Arts and Cultural Programs
Division Meeting
February 8, 2013, 9:00 am to 11:00 am in Room M109

Tentative Agenda

I. Student Learning Outcomes (SLO’s) – Matt Koutroulis
II. 2013 Legislation Update - Handout
III. Summer Schedule/Fall Schedule Update
IV. Curriculum Update
V. Artwork Display – Margaret Griffith
VI. Faculty Business
VII. Open Mike
Arts and Cultural Programs
Division Meeting
March 8, 2013, 9:00 am to 11:00 am in Room M109

Agenda

I. Dr. Kenn Pierson, VP Academic Affairs
II. Old Business
III. SLO Follow-Up
IV. Curriculum Update
V. ASO Wish List
VI. Mac Software Upgrades (It Needs)
VII. Open Mic
VIII. Faculty Business
   a. Academic Senate
   b. Announcements
   c. Other
Arts and Cultural Programs
Division Meeting
April 12, 2013, 9:00 am to 11:00 am in Room M109

Agenda

I. A Toast to Ron Reeder and David Dawson
II. Old Business
III. SLO’s
IV. Summer/Fall
V. RHC 50th Anniversary
VI. Outstanding Student Awards
VII. Open Mic
VIII. Faculty Business
   a. Academic Senate
   b. Announcements
   c. Other
Arts and Cultural Programs Division
Rio Hondo College

March 9, 2012
9:00 am to 11:00 am
LR 101

I. Announcements
II. Division Dean updates
III. Budget update
IV. Student Educational Flow charts
V. Campus Inn/Music Bldg. changes
VI. Supply Budget Deadline & Wish Lists
VII. Foundation accounts
VIII. Outstanding student awards/showcase
IX. SLO assessment reminder
X. Upcoming Cultural events
XI. Academic Senate/Curriculum reports
XII. Miscellaneous
Arts Division Meeting
Friday, April 27, 2012
LR 101
9:00 am -11:00 am
Agenda

9:00-10:00 am
Welcome/Announcements
New Repeatability Regulations
Student Educational Pathways
SLO assessments
Program Review – Visual Arts
Cultural Events Coordinator/Events

10:00-10:30 am
Student Conduct Issues – Dyrell Foster

10:30-10:00 am
New Dean Hiring/Timeline
Other issues
Division of Arts and Cultural Programs
Rio Hondo College
FLEX Day Agenda
January 27, 2012

FLEX Activities – Wray Theatre
8:00-10:30 am

8:00-8:30 Continental Breakfast
8:30-10:45 Welcome/College Updates/Student Success Task Force Panel
10:45-12:00 FLEX Breakout Workshops

Arts Division Meeting
LR 101 (afternoon)
1:00 pm to 3:00 pm

1:00 – 1:30 pm Welcome Back Announcements- LR 101
Online Fraud issues
Photo/Film Pass
Student Services Building
Cultural Events – Spring/Workshop update
Proposed Division meeting Schedule for Spring 2012
Fall/Summer Schedule review
Academic Senate/Curriculum Updates
Campus Inn update
Foundation update
Curriculum revision schedule

1:30 - 2:30 pm Panel Discussion
DSPS- Mark Matsui, Director, DSPS
Student Issues – Dyrell Foster, Dean, Student Affairs

2:30 – 3:00 pm SLO Assessments
Music Room Usage Discussion – Music Faculty
Minutes for the Division Meeting  
Friday, August 17, 2012  
1:30-3:00 p.m.  
Board Room

Attending Full Time:  
Manuel Baca, Brian Brutlag, Martha Carreon, Scott Dixon, Joaquin Duran, Hector Gonzalez, Mike Javanmard, Tricia Kepner, Kelly Lynch, Barbara Mikalson, Sondra Moe, Juana Mora, Vern Padgett, Ted Preston, Melissa Rifino-Juarez, Carol Sigala, Kevin Smith, Irma Valdivia, Adam Wetsman, Colin Young

Attending Part Time:  
Richard Avila, Karen Beck, Dustin Black, Beth Brousseau, Lee Clauss, Tina Cota, Angela de Dios, Michael Flores, Santiago Garcia, David Hall, Judi Henderson, Andy Howard, Phildon Huffaker, Debra Kaiser, Ruzanna Karmiryan, Ned Lazaro, Teresa Madamba, Nancy Mazurek, Maurice Meysenburg, Niki Milani, Wanda Mullikin, Owen Newcomer, Elizabeth Nestegard-Young, Carmina Quirarte, Dan Roddick, Domingo Rodriguez, Tim Shaw, Indrasena Wijenayake,

Classified Staff and Managers:  
Rebecca Green, René Tai

The meeting was called to order at 1:30 p.m.

1. Current Events

   a) Welcome  
   Welcome to everyone. There is a new spirit on campus full of high hopes. Healing is taking place all around us.
   
   Introductions were made all around.

   b) BSS budget deficit – section cuts  
   BSS Budget $1,636,000  
   Equals 364 sections for the year
Last year we offered a total of 510 sections for an overrun of $245,789.30

<table>
<thead>
<tr>
<th>Session</th>
<th>Sections offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2011 2nd session</td>
<td>28 sections</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>233 sections</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>238 sections</td>
</tr>
<tr>
<td>Summer 2012 1st session</td>
<td>11 sections</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>510 sections</strong></td>
</tr>
</tbody>
</table>

Spent $1,881,789.30 to offer the above sections – which lead to the overage.

The true costs can’t be determined until we plug actual names into the sections – with their salaries attached.

To date (The dollar amounts are an estimate. Teresa will provide the deans with the actual amount spent to date on September 10th)

<table>
<thead>
<tr>
<th>Session</th>
<th>Sections</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd session Summer 2012</td>
<td>24 sections</td>
<td>$101,878</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>233 sections</td>
<td>$683,757</td>
</tr>
<tr>
<td><strong>Total spent for 2012/13 fiscal year</strong></td>
<td></td>
<td><strong>$785,635</strong></td>
</tr>
<tr>
<td>Remaining balance</td>
<td></td>
<td>$850,365</td>
</tr>
</tbody>
</table>

which equates to 189 sections

Last year we offered a total of 249 sections between Spring and 1st session of summer. We need to reduce by 60 sections.

c) **Department Brochures**
   We plan to print 500 copies for each degree campus wide, which will cost us $3,334.00. Our division is scheduled for February, 2013.

d) **Faculty and finals**
   You must show up at your scheduled time for finals, this day is part of your contract. If a faculty member is not present for the final exam, a day is deducted from your pay.

e) **Book Adoptions**
   Get them done in a timely manner. If your adoption is not turned in on time, the bookstore won’t buy the book back from the student at the higher cost. Also there are no used books available from the national clearing house, which results in the bookstore having to purchase only new books for our students (much more expensive).

f) **Faculty support for student success**
   You are the best connection to our students. When you see an email with student information, like transfer fairs, deadline for applications to graduate, etc., please inform the students in your classes.

g) **SLO’s Matt Koutroulis is working on the ACCJC report**
   Thank you for the work you’ve done. Matt and Karen have worked really hard, countless hours this summer. If you haven’t completed your degree SLO, we will meet and do them together.
h) **Need upgraded contact information**

The division office has to be able to reach you if something happens. Please make sure the Dean and Division Secretary have your current information.

i) **Printing requests**

Rebecca asked that faculty not ask Tina to make last minute copies for classes just before the class session. She is not here for that purpose, she is here in case of an emergency. Plan ahead, upload your syllabus online, do what you need to do.

j) **Juana – ideas from recent conference**

Attended an international conference in Vancouver, Canada. When the first year experience students feel a connection to faculty and feel that faculty and administration are all on the same page they do better in school. We all encourage our students to think critically. I would like to see us do some sort of common reading with our students, to encourage the feeling that everyone in our division is connected.

k) **E-Messenger**

Kenn has asked that everyone submit something from academics fun, exciting, interesting, by Friday mornings, to be included in the E-Messenger.

l) **Teresa and Kenn’s visit**

Kenn said they are just doing a ‘drive by’ to say hello. He mentioned that for years he has shared our wall. We have worked closely together in the past and he hopes that we will continue to do so.

2. **Curriculum Items**

   a) **Motion**: Adam

   Asking for division approval for GE, General Education for the following:
   - ECON/POLS 135: RHC GE Area 6, CSU-GE Area D, IGETC Area 4
   - ECON 106: RHC GE Area 6
   - HIST 101, 102, 122, 131, 143, 144, 144H, 158, 159, 159H, 167, 170: IGETC Area 4

   2nd: Juana

   Unanimous Approval

   b) **Motion**: Barbara

   Asking for Division approval to add Econ 106 to accepted course in addition to Econ 101 and Econ 102 to General Studies with an emphasis in Social Sciences and to General Studies with an emphasis in Social Behavior and Self-development

   2nd Manuel

   Unanimous Approval
3. Committee Reports

a) **Curriculum Committee**
   Fall 2012 our Curriculum Committee members are:
   ♦ Brian
   ♦ Scott
   ♦ Ted will be Jill’s replacement but cannot start till Spring 2013
   Scott reported that the software is underway. If submitting anything it
   must be turned in to Fran by August 27th for second reading on September
   12th.

b) **RHCFA - Colin**
   Next meeting will be Thursday, September 20th.
   Negotiations are going no-where, they want to cut part time and overload
   pay. Negotiations continue to be very frustrating.

c) **Academic Senate**
   Members are:
   ♦ Brian
   ♦ Ted
   ♦ Mike
   ♦ Barbara
   ♦ Joaquin
   The first meeting will be Tuesday, August 21st.
   The Vice President hiring process went very smoothly and we are very
   happy with the results.
   The Board is in the process of hiring a new Presidential consultant firm,
   the president’s interview process should be complete in the Spring, and a
   new president in place by July 1st
   The Board is discussing changing the makeup of the hiring committee.
   We should have more information on this after meeting with Teresa on
   Monday.
   There is a new wonderful spirit of collaboration on campus between
   faculty, classified and management.

d) **Honors - Colin**
   With the budget crisis we may have to cut 20% of the Honors budget so
   we aren’t sure about the luncheon or the newsletter.
   The division supply budget is cut by 20%. Turn off classroom lights when
   you leave.

e) **CDC Lab School – Sondra**
For the summer sessions we provided for 65 students. We sent 45 children off to kindergarten and are in the process of enrolling 45 three year olds into the center.

4. **Old Business**
   None to report.

5. **New Business**
   None to report.

Meeting adjourned at 3:00 p.m.

Next division meeting: Thursday, September 27, 2012 @ 1:00 in SS305
1) Current Events
   a) Division budget update
   b) Fall 2010 schedule
      ▪ Star Center
   c) Program/Unit Plans
      ▪ 2010 Division Unit Plan
      ▪ Required review of 2009-10 Goals
      ▪ Division Goals
      ▪ Division Initiatives
   d) Access Rio/Banner training for Faculty: Colin, Mike and Rene
      ▪ Faculty members (FT and PT) will receive FLEX credit for helping other faculty members with AccessRio.
   e) SLO workshop with Matt (proposed)

2) Curriculum Items

3) Committee Reports
   a) Curriculum Committee
   b) RHCFA: Adam
   c) Academic Senate: Mike
   d) Honors: Rebecca

4) Old Business

5) New Business: Access Rio/Banner training for faculty continues in A210 today, 2:30 (Kevin)

6) Adjourn to Department Meetings and wrap up at *Judi’s house, 3:30 p.m.

5657 South Citrus
*Directions: from Rio,
   Turn left on Workman Mill
   Turn left on Beverly Blvd.
   Turn left on Floral (3-way signal)
Go 1 block east to Citrus (northwest corner of Floral and Citrus, dark green house

Next Division Meeting – Thursday, February 25, 2010, 1-2:15 p.m.
1) Current Events
   a) SLO’s - Irma
      1) Need someone to replace Kelly on SLO committee
   b) Distribution of Add Codes.
   c) Incompletes
   d) Sexual Harassment
   e) Child Development Center Fundraising Basket – Theme: Beach Day
   f) Spring 2013 Schedules
      1) Due back to René March 15th
   g) BSS Orientation?

2) Curriculum Items

3) Committee Reports
   Curriculum Committee
   RHCFA: Colin
   Academic Senate
   Honors: Colin
   Safety Committee
   FLEX Committee

4) Old Business

5) New Business:

Next Division Meeting – Thursday, March 22, 2012 @ 1:00

“We make a living by what we get, but we make a life by what we give.”
~Winston Churchill~
1) New Business
   a) Russell Castaneda-Calleros
      The Office of Senator Ed Hernandez would like to know if Rio Hondo College is
      interested in hosting a forum on the Implementation of the Affordable Health Care Act.
   
   b) Matt Koutroulis
      Course and program SLOs and Accreditation
   
   c) Vice President of Academic Affairs, Kenn Pierson
      Accreditation
   
   d) Child Development Center
      ▪ The CDC will be having a basket auction to help raise funds to rent a bus for their
      spring field trip to the science center. The theme for our BSS basket is TRADER
      JOES. Any donations (including monetary) are much appreciated. Please drop
      off your donations by Monday, March 4 to Rebecca.
      ▪ The CDC will be hosting a children's Art Show beginning Wednesday, February
      27th at 5:00. Join us and view some of the various artwork created by our very own
      child Picassos!
   
   e) PTSD Training on April 11th at 1:00-2:30 in SS305
   
   f) Fall 2013 Schedules
      Due back to René March 15th
   
   g) Transfer degree fliers

2) Curriculum Items

3) Committee Reports
   Curriculum Committee
   RHCFA: Colin
   Academic Senate: Adam
   Honors: Colin
   Safety Committee: Brian
   Staff Development Committee
   CDC: Sondra
   ITC:

4) Old Business

Next Division Meeting – Thursday, April 25th @ 1:00 in SS305
AGENDA for DIVISION MEETING
Friday, August 21, 2000
9 a.m. – 11 a.m. A208
Followed by Department Meetings 11 a.m. – noon

1) SLOs: SLOlution Software Program – Matt Koutroulis (9-9:25 a.m.)

2) Current Events
   a) Division budget update
   b) Adjustments to the Spring 2010 schedule
   c) Planning Timeline
   d) Summer Session 2010
   e) Assignments

3) Meeting some Division Goals and Objectives
   a) Basic Skills Initiative: Juana Mora
      Long Term Goal (2009-2010 Unit Plan): Each of the disciplines within the Division of Social Science, Humanities and Philosophy will continue to provide high quality courses that fully engage students in learning. A measure of engagement is retention; our goal is to increase retention in the majority of our programs by 2%
      Objective: Develop retention strategies
   b) CLEP: Juana Mora
      Objective: Provide Admissions Director Judy Pearson with a list of CLEP scores that have been "articulated" as equivalent to courses taught in our Division. We currently have none.
   c) Degree Development: Juana Mora
      Several of our programs have declared their intent to develop new degrees for students this year (2009-2010 Unit Plan). The Philosophy Program has completed the paperwork.
      Objective: Submit all necessary paperwork to the Chancellor's Office before the end of the Fall, 2009 semester for interested programs (Psychology, History, other?)

4) Curriculum Items
   a) Online/hybrid and ADA approval for Spring 2010 / Please see attached list.

5) Committee Reports
   a) Curriculum Committee
   b) RHCFA: Adam
   c) Academic Senate:

6) Old Business

7) New Business

Next Division Meeting – Thursday, September 24, 2009
AGENDA for DIVISION MEETING
Thursday, October 22, 2009
1:30-2:15 p.m. A208

1) Current Events
   a) Summer Session 2010
   b) Fall Session 2010
   c) Banner (AccessRio) faculty training (Mike)

2) Meeting some Division Goals and Objectives (updates)
   a) CLEP (Juana)
   b) Articulation (Juana)
      Degree Development: History Department

3) Curriculum Items
   a) GE SLO’s demystified (Irma)
      Please bring your program level SLO’s to the meeting
   b) Request division approval for Sociology Degree

4) Committee Reports
   a) Curriculum Committee
   b) RHCFA: Adam
   c) Academic Senate:
   d) Safety Committee: Bryan

5) Old Business

6) New Business

Next Division Meeting – Tuesday, November 24, 2009
1) Song Le Graham

2) Date Change for Division Meetings

3) Evacuation Plan

4) Division Website
   Check out your department's information for accuracy

5) Credit by Exam

6) Program Plans

7) SLO’s
   Have they been communicated to your Part Time Faculty?

8) Curriculum Items
   Colin: Pols 135 / Econ 135 ‘International Political Economy’

9) Committee Reports
   5) Curriculum Committee: Scott
   6) RHCFA: Colin
   7) Academic Senate: Adam
   8) Honors: Colin
   9) CDC: Sondra
   10) Foster Care: Marisela

10) Old Business

11) New Business

Next Division Meeting – Thursday, October 27, 2011 @ 1:00
1) **Current Events**
   a) Welcome Back! A special welcome to our new part-time faculty
   b) BSS budget deficit – section cuts
   c) Department brochures
   d) Faculty and finals
   e) Book adoptions – what happens when you don’t turn one in?
   f) Faculty support for student success
   g) SLO’s Matt Koutroulis is working on the ACCJC report
   h) Have you moved? We need updated contact information
   i) Printing requests / Use of office copier
   j) Juana – ideas from recent conference

2) **Curriculum Items**

3) **Committee Reports**
   a) Curriculum Committee
   b) RHCFA: Colin
   c) Academic Senate
   d) Honors: Colin

4) **Old Business**

5) **New Business**

6) **Post Flex Day gathering – details to follow**

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“*What office is there which involves more responsibility, which requires more qualifications, and which ought, therefore, to be more honorable than that of teaching?*”

-Harriet Martineau
1) Current Events
   a) Welcome Back! A special welcome to our new part-time faculty
   b) BSS budget deficit – section cuts
   c) Department brochures
   d) Faculty and finals
   e) Book adoptions
   f) Faculty support for student success
   g) SLO’s Matt Koutroulis is working on the ACCJC report
   h) Need updated contact information
   i) Printing requests / Use of office copier
   j) Juana – ideas from recent conference

2) Curriculum Items: to consider for GE General Education
   ECON/POLS 135: RHC GE Area 6, CSU-GE Area D, IGETC Area 4
   ECON 106: RHC GE Area 6
   HIST 101, 102, 122, 131, 143, 144, 144H, 158, 159, 159H, 167: IGETC Area 4

3) Committee Reports
   a) Curriculum Committee
   b) RHCFA: Colin
   c) Academic Senate
   d) Honors: Colin
   e) CDC: Sondra
   f) Staff Development:

4) Old Business

5) New Business

   Next Division Meeting – Thursday, September 27, 2012 @ 1:00

   “Training is everything. The peach was once a bitter almond; cauliflower is nothing but cabbage with a college education”
   -Mark Twain
Division of Communications & Language
April 8, 2010 – Division Meeting Minutes


Excused Faculty Absences: Blanca de los Santos, John Francis, Gil Puga,

I. Call to Order
The meeting was called to order by Dean Kenn Pierson at 1:00 p.m. in LR128. This is the last division meeting of the semester and the 2009-2010 academic year.

II. Approval of Minutes
A motion was made by Steve Koelle to approve the minutes for February 25, 2010. JoAnn Springer seconded. The minutes were approved with small corrections.

III. Announcements
• Kenn introduced our new student worker Joanna Ibanez, also known as Anna.
• Sharon Bell was recognized by Kenn for “going above and beyond” to complete and locate paperwork for recent Reading and Mass Communications curriculum revisions. Kenn reminded the faculty that it is not the responsibility of Curriculum Committee members to complete the paperwork; faculty from the departments should be taking the lead with curriculum revisions.
• Kenn announced the Curriculum Committee approval of JOUR 221, JOUR 232, and ESL 28C—all new courses from our division.
• Faculty members were reminded of the April 9 deadline for ordering commencement regalia. Kenn requested more representation from Communications & Languages at Commencement.
• Theresa Freije gave a Writing Center Update: librarian Judy Seville will conduct MLA workshops, Jim Matthis will have a workshop on revising and editing, and Muata Kamdibe will have a workshop on comma splices and run-ons. Students need to sign up in the Writing Center office. A CompClass representative will be at the May 6 Roundtable to provide a demonstration and answer questions.
• River’s Voice—Student submissions need to be edited. There may be a “Welcome River’s Voice Release” Party.
• Writes of Spring-Flyers are out. The event will be held April 28 and 29.
• Forensics-Rio Hondo students won three bronze medals in Parliamentary Debate at the State Championships in Fresno. Also, a presentation by the Forensics team will be made to the Board of Trustees on May 12. Journalism students contributing to El Paisano and La Cima will also be recognized that night.
• The Old Library is now called the L Building. Continuing Education is located in L22. The Forensics Squad Room will be on the 5th floor in L501F; move-in is in June.
• Groundbreaking for the new Student Services building will be on May 5.
• A fire drill is scheduled for April 29.
• Application deadline for the Leadership Academy is April 16.
• The Outstanding Student Awards will take place on May 13 from 6:30 to 8:30 p.m. at the Clarke Estate. Kenn needs to know who the outstanding students are in Literature, Reading, Speech, ESL, Journalism, Mass Media, French, and Spanish.

IV. New Business
• Guests Fran Cummings and Dorali Diaz gave a presentation on Advanced Placement. The UCs and CSUs accept AP scores of 3 or higher. Rio Hondo divisions are asked to follow suit; this would allow students with scores of 3 or higher to receive the allowed credit for courses. This recommendation comes from the Counseling Department and is backed by the Academic Senate. Beverly Reilly moved to accept the standardized list of AP exams. Marie Eckstrom seconded. The motion was approved.

• There will be a Communications & Languages Summit on Success and Retention on Tuesday, April 27, at 1:00 p.m. in LR 128

• Accuplacer - Reading Coordinator Steve Koelle explained how Accuplacer will soon be used as a reading placement test. Cut scores are being determined now. English faculty will soon be deciding on use of Accuplacer for the writing placement test since the current writing placement test validation will soon expire. There are two Accuplacer Writing Tests: Sentence Skills, which is currently validated by the Chancellor’s Office, and WriterPlacer Plus, which is not validated by the Chancellor’s office. English faculty members will consider a proposal to implement Sentence Skills for placement of incoming students and WritePlacer Plus for challenges. Faculty can review the tests on April 13, from 1:00 to 2:25 p.m. in LR129.

• AccessRIO (Banner) - When submitting grades, Admissions & Records has advised not to fill in “Last Attend Date.” Positive attendance will have to be done manually for Spring 2010 because there is still no Red Canyon/Banner interface for this. We are now in Phase 2 of AccessRIO: the soft launch for the Luminis portal will be in September, the full launch in January 2011. The goal for the Rio Mail accounts, which are used to activate the Wait List, was to have 12,000 students signed up by Spring break; to date only 9,000 have signed up. Instructors are asked to encourage students to activate their accounts.

• Scheduling - The Summer 2010 load sheets are under HR review. They will be in mailboxes next week. Fall 2010 scheduling is about 80 percent complete; the fall schedule will not be accessible through Banner until May. The new South Whittier Educational Center will offer sections of ENGL 35, ENG 101, SPCH 101 and ESL 010 in the fall.

• AA Degrees - JoAnn Springer and other English faculty have been working on the English and Literature AA degree. The paperwork was submitted to the Chancellor’s Office in mid-March. However, March 1 was the date to begin electronic submission of degree proposals to the Chancellor’s Office, so the English and Literature degree needed to be resubmitted. Kenn asked faculty in other departments need to develop more AA degrees.
- Division Website - The Welcome Page text from department coordinators is due May 1. Working on the division Website will be a summer project.
- End-of-the Year purchases - Room A222A will be turned into a small conference room for the deans, faculty, and staff in Communications & Languages and Social Sciences. A conference table and chairs will be purchased. A refrigerator and microwave will be installed in LR 127.
- Elections - The three-year terms with the Academic Senate are up for Barbara Salazar, Beverly Reilly, and Theresa Freije. Beverly spoke about what goes on at the meetings. Angela Rhodes, Ralph Velazquez, and Lorraine Sfeir were nominated. Maryann Pacheco moved to elect the three by acclamation. John Marshall seconded. The motion passed. The Academic Senate meets on the first and third Tuesdays at 1:00 p.m. Barbara said that she would continue with the SLO committee. Maryann Pacheco moved to re-elect Barbara by acclamation. John Marshall seconded. The motion passed.
- The last part of the meeting was with Matt Koutroulis regarding SLOs and the new software developed by Matt for faculty to input SLOs and SLO assessments—SLOlutions.

Following Matt’s presentation, the meeting was adjourned.

Recording secretary: Celestine Smith Candida
Division of Communications & Language  
August 20, 2010 – FLEX Day Division Meeting Minutes

Faculty present: Lisette Acevedo, Aileen Acosta-Mata, Ken Anderson, Rick Baca, Sharon Bell,  
Chris Bowen, Tom Callinan, Celeste Candida, Henry Cascella, Gail Chabran, Jim Chandler,  
Han-Hua Chao, Bonnie Cox, Karleen Curlee, Blanca de los Santos, Ron DeNino, Jeannette  
Duarte, Jennifer Dunn, Marie Eckstrom, Rafael Fernandez, Raquel Flores-Olson, John Francis,  
Theresa Freije, Carmen Fried, Alonso Garcia, Janice Lopez-Garcia, Georgia Gaspar, Kathy  
Gomez, Wendy Gonzalez, Kieko Hamilton, Nay Heng, Hsing Ho, Robert Ho, Edward Ibarra,  
Lily Isaac, Samuel Isaac, Arline Juchartz, Rosalyn Kahn, Claire Koehler, Steve Koelle, Veronica  
Kortz, Wendy Lai, Xochitl Laner, Joyce Lim, Lydia Llerena, John Marshall, Moises Mata, Jim  
Matthis, Hector Molina, Ghada Mouawad, Lenore Navarro-Dowling, Lynette Nyaggah, Tyler  
Okamoto, Daniel Osman, Jerry Ostling, MaryAnn Pacheco, Kenn Pierson, Gilbert Puga, Anna  
Regalado, Beverly Reilly, Angela Rhodes, Bill Ripley, Joshua Rafael Rodriguez, Pablo Roldan,  
Barbara Salazar, Lorraine Sfeir, Wells Sloniger, Christopher Soto, JoAnn Springer, Maxine  
Sweeney, Jack Swift, Dana Vazquez, Ralph Velazquez, Hao Vo, Sally Willsey.

Excused Faculty Absences: Muata Kamdibe, Lynette Nyaggah

I. Call to Order  
Dean Kenn Pierson called the meeting to order at 9:05 a.m.

II. Approval of Minutes  
Approval of the April 8 minutes was deferred to the September 9 division meeting.

III. Announcements: Welcome, Thank You, and Transitions  
- Gil Puga was welcomed back from his sabbatical.  
- Classified staff will now be attending the division meetings on a regular basis.  
- Kenn thanked all those who participated in his performance evaluation. He was pleased  
  with the feedback.  
- Kenn thanked Janice Lopez and Wendy Gonzalez for all their hard work on projects  
  during the summer.  
- Kenn thanked English faculty JoAnn Springer, Theresa Freije, Marie Eckstrom, and  
  MaryAnn Pacheco, and Gail Chabran for their work on projects this summer. He also  
  thanked Chris Soto and Gina Bove for helping to fill in for Elvira Aguilar in the  
  Writing Center and Hector Molina in the LAC. Kenn shared information on Elvira’s  
  and Hector’s new babies.  
- Faculty changes: Scott Kushigemachi has taken a full-time position in English at El  
  Camino College; David Norton has a one-year appointment at Calhoun Community  
  College in Alabama, and Gloria Keawe has a one-year appointment at Brigham Young  
  University, Idaho.

IV. Announcements: “New Spaces”  
- A222C has been repainted and will have a Mac work station.  
- The division lounge in A219 has been repainted
- A222 A, also known as the Blue Room, will be shared with Behavioral and Social Sciences. This room should not be used as a lunch room, but food and drink are allowed during meetings only. People using A222A are asked to clean up after themselves.
- L501F (in the Old Library) is the new Forensics Squad Room.
- The South Whittier Educational Center, on Telegraph and Colima, will offer ENG 35 (Cox), ESL 010 (Mata), ENG 101 (Mata), and SPCH 101(Lai).
- The Early College Academy will offer two sections of SPCH 101 at El Rancho and Mountain View High Schools. Kenn is currently identifying instructors for these two late-start classes.

V New Business: “Transcending Obstacles”
Kenn reviewed various challenges facing each department during the coming academic year and introduced faculty in attendance from each department.

1. English and Literature
- Kenn introduced JoAnn Springer, the coordinator of English and Literature.
- Accuplacer's Sentence Skills is nearly ready for implementation as the Writing Placement Test. One more meeting is needed with IT before implementation begins this fall.
- A second-day diagnostic writing test will be given to ENG 30, 35, and 101 students this fall. The test is 60 minutes. We will continue to do this until feel that Accuplacer is proven an accurate measure for placing students in English courses.
- There was discussion on the revised Writing Center orientation schedule and the introduction of Compclass for ENG 101/201. Further discussion will occur in today’s English Department meeting.
- The attached labs in ENG 101/210 have been identified by the new Enrollment Management Software as course components that do not award students credit for lab work while the district collects apportionment for the students’ lab attendance. Kenn announced that he would actively encourage English faculty to consider addressing this problem with curriculum changes.
- Final tweaking has begun on the AA degree in English and Literature. [Postscript: Later in the day, word was received that the Chancellor’s Office had approved the English and Literature AA degree.]
- Kenn talked about the low enrollment in the Basic Skills courses and the changing demographic with regards to a higher percentage of students testing directly into ENGL 101. He showed data for the ENG 30, ENG 35, and ENGL 101 placements during Spring 2010. Reasons for the paradigm shift may include: students are unable to enroll in four-year schools so they attend Rio Hondo; students are unable to find available classes at other two-and-four-year classes, so they attend Rio Hondo; as of January 1, high school students no longer enroll in basic skills courses; the alignment of college/high school standards and expectations is improving; and Basic skills students may be having a hard time navigating Banner. The impact of this paradigm shift: increase in 101 class enrollment and sections offered; decrease in 30/35 sections offered; decrease in the number of ENGL 30/35W lab instructors, increase in the number of 101/201 lab instructors.

2. English as a Second Language
• Kenn introduced **Gail Chabran**, the coordinator of English as a Second Language.
• Sluggish enrollment continues in ESL classes. A “skeleton” curriculum is being offered this semester (only 12 sections). Two sections have been cancelled already this fall. Two full-time positions remained unfilled.
• The future of Rio Hondo’s ESL program is in jeopardy. The anticipated ties to Continuing Education courses in ESL and the Intensive English Language Academy (IELA) as “ESL pipelines” are proving to be less significant than expected.

3. **Languages**
• Kenn introduced **Lydia Llerena**, the coordinator of Languages. Classes in Chinese, Japanese, French, Spanish, and American Sign Language are offered at Rio Hondo
• One full-time Spanish position remains unfilled.
• Kenn asked the faculty to consider developing a Language certificate program, and French 101 needs to be updated to accommodate French 101 online.

4. **Mass Communications**
• Kenn introduced **John Francis**, *El Paisano* and *La Cima* supervisor and journalism instructor.
• Enrollment records were set in journalism courses for Fall 2010.
• John is updating the AA certificate programs: AA-Mass Comm/Mass Media and Mass Comm/Print Media.
• There are two new classes this fall: MSCM 103 being delivered online, and JOUR 242 online newspaper production; in Spring 2011, online magazine production will be offered.

5. **Reading and Study Skills**
• Kenn introduced **Steve Koelle**, the coordinator of Reading and Study Skills.
• Two full-time positions remain unfilled.
• Accuplacer was implemented for Reading assessment on July 27, 2010. Faculty were asked to monitor its impact on enrollment and student placement.

6. **Speech**
• Kenn introduced **Jeanette Duarte**, the coordinator of Speech.
• One full-time speech position remains unfilled.
• There needs to be an expansion of student involvement in Forensics.
• Kenn asked faculty to consider the development of an AA degree in Speech.

7. **Learning Assistance Center**
• Kenn introduced **Jim Chandler**, the LAC supervisor.
• An instructional assistant position remains unfilled.
• Most problems with the Red Canyon attendance software have been addressed, but a few remain.
• There was record LAC usage in 2009-2010.
• Separation of “other” labs from LAC’s NCBS 009 is needed for smoother registration.
• The relationship of Gateway Tutoring Project to LAC services continues to be defined.
VI New Business: “Thawing of Hiring Freeze”

- Kenn gave a summary of the eight positions from our division that were requested last Spring during the program planning process. He displayed the list of all faculty positions requested campus-wide as they were ranked by the Staffing Committee in March. In light of the announcement by Dr. Martinez on FLEX Day (yesterday), Rio Hondo will be hiring the top 15 positions from the list; due to one position (Welding) being placed on hold, the next position on the list would be included (Speech). The top 15 rankings now approved for hiring include six of our eight requested positions: Spanish, Speech/Forensics, ESL (2), and English (2).
- At this time, Dr. Parnell and Dr. Martinez came to welcome the faculty. Dr. Martinez reiterated what he said in his talk at Thursday’s FLEX meeting: Rio Hondo’s planning process, the portal, Access RIO, and the construction taking place on campus. The lifting of the hiring freeze was also addressed.

VII Committee/Area Reports

- **SLO-Barbara Salazar and Lisette Acevedo** discussed the vote on GE SLOs/Goals. They gave an overview of the SLO assessment process. Data from last spring needs to be compared with past data in order to draw inferences. After that is done, an action plan can be proposed.
- Instructions on how to create a SLO report are included in SLOlutions software. An assessment report needs to be created separately for each SLO in the meetings following the division meeting.
- A handout on language for the GE SLOs was passed out; discussion of the questions followed. It was decided not to vote on the GE SLOs/Goals until the September 9 meeting. Suggested language changes should be sent to Barbara and Lisette ASAP.
- **MaryAnn Pacheco** is looking on campus for Puente mentors.
- The Curriculum Committee representatives from our division include Edward Ibarra (English & Literature, ESL), Sharon Bell (Reading, Mass Communications) and Blanca de los Santos (Languages, Speech).

VIII Spring 2011 Scheduling

- Full time preferences sign-up sheets will be on Tuesday, August 31, part time preference sheets will be in mail boxes on September 8.

The meeting was adjourned at 2:30 p.m.

Recording Secretary: Celestine Smith Candida
Division of Communications & Languages  
September 9, 2010- Division Meeting Minutes  
Meeting Theme: “Hiring & Wiring”

Faculty Present: Lisette Acevedo, Rick Baca, Sharon Bell, Gina Bove, Chris Bowen, Tom Callinan, Celeste Candida, Gail Chabran, Jim Chandler, Karleen Curlee, Blanca de los Santos, Jeannette Duarte, Marie Eckstrom, John Francis, Theresa Freije, Carmen Fried, Alonso Garcia, Janice Garcia-Lopez, Georgia Gaspar, Edward Ibarra, Lily Isaac, Muata Kamdibe, Steve Koelle, Lydia Llerena, John Marshall, Jim Matthis, Daniel Osman, Mary Ann Pacheco, Gil Puga, Beverly Reilly, Angela Rhodes, Joshua Rafael Rodriguez, Barbara Salazar, Lorraine Sfeir, Wells Sloniger, JoAnn Springer, Dana Vazquez, Ralph Velazquez.

I Call to Order
The meeting was called to order by Dean Kenn Pierson at 1:03 p.m.

II Approval of Past Minutes
Two minutes of past division meetings were approved. Steve Koelle moved to approve the April 8, 2010 minutes; JoAnn Springer seconded. The minutes were approved. John Francis moved to approve the August 20, 2010 minutes; Beverly Reilly seconded. The minutes were approved.

III Announcements
• LIT 114, LIT 144A, and LIT 144B can now be used to meet the Literature requirement for UCLA’s Literature major.
• Kenn read excerpts from a letter written by student Diane Jamieson that appeared in the President’s Weekly E-messenger. Jamieson’s letter had good words to say about English instructor Tom Callinan.
• Speech adjunct instructor Rosalyn Kahn’s mother recently passed away. Kenn asked if money could be donated to a fund in lieu of flowers. Angela Rhodes said that she will continue collecting money for the division Flower Fund.
• The mother of Reading adjunct instructor Arlene Juchartz recently turned 100.
• There have been complaints about classrooms A204, A206 and A220 being too hot. There was also a complaint about noise in these rooms when cold air was forced through the air ventilation system. An outside company has been brought in to address the air flow problems. Kenn said report problems like these to division secretary Janice Garcia Lopez or clerk Wendy Gonzalez, and the division support staff will stay in regular communication with Facilities.

IV Old Business
• Approval of GE SLOs: Barbara Salazar passed out a new draft of GE-SLOs. She went over the revisions of SLOs 1, 2, 4, and 7. Mary Ann Pacheco moved to accept SLOs 3-8. John Marshall seconded. The motion passed. There was discussion about the wording of SLOs 1 and 2. It was suggested that the wording for SLOs 1 and 2 return to “academic and literary texts” instead of “narrative or expository texts.” Jim Matthis said that argumentative writing was not included in that list and that expository and narrative
writing were virtually the same. Jim moved to return the wording “academic and literary texts” to SLOs 1 and 2. Beverly Reilly seconded. The motion passed. Barbara mentioned that two GE SLOs need to be assessed this semester. It was suggested that GE SLO #2 be used for assessing students in READ 101 and ENGL 201, and GE SLO #4 be used for students in ENGL 101 and SPCH 101. Dana Vazquez moved to use GE SLO #2 for READ 101 and ENGL 201, and GE SLO #4 for ENGL 101 and SPCH 10. Lorraine Sfeir seconded. The motion passed.

- Lisette Acevedo discussed the Certificate/Degree SLOs. She said that Spring 2010 assessment reports are due at the end of September, and then revision can begin on course level SLOs. Also, there is no need to input SLO data for Summer sessions or Intersession. SLO Committee Chair Matt Koutroulis wants Communications and Language to create a subcommittee to work on Certificate/Degree SLOs, due by March 2011. Right now, campus-wide completion of SLO data for Spring 2010 is at 98.6 percent. Some courses in our division have not been completed, but we have come a long way since spring when the completion numbers were much lower.

- Accuplacer: The Reading and Sentence Skills tests are now being used for Reading and English placement purposes. ESL Accuplacer assessment is not yet authorized for purchase.

- ESL 10 Class: An ESL 10 class scheduled to be taught by Moises Mata at the new South Whittier Educational Center was cancelled because there were only 3 enrolled students; at least 10 were needed. The class has been reopened because of community response and the urging of President Martinez. Trustee Gary Mendez, Associate Dean Robert Holcomb, and Moises Mata have promoted the new section of ESL 10 in the community. They have taken names and phone numbers, Janice and Wendy have contacted interested parties, and many people have scrambled to get the class going. However, at this point, enrollment in the new section remains low.

- Second-Day Writing Diagnostic: Mary Ann Pacheco discussed the results of the second-day writing diagnostic exam for Eng 30, 35, and 101. There is 60 percent accuracy. However, there were only 17 ESL recommendations out of approximately 1,000 students who took the second-day writing diagnostic.

- Writing Center: Theresa Freije provided usage data for CompClass. In ENGL 101, 80% of classes have students who have logged on; only 75% for ENGL 201. Theresa also mentioned that most of the computers in the Writing Lab have been installed with Adobe 9.0. The older computers by the back wall have not. Instructors should let Chris Soto know so he can download the application.

V New Business

- Program Planning/Review: Kenn said that all program plans are due October 22, and that every program that is writing a program should involve as many people in the department as possible: all full-time faculty, many part-time faculty, and all relevant classified staff. Coordinators should delegate program plan writing responsibilities. Orientations to program planning software are available. Marie Eckstrom, who serves as program review co-chair, has also volunteered to assist faculty in improving the content and readability of their program review documents. JoAnn Springer, English and Literature Coordinator who is overseeing this semester’s program review for English, said that she
will e-mail English and Literature faculty, giving them specific jobs. The deadline for the division’s unit plan is November 24.

- Early Alert System: Dr. Walter Jones oversees this Rio Hondo program to target under-performing students in English and Reading. He and Kenn have discussed the possibility of using the English second-day writing diagnostic as part of the Early Alert System.

- Bookstore on Saturdays: The bookstore will examine the possibility of readjusting its hours due to the number of students on campus. Right now the hours are 7:00 a.m. to noon. Faculty are encouraged to contact the bookstore with their thoughts.

- “Hiring and Wiring”– Kenn presented the “Wiring” portion of his PowerPoint presentation, demonstrating in AccessRIO where faculty and students can find important deadlines for class schedule information, including the last day to add/drop classes, etc. He then asked what problems faculty members are continuing to have with AccessRIO so these matters can be addressed at future meetings. Gail Chabran noted problems e-mailing students from home. Angela would like a better way to convert the class roster into an Excel file, which Kenn reported he and Janice had discussed with an Sungard consultant this summer. We are now in Phase 2 of Access RIO, which will soon add the Luminis portal. We are now in Phase 2 of Access RIO, which will soon add the Luminis portal.

- “Hiring”: Kenn reported how the full-time positions for Spanish, Speech/Forensics, ESL, and English (2) will be advertised this weekend. He also mentioned that the Reading position will not be combined with English or ESL. He had discussed that possibility with Dr. Paul Parnell and various English and Reading faculty, and then decided against it. Also, Kenn, Gail, and Robert Holcomb have a meeting scheduled with Dr. Martinez on September 15 regarding the future of the ESL program. At this meeting, they will make a presentation as to why Rio Hondo needs to revitalize its ESL program. They will also advocate for the hiring of two ESL full-time faculty. Faculty members interested in serving on the hiring committees were invited to stay after the division meeting to look at the wording of the position announcements and supplemental questions. Sixteen faculty members stayed to participate, including Gil Puga, Lisette Acevedo, and Jeannette Duarte (Speech/Forensics); Gail Chabran and Jim Matthys (ESL); Lydia Llerena, Chris Bowen, Blanca de los Santos, and Gail Chabran (Spanish); and JoAnn Springer, Tom Callinan, Ralph Velazquez, Theresa Freije, Barbara Salazar, Lorraine Sfeir, Daniel Osman, and Alonso Garcia (English).

VI Adjournment
Gil Puga moved to adjourn. Angela Rhodes seconded. The meeting adjourned at 2:06 p.m.

Recording Secretary: Celestine Smith Candida

I- Call to Order
The meeting was called to order by former Dean of Communications & Languages, Gail Chabran, at 1:10 p.m. Gail was filling in for Dean Kenn Pierson.

II- Approval of the September 9, 2010 minutes
Beverly Reilly moved to approve the minutes; Tom Callinan seconded. The minutes were approved.

III- Guest Presentation by Rebecca Green, Academic Senate Chair, on Stakeholder Meetings
Information about what has gone on in these meetings has been disseminated through letters and face-to-face contact. There is tension between the faculty, administration, and classified staff. Since classified staff members have received no response from Human Resources, they are talking to board members. A safe zone has been established for classified staff. Training is being recommended for supervisors, managers, and directors on how to deal with classified staff. Beverly Reilly asked whether HR is re-interpreting the policy to support the administration. Green explained that HR is to be an ombudsman and is to hear both sides of a problem.

IV- Announcements
- Lisette Acevedo reported on the Intramural Speech and Debate Tournament hosted by the Rio Hondo Speech Department on November 19, 2010. Ninety-one students competed, including 25 students from California High School. Thank you to faculty participants.
- John Francis mentioned that the school’s journalism students were recognized at the November board meeting.
- Accuplacer testing data will be discussed at the Basic Skills meeting on Thursday.
- Steve Koelle was the $1,000 winner of the “golf ball drop” at the sixth annual RHC golf tournament.
- There have been office changes in A219. Division secretary Janice Garcia Lopez is now located in Rod Sciborski’s old office.

V- Old Business
- JoAnn Springer discussed the English and Literature program review that took place on November 15. She said it was a success, and that instead of reading the program
recommendations, she will e-mail them.

- Review of the Communications and Languages Unit Plan was extended to December 3, 2010. Unit Plan team members have been notified and asked to review the document.
- Hiring Process Update: Janice Garcia Lopez has been selected by the committee as division secretary on a permanent basis; a second ESL position has been approved by Dr. Ted Martinez; the four faculty hiring committees are at various stages of completion. English interviews will begin next week. All new hires will begin on January 28, 2011.
- Intersession/Spring Scheduling: Janice reported there are fewer sections available than in Fall 2010 (the same reduced number rolled over from Intersession/Spring 2009). Questions can be directed to Kenn.
- Summer 2011 scheduling: There is no official word yet in regard to “rolling over” last summer’s schedule. Information will probably be available after the dean’s meeting on Thursday.

VI- New Business

1. Elections of Committee Members
   - SLO Committee - This is a two-year term; the committee meets once a month. Committee members will be reviewing course SLOs. One member from C&L is needed because Lisette Acevedo’s term ends Fall 2010.
   - Curriculum Committee - One new member is needed because Blanca de los Santos’ term ends in Spring 2010, but Blanca is interested in being re-elected to this position.
   - Instructional Technology Committee - Two faculty members from C&L are needed for this committee. Muata Kamdibe and Barbara Salazar have been invited to apply by chairs Colin Young and Mike Javanmard. Barbara declined the offer.

2. Two new courses have already been approved by the Department of English and Literature: ENGL 101W and ENGL 201W. Approval is needed at the division level. These courses are proposed ½ unit co-requisites to ENGL 101 and ENGL 201. If approved by the Curriculum Committee in Spring 2011, they would be introduced Fall 2011. Angela Rhodes mentioned a concern with online ENGL 101 and 201 classes, in that the lab and lecture go together. It was mentioned that faculty can teach only two online classes. One class and one lab may be considered two classes. Mary Ann Pacheco stated that if this does not go into effect until Fall 2011, why not wait and discuss it later. She moved to postpone discussion until later. John Marshall seconded. The motion was not voted on but reworded. John Marshall moved to go forward on the development of these courses. JoAnn Springer seconded. The motion passed with one abstention made by Mary Ann Pacheco.

3. This Friday is Mary Ann’s 60th birthday.

4. New office assignments are being made. Faculty affected by the changes have already been notified. Also, distribution of new computers has not yet been decided.

5. Jim Chandler commented on the stakeholder meetings update. He said that we should be thankful for having Kenn and Gail as deans because there is another department where the faculty members are uprising. He said that Personnel has a found a document which breaks down faculty hours, and they want to put this in the 2007-2010 contract. They will hold faculty accountable for their hours, which include 16.5 teaching, 16.5 prep, and 7.2 other.
He ended by saying that we need to come together and support each other and be supportive of the Faculty Association.

**VII- Thank Yous**

Thanks were offered to Gail Chabran for presiding over the meeting and **Celestine Candida** for taking the minutes.

**VIII- Adjournment**

The meeting adjourned at 1:50 p.m.

**Recording Secretary: Celestine Smith Candida**
The meeting was called to order at 8:41 a.m.

1. **Fall Semester 2009:**
   - Mike welcomed everyone to the new division. He explained Business and Technology is back together for at least one year. He explained that the division consists of Accounting, Business, Computer Information Technology, Automotive, Auto Body, Drafting, Electronics, GIS, Tech Prep, CWE, and Perkins IV.
   
   - He explained that the office is still located in T123 and the office hours will be 7:30-4:00 pm.

   - He reminded everyone to turn in their syllabi, including their SLO’S and Final Examination for their class to the division secretary. This is to be completed by the end of the 2nd week of classes (September 4th).

   - Mike introduced our new in house counselor, Helen Leung. He explained that she and Melissa Mandani will be counseling Career Technical Education students and gave the following schedule:

     - **Monday:** 11:00 am-7:00 pm
     - **Wednesday:** 3:00 pm-8:00 pm (3rd Wednesday of each month)
     - **Thursday:** 8:00 am-5:00 pm
     - **Saturday:** By Appointment Only

   - Claudia announced the date for the next articulation meeting for Tech Prep as October 23 to be held at Swiss Park from 8:00 am-3:00 pm. She explained some
new procedures for the upcoming year dealing with the process of articulation. She would like to have the curriculum electronically so she could have everything prepared in advance for ease of articulation. This way the faculty are not filling out so much paperwork on the day of the meeting.

She also discussed a new way of handling credit by examination. A database will be created to keep records and initiate correspondence to inform the student.

She announced an upcoming event regarding Women in the non-traditional workforce being held on September 25 from 7:30 am-3:00 pm at Swiss Park. Mike informed those who receive Perkins IV funds must attend this conference.

Claudia also discussed the SB70 Grant to aid in the relationship between Rio Hondo College and the middle schools. Right now we have a partnership with 2 middle schools in the El Ranch Unified School District. The goal is to explore 15 industrial trades, hold a summer camp and a kid’s camp.

Claudia suggested that we choose a date for the CTE career day sometime in February. It was decided that the 26th would be a good day. It was also decided that the areas would be split between the Drafting department in the upper quad and the Automotive department in the tech quad.

- Mike talked about Perkins IV monies. Being that the funds are Federal there are no cuts, however, there is a new monitor who is questioning everything so you must be careful when completing your application. Next year will be more competitive.

- Mike discussed the problems discovered in the “B” building which were unexpected and caused some delay. We must be out of “C” & “D” by December 18th.

- Mike announced to the group that our part-time faculty budget got cut by $50,000.00. So far the supply budget seems to be intact. As for Perkins funds Mike suggests that the monies get encumbered as soon as possible.

2. Semester News:
   - Division Meetings:
     Division meetings will be held the last Friday of each month with the exception of September 18th and November 20th meeting times for all dates are from 8:30-10:30 am as follows:
     - September 18
     - October 30
     - November 20

- Mike discussed enrollment and his plans for the fall 09 semester. He will let classes run 1 full week before making a decision to close them due to low enrollment. He explained that 18 students was the limit to let a class run, there may be exceptions for new courses never before offered.
• Mike requested that all curriculum be given to Lydia so there is a central place for them to be kept and someone to follow-up with the process. He also announced that any new programs in the area need to be completed by September 19th through curriculum to be sent to the chancellor’s office.

• Mike asked that everyone display their office hours in their office or cubicle as it applies. He explained that each one is responsible to keep their office hours and if something comes up or you are in the lab or can not meet your posted hours you must let Monica know.

• Mike explained to the group that he is still trying to get a first aid/CPR class together for everyone. Nursing dropped the ball last semester.

• Special guest Bob Itatani came and spoke to the group about the handling of disruptive DSP&S students in their class.

3. Old Business:
• Mike announced that the leaders for all SLO’s would be as follows:
  Gary Halvorson for ARCH/DRAF/CIV/GIS/LAND.
  John Frala for AUTO/AUTB/TCED/WELD
  John Frala has volunteered to hold workshops for new instructors regarding SLO’S

• Mike requested that all advisory committee meetings be completed by April 16, 2010. This would include the following departments:
  Drafting
  GIS
  Auto Collision
  Automotive
  AET
  HEM

4. New Business:
• Mike announced that for Spring 2010 Auto Collision classes will be held off campus due to construction of their area. Classes will be held at Eckles Auto Body, 11630 E. Whittier Blvd., Whittier, CA 90601

• Mike handed out the Saturday service hours and dates to all in attendance to be announced to the students.

• Mike showed and explained to the faculty how the hours taught per class are calculated for a 16 week semester.

Meeting adjourned at 11:30 am. The next meeting will be September 18, 2009 in room T102.
Division Meeting
Business & Career Technical Education Division

Minutes
November 20, 2009

Attending Full Time Faculty: Michael Dighera, John Frala, Ed Gonzalez, Gary Halvorson, Warren Roberts, Richard Stein, Jay Sunyogh, Steve Tomory, Gene Blackmun, Julie Huang, Shin Liu, Mercedes Martinez, Rick Shield, Jon Whitford

Attention Part Time Faculty: John Cameron, Ann Solis, Melissa Som de Cerff, Alexia Sokol, Eric Bladh, Claude Martinez, Johnnie Atkins

Not in Attendance: With permission: David Lindy
Without permission: Mar-Sue Ratzke, Lem Williams

General Information:
Welcome:
The meeting was called to order at 8:34 am. Mike welcomed the group. He asked that everyone introduce themselves.

October Division Meeting Minutes:
Mike presented the minutes from October 30, 2009 for approval.
Rick Stein requests 3B to be sent to him (steps to Planning an advisory meeting (hand out).
Motion to accept made by Gene Blackmun and 2nd by Ed Gonzales. All were in favor.

Guest Speaker:
Dorali Picardo will be arriving shortly to discuss articulation.

Banner Wait List:
The decision to have a wait list for classes is no longer up to each division. It has been decided that every class will have a wait list of 10.

Mercedes Martinez would like to have her wait list increased to 15.

Career Technical Education Division’s New Office:
Mike anticipates being in the new office by the end of the semester or early spring semester.

Curriculum:
Jay Sunyogh and Gary Halvorson are working on curriculum for the courses with over 100 transfers. Doralie Picardo provided a needed form to Jay and Gary. They will complete the form and return it to Doralie to be submitted.
The deadline for curriculum to be submitted to Fran to get on the Feb. agenda is November 22, 2009. For signatures on curriculum papers contact Ed Gonzales, Mike Dighera and Shin Liu.

**International Business Degree:**
Julie Huang is working on curriculum to create an International Business Degree. This will be sent to the Business division staff to review. Julie moved to add the International Business Degree to the curriculum. Gene Blackmun seconded. Vote was unanimous.

**New Marketing Certificate of Achievement:**
Gene Blackmun informed the group he is working on a new Certificate of Achievement of Marketing and explained how it will improve the department. Gene moved to add the new Marketing Certificate to the curriculum. Julie Huang seconded. The vote was unanimous.

Also will have an AA or an AS degree with the exception of a few classes. Other schools are keeping the units around 18 for the certificate. We too are going with 18 units. Students will be able to select some of the electives. We added GIS as an elective. Once we have submitted this to the state for approval changes can still be made.

**Microsoft Windows Annual Fee:**
Rio Hondo College Business Division has been working with Microsoft to provide the software for Windows to students enrolled in Business courses. The annual fee for this is due. The cost of the program is $400.00. The division approved the renewal of the annual fee of $400.00. The group decided to have flyers were made and handed out to the Business students. The students will be required to meet with Lisa Sandoval or Elsa Becerra in the Business lab.

Jan Duncan will meet with Lisa and Elsa to discuss what procedure they would like to use for this.

**Program Review:**
The process starts in the fall and is finalized in the spring. Forms needed are on the Rio website. You can cut and paste from a word document. It’s best to print out Data charts separate. Up for review are; Drafting and Auto Collision GIS is doing there’s separately. A few changes are needed and will be done shortly.

**Program Plans:**
Business Division – Last year academic was separate (Logistics, CIT, Management and Marketing). This year there are only two areas. Mike will look into this. Consensus of the Business Division is to keep them separate. Mike will go back and confirm they are listed separate. Unit plan will say separate listing.

**SLO’S**
Program SLO’S with Program Plan
John? and Craig? are looking into theirs. Drafting is in.
Julie Huang is collecting SLO’S. Copies of grades have been requested. Mike would like to have the part timers more involved with the SLO’S.
Part Timers with like courses can have one part time faculty member responsible to meet with the other part timers to do assessments report. The part timer will then meet with the Full time faculty member to verify information. Mike is requesting full timer faculty to inform him of any part timers now willing to participate with SLO’S.

All grades need to be calculated for SLO’S. This includes all of the D’s and F’s.

If there is something you want for your program show it in your assessments in your SLO’S.

Meetings can be called with the part time faculty or a conference call can be done. There is no charge for a conference call. Schedule the call for an hour. If you would like Mike Slavich to be present, schedule this through Monica Francis.

Career Day:
Career Tech date will be Feb. 26, 2010 and Business will be March 12, 2010. The schools to be invited are Santa Fe, Cal High, Whittier and Bosco Tech. Business instructors can give a list to Claudia Romo of any additional schools they want invited. Claudia will send out a save the date.

Summer Session:
Dates and times have not yet been finalized. Judy Pearson anticipates having the dates on December 1, 2009. At this time they are looking at 2 – 5 week session. Late start would be June 21, 2009. Night session would be June 26, 2009.

Flex Day:
Mike would like everyone to take a look at the flex schedule to see if they would like to have a workshop. Mike is considering having a workshop on Perkins / Tech prep. Contact Mike if you would like a specific break out to work on SLO’S.

District Lab:
Excessive paper usage has become a problem. Mike is still working on getting a new card system implemented. This card system is presently being used by the Library. Mike has requested a quote to include our lab. This will allow students to have a prepaid card to use for copies or print jobs. CIT students will get a card with limited copy uses.

One issue is where the funds will be deposited. Profit and replacement is questionable. Paper, Toner and replacement costs quotes will be given by Hewlett Packard. Mike’s request would be that the funds are made easily available for the replacement of supplies.

There is a possibility of having a copier in the district lab. This would be program software driven. Working to have the above implemented by spring.

Banner:
Jon Whitford asked about everyone having access to Banner. Each staff member has an ID number and an email address. Names of any staff not being in contact with the Business division regarding Banner is to be given to Mike.

Parking permits at this time can not be paid on line through banner.

**Security:**
Instructors requesting to be accompanied to their vehicles are being told they can have this service only once a semester. Mike will follow up with Steven Gabriel regarding the lack of security assistance.

**Senate:**
Library / Counseling budget decided to change 50% law. Resolution is being pulled back. May make full control by school.

Minimal qualifications:
May change minimal grades and no grandfather clause. They are going back to reviewing it all.

Articulation Meetings- can do small groups or a conference call.

Senate is working with CIT, Auto & Drafting.

Articulation Agreement Pathways. How students can stay in pathways as well as go outside. 3213 high school articulate your program. Claudia Romo can assist with this.

**Work Orders:**
Regarding the chairs in the upper quad, Monica will put in a work order to have them bolted to the ground. Bolts are missing and chairs may cause an injury to a student if the chair falls to one side.

Contact Monica Francis or Jan Duncan to put in a request for anything needed in the classrooms.
Mike would like all the rooms to be clean and fully stocked with supplies.

Room B118 is missing 5 chairs. These may be in room B119. Mercedes Martinez will look in room B119.

Melissa Som de Cerff informed Mike there is no fire extinguisher in B118 where there is a sign stating there should be one. Jan Duncan will put in a work order for this.

**Cerritos College:**
Congratulations are in order for Shin Liu. She has been elected to the Cerritos College board of trustees.

**Grant Review:**
Shin Liu has been working on a grant for 8 – 10 grand. Mike has signed off on this and has been submitted.
Guest Speaker:
Dorali Picardo was unable to attend meeting.

Meeting Adjourned at 9:39 am.
1) **SPRING SEMESTER 2010:**
   a) Welcome
   b) Introductions

2) **SEMESTER NEWS:**
   a) Division Meetings
      - The last Friday of each month, with the exception of the May 21st meeting times for all dates are, 8:30 am-10:30 am as follows:
         o May 21
   b) New and revised curriculum:
      1. Need motion to create an on-line course out of MGMT 146
   c) **Student Email:** Inform your students to activate their email as it is necessary for critical information and use of the system. They can do so on the Rio Hondo web page.
   d) Grade Sheets and Back Up Documentation

3) **Old Business**
   a) Summer 2010
   b) Fall 2010 career Days
   c) Classrooms (update)
   d) Pay for Print (One Card) May 10-14 installation begins in A & R
   e) Review Logistics flyer

4) **New Business:**
   a) SLO software
   b) Business Lab (Credit) Summer/Fall
   c) South Whittier Educational Center
   d) Perkins IV Funds Approved
   e) Travel & Registration for Perkins Funding
   f) All Staff E-Mail

5) **Adjourn**
Next Division Meeting – Friday, May 21, 2010
Meeting called to order at 2:35 p.m.

1. Welcome and Introductions
   A. Mike welcomed everyone.

2. Last Meeting Minutes
   A. Mike asked that the group review the minutes from the January 27th meeting. After the review of the minutes, Jon Whitford moved that the minutes be accepted. Jeannie Liu 2nd the motion. The vote was unanimous. None were opposed.

3. New Business:
   A. Spring 2012 Division Meetings
      1. These meetings are required for Full Time Faculty. Part Time faculty are always welcome. This would give you flex time.
         a. Thursdays 2:30 – 3:30
            o March 15
            o April 12
            o May 17
      2. Mike asked that Mike Dighera and Jeannie Liu prepare a presentation for the next Division Meeting, March 15th, on a step by step process in revising courses for curriculum committee review.
      3. Mike also announced that sometime in April we are to receive a master copy of the catalog for revisions/corrections. Mike will turn in and keep a master copy of all the corrections made by faculty from each department.

   B. New Programs - Certificate and Degrees
      Mike announced that both the Marketing and Logistics degrees/certificates are in the Launch mode on the Chancellor’s website so they are done.

   C. Budget-District/State
      Mike let everyone know that the next cuts to the budget are going to be harsh. He explained that Summer and Fall would be a roll over from last year but Spring 2013
could see some significant cuts. He explained that he will have an “A” and “B” plan for spring just in case. Once we have completed Summer and Fall the administration will have a better idea of how many FTE’s we will have left. He also informed everyone that he will be looking at fill rates, both at the beginning of the semester and mid-semester, as well as completion rates to create his plan. He does see combined class being eliminated so he suggests that everyone plan accordingly.

D. Curriculum Review
Mike stated that updating curriculum is imperative. He also said that any curriculum at the 100 level that is not updated by the 5 year mark will not be offered in the schedule.

4. Old Business
   • Student Learning Outcomes (SLO)
     Julie stated that the Business division is still behind for Fall.
     Gary mentioned that Manual Perez has not done his for Fall.
     Mike asked that John and Julie run reports for the next division meeting.

   • Advisory Committee
     All departments have had their advisory meeting or have a date planned except for GIS and Auto Collision.

     • The Division Picnic will be held on Saturday, June 2nd. A venue is forthcoming.

A. Next Division Meeting –
   • Thursday March 15, 2012 at 2:30pm.

Meeting was adjourned at 3:31 pm.
Business & Career Technology Education

Division Meeting

Division Meeting Minutes

May 17, 2012

Attending Full Time


Attending Part Time

Douglas Hansen

Attending Manager

Mike Slavich

Approved Absences

John Frala, Jeannie Liu, Julie Huang

Unapproved Absences

Richard Stein, David Lindy

Meeting called to order at 2:32 P.M.

1. Welcome and Introductions

   A. Mike welcomed everyone. Introductions were dispensed with.
   B. Minutes from April 12, 2012 were reviewed and discussed. Motion to approve the minutes was made by Gene Blackmun, and seconded by Steve Tomory, and were approved unanimously.

2. New Business

   A. New program, certificates and degrees (Logistics/Marketing) have been completed and approved by the Chancellor’s Office. Auto has completed the certificates and they are pending approval from the Chancellor’s Office. GIS had the first reading to remove the prerequisites from 281 and 230.
A Transfer Model Curriculum has been developed and streamlined the process for curriculum committee. This model will also give the students guaranteed acceptance into a CSU. There was a discussion regarding the fact that the student may get in but not necessarily in the area of study they would like.

B. Budget-District/State: Mike announced that he will be sending out letters to all part time faculty informing them that there may not be an assignment for them in the fall semester. For those who do have an assignment in the fall semester just tell them to disregard. He told the group that he just wanted to be fair in giving this letter to all part time staff.

Mike explained that he will let the full time faculty choose their load for Spring 2013 but he will be assigning overload and part time faculty and courses being offered.

Mike also explained that times are already getting tight and it will get worse before it gets better. He explained that the evening college supervisor has been let go and all of the deans, directors and vice presidents will have to be evening college supervisors a few times during the semester.

C. Curriculum review: Beginning Fall 2013 there will be no repeatable courses accepted by the Chancellor’s Office. All courses that have the repeatability option on the curriculum must have them removed by the curriculum committee prior to fall 2013 or risk not being able to offer those classes until it is fixed. Most of these courses are in the Auto Collision area.

The cut off for the Spring addendum of the catalog is August 27, 2012.

D. Fall 2012-Is being entered in AccessRio and will look pretty close to the schedule as currently planned. It goes into live registration around July 4, 2012.

E. Financial Aid will be following the criteria of the Chancellor’s Office for gainful employment. In reviewing the list on the Chancellor’s website it was noticed that some of our degrees were not listed and it was asked how do we get our degrees on the list. Mike said he would talk to Elizabeth and Kats to see how we can get our degrees on the approval list.
3. Old Business
   - Student learning Outcomes (SLO)
     - Gary Halverson: DRAF, ARCH, CIVL, GIS, LAND
     - John Frala: AUTO, AUTB, ELCD, AET, WELD
     - Julie Huang: MGMT, MRKT, CIT, ACCT

   There were complaints that the SLO system is not working properly.

   - Advisory Committee Meeting Dates Needed: All Advisory Committee Meetings have been completed.
   - Perkins IV Budget: We will wait for results from the application.

4. New Business
   - Commencement is Thursday, May 24th, so get your cap and gown order into the bookstore.
   - Division Picnic, Saturday, June 2nd, and the flyer has been emailed
   - Other: Mike went around the room for any further comments. There were none.

5. Adjourn: Motion to adjourn, Marius, seconded by Rodolfo, meeting ended 3:21 P.M.
Attending
Jay Sunyogh, Gary Halvorson, Warren Roberts, Carl Anderson, David Lindy, Marius Dornean,
Mercedes Martinez, Jon Whitford, Jeannie Liu, Shin Liu, Julie Huang, John Frala, Rick Stein (arrived at 2:54 pm)
Faculty Absent:
Steve Tomory, Michael Dighera who were at Skills America in San Diego.
Gene Blackmun, Rudy Rios.

Called to order
The meeting was called to order at 2:36 p.m.

Meeting Minutes
After the review of the minutes from the last meeting Carl Anderson moved to accept as read, John Frala 2nd and the vote was unanimous.

Guest Speaker:
Matt Koutroulis came to talk to the group about SLO entry. He explained what information the accreditation committee will look for such as quality and consistency. SLO’s mostly represent the objectives and exiting skills. There should be a minimum of two active SLO’s per course and courses that are not offered every semester can be entered every 2 years. He explained that by tying equipment needs to learning outcomes that is can help a department acquire what is needed.

Summer 2013 Schedule
Mike announced that summer is complete and open for viewing in Access Rio.

Part Time Printing Limit
Mike announced that the limit set for part time printing has not brought about any complaints.

Enrollment
Mike advised everyone that we may experience a dip in enrollment due to the partial recovery of the economy and the new restrictions being applied to financial aid students.

Advisory Committee Meeting Dates
Mike confirmed that all departments with the exception of Logistics have set their dates for the advisory meetings. Mike will check his available dates for a Logistics meeting.

Brochures
Mike announced that CTE received their brochures so the business faculty should check with Jan about receiving theirs.

Committee Reports
A. Senate: Elections are coming up. Jon Whitford volunteered for next year if no one else wanted to. Shin asked to be replaced as the meets conflicted with her class. John Frala will be running again for the board.
B. **Curriculum:** Nothing much to report at this time. Everything has been turned in and through the process.

C. **ICT:** Nothing to report at this time.

**Upcoming Interviews:**

- Interviews for the part time pools will occur as follows:
  - Logistics: May 17 from 9-11.
  - Welding: May 17 from 1-3.
  - Civil: May 7 & 9 from 2-5.

**Adjourned**

Meeting was adjourned at 3:40pm.
August 1, 2012

Dear Career Technical Education Faculty,

The start of a new school year in Fall 2012 is coming quickly. Flex day will occur on Friday, August 17th at 8:00 am in the Wray Theatre. Part-time faculty are welcome to attend flex day, although it is not mandatory.

Following lunch on Flex day each division will take 3 hours to enter all SLO’s as well as linking them to degrees/certificates where applicable. This is required by the ACCJC, our accreditation agency, who will be requiring a written report regarding this very subject in October making the completion of this project critical and time sensitive. The Career Technical Education and Business Divisions will be meeting in B-107 from 1:00 to 4:00 pm to enter program SLO’s and meet as a Division.

If you are a part time employee you are welcome to attend, however, attendance is not required. Flex day begins on August 17th at 8:00 am for those of you who wish to participate in the whole day affair. If you are part-time and wish to attend either Flex day, August 17th and RSVP to Lydia Corrales by no later than August 10, 2012. You may reach Lydia via e-mail at lcorrales@riohondo.edu.

As a side note: All full time faculty please hold Friday, September 21 from 8:00 am to 1:00 for a division meeting on course offerings for Spring 2013.

I look forward to seeing all of you.

Mike Slavich
Dean, Career Technical Education Division
Rio Hondo College
562-463-7368