



## Academic Senate 2017-18

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### Agenda

February 20, 2018

Location: Board Room

1:00 p.m.

- I. **Call to Order**
- II. **Approval of Minutes:** February 6, 2017
- II. **Special Guest:** Dr. Laura Ramirez, Vice President of Academic Affairs—Guided Pathways
- 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. **President’s Report**
  - A. Roadrunner Connect Update
    1. BEAPS (Brief Early Alert Progress Surveys) Faculty Training Days: February 22, March 1, March 2, March 7
    2. BEAPS email sent to all faculty in Week 5
  - B. Guided Pathways Update
    1. Institute #3 Update
    2. GP Definitions Review
    3. Research, information, and listserv at <http://cccgp.cccco.edu>, <https://www.caguidedpathways.org/>, and <http://www.riohondo.edu/guided-pathways/>
  - C. Hayward Award Winner: Dr. Adam Wetsman
  - D. Election Reminders: Division Senator elections should be completed by February 28; Senate Executive Council nominations and elections begin in March.
  - E. Graduation Ceremony Taskforce Members: Ada Brown, Katie O’Brien, Mike Dighera, Viviana Villanueva, Marie Eckstrom, Raquel Flores-Olson, Jorge Huinquez.
  - F. Equivalency Committee
  - G. Fellow of the College Nominations
  - H. Distinguished Faculty Award Update
- V. **Vice Presidents’ Reports**
  - A. 1<sup>st</sup> Vice President
  - B. 2<sup>nd</sup> Vice President
- VI. **Unfinished Business:** None
- VII. **New Business:**
  - A. **Credit Hour Calculation Proposal** (see Addendum A)



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### VI. Committee Reports

#### Senate Committees:

- Academic Rank
- Curriculum
- Instructional Technology (ITC)
- Online Education (OEC)
- Open Educational Resources (OER)
- Staff Development/Flex

- Outcomes

#### Planning & Fiscal Council

#### Committees:

- Institutional Effectiveness (IEC)
- Program Review
- Safety

#### Other Committees:

- Basic Skills

- Bookstore
- Enterprise Systems Advisory
- Online Education Initiative (OEI)
- Student Equity
- Student Success and Support Services Program (SSSP)

### VIII. Announcements

### IX. Adjournment



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### **Addendum A:**

Prepared by M. Pilati, 11-29-17; last revised 2-11-18

### **Credit Hour Calculation Proposal**

Title 5 (§55002.5) requires that the “governing board of each community college district shall establish policy... defining the standards for credit hour calculations. District policy shall specify:

1. the credit hour calculation method for all academic activities,
2. expected ratios of in-class to outside-of class hours for each type of academic activity, (and)
3. standards for incremental award of credit...”

At present, RHC Board Policy 4020 states the following:

#### **Credit Hour**

VI. Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program. VII. The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims. The companion Administrative Procedure states that: 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, practica, studio work, and other academic work leading to the award of credit hours.

In order to inform the development of the college’s policy, a review of existing hour/unit practices was conducted and a survey was administered to ensure that the impact of any potential changes was considered.

The main questions considered were as follows:

1. What should be the standard for the smallest unit of credit permitted?
2. Is rounding down permitted?
3. Should faculty be able to move out-of-class hours to being within class?
4. Should “activity” be explored as a potential option at the college?

The survey responses reflected an interest in maintaining the current status quo to the greatest extent possible, but there was a clear interest in having units and hours consistently aligned (i.e., no rounding down) and in considering “activity” as an option.

In the interest of moving the decision-making forward, the following proposal was presented to and discussed by the Curriculum Committee at its November 29 meeting for approval as its recommendation to the RHC Senate. Elements of this recommendation would inform appropriate policy and procedures. In order to allow everyone time to consider the proposal, and to allow absent members a chance to participate, voting was conducted via E-Mail.

We have 24 voting members on curriculum. Five voting members, including our student representative, did not vote by the established deadline.

In favor of the proposal: 18

Opposed to the proposal: 1



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1. Rio Hondo College uses lecture and lab hours as the basis for determining in-class and out of class hours. Lecture presumes 2 hours of outside work for every 1 hour in class. One unit of lecture equates to 18 lecture hours and 36 outside of class work over the 18-week term. 1 unit of lab equates to 54 lab hours.
  2. The smallest incremental unit of credit permitted for all courses shall be .5 units.
  3. Rounding down should not be permitted unless it can be demonstrated that the proposed unit-hour structure is:
    - a. The norm for the course as demonstrated by an examination of the catalogs of at least 5 California community colleges in \*southern California
    - or
    - b. Required for articulation by at least two transfer institutions in southern California
    - or
    - c. Required by an external accrediting agency
    - and
    - d. A rationale for the non-standard configuration is provided
  4. The movement of out-of-class hours to in-class hours should be permitted.
  5. Activity should not be explored at this time.
  6. Exceptions to #2 and #3 are permitted when a course is taught in a program that develops curriculum aligned to or mandated by code or legislation [e.g., The Commission on Peace Officer Standards and Training (POST), State Fire Training (SFT)]. Exceptions must still conform to the standard stated in #1, 54 hours of student work equates to 1 unit.
- \*southern California would mean the community colleges in our vicinity.

### Credit Hour Calculation Proposal – Status and Next Steps

#### Status

At its February 7 Curriculum Meeting, the Curriculum Committee considered a course that required the use of the process described in #3 to justify the use of a non-standard unit-hour configuration. The course, PHTO 185 – Introduction to Digital Photography, and the accompanying materials to document the need for its 36 lecture/72 lab structure, was approved for a 1st reading. As the Curriculum Committee’s recommendation regarding the college’s credit hour policy has not been accepted or approved by the RHC Academic Senate, the Curriculum Committee will not consider the course for a second reading until such time as this approach is deemed appropriate by the Senate.

The 36 lecture/72 lab configuration results in calculated units as follows:

36 lecture hours requires  $36 \times 2$  (72) outside of class hours.  
36 lecture hours + 72 outside of class hours + 72 lab hours = 180 hours.  
54 hours are required for a unit of credit.  $180/54 = 3.33333333$

The originator of the course provide a brief explanation for why the configuration was needed and identified comparable courses at Citrus, Orange Coast, Fullerton, Southwestern, Pasadena, and Cerritos.

#### Next Steps

Upon the RHC Senate’s endorsement of the proposed policy, the Curriculum Committee could move forward with approving the aforementioned course as well as other courses. Until the proposal is formally implemented, the committee is unable to act as the handling of such courses has not been clearly defined.

As noted, our Board Policy must contain our process. Ideally, the Board Policy would codify the following:



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2. The smallest incremental unit of credit permitted for all courses shall be .5 units.
3. Rounding down may be permitted when the need for the proposed unit-hour structure is established by a process defined by the Curriculum Committee and approved by the RHC Academic Senate.
4. The movement of out-of-class hours to in-class hours should be permitted.
5. Exceptions to the above are permitted when a course is taught in a program that develops curriculum aligned to or mandated by code or legislation [e.g., The Commission on Peace Officer Standards and Training (POST), State Fire Training (SFT)]. Exceptions must still conform to the standard stated in #1, 54 hours of student work equates to 1 unit.



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### **Addendum B:** IEC Report 2/13/18 by Lydia Gonzalez

- Links to each program plan, program review, unit plan and area plan will be published after each planning cycle. This is for transparency and to provide examples for use in upcoming planning cycles. The links will be published within TaskStream for managers to refer to when writing plans and also on the AccessRio Portal for campus wide access.
- The recent Accreditation Midterm Report was accepted by ACCJC. Our next report is the Institution Self-Evaluation Report and visit scheduled for spring of 2022.
- By this fall of 2018, we would like to have a repository set up in TaskStream for evidence used in the accreditation process. As a college, we will begin to upload division, department, council and committee minutes as well as other pertinent documents to TaskStream this fall. We will have 4 years of evidence organized and ready for use with Accreditation 2022, as opposed to trying to collect all the documents the year or two beforehand.
- IEC will help to set the agenda for the upcoming Institutional Planning Retreat on April 6, 2018. The plan is to align the Institutional Goals and Objectives with the goals of Guided Pathways as well as the integrated plans of SSSP, Student Equity, etc.



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### **Addendum C: Online Education Committee Report**

**Online Education  
Senate and PFC report  
February 2018  
Submitted by Dr. Jodi Senk**

-The is a new Canvas feature to have online office hours. Instructions for use will be provided on the Online Ed webpage. It is easy to set up and user-friendly for students.

-The Regular and Effective contact form is now available online. A link will be sent to all faculty and it will be available on the OE website. The form can be filled out, signed, and submitted online.

-Funding for professional development for CTE faculty and classified Instructional assistants will be provided by Perkins and String Workforce, respectively. This will include the attendance of the Online Teaching Conference in Anaheim June 18-20.

-Cranium Café: Online counseling is up and running. Please refer students to the counseling webpage for more information and to make appointments.

-OEI course implementation is on hold until Fall 2018.

-Equity cohort is on hold until funding is clear.

-25 licenses for faculty access to Screencast-o-matic (\$270) were purchased. We will be deciding on how to do training, possibly using Lynda.com, and faculty will be assigned a license on a first-come, first serve basis.

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.*