Minutes
November 7, 2017
Board Room
1:00 p.m.


I. Call to Order: 1:01pm
II. Approval of Minutes: October 17, 2017 Approved
III. Special Guest: Dr. Laura Ramirez
   A. Instructional Lab Taskforce – Identified that there are several labs on campus but they are all structured differently, so asked for a taskforce to look at different models through CA and see how it is done and implement and evaluate what we want it to look like moving forward. This is referring to supplemental labs, not referring curriculum based labs like science and art. Hoping to meet once per semester and come up with a proposal next semester. First meeting will be tomorrow.
   B. 5-Year Plan Advisory Educational Centers – This is a task from the board bc they want to look at a comprehensive enrollment management plan and want to make sure the community knows what we offer. You may notice more sections offered in the evenings and early morning for working adults as a way to pick up enrollment. Want to look at support staff, access to counseling and slowly grow those type of services for the center and come up with a 5 year plan.
   C. Faculty Assignment Form – It is not something that faculty would use, it is an internal document that is used to track to make sure there is no problem with loads, assignments etc.

IV. Special Guest: Howard Kummerman
   A. Foundation Report- Discussed types of resources, gift annuity program, car donation program, restricted program funds, student scholarships, mini grants, student emergency fund- not advertised to general public but can be used for high needs, college equipment and supplies and Rio Hondo Promise. Highlights include Taste of Rio, Endowments of 50k and estates, increased faculty staff giving by 60%, presidents circle, last year gave out 10 mini grants, 150k in student scholarships.

V. Public Comment –
   A. Dylan Logas President of RIO Students Unite – Shared 17 - 0 vote at ASRHC regarding conflict with graduation. Graduation line up is outside of the science building which causes excess noise during final exam, amount of added traffic adds stress to students and faculty trying to get to class for finals, direct competition with students having to choose between going to finals and attending commencement and faculty having to come on a different day to administer the final. Faculty participation is limited because
they are administering final exams. Resolution passed by ASRHC that commencement take place only after final exams have been completed.

B. **Julio Flores** - Approximately 100k of 3SP funds got cut, shared that MT SAC will now be making their assessment optional and the implications of what it means for RHC enrollment numbers, AB 19 promise makes 1st year free to all students and now that the promise has portability, students can take their promise to another CCC and get free tuition.

VI. **President’s Report** – Reminder to senators to give reports at division meetings to keep everyone informed.

A. **Roadrunner Connect Update:**
   1. Kudos to student services assistants who are Averaging 75 calls per day (550 contacted as of 10/17)
   2. Approximately 300 flags cleared
   3. 1400+ raised flags and 789 Kudos

B. **Guided Pathways Update:**
   1. Dorali, Mike—IEPI GP Workshop Recap – Session provided information on how we need to change the infrastructure, clarified that this can be individual to each campus while following best practices from other campuses. It’s about looking at how we do business as a college in every aspect from parking, to admissions, to course offerings etc.
   2. Rio Hondo GP Summit—Save the Date: Dec 12 we are doing 40, 40 and 20 students. Flex will be a guided pathways theme
   3. Invitation from Michelle for “what do we do, and what do we do well” discussion at our next PFC meeting.

C. **Zero Textbook Cost Logo Live on Class Schedule**—Notify your dean (ZTC form) ZTC is now live and students can view in the schedule of classes

D. **Graduation Date Student Concerns** –
   1. **Motion** to place on the agenda as a business item for our next meeting by Adam Wetsman, 2nd by Shelly Spencer.

   2. **MOTION PASSES**

E. **Common Assessment Initiative Terminated** – Oct 24th letter from chancellor’s office terminating the initiative. Michelle recommends that we create an assessment review advisory. A senator expressed concern of not having a placement test. Michelle B. reminded that AB 705 does allow students to self report.

F. **Assessment Review Advisory**
   1. **MOTION** - Dorali Pichardo-Diaz Moves that we create an advisory that will meet once before November 21, 2017 with the charge of recommending an assessment process and protocol to be implemented in the recruitment process of incoming first-time students to Rio Hondo College. 2nd by Shelly Spencer.

   2. **MOTION PASSES**

G. **Plenary Report** – Juana, Mike and Shelly – locally address guided pathways project and how it affects your institution, every college will perform a bit differently and have different obstacles to overcome. It has to be a faculty driven.

   1. Regarding meta-majors, don’t get hung up in the ambiguity of the term meta-majors. Should not be defined as what is described in guided pathways but each
individual institution can define what a meta major is. Emphasis was to worry about that later and as infrastructure/framework is created that will fall into place.

2. Discussed FLOW workgroup for the 115th college
3. Hot topics in online education and role that senate has to have. Senate is supposed to have distance education handbook by the senate, effective contact discussion and how it is defined which can be defined by local senate
4. OER and ZTC discussion, cleared that it will not affect articulation, but information has to be stable and can’t disappear. There was an emphasize that CSU and UC are ahead of the game on this. Polices around distance education need more conversation to ensure quality. Issue around intersession and why online classes are not permitted and that is not formally codified and more information to faculty about what regular and effective contact means. Some colleges stipulate that the resource/book that is listed in the schedule needs to be used and is listed this way in the contract. In curriculum, you need to list a book as “such as” but it does not have to specifically be that book.

VII. Vice Presidents’ Reports
   A. Reports postponed to next meeting

VIII. Unfinished Business: None

IX. New Business:
   A. Outcomes Process—see Addendum A
      1. Motion by Robert Bethel 2nd by Shelly Spenser to table until next meeting.
      2. Motion Passes
   B. Honors Change Request—see Addendum B
      1. Motion by Mike Dighera, Ada Brown 2nd the motion
      2. Motion passes unanimously
      3. This will take place/be effective immediately

X. Committee Reports: Reports postponed due to fire alarm evacuation

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

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)

XI. Announcements
IX. Adjournment

ADDENDUM A: Outcomes Process

Proposed Outcomes Processes
Recommendations from the Outcomes Committee
October 2017

Goals
- Reduces confusion for faculty
- Reduces faculty workload
- Integrates program and institutional outcomes
- Incorporates outcomes for non-classroom programs
- Eases ACCJC reporting struggles

Initial Establishment of Links to Program and Institutional Outcomes
- Work could begin at Spring Flex Day and be completed in Spring 2018
- Faculty migrate outcomes from SLOlutions to TaskStream
- Course outcomes would be linked to program and institutional outcomes
- Non-classroom programs would establish links to institutional outcomes

All Programs
- Data entry every term (or in accordance with collective bargaining agreement)
- Rotation of outcomes done informally by faculty
- Assessment reports for program-level outcomes done every three years

Classroom Programs
- Assessment reports for course-level outcomes done every three years

Institutional Outcomes
- Assessment reports written by Outcomes Committee every three years
ADDENDUM A: Outcomes Process

Describe the method you used to collect your data including the criteria you used to determine proficiency. [For example: I used a short-answer homework question. Students who scored 7 or higher were considered proficient.]

Enter your proficiency rates as percentages. If you only relied on qualitative data, then enter that in the box.

Briefly describe any inferences you can draw from your results, including any action plans you have for improving teaching or learning.

Identify any resources you need in order to maintain or improve proficiency rates.
Addendum B: Honors Change Request

Honors Change Request

Whereas, Historically, the standard for developing Honors requirements is based on UCLA’s Transfer Alliance Program;

Whereas, UCLA currently requires students to complete 15 units to be given priority consideration in admission decisions;

Whereas, Several dozen universities and colleges have developed similar priority admissions criteria; and

Whereas, None of these other college partners require more than 5 courses/15 units;

Resolved, That Rio Hondo Academic Senate support the Honors Transfer Advisory Committee’s recommendation to change its current required courses for Honors certification from a minimum of six to a minimum of five.
Addendum C: Presidents Report

Senate President's Reminders:
- Senators REPORT meeting business and committee info to divisions
- Full-time faculty serve on committees
- Program Review

Roadrunner Connect:
1. Averaging 75 calls per day (SSO contacted as of 12/17.7)
2. Approximately 300 flags cleared
3. 3400+ raised flags and 789 nodes

Guided Pathways:
1. Donati, Mike—IFPI GP Workshop Recap
2. Rio Hondo GP Summit—Save the Dates: Dec 1, 2

ZTC Live on Class Schedule

Graduation Day Student Concern
- Attend RHFA Meeting on November 16
- ADEHC voted unanimously to support commencement to occur after completion of finals

Common Assessment
- Common Assessment initiative terminated by Chancellor's Office on October 24
- Common assessment and outreach coordinator heard other colleges are forging the assessment exam for incoming students
- Creation of Assessment Review Advisory
Motion:
To create an Assessment Review Advisory that will meet at least once before November 21, 2017, with the charge of recommending an assessment process and protocol, to be implemented in the recruitment process of incoming first-time students to Rio Hondo College.

1st VP Report

AB 705 Effective January 1, 2018

*The goal of AB 705 is to ensure that students are not placed into remedial courses that may delay or deter their educational progress unless evidence suggests they are highly unlikely to succeed in the college-level course.

*Evidence suggests that when used as the primary criterion for placement, assessment tests tend to under-place students; and, a student's high school performance is a much stronger predictor of success in transfer-level courses than standardized placement tests.

*Colleges may require students to enroll in additional concurrent support, including additional language support for ESL students during the same semester that they take a transfer-level English or mathematics course, but only if it is determined that the support will increase their likelihood of passing the transfer-level English or mathematics course.

2nd VP Report

Outcomes

Proposed Outcomes Measures

- [ ] Baseline data collection
- [ ] Pre/post assessment
- [ ] Comparison group
- [ ] Process evaluation
- [ ] Impact evaluation
- [ ] Additional measures
- [ ] Data analysis and interpretation
- [ ] Reporting and dissemination
- [ ] Ongoing evaluation and improvement
Honors Resolution

Whereas, historically, the standard for developing honors requirements is based on UCAT’s Transfer Alliance Program;
Whereas, UCLA currently requires students to complete 15 units to be given priority consideration in admission decisions;
Whereas, several other universities and colleges have developed similar priority admissions criteria; and
Whereas, none of these other college partners require more than 15 courses/30 units;
Resolved, that Rio Hondo Academic Senate support the Honors Transfer Advisory Committee’s recommendation to change the current required courses for honor certification from a minimum of six to a minimum of five.