Minutes
April 18, 2017
Board Room
1:00 p.m.


II. Call to Order: 1:05 p.m.

II. Approval of Minutes: April 4, 2017 approved with no corrections.

III. President's Report
A. Starfish Demo
   1. Dean Mike Munoz showed a video: https://www.youtube.com/watch?v=2Orc2nqWnWM.
   2. Rio Hondo College (RHC) currently does not have an Early Alert system. Starfish provides features in an online student success system that has the capability of following up and monitoring student academic progress. Munoz would like to establish workgroups to help structure and shape the system’s features for RHC.

B. FERPA
   1. Clarification: Check-off sheets are fine to use for attendance, if there is a separate check-off sheet for every class meeting. The source of the FERPA document shared at last Senate meeting was the interpretation of the RHC Director of Admissions and Records based on information from the FERPA website.

C. Facilities Resource Allocations—approximately $327,200 will be spent on new maintenance, grounds, and custodial equipment and $1.9 million will be spent on IT infrastructure as upcoming RHC projects.

D. Guided Pathways—RHC was awarded the distinction as a Guided Pathways pilot college; more info to come. Howard Kummerman will be the point person until new VPAA is in hired.

IV. Unfinished Business:
A. BP and AP 1500—Special Rio Hondo Awards (see Addendum A and B)
   1. Motion: To approve BP 1500 and AP 1500 with the recommendation of moving the policies forward to PFC for final editing. (Motioned by Adam W.; seconded by Shelley S.; motion passed unanimously)

B. Drop and Census Dates (see Addendum C.1 and C.2)
   1. Motion: To set the RHC course withdrawal date at 75%, and to recommend that the current Academic Senate President codify the procedure within the appropriate RHC documents (motioned by Adam W.; seconded by Brian B.; motion passed unanimously)
   2. Motion: To adopt the latest possible course drop without a W date that does not penalize or cost the college, and to recommend that the current Academic Senate President codify the procedure within the appropriate RHC documents (motioned by Katie O.; seconded by Adam W.; motion passed unanimously)
C. **Academic Rank** (see Addendum D)
   1. **Motion**: To keep the Academic Rank procedure as it currently stands in RHC Board Policy 4245 (motioned by Shelia L.; seconded by Kathy P.; 11 in favor; 21 opposed; 2 abstained; motion failed)
   2. **Motion**: To amend the above motion (motioned by Marie E.; no second; motion failed)
   3. **Motion**: To include part-timers in Option 1 as noted in Addendum D (motioned by William K.; no second; motion failed)
   4. **Motion**: RHC adopts Option 2 as noted in Addendum D, but include part-timers equally and remove the thresholds (motioned by Sheila L.; no second; motion failed)
   5. **Motion**: To adopt Option 2 as noted in Addendum D, proposed by the Senate Executive Committee (motioned by Adam W.; Yunior H. seconded; discussion ensued)
   6. Sergio G. called the question; Shelly S. seconded; passed unanimously)
   7. **Motion**: To postpone the vote on the above motion by Adam W. and table Agenda Item IV.C. until next the Senate meeting (motioned by Marie E.; seconded by Shelly S.; 1 opposed; motion passed)

V. **New Business**:
   A. **Honors Course Repetition** (AP 4225)—Dorali Pichardo-Diaz
      1. RHC currently does not allow non-Honors courses to replace Honors courses for credit; the UCs do allow for this, as does Title V. CSUs and private schools will adhere to what we do locally.
      2. Senate Executive Committee will update AP 4225 and bring back to the next Senate meeting.
   B. **Advanced Placement Exam Scores**—Elizabeth Ramirez
      a. **Motion**: To adopt the CCC requirements for the AP Exams as proposed by the RHC Articulation Officer (motioned by Adam W.; seconded by Yunior H.; discussion ensued)
      b. **Motion**: To postpone the vote on the above motion and table Agenda Item V.B until next Senate meeting (motioned by Adam W.; seconded by Katie O.; motion passed unanimously)
   C. **Evaluation Procedure Changes**—Adam Wetsman (Senate President postponed until next meeting)

VI. **Committee Reports**: No Committee Reports Given

- Academic Rank
- Basic Skills
- Bookstore
- Curriculum
- FLEX/Staff Dev.
- ITC
- SLOs
- Student Equity
- OEC
- OER
- IEC
- Program Review
- Safety
- MIS/Enterprise

VII. **Announcements**:
A. Dr. Pedro Noguera: May 2 at 11:15 a.m. in Wray Theatre—all faculty, staff, students invited.
B. Writes of Spring: Wednesday and Thursday in the Wray Theatre—all classes invited.

VIII. **Public Comment**: None

IX. **Adjournment**: 2:22 p.m.
Addendum A:

RIO HONDO COMMUNITY COLLEGE DISTRICT

SPECIAL RIO HONDO AWARDS

Board Adopted: 6/29/77; 1/10/79; 3/13/02; 11/12/03; 5/13/09; 9/10/14

I. In recognition of the contributions of many citizens to the growth and development of the Rio Hondo Community College District, and unselfish services for the good of the community at large, the following special awards programs are established.

A. Fellow of Rio Hondo College Award

Each year, by March 1, a committee composed of the Superintendent/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the Associated Students of Rio Hondo College will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.

This award is reserved for those who have made outstanding contributions to the District (e.g., employees, Board Members, and others) for the progress and development of Rio Hondo College. An appropriate plaque containing the Rio Hondo College seal will be presented to the recipient of the award, and a permanent plaque will be kept at the College honoring each of the “Fellows.”

B. Distinguished Service Award

The Distinguished Service Award will be conferred by vote of the Board of Trustees upon members of the Rio Hondo Community College District who have made outstanding contributions to the community which the Board feels should be recognized. The award may go to political office holders, non-partisan public office holders, or other distinguished members who have made unusual efforts to serve the community. This award is not necessarily restricted to those who have made specific and direct contributions to the District College, but to those who have benefited the community, presumably, directly or indirectly improved Rio Hondo College. A unanimous vote is required for bestowal of the Distinguished Service Award.

The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.

The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board.

C. Classified Employee Award

1. The Classified Employee Award is established through the Board of Governors along with the System Chancellor’s Office and the Foundation for California Community Colleges. This award will be conferred by vote of the Board of Trustees to recognize outstanding Classified employees throughout the community college system.

2. This award honors community college Classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board. No later than March 10 each local
Board may forward the information for one nominee to the California Community Colleges Chancellor’s Office.

1. The following guidelines are to be used in making the selection of nominees and finalists:
   a. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.
   b. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
      - Is motivated and interested in the job
      - Demonstrates high skills, competence, and knowledge on the job
      - Plays a leadership role in employee/management collaboration
      - Promotes collaboration within the work environment
      - Is committed to high standards of performance
      - Exemplifies professionalism at all times
      - Steps up to cooperatively work through problems
   c. The nominee should be committed to serving the institution through participation in College, professional, and/or community activities. There should be evidence of this participation.
      - Is involved in College and/or District activities
      - Organizes others within the work environment
      - Promotes open communication among work groups
      - Is willing to take the extra step (to be identified)
   d. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.
      - Is involved in professional and/or community volunteerism/activities
      - Organizes others within the community
      - Shows acts of service above and beyond the call of duty (to be identified)

D. Distinguished Faculty Award
   This award from faculty to faculty recognizes those faculty who have consistently demonstrated excellence in, and outstanding dedication to, teaching and/or counseling, their discipline, and service to the college District and the larger community.

1. Eligibility - All current and retired Rio Hondo College faculty who have had at least 5 years of continuous service to the district are eligible with the exception of current members of the Senate Executive Committee. In addition, former faculty colleagues who are serving as administrators are also eligible.

2. Nominations - Any current or retired faculty member, or current student may submit nominations.

3. The final selection will be forwarded to the Board for final approval. Nominators must complete the nomination form which consists of:
   a) A description of the nominee’s excellence in and dedication to teaching and/or counseling (300 words maximum)
   b) A description of the nominee’s enthusiasm for his/her discipline (300 words maximum)
c) A description of the nominee's superb service to the College and the community (300 words max)

d) Other materials the nominator wishes to submit (e.g., letters of support from students)

3. Nominators must submit the nominations to the Senate 1st Vice-President by noon on the third Friday in February.

4. Selection Process - A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval. (Academic Senate)

5. Award Presentation - The award will be presented at the first Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

II. Source/References: Former Board Policy 1025.
Addendum B:

RIO HONDO COMMUNITY COLLEGE DISTRICT  Administrative Procedure

SPECIAL RIO HONDO AWARDS  AP No. 1500

Board Reviewed: NEW

I. In recognition of the contributions of many citizens to the growth and development of the Rio Hondo Community College District, and unselfish services for the good of the community at large, the following special awards programs are established.

A. Fellow of Rio Hondo College Award
   1. Each year, the Administrative Assistant to the President will put out a call for nominations for Fellow of the College in February with a due date no later than March 1st. Nominee packets will be forwarded to the Academic Senate for the first meeting of March at which time the Senate will vote on which name(s) the Senate President will carry forward to the Fellow of the College Committee.
   2. Each year, by March 15th, a committee composed of the Superintendent/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the Associated Students of Rio Hondo College will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.

B. Distinguished Service Award
   The Distinguished Service Award will be commemorated with an appropriate scroll, permanently mounted with a brief legend indicating that the award is for distinguished service.

   The award may be bestowed at any Board meeting either by recommendations of the staff and approval by the Board or motion by a member of the Board and subsequent ratification by the entire Board.

   The award may be bestowed once a year, no later than the April Board meeting, either by recommendations of the staff and approval by the Board or a motion by a member of the Board and subsequent ratification by the entire Board. Awardees will be recognized at the next subsequent commencement ceremony.

C. Classified Employee Award
   1. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10 each Board may forward the information for one nominee to the California Community Colleges Chancellor’s Office.
   2. The following guidelines are to be used in making the selection of nominees and finalists:
      a. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college District.
      b. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
         • Is motivated and interested in the job
         • Demonstrates high skills, competence, and knowledge on the job
         • Plays a leadership role in employee/management collaboration
         • Promotes collaboration within the work environment
         • Is committed to high standards of performance
Exemplifies professionalism at all times
Steps up to cooperatively work through problems
c. The nominee should be committed to serving the institution through participation in college, professional, and/or community activities. There should be evidence of this participation.
- Is involved in college and/or District activities
- Organizes others within the work environment
- Promotes open communication among work groups
- Is willing to take the extra step (to be identified)
d. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide, and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.
- Is involved in professional and/or community volunteerism/activities
- Organizes others within the community
- Shows acts of service above and beyond the call of duty (to be identified)

D. Distinguished Faculty Award
1. Nominators must complete the nomination form which consists of:
   a) A description of the nominee’s excellence in and dedication to teaching and/or counseling (300 words maximum)
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   c) A description of the nominee’s superb service to the College and the community (300 words max)
   d) Other materials the nominator wishes to submit (e.g., letters of support from students)

Nominators must submit the nominations to the Senate 1st Vice-President by noon on the third Friday in February.

2. Selection Process - A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval. (Academic Senate)

3. Award Presentation - The award will be presented at the first Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

II. Source/Reference:
Text taken from BP 1500
Addendum C.1:

Proposed Changes in Drop Dates

Full Term Courses (Fall/Spring)

- Census: Monday of the third week, unless Monday is a holiday, then it will be on Tuesday.
- Last Day to Drop with a Refund: Friday before Census, unless Friday is a holiday, then it will be Thursday.
- Last Day to Add: Friday before Census, unless Friday is a holiday, then it will be Thursday.
- Last Day to Drop Without a “W”: Friday following Census, unless Friday is a holiday then it will be Thursday.
- Last Day to Drop: End of the 12th week (75%).

Examples for 2017 – 2018 Calendar Year:

Fall 2017

<table>
<thead>
<tr>
<th>Proposed Changes</th>
<th>Currently Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Drop with a Refund</td>
<td>September 1</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>September 1</td>
</tr>
<tr>
<td>Census 1</td>
<td>September 5</td>
</tr>
<tr>
<td>Last Day to Drop without a “W”**</td>
<td>September 8</td>
</tr>
<tr>
<td>Last Day to Drop**</td>
<td>November 9</td>
</tr>
</tbody>
</table>

*This is 20% of full term, earliest date allowed by Title V
**This represents 75% of the full term, latest date allowed by Title V

Spring 2018

<table>
<thead>
<tr>
<th>Proposed Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Drop with a Refund</td>
</tr>
<tr>
<td>Last Day to Add</td>
</tr>
<tr>
<td>Census 1</td>
</tr>
<tr>
<td>Last Day to Drop without a “W”**</td>
</tr>
<tr>
<td>Last Day to Drop**</td>
</tr>
</tbody>
</table>

* Title V allows first Drop to be between 20% and 30% of the course (calculated based on days of instruction)
**Final Drop can be between 60% and 75% of course

Short Term Courses (including Summer and Intersession)

- Short-term courses will have individual dates based on how the course is scheduled.
- Census: Day nearest 20% of the number of days the course is scheduled to meet. IF Census day falls on the first day of the course, Census is on the second day.
- Last Day to Drop with a Refund: Last business day before the Census Date.
- Last Day to Add: Last business day before the Census Date.
- Last Day to Drop Without a “W”: Day nearest 10% of the number of days the course is scheduled to meet. For some courses this will be on the first day of the course.
- Last Day to Drop: Day nearest 75% of the number of days the course is scheduled to meet.
Addendum C.2:

Pros and Cons of Changes

Census Date

Pros:

• Changing the Census Date to the Monday of the third week for Full-Term courses and 1/5 of all other courses will allow Rio Hondo to collect FTES on students at an earlier point in the term.
• Rio Hondo would be consistent with Title V (§ 58003.1) regulations.

Cons:

• Faculty do not have as much time to drop students before the Census Date.

First Drop Date: (Drop without W date)

Pros:

• Changing the first drop date to the Friday following the Census date would put the date at the end of a Week instead of the beginning and would allow Financial Aid disbursements to be moved earlier in the month.
• Changing the date to the end of a week instead of the beginning of the next week would be easier for students and faculty to keep track of.

Cons:

• Changing the drop date earlier would push faculty to give assessments earlier in the semester; this could be a dramatic shift for some faculty.

Second Drop Date (Last day to drop)

Pros:

• Changing the “Drop with W” to later in the semester would allow students more time to make up for deficient work.
• This change would put Rio Hondo more in line with other schools.

Cons:

• Change would allow students to remain in classes longer than necessary to end up with unsatisfactory marks, possibly hurting their chances to enroll in courses in subsequent semesters.
Addendum D:

Academic Rank

The Executive Committee of the Academic Senate recommends a review of the policies relating to the awarding of academic rank. Several options are available as described below. If Option #1 is chosen, then no further action is required. If other options are chosen, then the following motion will be made by the Executive Committee:

*The President of the Academic Senate is directed to work with the administration to revise Board Policy 4245 to reflect the recommended changes to how academic rank is assigned.*

Option #1

Keep the current policy on academic rank in place.

- The process has worked fine for years, so there is no need to change it.

Option #2

Full-time faculty (including those who are interim or paid through categorical funds) shall be “Associate Professors” for their first four years and then “Professors” afterwards. Part-time faculty shall be “Associate Professors” until they have accumulated a 400% load and then shall be “Professors” afterwards.

- This simplifies the process.
- There is no “academic elitism” for earning a doctorate.
- Part-time faculty are treated the same way as full-time faculty.

Option #3

Full-time faculty (including those who are interim or paid through categorical funds) shall be “Associate Professors” for their first four years and then “Professors” afterwards.