Attending Full Time:
Manuel Baca, Brian Brutlag, Martha Carreon, Scott Dixon, Joaquin Duran, Patricia Gallego, Hector Gonzalez, Rebecca Green, Mike Javanmard, Patricia Kepner, Ned Lazaro, Kelly Lynch, Juana Mora, Vern Padgett, Jill Pfeiffer, Ted Preston, Melissa Rifino-Juarez, Carol Sigala, Kevin Smith, Irma Valdivia, Adam Wetsman, Colin Young

Attending Part Time:
Richard Avila, Karen Beck, Barbara Booth, Larry Guillow, Tony Hillbruner, Ruzanna Karmiryan, Maurice Meysenburg, Owen Newcomer, Jennifer Paris, Natasha Ramos-Bernal, Domingo Rodriguez

Guest:
Albert Ocon: Humanities Intern for CSUDH

Classified Staff and Managers:
Judith Henderson, René Tai

The meeting was called to order at 1:05 p.m.

1. Current Events

a) Welcome to all of our Full time and Adjunct Faculty Members and introductions all around.

b) Enrollment Management
   • We’ve been told to hold our schedule offerings steady at around 1% increase. We are offering 260 sections for the Spring 09 semester.
We are to have no online additions, if Humanities adds a Hum 111 online we will need to reduce other Humanities offerings.

- The CDC has been reorganized because of our contract with the state, which will leave one classroom freed up. We could put classes in there. Kelly would be willing to go there which will free up our A208 or S220. We could do some shifting around for fall.
- We need to be able to justify any low enrollment classes that we offer, some may need to be offered once a year or every other year.
- Spring 2010 needs to be completely ready to input into Banner on June 1st for our mock trial.
  The second week of June we will be conducting mock registration.
- The third week of June will be the official entry of our Spring schedule.
- The issue of instructors being able to drop and add their own students is in discussion and is getting close to being ironed out. A waiting list is being considered and we are hoping to get this under control of the instructor on the first day class begins. That is the goal. Mike and Colin are staying on top of the situation. The issue is security and we think with the Banner system there is a way around this problem.
- Grades will be turned in online, no more bubble sheets.

c) **Unit Plans**

Entry of our unit plans will begin February 17th and be final by March ?. We completed our unit plans last year and some of us got were able to access the software at that time. There have been improvements to the software and we are hoping it will be much easier this time around.
The data will be in there when we go live, February 17th. All conclusions and requests have to be data driven. Kevin has worked out a step by step formula to help you.
All courses in each department are combined together so we have no individual course data. Judi requested that we get data by course but for this time we will have do the best we can with what we have.
Program level SLO’s are integrated into this as well.
We will try to keep track of the students that we help in the department.
Requests for additional staff must be data driven as well.

Colin and Judi are on the staffing committee. Judi offered the data and Colin backed it up with dramatic appeal. Deans Ken and Mike supported our request for a clerk as well. We are number 5 on the list. We hope they use the same list next year.
Our program plans need back up data and maintenance (clean rugs, tables, etc.) requests must be included. Judi is looking to have a template for these types of requests.

d) **Dr. Parnell, Academic V.P.**
Dr. Parnell came by to share his enthusiasm for the beginning of the new semester.
We have a 5% increase in the number of students from last year and they are enrolled in more units, we face lots of challenges, students wanting to add. According to Teresa we are in good financial shape for now. We are waiting for the accreditation report to come back.

e) We are launching our new VC committee. They will focus on quality of online offerings. Adam expressed his concerns regarding the upgrades that have not been done. We will ask Shin to look over the contract and see about these improvements.

Please email Shin Liu and Paul Parnell with concerns and questions.

2. **Curriculum Items**

   a) **Motion: Irma**
Requesting approval for History 170 for GE, CSU and IGETC
Second: Colin
Vote: Unanimous approval

   b) **Motion: Carol**
Requesting approval for CD 111 to be offered online.
Second: Kevin
Vote: Unanimous approval

   c) **Motion: Mike**
Requesting approval to create a new prerequisite (MATH 70) for the ECON 101H and ECON 102H.
Second: Carol
Vote: Unanimous approval

   d) Please drop any curriculum in Kevin's "Curriculum" door slot if he isn't in his office.

   e) Articulation agreements are not complete. We need to double check if them. Some have not been revisited since 1997. Ted requested 30
articulation agreements last semester. You can visit www.assist.org to check agreements with other colleges.

3. **Committee Reports**

   a) **Curriculum Committee**
   Nothing to report.

   b) **RHCFA**
   Adam:
   Tentative agreement will be discussed at the next meeting today at 3:00 p.m.
   Calendar dates, Summer structure, 2-tier system ending, sick days allocation
   Full time - 1 hour for every 20 hours taught
   Part time - 1 hour for every 17 hours taught
   This would be retro to include this school year.

   c) **Academic Senate**
   Melissa:
   Requesting departments support advanced placement exams. She is encouraging you to look at your area and create an exam if you don't already have one. Political Science and History are the only departments that currently have one in place.

   We need Senators for F09. One to replace Barbara for the full 3 year term.
   Present Senators:
   Rebecca
   Juana
   Mike
   Brian
   We need one more senator.
   The next Senate meeting will be held February 26th.

4. **New Business**

   Please email a list of things that you want Banner to do for you to Mike, Colin and Judi.

   Motion: Adam
   To un-table the motion to change the division name.
   Second: Mike
   Vote: Nay’s have it, the motion will be not be un-tabled.
Juana will be presenting a 3 part series on the Chicano Grad Rate Crises. Hoping to recruit a few to help.

Meeting adjourned at 2:30 p.m. To department meetings

Next division meeting: Thursday, February 26, 2009

Division Meeting Follow-up at Judi’s House
January 30, 2009, 4:00-7:00 p.m.

Attendance Full Time
Brian Brutlag
Hector Gonzalez
Rebecca Green
Mike Javanmard
Patricia Kepner
Juana Mora
Vern Padgett
Jill Pfeiffer
Kevin Smith
Irma Valdivia
Adam Wetsman
Colin Young

Attendance Part Time
Richard Avila
Larry Guillow
Cherie Heck
Ruzanna Karmiryan
Maurice Meysenburg
Owen Newcomer
Minutes for the Division Meeting  
Friday, January 29, 2010  
1:00 - 2:30 p.m., A208  
Followed by Division AccessRio Training 2:30-3:00 p.m., A210 lab (Kevin)

Attending Full Time:  
Manuel Baca, Brian Brutlag, Martha Carreon, Scott Dixon, Joaquin Duran, Patricia Gallego, Hector Gonzalez, Rebecca Green, Mike Javanmard, Patricia Kepner, Ned Lazaro, Kelly Lynch, Barbara Mikalson, Sondra Moe, Juana Mora, Vern Padgett, Jill Pfeiffer, Ted Preston, Larry Scher, Carol Sigala, Kevin Smith, Chris Sutow, Irma Valdivia, Adam Wetsman, Colin Young

Attending Part Time:  
Richard Avila, Karen Beck, Cristina Cota, Larry Guillow, Tony Hillbruner, Ruzanna Karmiryan, Jack Latson, Maurice Meysenburg, Owen Newcomer, Kirsten Olson, Natasha Ramos-Bernal, Dan Roddick, Domingo Rodriguez, Tim Shaw, Susan Sueng, Ybonne Torres, Eddie Washington,  

Classified Staff and Managers:  
Judith Henderson, René Tai

The meeting was called to order at 1:05 p.m.

1. Current Events

   a) Fall 2010 Schedule  
      We will be running classes at the Star Center, one or two, psychology, sociology or maybe child development. We will have more classrooms in the fall, the 5th floor of the library and Kelly has moved her classes to CDC5 thereby freeing up A208.

   b) Division budget update  
      We are to maintain budget for Fall - same as last year.

   c) Program/Unit Plans
Judi combined our goals and we are sending 10 forward this year. Please review our unit plan for 09-10, look to see if you agree with Judi's conclusions. As you reach goals and get things done this year put them in your plan accomplishments.

d) **AccessRio/Banner training for Faculty: Colin, Mike and René**
Faculty members (full time and part time) will receive FLEX credit for helping other faculty members with AccessRio.

e) **Dr. Parnell**
Dr. Parnell dropped in to welcome us all back.

4. **Curriculum Items**

a) **Motion: Adam**
Request approval to offer ANTH 110 online.
2nd: Rebecca
Unanimous Approval

b) **Motion: Adam**
Request that students be allowed to take Soc 110 or Soc 105 for credit to transfer.
2nd: Rebecca
Unanimous Approval

c) **Motion: Juana**
Request approval to make minor changes to the Associate of Arts Degree in Chicano Studies. Some of the current core courses would be moved into the elective options and replaced with CHST courses that were developed after the Chancellor's initial approval of the degree program.
2nd: Mike
Unanimous Approval

d) **Motion: Colin**
Request approval for CSU transferability for Political Science 290 (Internship Program)
2nd: Joaquin
Unanimous Approval

5. **Committee Reports**

a) **Curriculum Committee**
The deadline for inclusion in the new catalog is February 22nd. Time is very limited.
b) **RHCFA**
   Adam:
   - We have a tentative agreement that we will be ratifying in one week.
     Retirement incentives
     Distance Ed language permanent now
   - Peer review forms are due February 15th to HR and to Adam
   - We are 45 days away from tenure deadline, March 15th.

c) **Academic Senate**
   Mike:
   - Thanks to Judi for all her help with the Banner Implementation and making sure our voices on the Academic side of the house are being heard.
   - We need volunteers to serve on focus groups for Luminis, make your ideas known. February 23, 24 and 25 in the afternoons for an hour or hour and a half.
   - The website is better thanks to Colin’s input at the last BIG meeting.

d) **Honors**
   No report

e) **Safety Committee**
   No report

4. **Old Business**

5. **New Business**

Meeting adjourned at 2:25 p.m.

   Next division meeting: Thursday, February 25, 2010

   Social Science working lunch. 12:00-1:00 p.m.

   Discussion included:
   Banner implementation support for part time faculty, Luminis development, web design and appreciation for support staff.

   Participants:
   Full time:
Manuel Baca, Brian Brutlag, Rebecca Green, Mike Javanmard, Ned Lazaro, Barbara Mikalson, Larry Scher, Kevin Smith, Chris Sutow, Adam Wetsman, Colin Young

Part time:
Cristina Cota

Follow up Meeting at Judi’s house 4:00-7:00 p.m.
Participants:
Full time:
Brian Brutlag, Martha Carreon, Joaquin Duran, Patricia Gallego, Rebecca Green, Hector Gonzalez, Mike Javanmard, Patricia Kepner, Ned Lazaro, Vern Padgett, Ted Preston, Carol Sigala, Kevin Smith, Chris Sutow, Irma Valdivia, Adam Wetsman, Colin Young

Part time:
Richard Avila, Karen Beck, Barbara Booth, Larry Guillow, Ruzanna Karmiryan, Owen Newcomer
Attending Full Time:
Manuel Baca, Martha Carreon, Scott Dixon, Patricia Gallego, Hector Gonzalez, Rebecca Green, Mike Javanmard, Patricia Kepner, Ned Lazaro, Kelly Lynch, Barbara Mikalson, Sondra Moe, Vern Padgett, Jill Pfeiffer, Ted Preston, Kevin Smith, Chris Sutow, Irma Valdivia, Adam Wetsman, Colin Young

Attending Part Time:
Kirsten Olson

Classified Staff and Managers:
Judith Henderson
The meeting was called to order at 1:00 p.m.

1. Announcements

   a) **RHC Foundation – Adam Wetsman**
   Adam discussed recent conversation he had with Ann Turner, Associate Executive Director of the Rio Hondo Foundation. He suggested that faculty consider a $25 donation to the Foundation as a way of showing support. He will be sending a letter to all fulltime faculty encouraging this.

   Judi mentioned that Manuel Baca’s wife will be making the Division gift basket for this year’s Foundation Gala. Many thanks to Gloria.

   b) **Afternoon of March 11th – Rebecca Green**
   Rebecca reminded faculty of the following events:
   
   Thursday, March 4, 2010 1:00 p.m.
   Division discussion on special topics, courses. Bring your lunch and meet at the conference table in the Division office
Thursday, March 11, 2010  3:00-6:00 p.m.
Division Tenure Celebration at Zi Teresa, RSVP to Ted or Rebecca.
Special thanks to Adam who has submitted a request to Staff Development for $200 to help defray the costs.

Thursday, March 18, 2010  3:00 p.m.
RHCFA tenure celebration at Charley Brown’s.

2. Curriculum Items

   a) **Motion:** Kelly Lynch
      Request approval to offer CD 111 online.
      2nd:
      Unanimous Approval

   b) **Motion:** Kevin
      Request approval to accept AP credit for the Psychology AP test.
      A score of 3 will give 3 social science units
      A score of 4 - 5 will give course credit for PSY 101.
      2nd: Vern
      Unanimous Approval

3. **Special Project:** SLO workshop – Matt Koutroulis
   Special guest Matt Koutroulis reviewed SLOlutions Software and assisted faculty in accessing the program and inputting data.

Meeting adjourned at 2:30 p.m.

Next division meeting: Thursday, March 25, 2010
Minutes for the Division Meeting
Thursday, April 26, 2012
1:00-2:30
A208

Attending Full Time:
Brian Brutlag, Martha Carreon, Scott Dixon, Joaquin Duran, Hector Gonzalez, Patricia Kepner, Kelly Lynch,
Barbara Mikalson, Juana Mora, Vern Padgett, Jill Pfeiffer, Ted Preston, Melissa Rifino-Juarez, Carol Sigala, Irma
Valdivia, Adam Wetsman, Colin Young

Attending Part Time:
Dennyse Clark, Santiago Garcia, Wanda Mullikin, Carmina Quirarte, Domingo Rodriguez

Classified Staff and Managers:
Rebecca Green, Tina Thomsen, René Tai

The meeting was called to order at 1:05 p.m.

1. Current Events

a) **Deputy Sergio Peralta - Classroom Safety**
Deputy Peralta has served on the force for 23 years and for the last 12 years he’s been the Resource
Deputy for El Rancho High School. He spoke about the following;
- False allegations
- Teachers and the social media
- Being behind closed doors with a student
- Disturbances in classrooms
- Shooters
- Bomb threats
- Keep security’s number on your cell phone.
- Liability

b) **Book Adoptions**
Please submit your book adoptions directly to John at the bookstore either in person or online.

c) **Panel Discussions**
Colin came up with the idea to hold a panel discussion, Fall 2012, about pros and cons of the death penalty along with another to talk about the presidential campaign.

d) **Outstanding Student Awards**
This year each student will receive a $100.00 along with the award. The ceremony will be held on the outside patio area on Wednesday, May 16th at 5:30.
e) **Honors Scheduling**
Our division is supposed to be offering our honors classes on TTh, most of our are offered then but we need to spread them out so they aren’t all offered at the same 9:40 or 11:15 time slots. We need to do a better job of this for our honors students.

f) **Ned’s Online Cheating Policy**
You each have a copy of his policy, he was kind enough to share. Rebecca shared that this policy is thorough and can prevent problems from arising.

g) **Summer 2013 Schedule**
Your schedules have been distributed and are due back to René on May 10th, 2012.

H) **Shout Outs:**
- Juana for inviting her speaker
- Melissa for her Health and Wellness Fair
- Hector for his bringing High School students on campus to experience attendant classes here at Rio, and thanks for all who participated.

Thank you.

2. **Curriculum Items**
a) Juana is updating courses and is asking for division approval for 2 new classes:
   - CHST 101 - CSU area D, UC area 4, and approval for online
   - CHST 146 - CSU area D, UC area 4, and CSU graduation requirement, History, and approval for online
   - CHST 148 - CSU area D, UC area 4
   New Courses, still working on titles
   - History of Mexican American in the City of Los Angeles
   - CSU area D, UC area 4, and approval for online
   - Chicano Studies Latina Images in Film and TV
   - Cross listed, CSU area C, UC area 3, and approval for online

2nd: Irma
Unanimous Approval

Irma:
Request to add the following courses to the IGETC list for Area 4: SOCIAL & BEHAVIORAL SCIENCES: HIST 101, 102, 122, 131, 143, 144, 144H, 158, 159, 159H, 167*

2nd: Carol
Unanimous Approval

3. **Committee Reports**
a) **Curriculum Committee**
Nothing to report

b) **RHCFA - Colin**
Elections are next week
Treasurer - Jodi Senk
Secretary - Mary Ekstrom
At Large – Dennis, Sergio, Martha
President has another year to serve.

End of Year Luncheon - May 17th. “Rio Hondo Past, Present and Future” Mexican food will be served.

Thursday, May 3rd is our last meeting.
c) **Academic Senate**  
Election votes will be counted Tuesday, May 1st.

d) **Honors - Colin**  
Ned’s retirement party will be Thursday, May 10th at Datillos, Uptown Whittier, 4:30-6:30. Please donate what you can by the end of the week.

e) **Safety Committee - Brian**  
The committee is working on the Emergency Operations Plan, and the Wellness and Injury Prevention Plan.  
Fire Drill on May 2nd at 10:00 am and 6:00 pm.

f) **SLO Update**  
We need to be proficient by Fall 2012. We need an SLO for each degree and certificate that our department offers. The degrees/certificates requiring SLOs are Child Development, Chicano Studies and Drug Studies. Philosophy is in compliance.

g) **ITC - Instructional Technical Committee**

h) **FLEX - Kelly**  
Deadline is May 1st.

4. **Old Business**

5. **New Business**  
a) Juana’s Students will present their projects at the 1st Annual Research Symposium on May 21st from 9:40-11:40 in the Board Room. The projects are about what helps or hinders Hispanic women to obtain an education.

b) Next FLEX Day will be Friday, August 17th but there will be no division meeting that day.

c) Tenure party at El Tepyac right now! Congratulations to Kelly, Brian, and Scott.

Meeting adjourned at 2:30 p.m.

**Next division meeting:**  
**Thursday, August 30, 2012**  
1:00-2:30  
A208
Minutes – Division Meeting  
Communications & Languages Division – February 25, 2010


The meeting was called to order by Dean Kenn Pierson at 1 p.m. He reminded the faculty that the meeting originally scheduled for February 11 was postponed to today due to the memorial event for Steve Chapman of the LAC.

A motion was made by Steve Koelle to approve the minutes December 10, 2009 and January 29, 2010. Doreen Kaller second. The minutes were unanimously approved.

I-Announcements

- Farwell to Cherisse Massarotti, our student worker who will be going to work in the Division of Public Safety. Her work there will be closer to her career goals. Kenn is looking for a replacement for Cherisse’s position.
- Student worker Traci Chavez has been accepted into Rio Hondo’s Nursing program.
- Jacquelyn Jacal is a new student worker from DSPS.
- Congratulations to John Francis who is playing Spy Thing, a ghost in a haunted house, in Anaheim: The Movie.
- The substitute policy for Spring 2020 will remain “no subs except for the lab.”
- Faculty are encouraged to hold onto student records for at least because there will be no hard copies of grades or other supporting material submitted to Admissions and Records due to grades being entered into Banner. Hold on to course records for at least two years in case of a student dispute.
- Faculty should remind students to activate their Rio Hondo e-mail accounts.
There will be a fire drill in March.

Kenn expressed thanks to faculty members and staff for their patience during the transition to Banner. It will be important to keep Banner data accurate.

Thanks to those who participated in the Luminis focus group.

The English and Literature AA degree paperwork is nearly ready to be submitted to the Chancellor’s Office. Other departments should look into coming up with their own degree.

River’s Voice deadline was extended until Feb. 19th. Beverly Reilly is separating the entries for judging. Dana Vazquez is helping with scoring.

Writes of Spring dates are April 28-29. The two half-day events will feature guest authors, River’s Voice readings, and films.

Update on Basic Skills: Gail Chabran says that it is going well. The Gateway Tutors are working with classes this semester. Marie Eckstrom, Gail Chabran, and Daniel Osman are working with the CAL-Pass Program

II-Old Business

Reversing the Declining Role of Retention Rates - Kenn wants to have a summit meeting in mid-March on this subject. He showed a chart illustrating the rates of success and retention for 2007-2009. The pattern goes up during Intersession and Summer, and down during Fall and Spring semesters. During Spring 2009, Communications and Language’s success rate was 13.5% lower than the overall school total (54.05 % to 67.7 %). The same can be said for the retention rate, with Communications & Languages about 10 % lower than the school’s. Kenn has set a unit plan goal of reversing this trend by 3% in Fall 2010.

Division Website Update - Kenn wants department coordinators to write an overview for the welcome page of each department’s webpage by March 15th. MaryAnn Pacheco has agreed to write the history of the Communications & Languages Division.

Fall 2010 Scheduling - The full-time faculty sign-ups are out. Writing Center and Reading Lab times have been changed from 50 minute slots to 1-hour and 25-minute slots. Kenn has also added the third of three classes to the literature
rotation. He showed a graphic illustrating the dates for “going live” with the class schedule for Banner over the next three semesters.

III- New Business

- Common Finals in A210 - MaryAnn Pacheco reported that A210 will be used this semester instead of the Writing Center for the Common Final. There are only five classes that can not take their final in A210. They will have their Common Finals in LR129. She said the Writing Center will not have to close during Common Finals week, as it has in the past, and English 101/201 students will still be able to have conferences that week. Marie Eckstom asked about those students who do not want to type their Common Final. Arrangements will have to be made for those students. MaryAnn said that Theresa Freije, Elvira Aguilar, and Wendy Gonzalez also helped in coordinating the Common Finals schedule.

- Course Ads in El Paisano - John Francis said that Communications & Languages instructors can now run ads for their courses for free in El Paisano since there is no printed schedule in which to feature the ads. Instructors can just give the information to John. El Paisano will also run ads for River’s Voice and Writes of Spring.

- Online El Paisano - There is now an “almost daily” online version of El Paisano. Stories are edited and going live online before they are placed in the print issue. Website address: elpaisanonewspapers.com

IV - Curriculum Review/Discussion/Approval

- Department vs. Division Approval – Curriculum Committee chair Fran Cummings advised Kenn that large divisions with departments large enough to keep minutes are probably OK to approve curriculum changes, but she still has not rendered a final decision on the question of whether our curriculum matters need department or division approval. Edward Ibarra said that in the past, in order to meet deadlines that could not wait until the next Division meeting, “elements that didn’t affect everyone in the division didn’t need division approval but could be voted on via email,” but Kenn said to be safe until a final decision is
made, everything should get division approval. He suggested we can benefit from collegiality and the unbiased perspective of other communications “experts” by sharing curriculum matters with the division at large.

- CLEP Scores - A motion was made by Edward Ibarra to approve the scores for French, Spanish, and English CLEP exams decided upon by department faculty in Spring 2008. Tom Callinan seconded. Edward mentioned that the UC system does not accept CLEP credit, and that these scores will not transfer to UC. However, they are accepted at Cal-State at the discretion of each campus. The Division must diligently inform students that CLEP credit only applies to their careers here at Rio Hondo College. The motion passed.

- Advanced Placement - MaryAnn Pacheco moved to approve advanced placement credit for the English Language and Composition exam. Currently, Rio Hondo gives no credit for the Language and Composition exam. Edward Ibarra, after an email vote among English faculty, requested the motion to award credit for ENGL 101 (3 units) for a score of 3 or above on the Language and Composition exam. Lorraine Sfeir seconded. The motion passed with one person abstaining.

- ESL29C (Pronunciation and Accent Reduction) – The creation of this class was already approved in December 2009. Gail Chabran says that the course will be offered in Fall 2010 if approved by the Curriculum Committee.

- New Courses in Mass Comm. - Motions were made and approved for the following courses:
  
  JOUR 242 (Online Newspaper production) – Motion made by Sharon Bell, seconded by Jim Matthis. The motion passed.
  
  JOUR 231 (Online Magazine Production) – Motion made by Sharon Bell, seconded by John Marshall. The motion passed.
  
  Online MSCM 103 (Survey of Motion Picture, Radio and Television) - Motion was made by Barbara Salazar, seconded by John Marshall. The motion passed.
  
  RDIO 236- This course will be reviewed by the Curriculum Committee in March. Addition of RDIO 136 and RDIO 236 was recommended to
the AS degree in Mass Communications/Mass Media, increasing the total number of required units from 28 to 36. **Gail Chabran** moved; **JoAnn Springer** seconded. The motion passed.

Online FRENCH 101 was approved in Fall 2009 by the Languages faculty but tabled at the December 2009 division meeting. **Lydia Llerena** made a motion to offer this course online. **John Marshall** seconded. Lengthy discussion followed. **Beverly Reilly** asked two questions: how will the oral component be met in an online class, and how will you know you are actually talking to the student? French instructor **Ghada Mouawad** responded by saying that one could use a webcam, have online conferences, and possibly send CDs to students where they can listen and repeat. This is being done at other community colleges. Another idea was to record voices on YouTube. Fullerton College has students record and videotape their responses. **Marie Eckstom** said that the pronunciation practice is very important and that it should be a live process between the instructor and student. They should be engaged in conversation. Learning French in California is problematic because we live in a region where French is not spoken, unlike Spanish. **Angela Rhodes** added that we don’t expect students to be acquiring the language that we teach. Also, it depends on the motivation of the student. She supports the proposed online course because we have to move with technology. **Kenn** questioned why Rio Hondo students need an online French class. Ghada responded: students have a hard time coming to class; they work during the day and have a class at night so they often have to drop an on-campus section. An online class would allow them to work at their convenience. Lake Tahoe Community College offers online French; the credits are transferred to CSUs, and UNR. Marie suggested a hybrid class as a compromise, which would be partly on campus and partly online. **Chris Bowen** said that, pedagogically, he doesn’t believe in the online class because he doesn’t know how he would teach it, but he supported the idea of making it available for someone else to teach. **The motion passed, with 4 opposing.**

V - New Business
- Rod Sciborski’s retirement luncheon will be on March 9th. Faculty should let Angela know if they are planning to attend.
- Angela sent the faculty an email about Pat Alvarez’s financial plight. If faculty want to donate, they should see Angela.
- Theresa Freije is revising Lit. 102. The prerequisite is Eng. 35 and the advisory is Reading 23. If anyone objects, they are to contact Theresa.

Motion was made by Angela Rhodes to adjourn at 2:20 p.m. Beverly Reilly seconded. Motion carried.

Recording secretary: Celeste Candida
Minutes – Division Meeting
Communications & Languages Division - December 10, 2009


A motion was made by Steve Koelle to approve the minutes from the last division meeting on October 8, 2009. Sharon Bell seconded. The minutes were approved.

I-Announcements
1. Holiday campus hours: The campus (and division office) will close at 5 p.m. through the middle of January. Kenn will be in the office until Dec. 23rd.
3. Personnel Changes: Pat Alvarez is still on medical leave. Janice Garcia Lopez is the substitute division secretary. She started in the department before Thanksgiving. Her email is jgarcia@riohondo.edu. Rod Sciborski is retiring this month after 38 years at Rio Hondo, as is Steve Chapman from the Learning Assistance Center.

II-Old Business
1. Edward Ibarra agreed to be the representative for the Curriculum Committee. He was unanimously re-elected.
2. The nominees for the second representative to the Virtual College Committee are Angela Rhodes and Lily Isaac. Elections were held by secret ballot, to be counted later by Kenn.
3. Kenn reminded the faculty that the computers originally purchased for LR123 were installed in LR 129, which was originally supposed to be an assessment “overflow” room. Dr. Parnell has granted our division first assignment rights for LR 129 for the short-term. Some spring classes will be moved in LR 129. Let Kenn know if you want your class in LR 129. A210 will still be available for a drop-in class.

4. Schedule 25: **The Banner interface has been written for this room scheduling software to be implemented mid-January.** Kenn reports a few scheduling problems with this new software.

4. Intersession 2010 instructor sheets are completed. Spring 2010 instructor sheets will be completed by the holidays so they can go to the board in January, or February at the latest.

5. Summer 2010 scheduling: Janice is importing class assignments into Banner now. Instructor sheets will be available in February.

6. Fall 2010 scheduling will begin in February 2010.

III-New Business

1. Curriculum Committee representatives Edward Ibarra (English and ESL), **Blanca De Los Santos** (Speech and Languages) and **Sharon Bell** (Reading and Mass Communications) have expressed concern about the roles and responsibilities of faculty members in the curriculum development process. Faculty members are responsible for doing the bulk of the work on the forms. Comments:

   - Sharon has concerns about Mass Communications because she doesn’t know the content, especially of the Radio courses.
   - Edward stated that the way we do curriculum is dysfunctional. There are 60 courses in our division that are out-of-date. Full time faculty members need to get more involved. We need to follow the SLO model of faculty involvement and participation. **Doreen Kaller** suggested that release time might be negotiated because this is a huge amount of work. **Gail Chabran** commented that this is tedious work; faculty need to share the load. Many of the courses need to be updated. Faculty members agreed to initiate the paperwork and to help
Curriculum Committee members with the curriculum review. It was also suggested that this could be a FLEX Day activity for faculty, as with SLOs.

2. **JoAnn Springer** moved for approval to change the name of LIT 114 from Elementary and Adolescent Literature to Children’s Literature. **Angela Rhodes** seconded. The motion was passed. The course title will match the university-level course title.

3. **Steve Koelle** moved for approval to create a new ESL course with emphasis on pronunciation, accent reduction, and enunciation. **Lorraine Sfeir** seconded. The motion passed. The title of the course will be determined later.

4. Approval was sought to offer Online French 101. This was already approved at the Language Department meeting in November. French 101 is an ongoing assessment of written and oral communication. **Rod Sciborski** moved and **Gail Chabran** seconded the motion for discussion. **Marie Eckstrom** gave reasons why she is opposed to French being offered online:
   - The course has to articulate with the four-year universities
   - The trend is to not accept oral communication online courses
   - We do not live in a French-speaking environment
   - There is a difference between language acquisition vs. grammar, writing, etc.

   **John Marshall** moved to table the discussion until the next division meeting. **Barbara Salazar** seconded. The motion passed with **Marie Eckstrom** abstaining and **Gail Chabran** opposing.

6. There was no further discussion of offering Online Speech 101, since fully online oral communication courses do not articulate.

IV-Special Reports

1. **Jim Chandler** reported on increased usage of the Learning Assistance Center. The numbers have more than doubled over the past semester. During Fall 2008, 1,200 were enrolled; 8,300 visits recorded, and 15,000 hours logged in. During Fall 2009, the first semester in the new building, over 2,100 students were enrolled; 19,000 visits recorded, and 32,000 hours logged in. The Writing Center and Reading Skills Lab usage also went up, and the Language Lab went up slightly.
• Staff changes: Our division picked up Sally Willsey and Alexandra Martin from EOPS. The LAC has basically taken over EOPS tutoring.
• Tutoring sessions are offered for athletes.

2. Theresa Freije- Thanked Kenn for getting LR129 as a temporary space for the 101/201 lab during the common final weeks and Jim Chandler for bringing in student assistants to help.

3. Marie Eckstrom talked about the return of Exploring Authors, three one-unit classes offered Fall 2009 on Jane Austin, Oscar Wilde, and Charles Dickens. Each class lasted five weeks. It started out slow, but picked up; and the students like it. Five weeks, on one author is just enough. Kenn is soliciting other ideas for future sections of Exploring Authors.

V-Other Business

1. Using Banner to add students during Intersession: Each instructor will have 20 add codes. Faculty will give students the add codes. They have 48 hours to register. Instructors need to follow the Wait List. Admission/Records will take care of add codes now. Students will not be able to register from the Wait List until they have add codes.

The meeting adjourned at 2:15 p.m.

Recording Secretary: Celeste Candida
Karen Koos called the meeting to order at 1:30pm.

Teresa Dreyfuss, Interim Superintendent/President and Kenn Pierson, Vice President of Academic Affairs came by during the meeting letting us know if there was anything they can do just let them know. Both are looking forward to their new positions and are looking forward to working with the administrators, faculty and staff.

ANNOUNCEMENTS

New face in the MSC—There is a new Instructional Assistant in the MSC. Her name is Sally Willsey. Please welcome Sally to the division. Sally comes from the Learning Assistance Center and will be working during the day in the MSC. Lance and Enrique will be working during the evening and Saturday.

Parking Control and Security Changes—All departments are on a budget limit for the 2012-2013 school year. There will be fewer security officers directing traffic. Traffic may not run as smoothly as in the past so just be aware that your students might be getting to class late.

Grades – due dates—Don’t wait until the last day to turn in grades. There could be computer mishaps and if grades are not in on time, faculty will have to fill out individual grade card changes for each student in the class. Remember to check and recheck after inputting grades to make sure they are all there and there are no errors.

Math Redesign – Math 33—The math redesign courses start this semester with Math 033 Fast-Track Prealgebra. The other two courses are Math 053 Fast-track Elementary Algebra and Math 073 Intermediate Algebra. Lydia Gonzalez, Leah Griffith, Jan LaTurno and Matthew Pitassi will be teaching the four different sections of this course. One instructor will be grading all the tests for the four sections. The students meet in a computer lab and spend all of their class time doing math individually and in small groups. Instructors help by facilitating critical thinking activities. Students are allowed to accelerate faster than the posted minimum schedule and start the next class during the same semester. Students can potentially complete two courses in one semester, or three courses over two semesters.

PROPOSED ADDITIONS TO MATH & SCIENCE FLEX ACTIVITIES LIST
Karen provided a list of proposed additions to the FLEX Approved Activities List for Math & Science. (a) Participate in safety planning and implementation for Science labs. This includes training, modifications of lab procedures, meetings, and other activities that enhance safety in Science laboratory classrooms for students and staff, (b) Maintain living materials used in Biology courses (for example, bacteria, plants, marine organisms) and displays, and (c) Maintain scientific laboratory equipment. **Motion was made to approve these and send them to FLEX for approval, Littrell/Mosharraf, passed unanimously.**

**APPROVAL OF COURSES FOR GE LISTS**
Karen presented two courses, Biol 105 Human Biology and Math 190H Calculus I Honors, to be considered to add to the CSU and IGETC lists. There were five (5) motions from the division to approve these courses.

1. **Motion to approve Biology 105 Human Biology for the CSU-GE Area B2 list.**
   Littrell/Hawley. Motion passed unanimously.
2. **Motion to approve Biology 105 Human Biology for the IGETC Area 5B list.**
   Littrell/Priest. Motion passed unanimously.
3. **Motion to approve Math 190H Calculus I Honors for the RHC GE Area 8B list.**
   Littrell/Esquivel. Motion passed unanimously.
4. **Motion to approve Math 190H Calculus I Honors for the CSU-GE Area B4 list.**
   Littrell/Mayer. Motion passed unanimously.
5. **Motion to approve Math 190H Calculus I Honors for the IGETC Area 2 list.**
   Littrell/Gonzalez. Motion passed unanimously.

**APPROVAL OF MATH 020 FOR DISTANCE ED**
This semester Math 020 Basic Mathematics is being taught through the Math Science Center (MSC) as a lab class. The Math 030 Prealgebra, Math 050 Elementary Algebra and Math 070 Intermediate Algebra are being taught as Distance Ed classes in the MSC. Karen is proposing that the Math 020 Basic Mathematics class be taught as a Distance Ed class only through the MSC. **A motion was made to approve Math 020 Basic Mathematics as a Distance Ed class and that it is offered only through the Math Science Center. Koutroulis/Littrell. Motion passed unanimously.**

**PROGRAM REVIEW/PROGRAM PLANS**
The math department will be doing program review this year. That covers the Basic Skills and Transfer level courses. Due date is October/November. Every other department is working on Program Plans. Let Karen know if you are not going to be the program manager. Data is ready to look at and give feedback. SLO’s/Program Plans/Accreditation are all linked together. If there is any major thing you need for your classes, be sure to put them in your Program Plans. If you need to order items, be sure to include SLO data with your request. Biology Program Review will be next year and Environmental Science will be in 2014.

**BUDGET ISSUES**
Teresa Dreyfuss spoke about the State of the College/Budget Update for 2012-2013 year at the FLEX morning session. Now that Teresa gave the Deans the good news, not as many sections will have to be cut from the Spring 2013 semester. Karen is working with estimated costs until names are put in for the actual costs. Of course the bigger divisions will be cut more than the smaller ones. If November initiative does not pass there could be more cuts. The college is not replacing positions and Deans have to cover the Evening Supervisor’s job two times throughout the semester. Divisions
need to discuss among themselves where cuts should be taken. Some ideas were to send emails instead of hard copy documents. Faculty will need to read their emails more often. Summer 2013 will be dramatically smaller than last year. Karen stated that only late-start session would be offered in our area. She advised faculty to plan now and find ways to save money.

MENTORS FOR STARSS PROGRAM – VANN
An NSF grant in the amount of $600,000 for 5 years has been awarded for scholarships to aid Rio Hondo STEM students. One chief goal is to reduce work hours and increase academic success. The scholarships will range from approximately $2500 to $6000. Each STARSS student is assigned a faculty mentor from a discipline most closely related to his or her major. There are 17 scholars who need mentors. Gisela, Ryan, Vann, Matt Koutroulis, Robert Bethel, Lydia and Firouz have already committed to the project. Volunteers are Krysia, Leah, Alan Archambault, Cameron, Mark, Greg, Shirley, Elaine and Karen. There will be a STARSS event on Saturday, October 6, sometime in the afternoon. Students, their family, and mentors are all welcome.

MESAN, NEW GRANT OPPORTUNITY – GISELA
Gisela is now accepting new students for the MESA program. There have been 40 students that have transferred out. She is looking for students that are in Math 70 and higher. There will be plenty of Academic Excellence Workshops (AEW) planned throughout the semester. Gisela is trying to get the students to make better decisions so they don’t keep repeating classes.

COMMITTEES
Academic Senate – There is a Senate Exec meeting today at 3:00pm in the Technology area. The Presidential Search is in the works, but there are concerns that representation of classified and academic members is weak. There is a search team in progress.
Curriculum – Fran will be sharing duties with Scott Dixon. Fran will deal with the front-end stuff and Scott will clean up things. If anyone has curriculum matters for Spring 2013, Fran needs it by Monday.

OTHER BUSINESS
• Vann announced that Lydia Gonzalez is the new coordinator of the Institutional Effectiveness Committee. Congratulations, Lydia!
• The Math Science Center (MSC) needs scratch paper. If you have any, please call them and they will pick it up.
• Dewayne Highfill mentioned that after 35 years of teaching he would be retiring at the end of December 2012.
• The Learning Assistance Center (LAC) budget has been crunched also. There will be fewer math tutors in the LAC. Most of the math tutoring will be held in the Math Science Center (MSC).
• When you see flyers that are taped on doors or walls, please tear them off being careful not to leave tape on walls and or doors. There is a central location for students to post flyers.
• Enrollment for Fall semester is about 14,385 with about 8,000 in continuing students, and about 6,000 in Math & Science.
• Karen is challenging the faculty to come up with a logo/design for the Math & Sciences division. If you have any ideas, email her.
• Hold the dates of Friday, October 5 and Friday, November 2 for division meetings.

Meeting was adjourned at 3:00pm.

Submitted by Nanci Gralapp, Instructional Division Secretary


Excused: Fran Cummings and Firouz Mosharraf (both on sabbatical leave)

Karen Koos called the meeting to order at 1:00pm

ANNOUNCEMENTS

Transitions—Karen introduced the new staff to our division. Krysia Mayer and Lydia Okelberry both are in the math department. Jay Ribaya is in the biology department. Hank Fung is back from his sabbatical leave. Fran Cummings and Firouz Mosharraf are both on sabbatical leave this year. Alan Bigos has resigned and has another position in Texas. Yolanda Ramirez is now the secretary at the front desk. New part-time faculty include Gary Duran in ET and Arthur Hoang in Chemistry. The new MESA Center is up and running. Gisela Spieler-Persad is the Director. The MESA Center is in S223 that used to be the lab preparation room.

Fall Enrollment dates—Make sure you check to see if the students you add to your classes have actually enrolled. Check the students’ registration receipt at the next class meeting. From August 23 to September 3 if your classes are closed, the add slip must be signed by you only. Starting September 4 thru September 12 add slips will require your signature and the dean’s signature. If the student is not enrolled by September 12, they WILL NOT get in the class.

Enrollment Patterns—Enrollment status is up by 7% and enrollment for continuing students is down.

Printing Services—The Print Shop is now in the basement of the library B-11. The space is small where the self-service copiers are so plan accordingly. Plan ahead and stay calm when waiting to use copiers. Chairs are supposed to be put in the hallway for people waiting. There will be signs posted on the rules of using the self-service copiers.

Overlapping classes—When there are overlapping class times for a student, the college can collect apportionment for only five minutes or less. Both instructors would write letters stating how that five minutes will be made up.
**New Phone Numbers** — Information Technology Services has changed all telephone extensions that were not a direct dial number. Anyone with a 908-34xx or a 463-46xx direct dial number will not be affected. All NEW extensions will have a 463-xxxx prefix. So if you need to reach Karen when off campus her phone number is (562) 463-7500 and on campus you can dial 7500. Phone numbers for Yolanda and Nanci have NOT changed. Yolanda can be reached at (562) 908-3444 and Nanci can be reached at (562) 908-3472.

**Unusual Occurrences** — If there are any unusual things that happen or anything that seems weird or out of the ordinary, let Karen know.

**AV needs** — With the passing of Greg Garza, audiovisual needs will be slower than usual. At the present time, there is a part-time assistant. There is a full time job announcement out and the position will be filled shortly.

**Division Meetings** — Division meetings will be the first Friday of each month starting at 10:00am. October 3 will be our next meeting.

**Program Plans** — Program unit plans will be revised and updated this semester.

**Final exam schedule** — The spring final exam schedule will be the same schedule as last spring. There will be more information regarding the exam schedule soon.

**PARKING**
Everyone will be getting a new parking permit. Try not to arrive during the block start times. There are 20 additional staff parking spaces in Lot A. If parking there you can use the new pedestrian bridge that comes out on level with the second floor science building. In front of the PE complex there will be staff parking. The college will issue new parking permits each year. Security will start ticketing the week of September 8. If you have not received a permit, see Parking Services or Human Resources.

**EMERGENCY PREPAREDNESS**
**NIMS and SEMS training** — All full time staff will receive training in emergency preparedness. The training dates are September 26, October 3, October 10 and October 17. A sign-in sheet will go around for you to sign-up for one of the dates. Staff will not be able to attend on October 3 since this is the date for our next division meeting. The training will take place off campus at Pico Park on Beverly Blvd. in Pico Rivera. It will be an all day event starting at 8:00 am to 5:00 pm. Continental breakfast and lunch will be provided.

**Southern California Shake Out** — On Thursday, November 13 between 9:30am-11:00am there will be a simulated earthquake drill. Do not plan a test that day.

**ACCREDITATION**
**Issues** — The accreditation team will be here the week of October 13. Recently, out of eleven schools, six or more schools have been put on probation. The team has asked to have access in places not asked before.
Mission of the College—Start to memorize the mission statement. One of the team members might ask you to recite it.

Program Review—Program Level SLOs need to be turned in to have on file in the office. The Accreditation team might ask about program level SLOs first before course SLOs.

SLOs—We have done the first assessment of SLOs. Student Learning Support has asked to have different course syllabi with the SLOs listed sent to them. Karen suggested that Vann Priest, Mathew Koutroulis, and Mark Littrell submit their course syllabi to serve as samples for the Division.

ENVIRONMENTAL SCIENCE
ET 130 online—The division made a motion to approve to offer ET 130, Health Effects of Environmental Hazardous Materials, as an online course (Hawley/Koutroulis). Motion was passed unanimously.

Environmental Science Department—Karen has proposed a new department within the Math & Sciences Division. This department would be called Environmental Science. The new Environmental Science department would include ET, primarily a vocational program, and other environmental-related courses and programs that could lead to new degrees and certificates. In addition to providing more opportunities, this department has also been recommended by the ET Advisory Committee. There was a motion to approve this addition for first reading (Hawley/Spieler). Motion passed unanimously.

BUDGET
There is no state budget yet. This will not affect our supply budget.

DEGREES IN MATH AND SCIENCE
Fran Cummings and Jennette Noriega have been working on new inter-disciplinary degrees that require majors or areas of emphasis.

COMMITTEES
Academic Senate—No report. The Student Learning Outcome committee meets on Thursdays at 1:00pm.

Curriculum—Robert Bethel and Ryan Bronkar are the representatives on the Curriculum Committee. One additional member from Math & Sciences is needed. The committee meets on Wednesdays from 11:15-12:40pm.

OTHER BUSINESS
No reports

The division meeting was adjourned at 2:15pm.

DEPARTMENT MEETINGS (adjourned at 4:00pm)
Biology will meet in S126
Math will meet in S225
Physical Science will meet in S236

Nanci Gralapp
Instructional Division Secretary

Karen Koos
Dean, Math & Sciences