
I. Call to Order at 1:04pm

II. Approval of Minutes: May 1, 2018 approved

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. Guest: Resolution Honoring Sandy Sandello (Addendum A)

V. President’s Report
A. Pizza and Salad Served
B. Graduation Ceremony Survey
   2. Options include Friday and Saturday
   3. It was suggested that we send an all faculty email with the link so that it can be shared with students
   4. It was confirmed that if graduation is done by 830pm, you can drop off regalia in the bookstore. There is an EZ-Up that will be available on the blacktop in parking lot A.
   5. Please line up in the Tech quad by 5pm in full regalia.

C. Teaching Quality Survey Results
   1. Rudy shared that we scored in the High 3’s to low 4’s indicating that students are happy here at Rio Hondo College.

VI. Vice Presidents’ Reports
A. 1st Vice President –
   1. Don’t dismiss sample size of our African American students, we need to hear them out. We will be having a national renowned speaker Dr. Frank Harris, who has studied men of color and how we can support and advocate for them. Logistics not confirmed yet.
2. Governor brown has accepted recommendations of Eloy. Adam sent an email to all on how to express concern to your representatives.

3. Adam shared his concern with performance based funding

4. Another senator shared her concern about completing math and English in 1 year. AB 705 says 1 year after you start the sequence, the online college has transformed and now it is starting to compete with IT support and medical coding. Next year, it will go after other subjects so please call or email.

5. Juana shared we need to figure out how AB 705 is going to work for us otherwise it will be imposed via legislature, so we need to have policies and processes in place. The discourse is not changing in terms of higher education.

6. The may revise does consider campuses that are serving certain populations that have more difficulty in achieving academic goals. There will continue to be equity funding, but the metrics have now changed. The new recommendation is 60, 20, 20.

7. A senator asked how do we identify first time in college students? She believes students mis-understand what it means because they assume that they are first generation because a sibling took a few college classes. M. Pilati shared that the metrics being tracked in guided pathways is a student being first time in college, not first generation

8. Confusion is regarding time starting for AB705. GP key performance indicators which is only 17% of population, there is still confusion about when the counting starts, most recently the Vice chancellors said it starts when they begin the course, but if you make them take 2 terms then you have to confirm that they will be more successful the 2\textsuperscript{nd} term because of the course they took the 1\textsuperscript{st} term using data.

9. Juana also shared that according to Outreach, we have not been able to make enrollment for Fall 2018 and it is becoming more and more hard to bring students in because we are competing with other campuses.

B. 2\textsuperscript{nd} Vice President - Thanked everyone who plans on attending graduation

VII. Unfinished Business
A. AP 4020: Credit Hour Calculation Update (Addendum B)
1. The changes in green are what Michelle P is proposing because we no longer have to submit courses to chancellor’s office for approval so we want to strike language of final approval.
2. Include language of the credit hour, it does not change what we currently do.
3. There is reference to “the red notebook” and the changes in the AP will be codified in this notebook.
   1. Motion to accept AP 4020 as proposed by curriculum committee chair
   2. Moved by R Bethel, 2\textsuperscript{nd} by A Wetsman
   3. Motion passed unanimously

VIII. New Business
A. Resolution in Support of Access to Open Educational Resources (Addendum C)
1. Language is largely taken from statewide academic senate. This document is to assure faculty that OER is not required in lieu of a textbook, it is just an option for all to consider
2. Motion to accept the open educational resource committee resolution,
3. Motion by Sheila Lynch, 2\textsuperscript{nd} by Gerson Montiel.
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4. Motion passes unanimously

B. Guided Pathways Design Committee Composition Recommendation (Addendum D)

1. 10 academic faculty elected by their respective division
2. Add an asterisk to counselors because they need to be elected by their division as well
3. The committee has morphed into one
4. **Gerson moves that the executive motion is approved, 2nd by Katie O’Brien**
5. 1 abstention, Motion Passes

6. There was a recommendation to consider adding more classified staff
7. The intent is to have other taskforces / workgroups to complete tasks and the members of those teams don’t necessarily need to be on the committee but can be.
8. A senator was concerned that this is becoming a huge group of people and their ability to find time to meet.
9. Gerson shared that Laura Hope shared that funding is 5 years, but implementation is longer.

C. Conferring of Degrees

1. **Executive Motion**: The Academic Senate, on behalf of the faculty of Rio Hondo College, recommend that students who have completed the requirements for a degree be conferred that degree with all rights, privileges, and responsibilities thereunto appertaining.
2. About 1800 graduates unduplicated
3. **Motion Passes Unanimously**

IX. Committee Reports

Senate Committees:

- Academic Rank – No Report
- Curriculum – Were able to clear cue from October, things are moving along and faculty are getting used to CurricUnet. English faculty will be presenting their English course revision to address AB705. Pilati shared new courses automatically get approved, the main backlog is mostly non-credit curriculum. Katie O’Brien shared a concern about courses that the English department will be creating and if the co-requisite courses will be transferable. Pilati shared that the same objectives will be met and that we are testing the articulation waters.
- Guided Pathways Taskforce – Will send an email to all staff regarding the open forums that will be hosted tomorrow. Come and share your concerns.
- Instructional Technology (ITC) – No Report
- Online Education (OEC) – There are still 5 screencast-o-matic licenses available. Contact Jodi
- Open Educational Resources (OER) – thank you for passing the resolution. There is no structure, so statewide senate wrote a 5 year plan to take a comprehensive, structured approach to figure out what everyone needs.
• Staff Dev./Flex – Senate recommendations to have a behavioral intervention team at flex will be included. There will be a post flex day gathering and there will be gathering to celebrate about 15 new faculty at El Tepeyac at 4pm.

• Outcomes – Last meeting 2:30pm in A-208

Planning & Fiscal Council Committees:

• Institutional Effectiveness (IEC) – Will be updating institutional goals over the summer which includes language from AB 705. For upcoming year, will focus on looking at institutional data and making research requests. Will be implementing an evaluation process for governance committee for ways to improve each committee. This is something we have been asked to do for accreditation. Howard shared SENSE survey, similar to climate survey, is available to us because we are participants of guided pathways, so there will be no cost to the college. This will be a much larger sample size which will be 1200 vs 800 for climate survey. Congratulated Lydia for all her hard work on the committee for 6 years!

• Program Review - No report

• Safety – Debrief meeting will be tomorrow, can email Brian. Still flying position of director of facilities

Other Committees:

• Basic Skills – ESL has implementation of Fall 2020 so ENLA will look at curricular changes. Last Thursday taskforce visited different centers.

• Bookstore – no report

• Enterprise Systems Advisory – No Report

• Online Education Initiative (OEI) – No Report

• Student Equity - Wednesday September 19th at 11:30am Dr. Frank Harris III

• Student Success and Support Program (SSSP) – No Report

X. Announcements –

A. Jon Whitford’s Retirement was Acknowledged

B. Sheila shared FYS is in the 2nd week of showcasing their culminating projects and wanted to commend Rudy Rios, Melissa Refino-Juarez, Robert Bethel

C. Sheila thanked Michelle Bean

XI. Adjournment 2:13pm

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Any individual with a disability, who requires a reasonable accommodation to participate in a Rio Hondo College Academic Senate meeting, may request assistance by contacting the President’s Office, 3600 Workman Mill Road, Whittier, California. This document is available in alternate format. Telephone (562) 908-3403; Fax (562) 908-3463; TDD (562) 908-3422.
RESOLUTION: Honoring Sandy Sandello

Whereas, Sandy Sandello served the Rio Hondo College community for 42 years with grace, dignity, distinction, and honorable character, first as a Clerk Typist in Student Affairs in 1975, then as Clerk in Admissions & Records, next as Secretary to the President’s Office in 1979, and finally as Executive Assistant to the Superintendent/President in 1982;

Whereas, Sandy Sandello respectfully served 12 Rio Hondo College Presidents and supported 27 Rio Hondo Community College Board of Trustees members;

Whereas, Sandy Sandello supported the Rio Hondo Community College District during its Bond Measure campaign in its efforts to improve access for students, by walking voter precincts and phone banking in the community;

Whereas, Sandy Sandello has been the point of contact and logistics organizer for numerous campus events and activities, including Commencement, Presidential Investitures, ground breakings, and grand openings of new campus facilities, as well as faithfully attending every President’s Gala and volunteering at every Rio Hondo College Foundation Taste of Rio event;

Whereas, Sandy Sandello survived six Accreditation cycles and numerous ACCJC site visits;

Whereas, Sandy Sandello thoughtfully implemented “Sandello rules” in meticulously organizing, updating, and editing a plethora of Administrative Procedures and Board Policies throughout the years in conjunction with Planning and Fiscal Council Chairs and members;

Whereas, Sandy Sandello has been a tremendous support to Academic Senate Presidents over the years who needed a little love and kindness to get through the days;

Whereas, Sandy Sandello has been a true and worthy collaborator with various constituency groups across campus and has always been a strong and enthusiastic advocate for students and their success;

Whereas, Sandy Sandello became a student at Rio Hondo College, completing her Associate of Arts degree in Liberal Studies and becoming Alumni in 2004; and

Whereas, Sandy Sandello has touched the lives of many who have passed through the halls of Rio Hondo College;

Be it resolved, That the Academic Senate for Rio Hondo College commemorates the long-standing career of Sandy Sandello and honors her many years of service to the College with great appreciation for her multitude of contributions to the campus community; and

Be it resolved, That the Academic Senate for Rio Hondo College wish Sandy Sandello the very best in her retirement.
Note: The following procedure is legally required in an effort to show good faith compliance with applicable federal regulations.

I. → The faculty, acting through discipline areas within the academic divisions and through the Curriculum Committee (a sub-committee of the Academic Senate) shall be responsible for program and curriculum development.

II. → All new program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives.

III. → The College Board of Trustees must approve all new courses, programs, and program deletions.

IV. → Once approved by the Board, new courses, programs, and program deletions must be submitted to the Chancellor's Office for final approval. The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5, Sections 55100 and 55130.

V. → Approval of new courses, modifications to existing courses, new programs, and modifications to existing programs rests first with the Curriculum Committee that includes representation from appropriate segments of faculty: discipline faculty, counseling faculty, articular faculty, (Articulation Officer), students, and administration (Dean of Career and Technical Education/Instructional Operations).

VI. → Courses and programs are reviewed and updated by faculty in discipline areas within the academic divisions at the time of Program Review. This review occurs every six years for academic programs and every two years for vocational programs. Courses and programs are reviewed regarding their relevance, appropriateness to mission, achievement of learning outcomes, currency, and potential for future needs.

VII. → The following criteria will be reviewed in regards to course offerings:

A. → Hours
B. → Units
C. → Content
D. → Prerequisites/co-requisites/advisories
E. → Content review
F. → Title/course number change

G. → Course Description

H. → Advisory Committee minutes (CTE programs only)

I. → Labor market data if applicable (CTE programs only)

VIII. → Following approval by the Chancellor’s Office, new programs or courses, deletions, or modifications are placed into college publications as they are produced.

IX. → The Curriculum Committee Chair shall attend relevant state meetings to keep current with rules and regulations regarding curriculum offerings. Information shall be disseminated to the campus via Flex Day workshops, Curriculum meetings, and Curriculum reports given during Academic Senate meetings.

X. → The process for submittal and approval of courses and programs is specified in the “Red Notebook” and is also available on the Curriculum Committee website: (http://www.riohondo.edu/academic-senate/academic-senate-homepage/curriculum-committee/)

XI. → For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter-hour of credit], or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required, in the paragraph above, of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and academic work leading to the award of credit hours.

XII. → Standard Formula: Credit Hour Calculation

The standard formula for credit-hour calculations is derived from Title 5, Section 55002.5, which establishes that “One credit-hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside of class hours.” Title 5 establishes 48 semester hours of total work as the minimum for such calculations and 54 semester hours as the maximum.
In its unit calculations, the college will use 54 total hours (18 weeks × 3 hours) as the “hours per unit divisor”. The total of all student contact hours and outside of class hours divided by the “hours per unit divisor” determines unit calculation. The total of all contact hours and outside of class hours is referred to as “total student learning hours” and is the divisor in the credit calculation formula. The formula for calculating course units is as follows:

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\text{total student learning hours} = \frac{\text{student contact hours} + \text{outside of class hours}}{54 \times \text{hours per unit divisor}}
\]

Rio Hondo College uses lecture and lab hours as the basis for determining in-class and out-of-class work for every 1 hour in class. One unit of lecture equates to 13 lecture hours and 36 outside of class work over the 18-week term used as the basis for this calculation. One unit of lab equates to 54 lab hours. The smallest incremental unit of credit permitted for all courses shall be 0.5 units. The units awarded for all courses shall be consistent with the units as calculated unless an exception is permitted by the Curriculum Committee. When deemed appropriate, outside of class hours may be moved to in-class (student contact) hours. All hours and exceptions to the standard unit hour ratio will be documented on the course outline of record.

XIII. References:

- Title 5 Sections 51021, 55000 et seq., 55100 et seq.
- 34 Code of Federal Regulations Part 600.2
RESOLUTION: Support Efforts to Increase Access for Students to Open Educational Resources*

Whereas, The significant rise in costs of textbooks and other instructional materials is a barrier to college attendance, student access, and student success;

Whereas, Many colleges are interested in reducing student costs to increase student access to necessary course materials;

Whereas, The intent of the College Textbook Affordability Act of 2015 (AB 798, Bonilla) is to reduce costs for college students by encouraging faculty to accelerate the adoption of lower-cost, high-quality, open educational resources (OER)*; and

Whereas, Individual faculty have the academic freedom and choice to select instructional materials that are most appropriate for a class, which may include the adoption of lower-cost, high-quality OER*;

RESOLVED, That the Academic Senate of Rio Hondo College support efforts to increase student access to high-quality open educational resources* and reduce the cost of textbooks and other instructional materials for students.

* Open Educational Resources (OER) are high-quality teaching, learning, and research materials that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others. OER include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge. (source: William and Flora Hewlett Foundation)
GP Redesign Committee:

Chair to be elected
2 Student Reps
3 Deans (1 Large, 1 Small, CTE divisions)
1 Academic Senate Reps
1 Professional Development Rep
1 SLO Coordinator/Rep
1 Equity Coordinator/Rep
10* Academic Faculty Reps
2 Counseling Faculty Reps
1 IT/Classified Rep
1 Distance Ed Coordinator/Rep
1 IEC Faculty Coordinator/Rep
1 Curriculum Coordinator/Rep
1 Articulation Coordinator/Rep
1 HR Director (As needed)
1 Steering Committee Faculty

Steering Committee:
1 President
2 VPs
3 Deans/Directors
1 Senate President
1 GP Liaison

Work Team:
Program Maps