Minutes
March 20, 2018
Location: Board Room
1:00 p.m.


II. Call to Order 1:03pm

III. Approval of Minutes: February 27, 2018 and March 6 approved without corrections

IV. Public Comment – No public comment

V. President’s Report
A. Roadrunner Connect Update
   1. BEAPS (Brief Early Alert Progress Surveys) now closed—26% of 1339 completed
   2. Flags and Kudos still available on RRConnect Tracking page
   3. Student video now available—sent in email. - Dr. Munoz will attend a future meeting to showcase degree planner.
B. Guided Pathways Update
   1. Division Leads and Counseling Leads training completed last week. Will meet with the few that could not attend on a one on one basis.
   2. CCCCO Workplan to be submitted – Michelle provided hard copies for senators to review. If you have suggestions, please email Michelle.
   3. Taskforce volunteers – Will go through governance process before it becomes an official committee. Sign-up sheet rotated for anyone interested to sign up.
   RHC Guided pathways newsletter emailed to everyone, please read to stay up to date on what is happening.
C. Spanish-Speaking Student Needs – Provided faculty a list of classified staff that get a stipend and are designated as Spanish speaking to assist students. A senator shared an incident in which she asked a staff member to assist a Spanish speaking student, but staff member could not assist because she is not on this list. Faculty member was unaware that such a list existed. Another senator wants to know what is the process for being on or off the list. Michelle will find out and report back.
D. Congratulations to Fellow of the College: Dr. Jennifer Fernandez

E. Congratulations to Distinguished Service Award winner: Ricardo Perez, Pathway to Law Advisory Board Member and Mentor

VI. Vice Presidents’ Reports
A. 1st Vice President – Legislation has not passed any bills, will keep us posted.
B. 2nd Vice President – No associated student meeting yesterday because students are on a trip in D.C.

VII. Unfinished Business:
A. Non-Credit Transcript Proposal (Addendum A)
   1. Motion went through in prior meeting, but there are some updates. A request was made by Michelle Pilati to strike the NG (Not Graded) option in the language. Non-credit will be on a separate transcript. Students taking non-credit courses are on banner but don’t show up until a student completes a course. If we are going to offer non-credit courses with increased funding level, we need ways to recognize completion in courses.
   2. Motion to approve with corrections made by Michelle Pilati, 2nd by Rudy Rios
      a. Motion passes unanimously

VIII. New Business:
A. Academic Rank BP and AP (Addendum B) – M. Bean reviewed on PowerPoint the additions and corrections and highlighted what is being moved from BP to AP. Senators received a clean copy of the corrections. A senator brought up a question regarding B.2. I because California Community College credential is no longer offered but M. Bean clarified that this is for those who already have it. Another senator also agreed that it appears as though if you have a bachelor’s degree, you also need the Community College Credential. It was clarified that you can’t just have a bachelor’s degree. A senator asked if we could check 2.D.ii to verify that the number of units had changed from 40 to 50 units, it was confirmed that it is 50 units.
   1. Motion to accept the academic rank AP and BP from Sheila Lynch, 2nd by Karen Gottlieb
   2. 3 Abstentions, Motion Passes

B. Waitlist Notification (Addendum C) – IT and A&R were consulted, and they are willing to make changes to language. Lots of suggestions were made
   i. SUBJECT: Register now for Chem 120 (name of course), Expires in 48 hours.
   ii. A senator asked if students are told what the process is for the waitlist and how students are informed. Another senator suggested that a video be created to explain what the waitlist process is for students. M. Bean will find out what the current process is and report back.
   2. Motion to accept the language as corrected by Ada Brown, 2nd by Lupe Alvarado
      3. Motion passes unanimously

C. Academic Renewal
   1. Executive Motion: To add a 1-year option to the current academic renewal policy in which a student can alleviate substandard grades after completing 15 units with a 2.5 GPA
      i. There is currently a 2 year, 30 units, with a 2.0 GPA policy in place
ii. A senator would like to see more data

iii. 1 Abstention, Motion passes

D. Degree Patterns

1. **Executive Motion:** To allow students the option to choose between the local GE pattern, CSUGE, or IGETC to be awarded a local associates degree.
   i. Dr Speiler discussed the impact that this is having on MESA students and ran data to see how many are affected
   ii. Another senator shared that this motion is capturing those students who intend on transferring
   iii. Arts department also expressed that many students don’t get the degree in their area and transfer without degrees
   iv. Jose Lara shared data about transfer and how many students transfer without a degree
   v. Another senator shared that admissions and records could fix this by allowing automatic degree instead of having students petition.
   vi. Another senator stated that counselors fully support PE classes and that this discussion is focusing on capturing those who transfer without degrees

1. 3 opposed, 1 abstention, Motion passes

E. Academic Senate Officer Election Results

1. All received 50% plus 1
2. Results have been verified by Michelle Pilati
   i. President - Michelle Bean
   ii. 1st VP - Adam Wetsman
   iii. 2nd VP - Jorge Huinquez
   iv. Secretary - Dorali Pichardo-Diaz
   v. Parliamentarian - Michael Dighera
   vi. ASCCC Representative – Gerson Montiel

Committee Reports- Limited reports due to time constraints

**Senate Committees:**
- Academic Rank
- Curriculum
- Instructional Technology (ITC)
- Online Education (OEC)
- Open Educational Resources (OER) - Awarded 2 faculty members the 1k stipend, Karen Beck to develop OER for Psy 101, Sally Olivas to develop OER for the lecture section of ENGL 101 (but not English lab). Faculty understand that they must make materials available on CANVAS for others to use as well.
- Staff Dev./Flex
- Outcomes

**Planning & Fiscal Council Committees:**
- Institutional Effectiveness (IEC)
- Program Review
- Safety

**Other Committees:**
VIII. Announcements

1. Michelle Pilati shared an updated regarding the discussion of “C” grades in pre-requisite courses. A recommendation from curriculum committee and some data from selected 17-18 courses where there is a single pre-req and does not specify grade of “C”, if they have a “D” in a pre-req and successfully passed the course, then there is a need to look into that.
2. Rosterums available on back table for faculty to take with them
3. Marie Eckstrom expressed a “Thanks” to Juana Mora for serving on the executive committee and for all your hard work!
4. Announcement that Adam Wetsman took an Uber in San Francisco with a student that took RHC’s walking class.

IX. Adjournment 2:16pm
Addendum A: Noncredit Transcript Proposal

Revised March 11, 2018

Rio Hondo College
Noncredit Transcript Proposal

Purpose
The student transcript is the official record of the faculty, as such should include academic areas/items faculty and academic committees review and approve as appropriate and in which meet certain standards of academic rigor set by the faculty. Academic accomplishments such as indicator of course completion are placed on the transcript to create a student’s academic record. The committee believes that the grades on a student’s transcript should provide concise and meaningful information about the student’s achievement.

Approvals
For the past few months, the noncredit committee has discussed and explored venues to implement a transcript procedure for noncredit courses. Thus far, the committee has recommended course completion indicators to parallel the credit grading process (see below). As of now, the committee is awaiting final approval from the Academic Senate to move forward with transcript implementation.

<table>
<thead>
<tr>
<th>Grading Symbol</th>
<th>Meaning</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Passing</td>
<td>This will be an option for students with recorded attendance and satisfactory completion of instructional objectives</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
<td>This would be an option for students with recorded attendance and satisfactory progress but not completion of instructional objectives</td>
</tr>
<tr>
<td>NP</td>
<td>Not pass</td>
<td>This will be an option for students with recorded attendance but lack information to evaluate the progress towards completion of instructional objectives</td>
</tr>
<tr>
<td>NG</td>
<td>Not graded</td>
<td>This will be an option for students enrolled in physical education courses</td>
</tr>
</tbody>
</table>

Recommendation
To increase durability for any agreed-upon grading scheme and to improve the information content of a student transcript, the noncredit committee proposes that at the beginning of Fall 2018 grading indicators be entered in the college's student data system. Additionally, it is recommended to create a separate transcript for noncredit courses.

Procedures
Procedures for transcript implementation will be created with the Registrar to assure the process follows the college’s policies and protocol in regards to student records.
Addendum B:

Proposed BP 4245

I. Criteria Governing Academic Rank

a. The recommendation of the faculty member for Academic Rank should be based upon comprehensive study of the individual’s achievements during the years preceding the recommendation. Academic rank applications are submitted by the faculty members after they have met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration.

b. To be eligible for academic rank, a faculty member must be a member of the Rio Hondo College staff and submit an application form.

c. The Academic Rank Committee shall consist of five members nominated for two-year terms by the Academic Senate President and confirmed by a majority vote of the Senate at a regularly scheduled meeting.

II. Minimum Criteria for Academic Rank

a. The title of faculty members shall be INSTRUCTOR, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245.

b. The requirement for the rank of ASSISTANT PROFESSOR shall be the equivalent of at least three years of full-time teaching at Rio Hondo College and one of the following:

   i. An earned Master’s or Doctorate degree

   ii. An earned Bachelor’s degree and a Community College Instructor credential in a vocational area in lieu of a Master’s Degree.

   iii. Significant prominence in the field of expertise as determined by each division.

   iv. Two years non-academic work experience as determined by each division.

c. The requirements for rank of ASSOCIATE PROFESSOR shall be the equivalent of at least five years of full-time college teaching, including the equivalent of three years at Rio Hondo College, and one of the following:

   i. An earned Doctorate degree

   ii. Forty post-baccalaureate upper-division or higher numbered semester units including an earned Master’s Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the
Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.

iii. An earned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement.

iv. Significant prominence in the field of expertise as determined by each division.

v. Three years non-academic work experience as determined by each division.

d. The requirements for the rank of PROFESSOR shall be the equivalent of at least ten years of full-time college teaching, including the equivalent of seven years at Rio Hondo College and one of the following:

i. An earned Doctorate degree

ii. Fifty post-baccalaureate upper division or higher numbered semester units including an earned Master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement.

iii. An earned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, plus twenty post-baccalaureate upper division or higher numbered semester units.

iv. Significant prominence in the field of expertise as determined by each division.

v. Five years non-academic work experience as determined by each division.

III. Teaching Experience

a. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.

b. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing rank.

c. No more than one year of service will be counted for each academic year for the purposes of establishing rank (e.g., a faculty member teaching 150% load over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years).
IV. Significant Prominence

   a. Evidence of “significant prominence” in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank.

   b. The following criteria shall be used for significant prominence

   i. Professional Achievement

      1. Academic and scholarly contributions to the faculty member's profession and field

      2. Creation, exhibition, performance, or publication in the arts or literature

      3. Presentations before meetings of scholarly and professional societies

      4. Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field

      5. Participation in the activities of scholarly or professional societies beyond mere membership

   ii. Contributions to the College

      1. Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings

      2. Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services

      3. Producing and directing events in the performing arts and/or coaching or covering athletic events for the college

      4. Engaging in community service and activity which may draw favorable attention to the faculty member and to the college

      5. Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups

      6. Chairing or directing committee work related to the CTE area not required in contract duties
I. The Academic Rank Committee shall select a chair annually.

II. Applications for advancement in academic rank, along with all pertinent supporting data, shall be sent to the Academic Rank Committee by November 15 of the academic year faculty members wish to be considered for advancement. The Academic Rank Committee shall forward the applications to Human Resources for verification that applicants have met the minimum requirements and are qualified for the academic rank for which they applied. The Academic Rank Committee will submit the verified degrees, units, and employment history to the President of the Academic Senate to be put on the Academic Senate agenda for a vote.

III. A simple majority vote is required for approval of academic rank for faculty applying for advancement.

IV. With the affirmation vote and signatures of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the applications will be sent to the Superintendent/President. With the signature of the Superintendent/President, the applications will be submitted to the Board of Trustees for its consideration and action. Any applicants who have objections concerning the consideration of an application, can ask the President of the Senate to be put on the agenda for the next regular scheduled meeting to present their cases. The merit of the cases shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.
Addendum C: Waitlist Notification

Current Waitlist Notification:

---------- Forwarded message ----------
From: Unger, Leigh <unger@richondo.edu>
Date: Saturday, January 13, 2018
Subject: Waitlist Notification for 36036
To: <@my.richondo.edu>

You are waitlisted in 36036 CHEM 120 Introduction to Chemistry with instructor Garima Garg. A seat has opened in this class. You have 48 hours from the time this notification was generated to register for this class or the authorization will be deactivated.

You must register for this class on-line at http://accessrio.richondo.edu
Please select "**REGISTERED**" from the waitlist drop-down menu to register for the class.
YOU ARE NOT OFFICIALLY REGISTERED UNTIL YOU PRESS THE "SUBMIT" BUTTON TO CONFIRM YOUR REGISTRATION.

DO NOT REPLY TO THIS EMAIL. IF YOU HAVE QUESTIONS REGARDING YOUR STATUS, CONTACT THE INSTRUCTOR LISTED ABOVE.

Proposed Waitlist Notification:

SUBJECT: You are next on the Waitlist! Register NOW!

Dear Student,

You are next on the waitlist for Chem 120 section 36036 with instructor Garima Garg.

You have 48 hours from the time this notification was generated to register for this class or the authorization will expire.

Please follow these steps to add the class:

Step 1: Log in to your AccessRio Account  http://accessrio.richondo.edu
Step 2: Select **REGISTERED** from the waitlist drop-down menu to register for the class.
Step 3: Click on the "SUBMIT" button to confirm your registration

If you need assistance registering for this class, please visit the first year success center in LR-101