I. Call to Order

II. Approval of Minutes: May 1, 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. Guest: Resolution Honoring Sandy Sandello (Addendum A)

V. President’s Report
   A. Pizza and Salad Served
   B. Graduation Ceremony Survey
   C. Teaching Quality Survey Results

VI. Vice Presidents’ Reports
   A. 1st Vice President
   B. 2nd Vice President

VII. Unfinished Business
   A. AP 4020: Credit Hour Calculation Update (Addendum B)

VIII. New Business
   A. Resolution In Support of Access to Open Educational Resources (Addendum C)
   B. Guided Pathways Design Committee Composition Recommendation (Addendum D)
   C. Conferring of Degrees
      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.

IX. Committee Reports
   Senate Committees:
   - Academic Rank
   - Curriculum
   - Guided Pathways Taskforce
   - Instructional Technology (ITC)
   - Online Education (OEC)
   - Open Educational Resources (OER)
   - Staff Dev./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 Program (SSSP)

X. Announcements
XI.  **Adjournment**

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.
Academic Senate 2017-18

Addendum B: Administrative Procedure 4020

RIO-HONDO-COMMUNITY-COLLEGE-DISTRICT

PROGRAM AND CURRICULUM DEVELOPMENT

Board Reviewed: 8/15/07; 4/11/12; 10/14/15

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 sent 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, 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, practices, studio work, and other 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 x 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:

\[ \text{total student learning hours} / \text{54 (hours per unit divisor)} \]

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 .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;
- ACCJC Accreditation Standards II.A. and II.A.9;
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)
Work Team:
Program Maps

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