Minutes
April 3, 2018
Location: Board Room
1:00 p.m.


Others present: Elizabeth Ramirez, Sharon Bell, Kathleen Curlee, Sloniger Wells

Members Absent: Michael Dighera, John Frala, Theresa Freije, George Kimber, Juana Mora, Richard Ramirez,

I. Call to Order at 1:02 p.m.

II. Approval of Minutes: March 20, 2018 approved

III. Public Comment — No Public Comment

IV. Guest: Dr. Shin Liu, Taiwan Experience Education Program
   A. Shin was not in attendance, but M. Bean asked faculty to share this opportunity with students.

V. Guest: Dr. Laura Ramirez, Vice President of Academic Affairs, Educational Centers Report
   A. Task force met about 4 times and included Mike Munoz, Dana Arazi, Robert Bethel, Rebeca Green, Kevin Smith, Irene Truong, Jim Sass, Michelle Bean, Yolanda Emerson, and Vann Priest.
   B. Wanted each center to be dedicated to a certain area, but when they looked at the data they saw that it was not what students want. Most students at the centers take similar courses to what students take on campus. Students want to take General Education at the educational centers. Although they are ok with entertaining the idea of a cohort, students are actually using that space to meet general education.
   C. Linked center goals with institutional goals (See Addendum A), map of GE’s – guided pathways, week-end offerings, intersession schedule, targeted media.
   D. A senator expressed concern about resources being re-allocated from the main campus to the educational centers, Dr. Ramirez shared that that is not the intention.
   E. Another senator asked if General education is the only thing being offered and asked if more non-credit would be offered.
   F. It was suggested that the community be surveyed to see what they want, instead of students who are already attending. Another senator expressed concern about the course offerings at the educational centers not being consistent. It makes it difficult for students to arrange their schedule. Lastly, there was a concern about students being informed about the classes being offered offsite at the time they register. M. Bean
shared that the new schedule has been updated to make that clear to students. Dr. Ramirez shared that if 86% of the class gets full on campus then the likelihood of it being filled off campus is higher.

VI. Committee Reports

Senate Committees:
- Academic Rank – BP and AP will be reviewed though PFC
- Curriculum – No Report
- Instructional Technology (ITC) – No Report
- Online Education (OEC) – Written report shared with group. (See Addendum B)
- Open Educational Resources (OER) – In the process of revising a document and will bring to senate to look at it again. Quality control required by legislation says that each campus shall ensure that materials comply with federal copyright act of 1976. Will come up with a proposal and bring to senate as well. Other quality control issues include having a certification offering similar to online teaching certification. There is a free course from Butte college. Lastly, there is a grant called the bonus funding proposal from AB 798. There is 50K for OER. Can’t apply for it alone, must partner with a school who was a participant in the first round and have an OER coordinator otherwise you will not get it. A senator asked how many classes are ZTC, currently there are 17 showing up on the schedule. Will also make recommendation about how to implement this. There are also some classes that are Low Cost (about $10) but will come up with this symbol soon.
- Staff Dev./Flex – Sent a summary about flex day before spring break. Feedback similar to other years, but new information is that faculty want at least one breakout to be of their choice. There maybe another chance of staff development grant.
  - Integrated professional development task force is still meeting
  - Staff Development will have 2 faculty workshops in the 2nd week of April and May on the topics people indicated interest in last year’s Professional Development Needs survey. Workshops run from 1pm-2:15 and will be repeated and will be on cooperative learning and understanding and connecting to this generation of students.
  - Had 3rd faculty seminar on March 23rd, senate president was a guest presenter on Classroom Management and Check for Understanding techniques.
  - May 18th will have an event at El Tepeyac for new faculty welcome at 4:30pm.
- Outcomes – Trying to get everyone to log in to TaskStream, had 2 workshops on it. Please get data in. A senator asked if there is a training video? There is an information sheet and video that A. Wetsman will send out to everyone. Also, please keep in mind that TaskStream did not automatically roll over information from SLOlutions but if you would like to copy and paste, you can.

Planning & Fiscal Council Committees:
- Institutional Effectiveness (IEC) - No Report
- Program Review – At the retreat on Friday, program review identified areas of need 1. Looking at lab assistance across campus and disciplines. Need more tutoring and review needs of specific disciplines and across campus comprehensive tutoring program. 2. Increase psychological and
social support for students. Hire another psychologist and social worker. 3. Increase class supplies

- Safety – Having information sessions in April, will have an all campus all staff information session. Will have faculty instructions on what to do during an active shooter situation. Creating a classroom active shooter drill sheet for every classroom. May involve moving desks around, playing a video etc. Going to be in conjunctions with Pico Rivera Sheriffs. Working on creating a laminate card to use. Time frame is 10:45am on May 3rd for about 20 to 30 minutes. There is a campus safety and sexual assault funding that was allocated. Another senator asked what is the status of the director of facilities, Brian said the duties are currently shared between George and Howard. Another senator asked if there is an update on the alarms because a long standing safety issue has been that they alarms can’t be hear in the Art area so they don’t know when drills happen.

Other Committees:

- Basic Skills- Taskforce has been visiting different success centers to get ideas and also going to a tutoring expo and conference. Looking for updates regarding AB 705.
- Bookstore – A senator asked why does the bookstore charge so much more than online? Its because the publisher gives that price. Reminder to all faculty and students that there is price match for books. She is willing to come and get suggestions from everyone.
- Enterprise Systems Advisory – no report
- Online Education Initiative (OEI) – no report
- Student Equity – no report
- Student Success and Support Program (SSSP) - No report

VII. President’s Report (see Addendum C)

A. Roadrunner Connect Update – You will continue to get notifications when a success coach or counselor makes contact with a student, you may turn off your starfish notifications. Degree Planner Demo next meeting.

B. Guided Pathways Update – In future meetings will add GP as standing committee report. Trained division leads and counselors on the beginning process of the mapping. Division and counseling leads need to submit all mapped programs by May 18th (Major Only). Leads will train mapping coordinators and provide resources and templates for programs and degrees. Focus is on major course work. Milestone and GE discussion can begin. April 26th is IEPI training and there will be peer-to-peer reading to see each other’s work plans for different schools. A senator asked what “majors” means, and it was clarified that it is just majors on campus.

1. Guided pathways Taskforce which will consist of Gerson Montiel aa-Chairs, Juana Mora as Co-Chair, Angelica Martinez, Stephen Smith, Abbie Perry, Michael Dighera, Monica Serafin, Lupe Alvarado, Sheila Lynch.

C. ASCCC Updates – Funding formula from CEO Board to present to chancellor Oakley and consultation group. Proposing a 2-year transition with equitable phasing over 7 years. Students will be invited to spring plenary. There are lots of ASCCC plenary papers, please attend meet-ups (see Addendum C) and express that you don’t want a fully online college. Faculty hiring of 75% emphasis vs 50% emphasis. More will be clarified with May revise.
D. Faculty hiring and re-assigned time process- Document about minimum qualifications and hiring priorities indicates that at the core the academic senate should be in consultation. If locally we consult with our bargaining unit, it is senate purview to see if it is going to shift.

E. Reassigned time – There are a lot of re-assigned time processes occurring. Several years ago it was negotiated and the group came up with a process and put it on a document that was to be housed on the HR website but it was lost. At the time it was recommended by faculty that it belong to the governance manual but this was not approved. Goal is to put it in the contract so that it is somewhere in writing. Currently, the VP’s, President and one subject matter expert appointed by senate president. A senator asked if anything would be changed from the process, A. Wetsman shared its not to change the process, its to put it in writing.

VIII. Vice Presidents’ Reports
A. 1st Vice President – Absent, but M. Bean shared SB 1009 in support but not in support of AB 1935, AB2248 creating 30 units a year or more to be eligible, AB 1805 access to transfer level coursework, AB 1406 extending BA/BS program. (currently approx. 300 students in programs). AB 288 dual enrollment
   1. SB 1009 (Wilks): Provide tutoring for courses and classes in all subject areas that are either basic skills or degree applicable, irrespective of whether a student being tutored has been referred to tutoring by a faculty member; tutoring to be eligible for state apportionment funding.
   2. AB 1935 (Erwin): Provide supervised tutoring for degree-applicable and transfer-level courses and eligible for state apportionment funding. Leaves off Basic Skills courses.
   3. AB 2248 (McCarty): Starting 2019–20 academic year, defining “full time” for purposes of determining Cal Grant eligibility to mean 30 or more semester units or the equivalent, in an academic year for new awards and all subsequent renewals of that eligibility; defining “part time” to mean between 6 and below 30 semester units or the equivalent.
   4. AB 1805 (Irwin): Requires a community college to inform students of their rights to access transfer-level coursework and of the multiple measures placement policies developed by the community college. The bill would require a community college to annually report to the Office of the Chancellor of the California Community Colleges the community college’s placement policies and placement results, and would require a community college to publicly post its placement results.
   5. SB 1406 (Hill): Extends dates for BS/BA programs by 2 years-- law requires a student participating in a baccalaureate degree pilot program to start his or her degree by the end of the 2022–23 academic year. (Study done by Legislative Analyst’s Office: http://lao.ca.gov/Publications/Report/3722)
   6. AB 288 (Holden): Dual enrollment partnership with a high school district, special part-time high school students can enroll in more units per term and colleges can claim apportionment even on courses offered at the high school that are closed to the public. Goal of seamless pathways to community college for CTE or transfer.

B. 2nd Vice President – No Report

IX. Unfinished Business: None

X. New Business:
A. AP 4240 Academic Renewal-
   1. Motion from Robert Bethel, Gerson Montiel 2nd the motion
   2. Motion passes unanimously

B. AP 4100 Graduation Requirements for Degrees and Certificates
1. Postponed until next meeting

XI. Announcements
   A. LA Times with picture of Rio Hondo College

XII. Adjournment at 2:16pm
# ADDENDUM A: Educational Centers Action Plan

## Institutional Goal(s):
1. Rio Hondo College will provide excellent instruction in general education and major requirement courses leading to increased student degree completion and successful university transfer.
2. Rio Hondo College will provide effective instruction in basic skills leading to increased completion of basic skills sequences.

## Educational Centers Goal:
The Educational Centers will offer a variety of course offerings leading to general education requirements and career pathways.

<table>
<thead>
<tr>
<th>Proposed Action Plan</th>
<th>Timeline</th>
<th>Responsible Area</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Map of G.E.s – Guided Pathways</td>
<td>a) 2018-2019</td>
<td>a) Academic Affairs/Student Services</td>
<td>a) In progress</td>
</tr>
<tr>
<td>b) Weekend offerings</td>
<td>b) 2019</td>
<td>b) Dean of Centers</td>
<td>b) Planning</td>
</tr>
<tr>
<td>c) Interseession Schedule</td>
<td>c) Spring 2019</td>
<td>c) Academic Affairs/Dean of Centers</td>
<td>c) Planning</td>
</tr>
<tr>
<td>d) Targeted media</td>
<td>d) Fall 2018</td>
<td>d) Marketing/Dean of Centers</td>
<td>d) In progress</td>
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</tbody>
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## Institutional Goal(s):
2. Rio Hondo College will provide instruction in career technical education, leading to certificates, degrees, and job placement/job enhancement.

## Educational Centers Goal:
The Educational Centers will meet the lifelong learning and vocational needs of the community.

<table>
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<tbody>
<tr>
<td>a) Community Services: Expand Computer Applications, ESL, and citizenship course offerings.</td>
<td>a) Fall 2018</td>
<td>a) Dean of Centers</td>
<td>a) In progress</td>
</tr>
<tr>
<td>b) Community Partnerships: Annual advisory meetings.</td>
<td>b) Spring 2018</td>
<td>b) Dean of Centers</td>
<td>b) In progress</td>
</tr>
<tr>
<td>c) Community Outreach: Identify demand/need for expanded program offerings.</td>
<td>c) Spring 2019</td>
<td>c) Dean of Centers</td>
<td>c) Planning</td>
</tr>
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Addendum A: Continued

Educational Centers – 2018-2023 Action Plan

**Institutional Goal(s):** 5. Rio Hondo College will promote a student-centered climate that contributes to increases in retention and persistence, and improves student success through collaboration that values diversity.

**Educational Centers Goal:** The Educational Centers will promote a student-centered climate that contributes to increases in retention and persistence.

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<td>a) Professional development training; Starfish, customer services, active shooter drill</td>
<td>a) Ongoing</td>
<td>a) Academic Affairs/Student Services</td>
<td>a) Planning</td>
</tr>
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<td>b) Support Services: tutoring</td>
<td>b) Ongoing</td>
<td>b) Academic Affairs</td>
<td>b) Planning</td>
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<tr>
<td>c) Counseling services</td>
<td>c) 2019-2020</td>
<td>c) Student Services</td>
<td>c) Planning</td>
</tr>
</tbody>
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Educational Centers – 2018-2023 Action Plan

**Institutional Goal(s):** 11. Rio Hondo College will provide students and employees with an engaging and rewarding campus life.

**Educational Centers Goal:** The Educational Centers will provide students with a warm and welcoming educational experience.

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<tbody>
<tr>
<td>a) Arts/Cultural Events</td>
<td>a) 2019-2020</td>
<td>a) Dean of Centers</td>
<td>a) Planning</td>
</tr>
<tr>
<td>b) Vending services (coffee/cafeteria)</td>
<td>b) 2019-2020</td>
<td>b) Dean of Centers/Vending Services</td>
<td>b) Planning</td>
</tr>
<tr>
<td>c) A.S. Activities</td>
<td>c) Ongoing/exploring</td>
<td>c) ASRHC/Dean of Centers</td>
<td>c) Planning</td>
</tr>
<tr>
<td>d) Bookstore/Library</td>
<td>d) Ongoing</td>
<td>d) Academic Affairs</td>
<td>d) Planning</td>
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</table>
**Institutional Goal(s):** 9. Rio Hondo College will meet the ever-changing technological needs required to support the educational process and to enhance student access and success. 10. Rio Hondo will design, modernize, and maintain a physical infrastructure, both on and off site, that meets the changing needs of students, staff, and the College’s instructional and student support programs while valuing and enhancing the aesthetic beauty of the college.

**Educational Centers Goal:** The Educational Centers will maintain the ever-changing technology needs in our state-of-the-art facility to support student learning and success.

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<tbody>
<tr>
<td>a) Improve technology (internet connectivity)</td>
<td>a) Ongoing</td>
<td>a) Information Technology</td>
<td>a) In progress</td>
</tr>
<tr>
<td>b) Storage/equipment</td>
<td>b) Fall 2019</td>
<td>b) Academic Affairs/Student Services/</td>
<td>b) planning</td>
</tr>
<tr>
<td>c) Remote access portal for faculty</td>
<td>c) Ongoing</td>
<td>c) Information Technology</td>
<td>c) planning</td>
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Addendum B: OEC Report

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

- The committee voted to utilize the unclaimed stipends from online certification to support four faculty registration fees to attend the Online Teaching Conference in Anaheim June 18-20.

- A newly implemented Newsletter, e-ducation, was created to provide information to faculty in areas of online tools and teaching.

- A Collaborative Inquiry activity was implemented during the meeting to get committee feedback on the needs for Online Education.

- Licenses for faculty access to Screencast-o-matic will be offered to online certified on a first-come, first serve basis.
Addendum C:

Academic Senate
APRIL 2018

- Approval of Minutes: March 20, 2018
- Public Comment

Guest Dr. Shin Liu
> Taiwan Experience Education Program

Guest: Dr. Laura Ramirez
> Educational Centers Report

Committee Reports

Roadrunner Connect
1. Student success teams responding to students (some students assigned to academic counseling)
   8 attempts with email notes
   You may turn off your student notifications
2. Degree Planner Demo next meeting
Guided Pathways

2. Division and Counseling Lead submit all mapped programs by May 18, 2018.
3. Latest GPC Connect newsletter from LHope at CCCCO: Visit URL: https://www.gpcconnect.org/wa repertoire
4. CCCCO GP Learning event: April 16, ASCC Regional GP meeting May 11
5. CCCCO Workplan Presentation Reading April 27

Guided Pathways Taskforce

1. Members: Gerson Motei—Chair, Juanita More—Co-Chair, Angelica Martinez, Stephen Smith, Abbie Perry, Michael Dinh, Monica Serrano, Lupe Alvardo, Shells Lynch

Faculty Hiring and Reassigned Time Process

ASCCC Updates

* Funding Formula: CEO Board to present Chancellor Oakley and Consultation Group
  * 1 year with table leaving over 1 year
  * See https://www.calstatela.edu/funding-forms/duringworkgroup
  * Spring Plenary: Student leadership invited
  * ASCC Plenary Papers:
    * Math Teaching: D. Zee
    * Online Education: Meet Lisa at http://www.calstatela.edu/ALL/OnlineCommunitiesColleges/Health
    * Faculty Hiring “focus of CDE (faculty obligation number) to 75%-not 50%’

1st VP Report

2nd VP Report
New Business
☐ AP 4240 Academic Renewal
☐ AP 4100 Graduation Requirements for Degrees

Announcements
Adjournment