



## Academic Senate 2017-18

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### Minutes

March 6, 2018

Location: Board Room

1:00 p.m.

- I. **Senators present:** Frank Accardo, Lupe Alvarado, Robin Babou, Michelle Bean, Robert Bethel, , Brian Brutlag, Fran Cummings, Michael Dighera, Marie Eckstrom, Juan Fernandez, Raquel Flores-Olson, Theresa Freije, Alonso Garcia, Karen Gottlieb, Yunior Hernandez, Jupei Hsiao, Jorge Huinquez, George Kimber, Katharine Lampert, Violeta Lewis, Sheila Lynch, Marina Markossian, Angelica Martinez, Greg Miller, Carley Mitchell, Gerson Montiel, Juana Mora, Katie O'Brien, Tyler Okamoto, Amelia Ortiz, Abbie Perry, Dorali Pichardo-Diaz, Michelle Pilati, Matthew Pitassi, Rudy Rios, Jose Rodriguez, Monica Serafin, Stephen Smith, Shelly Spencer, Viviana Villanueva, Adam Wetsman, Jon Whitford **Others present:** Jill Pfeiffer, Jose Lara **Members Absent:** Ada Brown, John Frala, Kathy Pudelko, Richard Ramirez
  
- II. **Call to Order – 1:03pm**
  
- III. **Approval of Minutes:** February 19, 2018 - approved with minor corrections emailed from Sheila Lynch.
  
- IV. **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.*
  
- V. **Committee Reports**  
Senate Committees:
  - **Academic Rank** - Language change: per superintendent/president's request, from "signature" to "consent"; change in language voted by the committee and moved on to PFC, updates include more information regarding prominence in the field should be decided by each division and part-timers in the rank process. Will add this item to March 20<sup>th</sup> AS agenda for official vote.
  - **Curriculum** – A need for tracking progress for non-credit. There are now specific areas in non-credit where pay is equal to credit instruction. Also, sent out a message about "C" or better in certain courses for pre-requisites. If you are going to require a "C", have data that shows that students with "Ds" in the pre-requisites are not as successful in classes. As a consequence, this has led to a conversation about revisiting our competency requirement for reading and quantitative reasoning. You should be able to pull data for a course. Senator shared that you can get a "D" in general education and still graduate, C is required for the major.
  - **Instructional Technology (ITC)** – In process of moving meeting dates and times because members unable to meet so hoping to meet soon after that is resolved.
  - **Online Education (OEC)** – It does look like our participation in OEI exchange may be possible this summer. We are ready to test exchange mechanism. OEI interested in expanding courses that can be in the exchange, not just C-ID courses. Would like to encourage all who use Canvas to turn on "Net Tutor" to make it available for students.



## Academic Senate 2017-18

---

- **Open Educational Resources (OER)** – had a meeting yesterday, have a new student rep. Still don't have representation from KDA, but everyone else is there. Discussed goals, coming up with professional development, how to get a robust website with limited resources and established best practices. ZTC funding for proposal for 1k grant to develop an OER course. Will come back to senators to find out what kind of oversight needs to happen in your own division. With OER, licenses are open. There is confusion about ZTC and OER. Has anybody been asked by their dean about whether they are using ZTC or OER? Michelle will make a note to inform Dr. Ramirez to communicate to deans. Confusion that some faculty think that there is a law that everyone has to offer free textbooks, but to clarify it just requires that if you do have ZTC or OER that it is clearly communicated to students.
- **Staff Dev./Flex** – Flex day evaluation survey results will be presented next meeting. Total of 8k and this is the first year that we may be able to potentially fund projects that go through mid-September. Our new faculty success seminar is occurring. Call for faculty who would be willing to have new faculty to observe them. Still have 7 faculty that need to be matched. You can go into the classroom or have the option to do a student services observation. Still need to think of staff development committee and how it interacts with the new taskforce.
- **Outcomes** – Setting up TaskStream. There is a workshop today after senate and one next Tuesday at 1pm. Need to have senators share with their division. Don't need to enter data, but we are just entering our outcomes and linking them to institutional outcomes. If you have questions, contact Adam Wetsman. Adam can come to a division meeting or work with faculty one on one.

### Planning & Fiscal Council Committees:

- **Institutional Effectiveness (IEC)** – In last meeting minutes Addendum B from Feb 20<sup>th</sup>.
- **Program Review** – Howard and Marie working on summary sheet.
- **Safety** – At superintendent/president's request, requesting an active shooter drill this semester. This will take place on May 3<sup>rd</sup> at 10:45am. Will send out a 1 page handout with instructions on what to do as well as a video that is to be shown during that time in class. April 13<sup>th</sup> and 20<sup>th</sup> Becks and Bells training in the works. All campus information systems April 16 and 17<sup>th</sup> 2:30pm to 3:30pm. Also planning Flex day drill for Fall 2018. Senator requested that although video will be sent a month ahead of time to also please send a few minutes before drill.

### Other Committees:

- **Basic Skills** – With last week's announcement from chancellor's office to comply with AB 705 and omit basic skills courses, there is still a lot to be determined. Currently Math and English being discussed, no discussion about Reading or ESL. Concern from a senator is that our mission includes providing basic skills to our community and questions about changes in Ed Code. You can offer one course below college level but you need to have data showing that it is needed in order for students to be successful at the higher levels. Michelle clarified that it can still be offered but can't mandate a student to take it without data. Gerson shared that non-credit can not be a form of replacing courses.
- **Bookstore** – Michelle made a plea from the Educational Centers Taskforce to have bookstore go out to centers at start of semester.
- **Enterprise Systems Advisory** – Q1: Will we ever have a single sign in? Can't test until we go live. Q2: Will banner upgrade have current term as default? Unsure what we are asking Q3: Will there be an integration of banner and canvas? They are integrated but not in real time. See Addendum B.
- **Online Education Initiative (OEI)**—see Online Education Committee report.



## Academic Senate 2017-18

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- **Student Equity** – No Report
- **Student Success and Support Services Program (SSSP)**
  - Adding evening hours to assessment center, educational centers and AB 705 so re-designing with placement tool in starfish degree planner tool. Worked on educational planning workshop that will happen after orientation. Placement tool will go live after March 12<sup>th</sup>. Senator asked why are we having more services if AB 705 is decreasing assessments? A guest shared that multiple measures only valid up to 10 years after H.S. graduation. Marie Eckstrom shared that assessment center can administer your test in a supervised setting? Michelle mentioned that you should contact Melba Castro regarding this.

### VI. **President's Report**

#### A. Roadrunner Connect Update

1. BEAPS (Brief Early Alert Progress Surveys) Faculty Training: March 7
2. BEAPS email sent to all faculty on February 26—optional but highly encouraged – beeps will be open for 2 weeks so highly encourage all although it is optional. S. Spencer shared that she used BEAPS and that students getting a call from the counselor made students take it much more seriously. Counselors have good workflows to get to them daily. Kudos get sent in emails. Counselor shared that Kudos make a difference and motivates. Another counselor shared that the more details faculty provide in the comment area, the more effective the contact. Michelle B shared that when you are in the BEAPS, there is a piece of paper with a plus sign, you open up comments box and can include it there. You don't need to send a Flag everyday, just put it in the comments. Faculty cannot see the history on the student, only Counselors can. So if they were in a prior class, you won't be able to see it.
3. Degree Planner—beginning Abbreviated Ed Plans with 2018/19 students in March

#### B. Guided Pathways Update

1. Guided pathways coordinator is officially Gerson Montiel. Congratulations!
2. **IEPI Workshops** – If you are attending these workshops, please share information with Gerson so that he can get updates and share/update with administration. As a leadership team, we would like people to step forward and stay informed. By having more people knowledgeable about what we want to do, it is better for the campus. Working on a newsletter to keep everyone on campus informed. First one will come out in April. Gerson is open to questions, welcomes all to voice so that he can bring to leadership team and make improvements on our campus.
3. **Division Leads and Mapping Coordinators Training and Planning.** – In process of setting up trainings to make sure they are well equipped for the mapping of courses. This will not be about limiting your general education courses. For example, if you are a Psychology major you should get a taste of it your first semester to help you decide. Leadership Team and a few Committee Chairs are working on CCCCO Workplan due March 30<sup>th</sup>. Will bring to senate before we go on break.
4. **Research, information, and listserv** at <http://cccgp.cccco.edu>, <https://www.caguidedpathways.org/>, and <http://www.riohondo.edu/guided-pathways/> Asked that everyone please take time to read through these links and stay informed.



## Academic Senate 2017-18

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5. **Special AS Meeting:** Thanks to all those that participated
- a) A senator brought forth a concern about discussing the motion about a guided pathways taskforce from senate. It is not an item on this agenda but will discuss in a future meeting.
- C. **AB 705 Update** – see updates in Basic Skills Committee report.
- D. **Lab Taskforce Update** – Visiting Fullerton College and Riverside Community College for best practices
- E. **Educational Centers Taskforce Update** – Dr. Kevin Smith will be presenting to the Board and he will be invited to share information at a future senate meeting.
- F. **Graduation Ceremony Taskforce Update** – Jorge Huinquez is the chair but only a few members met, have a meeting next Wednesday the 14<sup>th</sup>, spoke with Student Dylan and trying to get more surveys from faculty to see if students are willing to move the date. Also, trying to get data on how many classes offered during graduation time. Senator asked if date is being moved for this semester, but it will be resolved for future years.
- G. **Equivalency Taskforce Update**—Members: Mike Dighera—Chair, Viviana Villanueva, Fran Cummings, Michelle Pilati, Robert Bethel, Gerson Montiel, Matt Pitassi, Juana Mora, Sean Hughes
- H. **Election Reminders:** Division Senator elections should be complete; Senate Executive Council nominations and elections begin today and close at noon on March 19
- I. **Distinguished Faculty Award Honoree** – Katie O’Brien
- VII. Vice Presidents’ Reports**
- A. 1<sup>st</sup> Vice President – No Report
  - B. 2<sup>nd</sup> Vice President – Safety concerns brought forward by Associated students, presentation & Input solicited by Dr. Munoz regarding Degree Planner
- VI. Unfinished Business:** None
- VII. New Business:**
- A. Academic Senate Officer Nominations - Nominations begin today. March 6 through 13<sup>th</sup> accepting nominations, voting will happen March 14<sup>th</sup> through 19<sup>th</sup> and will close at noon on the 19<sup>th</sup>, results will be announced on the March 20<sup>th</sup> meeting. Nominations opened all week.
    1. President nominations – Michelle Bean accepted nomination
    2. 1<sup>st</sup> Vice-President – Adam Wetsman accepted nomination, Juana Mora (not present)
    3. 2<sup>nd</sup> Vice-President – Jorge Huinquez accepted nomination
    4. Secretary – Dorali Pichardo-Diaz accepted nomination
    5. Parliamentarian – Gerson Montiel accepted nomination, Michael Dighera accepted nomination
    6. ASCCC Representative– Gerson Montiel accepted nomination
  - B. Non-Credit Transcript Proposal (see Addendum A) – Have a way to track students in non-credit. Good opportunity for programs to be in non-credit program
    1. Motion that RHC senate accept non-credit proposal as the approach to recording students in non-credit progress.



## Academic Senate 2017-18

---

- i. Motion by Michelle Pilati
- ii. 2<sup>nd</sup> by Adam Wetsman
- iii. Motion passes unanimously
  1. Question from a senator whether it will be a separate transcript or on the same transcript as credit courses? Michelle Pilati will find out and report back
  2. Will counselors have access to non-credit transcript? Michelle Pilati will find out and report back

### **VIII. Announcements**

- A. Request from Howard Kummerman asking for faculty to read scholarships
- B. If you attend workshop for outcomes, you get FLEX credit

### **IX. Adjournment:** Meeting adjourned at 2:06pm

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.*



# Academic Senate 2017-18

## Addendum A:



### 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.

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

#### 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



## Academic Senate 2017-18

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### **ADDENDUM B: ESAC**

This is the follow-up to the notes provided in November, 2017.

#### **November - February Activity**

- A number of upgrades to Banner were installed, particularly to the Financial Aid sub-system to support the new Financial Aid award year.
- The MIS submission for Fall Term was completed in January, 2018.
- Zero Textbook Cost (ZTC) – The ZTC enhancements were introduced as part of Spring registration in November.
- Infrastructure – Most of the upgrades to the wireless network were completed during the Winter Break. The number of access points installed across the RHC main campus increased from 225 to 305. Additionally, each access point is significantly faster than the one it replaced.
- Roadrunner Connect/Starfish “early alert” progress surveys were sent to students, counselors, coaches, etc. in late February. Unlike the fall term when only Basic Skills CRNs were included, the Spring submission included over 1300 CRNs.
- Taskstream SLO Templates – Templates for SLOs have been created in the new Taskstream planning software and have been reviewed by the “Outcomes Committee.”

#### **Review of Current IT Projects - Ongoing**

- Online Education Initiative (OEI) – The rollout of the OEI was delayed last fall because of ongoing upgrades to the software by the Chancellor’s Office software development team. In early January they released version 2.0 of the software and have started working with RHC again on this project. The goal is to begin testing the software this spring for a possible Summer Term, but more likely, Fall Term rollout.
- Hobsons Degree Planner – The degree planning team has been implementing the Starfish Degree Planner software for the past four months. The first phase of the Degree Planner rollout, which allows the creation of “empty” education plans will happen in the next couple weeks. Phase two of the rollout, which will enhance the system to permit automated and student-generated plans, along with full degree audit features will be completed this summer.
- Banner 9.0 – Before December 31, 2018, RHC will be moving to Banner 9.0, the latest release of the Banner Student Information System. This will be a major project for the college in 2018, and this is currently in the planning stage.
- Infrastructure Upgrades – Most of the wireless upgrade is substantially complete. The next phase of this project is upgrading switches and networking equipment throughout the campus, and this project is just getting started.
- Computer Refresh – The purchase order to upgrade 275 aging RHC computers just went to the vendor, so we will be replacing these machines over the next couple months.

#### **Answers to Questions**

##### **Will we ever have a single sign-on for email again?**

*This is planned of a future upgrade of the AccessRio portal, but, for a lot of technical reasons, we cannot test this until we actually go live. This means we have not actually seen this working, but the vendor swears it will work.*



## Academic Senate 2017-18

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**Will the Banner upgrade have the current term as the default?**

*I am not sure what this means.*

**Will there be an integration of Banner and Canvas?**

*Canvas and Banner are integrated. We move data from Banner to Canvas each night, but they are not integrated in real time. As of this writing, Canvas does not offer real time integration, and I have not heard of their intention to do so.*



## Academic Senate 2017-18

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

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

-There 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.