I. Call to Order: 1:03pm  
II. Approval of Minutes: April 3, 2018 approved  
III. Public Comment – None  
IV. Guest: Andrea Rion, Rio Hondo College Bookstore Manager (Addendum B)  
   A. Encouraged faculty to give the book adoption sooner because the more affordable they can make it, the more it allows them to be ready and for the right price.  
   B. Test of Lumen, when students register they pay a fee. Rion shared that data shows 4% bump in completion when students have the right material walking into class the first day. There are some Lumen titles that are now available. Provided a handout with a breakdown of titles that are available. Lumen class materials can be as low as $10.  
   C. Bookstore does price match with any competitor such as Barnes and Nobel and Amazon. For Amazon, must be sold and fulfilled directly from Amazon, can’t be from a 3rd source through Amazon.  
   D. Upcoming: company partnering with Cengage. For $119.99 can access all digital content and is good for 6 months (Call it digital pass-through).  
   E. Happy to support events, have done writes of spring and nursing orientation.  
   F. If you are participating in graduation, please send in cap and gown information.  
   G. A senator asked if you can do price match for art supplies. There is an issue with house brands but willing to look into it.  
   H. Another senator asked about off site centers. Andrea shared that students can order books and do free shipping, or it can be picked up in the bookstore. Contact her if other arrangements need to be made.  
   I. If using Lumen for fall classes, there is still uncertainty about materials fee or not doing the materials fee. Need to discuss with Dr. Ramirez as it will be important in the current practice, Andrea will set up a meeting.  
V. President’s Report
A. Roadrunner Connect Update – M. Bean shared a positive response from a student. The unaffiliated students are all completed but success coaches are now starting to assist cohorts like athletics, EOPS etc. Working on some templates, new Dean Kirkwood would like more information for Behavior concerns.

B. Board Resolutions: Funding Formula and Online College.
   1. No to Online College
   2. No to Funding Formula

C. Bilingual Stipend Procedure – M Bean talked to HR and there are currently 17 on the list. There are some that just took tests and are updating lists. Supervisors make a recommendation about the need of that specific requirement.

D. Waitlist Notification Update – M Bean read Leigh Ann Ungers’ response regarding the process of waitlist notification. A senator asked that the actual question is that when they get on the waitlist, who is telling students what they are supposed to be doing? Another senator expressed that students don’t check their emails but that it would be a good idea to network with students and figure out the best way to tailor our system. It was suggested that our VP Huinquez ask students about their preferred way to get information of this kind. Huinquez shared that students are told during orientations and that students need to change email preferences if they don’t check their my.riohondo.edu email. M. Bean suggested that senators share this information with students in their classrooms. S. Lynch shared that in two classes she mentioned Phone Text as a form of communication and that it was not popular by students. Another senator mentioned that if texting is short, that it may be ok. Another senator suggested the use of an app called REMIND.

E. Disciplines List Proposals – If there are any disciplines that are not on the main discipline list it needs to be added. This was sent to all Deans by M. Bean. Please contact Michelle B or Dorali.

F. Degree Planner and BEAPS Pilot Semester –
   1. Guest Elizabeth Ramirez did a demonstration of how Degree planner works, shared that students can choose math pathway, develop an educational plan etc. but all in consultation with a counselor and needs to be approved by the counselor. Counselors can include notes.
   2. A senator asked if a student could meet with a counselor online to approve their educational plans, yes they can.
   3. A senator asked if there is an incentive to meet with a counselor for those who are not part of a special program? There will be a disclaimer, but a repercussion can possibly be that there is a hold on registration. Can possibly look to see how many students have un-approved Ed plans and then counselors can reach out to them.
   4. Another senator asked about mapping and Elizabeth shared that whatever order is given to counselors is the order that they will work with.
   5. Another counselor asked if this can work for DSPS students. Elizabeth shared that it is ADA compliant, but will consult with DSPS.
   6. Another senator asked if other schools are using this tool so we can look at prerequisites so that we can possibly compare pre-requisites.
   7. Another senator asked when would a student actually do this? The idea is to do this during a post-assessment workshop. Do students do this alone or with a counselor? Students can do at home but must get it approved by a counselor.
A senator is concerned that there is an uncertainty because it looks confusing and students don’t know what IGETC is. Currently it is piloted with a counselor. Senator is concerned that this is too much for students to do on their own. Huinquez shared that this will help students be more pro-active with their educational planning but finalized plan must be approved by a counselor.

G. Plenary Report
1. Found that 49 districts are set to lose money with the new funding formula.
2. Once final resolutions are sent to presidents, it will be forwarded to everyone. Guided pathways will not only be looking at Transfer but also Careers.
3. Formulating a legal opinion on AB 705 – many delegates wanting to see an unbiased opinion
4. Resolution 1701 had to do with equity – question about ambiguity in some of the language. Voted down because of ambiguity and how to define unprepared and ill-prepared and legality.
5. A senator asked if there was any information or discussion regarding the article about the UC’s offering guaranteed admission. Pichardo-Diaz shared that the idea is to use the current UC Pathways and for CCC’s to develop degree’s modeling what the UC’s have already created. This is still in the initial stages but will update as more information is gathered.

VI. Vice Presidents’ Reports
A. 1st Vice President – No Report
B. 2nd Vice President – Shared events happening with students. M. Bean encouraged faculty to support student events. Huinquez spoke with AS and asked that calendars be shared a month ahead of time so faculty can make plans to attend. (see 2nd VP report Slide)

VII. Unfinished Business:
A. AP 4100 Graduation Requirements for Degrees and Certificates
   i. Motion to take out “two-year” from proposed language by Katie O’Brien, 2nd by Sheila Lynch
   ii. Motion Passes

   i. Motion to approve updated language on AP 4100 by Katie O’Brien, 2nd by Sheila Lynch
   ii. Motion passes

VIII. New Business:
A. Proposal to Require Successful Completion of Prerequisite Courses (Addendum A)
   1. What is the final language that will be changed? Would like to see if there is an AP/BP change as well as catalog language that will be changed
   2. A senator asked if it would be cleaner to do the opposite and explicitly say that a “C” or better be required in the language as oppose to taking away language and assuming that students know that a “C” or better is needed.
   i. Motion to accept resolution as presented and direct curriculum committee to bring AP/BP and catalog documentation for review by the academic senate by Fran Cummings 2nd by Robert Bethel
   ii. Motion Passes
3. There is a particular place in the catalog that speaks about this in the catalog and would like curriculum committee.

IX. **Committee Reports**

Limited time for senate committee reports, will report at the next meeting.

**Senate Committees:**
- Academic Rank
- Curriculum
- Guided Pathways Taskforce – Meeting in S-320E this Thursday
- Instructional Technology (ITC)
- Online Education (OEC)
- Open Educational Resources (OER)
- Staff Dev./Flex
- Outcomes – Please do your outcomes data

**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**

**Equivalency Taskforce:**
A. Will come forth with language on equivalency and hope to do so by next week.

**Health and Psychological Services:**
A. Suicide Prevention Training May 2 @ 10am in LR 128
B. Mental health Training for Veterans June 22nd @ 9am in Campus Inn
C. Finalized with Howard the logistics of taste of Rio on April 27th. If you want to volunteer send Robert Bethel an Email.
D. As we do right, right will follow us! - Sam Foster, ASCCC Executive Member

IX. **Adjournment – 2:12pm**
Addendum A: Proposal to Require Successful Completion of Prerequisite Courses

Proposal to Require Successful Completion of Prerequisite Courses
Prepared by M. Pilati, April 10, 2018

The Rio Hondo College (RHC) Catalog does not explicitly delineate that a passing grade is required in a course being taken as a prerequisite. While some disciplines make it explicit that a “P” or a minimum grade of “C” is required, many are silent. In reality, all courses to be counted towards a major or area of emphasis must be successfully passed (per title 5) and in many disciplines the courses that would be required prerequisites and the courses requiring those prerequisites are courses generally taken by students seeking to earn a degree. In other words, it is unlikely that many students would ever attempt a course after earning less than a “C” in the prerequisite. If students do not need to successfully complete a prerequisite course in order to progress, the validity of that prerequisite should be called into question.

The language on the RHC website states that prerequisites are cleared if:

- You are currently enrolled in the appropriate prerequisite course at RHC.
- You have completed the appropriate prerequisite course at RHC.
- You have tested into a particular course level in English, English as a new language, reading, and math by taking the appropriate assessment test.

In order to determine the impact of a “D” in a prerequisite, 16 course pairs were selected involving courses where a minimum grade in the prerequisite was not specified – and there were no other prerequisites. Four of the identified pairs were ultimately not included as the second course was never offered over the past five years. The data below represent enrollments over five years.
### Prerequisite Course Table

<table>
<thead>
<tr>
<th>Prerequisite Course</th>
<th>FINAL GRADE (in prerequisite)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>ARCH115</td>
<td>26</td>
<td>22</td>
</tr>
<tr>
<td>ART130</td>
<td>55</td>
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<td>ART230</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>AUTO106</td>
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<td>10</td>
</tr>
<tr>
<td>CHEM110</td>
<td>56</td>
<td>117</td>
</tr>
<tr>
<td>FR102</td>
<td>28</td>
<td>5</td>
</tr>
<tr>
<td>GIS120</td>
<td>124</td>
<td>5</td>
</tr>
<tr>
<td>JOUR242</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>PHTO190</td>
<td>18</td>
<td>7</td>
</tr>
<tr>
<td>POLS110</td>
<td>14</td>
<td>20</td>
</tr>
<tr>
<td>PSY101</td>
<td>94</td>
<td>88</td>
</tr>
<tr>
<td>THTR110</td>
<td>29</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>512</td>
<td>345</td>
</tr>
</tbody>
</table>

Only 5 grades of D were earned amongst the 1,049 enrolments considered. 60% of these students did not pass the 2nd course successfully.

### Success in 2nd Course Table

<table>
<thead>
<tr>
<th>Success in 2nd Course</th>
<th>FINAL GRADE (in prerequisite)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>No</td>
<td>10.7%</td>
<td>19.7%</td>
</tr>
<tr>
<td>Yes</td>
<td>89.3%</td>
<td>80.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

A review of college websites indicates that the explicit requirement of a satisfactory grade is common.

**Cerritos**

How to clear a prerequisite (yes, this spelling error is on their website)
How do I meet a course prerequisite at Cerritos College?
Take assessments and enroll into the recommended courses.
Complete the prerequisite course with a "C" grade or higher.
Long Beach City College

You can meet prerequisite requirements by qualification through the assessment test and be placed in that course or by completing the prerequisite course with a grade of Pass, C or better.

Riverside City College

Successful completion of a prerequisite requires a grade of 'C' or better or 'P' (Pass). 'C-', 'D', 'F', 'FW', 'NP' (No Pass) or 'I' grades are not acceptable. Students currently enrolled in a RCC prerequisite course (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

Chaffey

When a course has a prerequisite, it means that a student must possess a certain body of knowledge to be successful in the course. The preexisting knowledge may be a skill, an ability, a placement preparation score, or successful completion of a course. Completion of a prerequisite course requires a grade of C or better or a grade of CR (credit). C- do not count as passing.

Santa Monica

Prerequisites and corequisites for all classes at Santa Monica College must be satisfied with a grade of C (2.0) or better, regardless of whether they are completed at SMC or at another college or university.

Other CCCs reporting that a “P” or a minimum grade of “C” is required –

Cuesta    MSJC    Southwestern    West Valley

Support for Requiring Successful Completion of All Prerequisite Courses

Whereas, Title 5 §55003 permits the governing board of a community college to “establish prerequisites, corequisites, and advisories on recommended preparation” and title 5 §55000 establishes a prerequisite as “a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program” and a satisfactory grade as an A, B, C or P;

Whereas, Student achievement of the knowledge or skills in a given course is unlikely if the course has not been successfully passed;

Whereas, Rio Hondo College has historically not required that prerequisite courses be successfully passed unless specified on the course outline of record, yet the college’s AP 4260 stipulates that “The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures”;
Whereas, Title 5 §55063 requires that all courses counted towards the major or area of emphasis of an associate degree must be successfully passed; and

Whereas, The Rio Hondo College Academic Senate is charged with making recommendations related to curriculum and “standards or policies regarding student preparation and success” (title 5 §53200).

Resolved, That the Rio Hondo College Academic Senate supports establishing that all prerequisite courses taken at Rio Hondo College must be passed with a “P” or a grade of “C” or better.

Resolved associated with the resolution as adopted by the Rio Hondo College Curriculum Committee

Resolved, That the Rio Hondo College Curriculum Committee encourages the Rio Hondo College Academic Senate to endorse establishing that all prerequisite courses must be passed with a “P” or a grade of “C” or better.
Addendum B: Rio Hondo Bookstore

Adoptions Drive Affordability

- Store begins sourcing for used earlier when used textbooks are available in the marketplace
- Hold used check-in and buyback ON Campus for students to save for future terms
- Pay more to students for re-adopted titles
- Early adoptions support 100% readiness for first day of class – avoids publisher back orders
- Early adoptions provide the opportunity to identify rental & digital delivery opportunities driving accessibility and affordability

With Follett’s new partnership with Lumen, we can provide more selections for faculty that will enrich the student experience in the classroom. At the same time we are expanding the scope of affordable and accessible course material options available to students.

- Waymaker titles now available to be adopted and sold at all Follett stores:

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Lumen Waymaker Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>978-1-64007-017-8</td>
<td>Basic Reading &amp; Writing (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-036-2</td>
<td>Biology for Majors I (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-036-9</td>
<td>Biology for Majors II (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-068-7</td>
<td>Biology for Non-majors (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-076-1</td>
<td>College Success (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-071-9</td>
<td>Computer Applications for Managers (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-034-4</td>
<td>Concepts in Statistics (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-018-2</td>
<td>English Composition I (Process Based) (Waymaker Bundle)</td>
</tr>
<tr>
<td>978-1-64007-017-8</td>
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<td>Introduction to Business (Waymaker Bundle)</td>
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<td>Principles of Marketing (Waymaker Bundle)</td>
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</table>

Price Match-Prices matched against Amazon, Barnes & Nobles or a local campus competitor. We price match rentals, rental period must be the same as the bookstore (generally term length/16 weeks). Excludes peer-to-peer marketplaces, aggregator sites, digital books and publisher-direct prices. Maximum of $100 per term and $1,000 per customer.

Follett Discover™ is a comprehensive set of tools enabling hassle-free access for instructors and students to all course materials. Instructors can use their tool to research, discover and adopt course materials with ease while students are better prepared for class by having easy access to purchase and manage their course materials quickly and effectively.

Important Dates: Course Material Adoption Deadlines Spring = 10/15, Summer = 3/15, Fall = 4/15

Spring 2018 Rental Due date 5/24 (last day of term) Spring Buyback for Fall 2018 material 5/14-5/25