Minutes
September 5, 2017
Board Room
1:00 p.m.


I. Call to Order: 1:01pm

II. Approval of Minutes: May 16, 2017 submitted as approved

III. Special Guest: Vice President of Academic Affairs Introduction
   A. VP Ramirez Arrived to RHC July 5th, 2017
   B. Attendance Accounting Practices (See Addendum A attached)
      1. Discussed Attendance Accounting practices and how to improve and meet requirements from the chancellor’s office.
      2. Described the difference between weekly census, daily census and positive attendance. We are not currently keeping track of drop rosters, it is important that we clean up this practice because we need to show chancellor’s office that we are actively engaged in the roster by the census date.
      3. Grade rosters need to be maintained for up to 3 years. Others need to be maintained for up to a year.
      4. Daily accounting method is for short term classes/intersession/TBA. Both weekly and daily are for credit only. Twenty percent is based on when the class meets. Census drop and grade roster needs to be collected.
      5. Positive attendance is used for things like tutoring center, writing center, non-credit, need to add number of hours student is in class.
      6. A senator shared that there is no toggle in banner, you either drop people or there is no reminder to do it. VP Ramirez working with Gary to see what can be done with Banner.
      7. VP Ramirez shared that census dates for positive attendance and daily rosters were reviewed and we could be missing FTS’s.
      8. A senator requested a memo that can be shared with the divisions. VP Ramirez has drafted a memo but needs to check with Gary that Banner will allow us to do this.

IV. Public Comment – None
V. Committee Reports

A. Senate Committees:
   1. Academic Rank
      a. J Frala ok with carrying on as chair
   2. Curriculum
      a. Deadline to submit curriculum is October 9th at noon
      b. Trying to go live with CurricUNet so it was requested that things be submitted online. If you already have hard copy papers you can submit but the preference is that they are directly uploaded to CurricUNet.
      c. Ryan is currently going to the different divisions doing training on CurricUNet. May contact Ryan Bronkar for training.
      d. There is a units/hours subcommittee that is meeting. Need to include it in board policy so will be consulting with senate.
      e. When names were imported for CurricUNet, it was from 2014 so need updated FT and PT list from division deans. To make CurricUNet go live we need originators and reviewers.
      f. Would like approval from senate to move forward with FTers for now to get CurricUNet running. Will add this to next senate agenda.
      g. Two senators shared the ease of use with CurricUNet

   3. Institutional Technology (ITC)
      a. Meet every 3rd Tuesday of the month

   4. Online Education (OEC)
      a. First meeting will be on Sept 11th

   5. Open Educational Resources (OER)
      a. Is currently a task force but submitted a request to be a standing committee. Applying for implementation grant of 150k due at end of September.

   6. Staff Development/Flex
      a. Held several trainings in the summer such as On Course, project based learning etc. May have a flex day break out.
      b. First round of grants due September 15th, per President Dreyfuss there is an enhancement of staff development budget and will be able to expand amount that is offered for staff development grants.
      c. Teresa Martinez is back today, please give 2 or 3 weeks and then Katie will send out an email so faculty can check flex hours.

   7. Student Learning Outcomes (SLO)
      a. Meeting in 2 weeks, hopeful that we can move to TaskStream but can’t say anything 100% for sure. Info for Fall 17 is not uploaded.
      b. A senator expressed concern about notifications of non-compliance. Send Adam an email and he will clear it up.

B. Planning & Fiscal Council Committees (PFC):
   1. Institutional Effectiveness (IEC)
      a. Will be meeting 2nd and 4th Tuesday of the month
   2. Program Review
      a. Everybody is going to do a program plan every year, but for program review, now you need to do both Program plan AND program review. Next week will give orientations to new
software. Will be due at the end of November. That is 6 weeks longer than we have had in the past. Program committees will be during finals week.

b. We will be using TaskStream so won’t be able to roll over. First time may need to do copy and paste.

3. Safety
   a. 10/18 @ 10:18am drill. This will happen even though we don’t currently have a director of facilities. George Lopez is currently the interim. The person that was hired is no longer in the role.

C. Other Committees:
   1. Basic Skills
      a. First meeting is this Thursday. Creating a climate report, doing well in meeting the schedule.

   2. Bookstore
      a. Bookstore won’t take a return of a customized book even though already re-selling the same books because they are full.
      b. A senator reminded the group that the bookstore is supposed to have a guarantee buyback if we used it for multiple years.
      c. A senator made a plug for open educational resources. There are curating companies that will put together booklets like Lumen. If you adopt Lumen materials student is charged $10 material fee and is attached when student registers. If you have a PDF version, it can be purchased from the bookstore. Email Sheila Lynch if you want to create such a document for your class. A senator expressed an issue of only a few students paying for the document but college being charged for more. Will take issue to committee.

   3. Enterprise Systems Advisory
      a. There is a 1.4 million dollar plan for wireless revamp.

4. Student Equity
   a. Will meet Wednesday 10 to 11:15, next meeting is on September 13th.
   b. Currently a healing circle for DACA on campus, our students are not feeling safe but want to affirm that RHC will not rescind the safety to them.
   c. A senator reminded group if immigration officers come to campus, they need to be directed to Henry Gee’s Office, they are not allowed in classrooms.
   d. J. Mora sent link for faculty that want more information. James Gray, Thomas Sandoval, are Faculty cohorts who meet. There is funding and can apply as a student equity champion. Café con Libros event will provide book “Redesigning America’s Community Colleges” books available which is what Guided Pathways is modeling after. Equity office may have textbooks and may be available for students.
   e. FYS, Counseling Center and Student Equity office are places we can send our students for DACA info.

5. Student Success and Support Services Program (SSSP)
   a. There is now a draft of integrated plan that was shared
   b. There is a lengthy document on high school data from our feeder schools that tells us what students are coming, what majors they are etc.

VI. President’s Report
A. Positive Attendance Reminders – no comments
B. Chancellor’s Vision for California Community Colleges – Guided pathways philosophy is the focus of the vision (see Addendum B)
C. Starfish RoadRunner Connect Update
   1. Logo selected by students. Training dates coming up (no RSVPs yet until comp rooms confirmed). Hoping to go live in week 4 and 5. Faculty not required to go to training, but for BEAPS survey there will be training.
   2. This is voluntary for faculty. Everybody is opt in.
   3. Dean of Math and Science & Dean of Communications and Languages strongly encouraging their faculty to try. No penalty.
   4. Faculty representatives are Michelle Bean and Vanessa Chavez.
   5. Once the flag is raised, if loop is not closed after 3 days, a counselor will call and there will be a lead counselor to close the loop.
D. Guided Pathways Update (see Addendum B)
   1. Gerson Montiel and Michelle Bean are faculty Liaisons. Initiative is making sure that students have a path (end goal) not a specific set of classes but limiting choices.
   2. Bridge K – 12
   3. Strong advising
   4. Learning outcomes filled
   5. Institute #1 September 17 though 19th
   6. Documents available on the P drive
   7. https://www.caguidedpathways.org
E. Outreach Update
   1. Michelle shared information that was shared at a board meeting: In 37 high schools; 100 college fairs in Fall 2016; priority registration labs this summer on campus and EMEC, Pico, WHS serving 800+; Senior Preview Days--1,000+ students; Counseling 105 in Spring 2017--32 sections at high schools including Assessment; Annual Family Night.
F. Update on ACCJC Policy on Review of Accreditation Standards
   1. Slight change on policy for review
   2. The big change is that the formal revision process will be on a 10-year cycle but language is included to allow for updates as needed even before cycle date.
   3. Senator brought up confusion about prior information regarding getting rid of ACCJC. A Wetsman shared that there were workgroups formed and created improvements, now saying it is ok.
G. WiFi and Internet Update
   1. Infrastructure updated next spring – 1.44 million allocated for internet upgrade in spring 2018
H. Health Center
   1. Nursing Room available for moms to pump
I. Student Wellness Survey
   1. Message is to encourage students to participate due October 13th and get into raffle for Amazon. Question on homelessness added to survey.
J. Rio Source Food Pantry
   1. ASRHC purchased refrigerator and freezer and will have student workers working the pantry. More information on hours of operation to come.
VII. Vice Presidents’ Reports
   A. 1st Vice President
      1. DACA – Chancellor Oakley’s message. Distressed students going to counseling and also unsure about CA Dream Act. CA Dream ACT is still in place. Provided links including 1 from the department of homeland security.

   B. 2nd Vice President
      1. Schedules for ASRHC Mondays from 3 to 5pm will begin next Monday and then will provide a report.

IV. Unfinished Business: None

V. New Business:
   A. Teaching Quality Survey from campus from Wabash University.
      1. Survey is based on the type of relationship that students build with their professors.
      2. The purpose is to get a report on what students feel about the teaching quality on this campus.
      3. Senate executive board would like to defer to Instructional Technology Committee.
      4. This came from Dr. Sass who asked senate executive board if we wanted to participate.
      5. We can pull questions off and ITC can give recommendations to this body.
      6. Senator expressed that after looking at the survey and which items are appropriate for us may not be best task for ITC.
      7. A senator curious about the purpose of this survey and wants to know what the University is getting out of this. J. Frala shared that he has been working for 3 years on something similar.

   B. Recommendation for Teaching Quality Survey
      1. Executive Motion: To refer the discussion on the implementation of the Teaching Quality Survey to the Instructional Technology Committee for report and process recommendations, to be presented to the Academic Senate on or before October 10.
         a. Motion Vote: 4 opposed (Pitassi, Freije, Eckstrom, Lewis, Brown); 4 abstentions; the rest in favor; motion passes.

      2. Motion to extend meeting to wrap up final items on the agenda
         a. A. Wetsman motioned; S. Spencer seconded; motion passed unanimously.

President Bean read out the motions from May 16th to clarify the issue that was left from last semester. Will provide a month to review out of courtesy.

C. Academic Rank Committee Taskforce Appointments
   1. Executive Motion: To refer the pending motion on Academic Rank Policy to a Special Taskforce, where the Senate president appoints Division representatives from within the Senate membership, to meet at least once, and to make a recommendation on the replacement of the current Academic Rank Policy to the Academic Senate on or before September 19.
a. **Motion Vote**: motion passed unanimously

D. **Academic Senate Constitution and Bylaws Update**
   1. Currently undergoing 1st reading, changing title from Executive Committee to Executive Council

VIII. Announcements
   A. Discussion about status of Classroom size committee

IX. Adjournment – 2:21pm

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**Addendum A: Attendance Accounting**
## Attendance Accounting

### Quick Facts and Banner Input

<table>
<thead>
<tr>
<th>Accounting Method</th>
<th>Course Length</th>
<th>Credit or noncredit</th>
<th>Census Period</th>
<th>FTEs</th>
<th>Documents</th>
<th>Banner Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Full semester, regularly scheduled, TBA.</td>
<td>Credit only</td>
<td>Monday of 3rd week.</td>
<td>Based on number of students enrolled at census date and TLM (16.7). Excludes dropped and late adds.</td>
<td>Census roster, drop roster, grade roster.</td>
<td>Part of Term: 1 Full-Term Instructional and Attendance Method: W, IV</td>
</tr>
<tr>
<td>Daily</td>
<td>Short-term, summer school, intersession, TBA; regularly scheduled at least 5 days.</td>
<td>Credit only</td>
<td>The day nearest the individual course’s 20% time through scheduled.</td>
<td>Based on number of students enrolled at census date. Excludes dropped and late adds.</td>
<td>Census roster, drop roster, grade roster.</td>
<td>Part of Term: FH, SH, O, U6, UR, W Instructional and Attendance Method: D, ID</td>
</tr>
<tr>
<td>Positive Attendance</td>
<td>Open-entry, not regularly scheduled. TBA if entire course is TBA.</td>
<td>All noncredit and some credit. (Tutoring, apprenticeship, in-service training.)</td>
<td>none</td>
<td>Based on total hours of attendance for all students who ever attended and properly enrolled.</td>
<td>Daily attendance roster, grade roster for credit classes.</td>
<td>Part of Term: Can be any part of term Instructional and Attendance Method: P, E</td>
</tr>
<tr>
<td>Alternative</td>
<td>Various as cited above.</td>
<td>Credit or noncredit (work experience, independent study)</td>
<td>Weekly or daily based on schedule.</td>
<td>Based on number of students enrolled at census date and TLM (16.7). Excludes dropped and late adds.</td>
<td>Census roster, drop roster, grade roster.</td>
<td></td>
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### Distance Education

**Distance education:** An online course may use any of the accounting methods, given they meet each respective requirement. For example, if using positive attendance, the instructor must maintain the total contact hours for each student, conforming to COR. Another example, if using daily attendance, the instructor must maintain regularly scheduled contact hours, including TBA, and complete a drop roster on census day.

### To Be Arranged

**To Be Arranged:** All students enrolled in a class with TBA hour designation must receive a schedule for their individual TBA schedule at the beginning of the semester. The syllabus, schedule and attendance records must be maintained by the college for a minimum of three years (college years).

1. **Daily Census procedure courses,** TBA hours must be scheduled for the same number of hours on each scheduled day of the course or as a portion of the hours the course is regularly scheduled for each day it meets.
2. **Weekly Census procedure courses,** TBA hours must be scheduled the same number of hours each week of the term, and specific days and times for each week must be arranged for each enrolled student.
Welcome, Senators and guests!

Dr. Laura Ramirez, VPAA

Approval of May 16 Minutes

Public Comment

Committees
Addendum B Continued

Chancellor’s Vision for CCCS
- Titled “Vision for Success: Strengthening the California Community Colleges to Meet California’s Needs”
- Focus: “Getting every student to his or her defined objective [which] will serve as the ‘north star’ guiding all reform efforts at every level.”
- Goals:
  1. Increase transfer by 35%
  2. Boost students finding jobs from career-ed programs to 65%
  3. Increase degree and certificate by 30%
  4. Reduce average number of units accumulated by students earning degrees
  5. Reduce achievement gaps by 40% within 5 years

Roadrunner Connect Workflow
- Training Dates:
  - Sept. 19 @ 3:00 p.m.—4:30 p.m.
  - Sept. 20 @ 11:00 a.m.—12:30 p.m.
  - Sept. 27 @ 2:00 p.m.—3:30 p.m.
  - Sept. 28 @ 1:00 p.m.—2:30 p.m.

Guided Pathways
- Guided Pathways
- Essential Practices:
  1. Early pathways to student end goals by simplifying students’ choices
  2. Help students choose and enter a pathway by bridging K-12 to higher education by assuming early remediation
  3. Help students stay on path through strong advising process
  4. Embedded and ongoing in the pathway experiences and monitor progress and intervene when they go off track.
  5. Ensure that students are learning by establishing program level learning outcomes aligned with the requirements for success in employment and further education in a given field.

Guided Pathways
- Faculty Liaisons:
  - Genie Montiel
  - Michelle Bean
- Institute #1: Sept 17-18
- All documents on the HRC “P” (public drive) in the Planning folder
- Website: https://www.caguidedpathways.org
### Addendum B Continued

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<th>RHC Outreach Update</th>
<th>ACCJC Policy on Review of Accreditation Standards</th>
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<tr>
<td>- 37 high schools</td>
<td>- Formal REVISION process to 30 years.</td>
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<td>- 100 college fairs in Fall 2016</td>
<td>- This will stabilize the accreditation process for colleges.</td>
</tr>
<tr>
<td>- Priority registration takes place this summer on campus and EMCC, PSS, WHS serving 800+</td>
<td>- There will be less uncertainty as to which standards we are being held.</td>
</tr>
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<td>- Senior Preview Days-1,000+ students</td>
<td>- Adding the word “revised” instead of new standards to the process at any time within the 30 years.</td>
</tr>
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<td>- Counseling 101 in Spring 2017-32 sections at high schools</td>
<td>- This also will stabilize the accreditation process for colleges.</td>
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<td>- Annual Family Night</td>
<td>- This will allow a process for clarification and revision as needed for less uncertainty in the standards.</td>
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<tr>
<th>WiFi and Network Upgrade</th>
<th>Health Center</th>
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<tr>
<td>- in Spring 2019</td>
<td>- Nursing room available</td>
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<tr>
<td>- $2.4 million</td>
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### Rio Hondo Food Pantry
- Room next to bookstore
- Freezer and refrigerators
- Student volunteers
- More details and hours of operation coming soon from ASRHC
| 2nd VP Report |

California Community Colleges Chancellor  *Eloy Ortiz Oakley*  

“Ending DACA is a heartless and senseless decision that goes against American ideals and basic human decency. Those who are affected by this decision were brought to this country as children and are pursuing an education and making contributions to their communities. Some have served in the armed forces defending this country. In California, we don’t put dreams — orDreamers — on hold. The California Community Colleges remain committed to serving all students, regardless of immigration status and to providing safe and welcoming environments in which to learn. We will do all within our power to assist students affected by this decision, and we will advocate tirelessly in Congress for a permanent resolution to this issue.”
Addendum B Continued

1st Reading Bylaws and Constitution
- Changing Executive Committees to Executive Council (Brown Act)
- Updating numbering and moving procedures by each other
- Standardizing capitalization
- Updating Title 5 Ed Code number

Brown Act
- Academic Senate
  - Created by the Board
  - Meets regularly
  - Must comply with Brown Act
- Senate Committees
  - Created by Senate
  - Standing, regular meetings
  - Must comply with Brown Act
- Advisory
  - Nominating Committee
  - Senate Executive Council (RTW NAME)

New for Senate Agenda (Brown Act)
- Note Disability Access
- Descriptions—no placeholders
- Public Comment
  - General comments outside of our purview
- Posted ONLINE and HARD COPY: 72 HOURS in advance

Academic Rank Volunteers List
- Opening up to volunteers for interest in participating, not yet an appointment to the Taskforce
- Senate President will email the complete list of the Taskforce membership to the entire senate before any business will be conducted by the Taskforce
- Senate President will appoint the Taskforce Chair
- Dates, times, location of the Taskforce meetings will be determined by the Committee Chair
- Alternates from each Division may be appointed from this volunteer list

Announcements

“Success is a derivation of persistence”
(Mark Isonson)
When it comes to fighting injustice, if you are willing to DREAM big and pray hard and think long, you might just bring things to their knees and shut the mouths of fools. VISION beyond our resources!

INSPIRATION