate or post a class roster of student names or one that includes photographs or student ID numbers. This would include a sign-in sheet.
- Do not share your course roster with others unless they have a legitimate educational interest.
- Legitimate educational interest is defined as, one who "needs to review an education record to fulfill his/her professional responsibilities for the college." Sharing a roster to the instructor of the next course in a sequence does not meet is not needed for either instructor to fulfill his/her professional responsibilities for the college.
- In letters of recommendation, faculty, teaching assistants, and readers can discuss their personal observations, but they should not disclose information from student records, such as grades, without the student's consent.