Agenda
September 4, 2018
Location: Board Room
1:00 p.m.

I. Call to Order

II. Approval of Minutes: May 15, 2018

III. Public Comment – Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate’s discretion, be referred to the Senate Executive Council or placed on the next agenda.

IV. Welcome and Introductions

V. Guest: Dr. Laura Ramirez, Centralized Scheduling

VI. President’s Report
   A. Deep River Newsletter online at http://www.riohondo.edu/academic-senate/deep-river-newsletter/
   B. Presidential Search Process—beginning in September with consultant selection process
   C. Records Reminders
      1. Verify enrollment and class participation—drop students by deadlines
      2. Keep positive attendance records for open entry/exit and irregularly scheduled courses
   D. Sense Survey for Guided Pathways—email sent on August 14 to selected faculty; original notification from President Dreyfuss sent on May 23, 2018
   E. Curriculum Summer Institute—focused on Guided Pathways; team of five faculty sent
   F. ASCCC Committee Appointments
      a. Juana Mora—Legislation & Advocacy Committee
      b. Michelle Bean—Faculty Development Committee
   G. Board of Governor’s Nomination—due September 10
   H. Executive Roles and Duties List (see Addendum C)
   I. Disciplines List Revisions—due September 30
   J. Student Service Updates
      1. New ADT institutions (see Addendum A)
      2. My Path—new CCC onboarding platform
      3. Campus Logic—new Financial Aid communication software
      4. Automatic acceptance of terms and conditions for financial aid awards
      5. Automatic certificate and degree awarding phases
      6. Removal of drop for non-payment
      7. Second Year Rio Promise Program—launch at end of September
   K. RoadRunner Connect Update
      1. BEAPS (Brief Early Alert Progress Surveys)
         a. Two contacts for each flag; by phone, then email
      2. Degree Planner—still building phases
   L. Faculty Websites—request website form at http://faculty.riohondo.edu/request-a-faculty-website/
   M. Accreditation 2022 (see Addendum B)
VII. **Vice Presidents’ Reports**  
A. 1st Vice President  
B. 2nd Vice President

VIII. **Unfinished Business:** None

IX. **New Business**  
A. **Funding at RHC Taskforce**—to examine ways to ensure appropriate funding for student success in consideration of performance-based funding  
   1. Student Centered Funding Formula Webinar Series begins September 13  
B. **Equivalencies Taskforce**—reconvening to write Board Policy and Administrative Policy in compliance with Educational Code 87359

X. **Committee Reports**  
   **Senate Committees:**  
   - Academic Rank  
   - Curriculum  
   - Guided Pathways  
   - Instructional Technology (ITC)  
   - Online Education (OEC)  
   - Open Educational Resources (OER)  
   **Planning & Fiscal Council Committees:**  
   - Staff Dev./Flex  
   - Outcomes  
   - Institutional Effectiveness (IEC)  
   - Program Review  
   - Safety  
   **Other Committees:**  
   - Basic Skills  
   - Bookstore  
   - Enterprise Systems Advisory  
   - Online Education Initiative (OEI)  
   - Student Equity  
   - Student Success and Support Program (SSSP)

XI. **Announcements**

XII. **Adjournment**
Addendum A:

raise awareness about this potential pathway for our students. The following is a list of growing colleges and universities that we welcome to the ADT family:

**AICCU ADT Participating Institution by Term**

**Academic Year 2018-2019**

**Begin accepting applications in fall 2018**

1. Azusa Pacific University
2. Brandman University
3. California Baptist University
4. California Baptist University Online
5. California Institute of Integral Studies
6. California Lutheran University
7. The Chicago School of Professional Psychology
8. Concordia University Irvine
9. Fresno Pacific University
10. Golden Gate University
11. Holy Names University
12. Humphreys University
13. La Sierra University
14. Los Angeles Pacific University
15. Mills College
16. Mount Saint Mary’s University
17. National University
18. Pacific Oaks College
19. Pacific Union College
20. Palo Alto University
21. Pepperdine University
22. San Diego Christian College
23. Simpson University
24. University of La Verne
25. University of Redlands
26. University of Saint Katherine
27. University of San Francisco
28. Whittier College

Chancellor’s Office
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu
January 26, 2018

Ms. Teresa Dreyfuss, Superintendent/President
Rio Hondo College
3600 Workman Mill Road
Whittier, CA 90601

Dear Superintendent/President Dreyfuss:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2018, reviewed the Midterm Report and related evidentiary materials submitted by Rio Hondo College. The purpose of the review was to determine the degree to which the institution has made progress in implementing its plans and improving outcomes related to student achievement. After consideration of the Report, the Commission has determined that the institution’s progress is appropriate and has accepted the report.

On behalf of the Commission, I wish to commend the evident achievements of the College as it continues its efforts in the best interests of its students. Please note that the institution’s next comprehensive review will occur in the spring term of 2022.

Sincerely,

Richard Winn, Ed.D.
President

cc: Dr. Howard Kummerman, Accreditation Liaison Officer
Addendum C:

Academic Senate 2018/19

Academic Senate Executive Council Roles and Duties

Parliamentarian

- Maintain Parliamentary Order during meetings (Robert’s Rules)
  - Ensure quorum (count Senators)
- Oversee Officer Elections for Senate annually and any other sub-committees as needed
  - Communicate timeline
  - Organize nominations
  - Create electronic voting link
  - Verify vote count with another Executive designee
  - Announce winners
- Record and maintain Senate attendance
  - Update longitudinal Excel sheet (notes for membership changes; keeping track of Senator terms)
  - Print attendance sheet for every meeting
  - Ensure circulation of attendance sheet at meetings
  - Give attendance sheet to secretary at close of meetings
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

Secretary

- Maintain Senate Minutes and Agendas
  - Take minutes every meeting (noting motions and voting counts)
  - Organize all materials presented at meetings
  - Photocopy all materials for each meeting
  - Forward all PDFs to VP for webpage uploading (agendas and minutes with all addendums)
  - Distribute minutes to all faculty regularly through email
  - Collaborate with President to create agenda (standing bi-monthly meetings)
  - Post agenda in hardcopy outside of Board Room 72 hours in advance of meetings
- Organize Senate Meeting Rooms
  - Contact President’s Office to book Board Room for Senate meetings
  - Contact CTE Secretary to book room for Senate Executive meetings
  - Contact President’s Office to secure laptop set up in Board Room for Senate meetings
- Create Calendar Requests
  - Senate meetings
  - Senate Exec meetings (include Curriculum Chair)
- Maintain Senate Membership List
  - Contact IT to update Distribution List (for Outlook)
- Collaborate with VP and Parliamentarian on keeping membership list updated
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)
ACCC Representative

- Attend fall and spring Area C meetings
- Attend fall and spring ASCCC Plenaries as RHC voting delegate
  - Report highlights of plenary to Senators
- Communicate ASCCC Resolutions
  - Report and begin discussions for early plenary resolutions
  - Communicate with president and/or department leads on positions of resolutions as needed
  - Distribute and communicate all final/passed resolutions to Senators
- Assist Secretary with notetaking for minutes as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

2nd Vice President

- Attend all ASRHC meetings
  - Report highlights to Senators at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

1st Vice President

- Provide Legislative update at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Update Senate webpage
  - Communicate with Secretary and President regarding webpage updates
  - Post agendas online 72 hours in advance of meeting
  - Post minutes online after Senate approval
  - Update the motions table online
  - Update membership list online
- Fill in for President at meetings as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)
President

- Lead PFC as Co-Chair and prepare PFC agendas (twice monthly)
- Collaborate with VPAA (standing bi-monthly meetings)
- Communicate with Superintendent/President (standing weekly meetings)
- Attend Board Agenda Reviews (for President’s Council and Senate Executive Council)
  - Attend and report at Board of Trustees meetings (once a month)
- Maintain Senate Membership
  - Communicate with all divisions and deans for open seats
  - Communicate with Secretary, Parliamentarian, and VP for membership spreadsheet and notes
  - Complete Representation Census every January
- Attend Area C Meetings in fall and spring
- Attend Fall and Spring ASCCC Plenary
- Appoint Faculty to Committees—all hiring committees, all standing committees, all taskforces
- Communicate and assist all Senate subcommittees annually
  - To update bylaws and membership lists on website pages
  - To follow Brown Act regulations in agendas and minutes
  - To assist with posting agenda and minutes to committee webpage
  - To update Governance Manual descriptions
  - To complete a committee review process
  - To assist with communicating the review report to the President’s Council
- Chair/Lead all Senate meetings (with Robert’s Rules of Orders twice monthly)
  - Collaborate with Secretary to create agenda and compile necessary addendum materials
  - Hold standing meetings with Secretary and VPs as needed
  - Review Senate goals annually
- Lead all Senate Executive meetings
  - Prepare all Senate Executive agendas
  - Photocopy all Senate Executive agendas
- Ensure all of the Executive positions are supported and fill in as needed