



## Behavioral and Social Sciences

### AGENDA for DIVISION MEETING

Friday, January 24, 2014

1:00 p.m. – 2:30 p.m., A208

#### 1) New Business

- a) Welcome back and introduction of new faculty.
- b) Lorraine's Catalog Matrix – need to update courses
- c) End of year Party at Rebecca's house – Save the Date – Saturday, May 10<sup>th</sup>.
- d) SLOs – for accreditation we need to have as many courses as possible with data. Full and part time need to input their data. Full time faculty are responsible for assessment reports
- e) Summer and Fall 2014 Schedules  
**Due back to René** February 7<sup>th</sup>.
- f) The Division meetings for spring 2014 will be held on: February 27<sup>th</sup> and April 24<sup>th</sup>.
- g) Printing

#### 2) Curriculum Items

#### 3) Committee Reports

Curriculum Committee: Scott  
RHCFA: Colin  
Academic Senate: Adam  
Honors: Colin  
Safety Committee: Brian  
Staff Development Committee: Kelly  
CDC: Sondra  
ITC: Mike  
Study Abroad: Melissa

#### 4) Old Business

**Next Division Meeting – Thursday, February 27<sup>th</sup> @ 1:00 in A208**



## **Behavioral and Social Sciences**

### **AGENDA for DIVISION MEETING**

Thursday, February 27, 2014

1:00 p.m. – 2:30 p.m., A208

#### **1) New Business**

- a) Memorial Scholarship  
Helen and Joelene Amaya
- b) Election of 2 Senators  
Barbara and Brian's seats are up
- c) Stipend Applications
- d) Taste of Rio basket - \$150.00 value. Due April 25
- e) Reminder  
End of year Party at Rebecca's house – Save the Date – Saturday, May 10<sup>th</sup>

#### **2) Curriculum Items**

Econ - GE area 6 approval for 106 & 135 (135 is cross listed we need Pols too)  
CSU-GE, its areas D2 and D8, IGETC, its areas 4B and 4H

#### **3) Committee Reports**

Curriculum Committee: Scott  
RHCFA: Colin  
Academic Senate: Adam  
Honors: Colin  
Safety Committee: Brian  
Staff Development Committee: Kelly  
CDC: Sondra  
DEC: Mike  
Study Abroad: Melissa  
SLO: We need someone to replace Sondra for this committee.  
Meets 3<sup>rd</sup> Thurs of month 2:30-3:45

#### **4) Old Business**

**Next Division Meeting – Thursday, April 24<sup>th</sup> @ 1:00 in A208**



## **Behavioral and Social Sciences**

### **AGENDA for DIVISION MEETING**

Thursday, April 24, 2014  
1:00 p.m. – 2:30 p.m., A208

#### **1) New Business**

- a) Teaching and Learning Institute
- b) New Website – A Peek  
Mission Statements still needed from some departments
- c) SLO's
- d) Field Trips
- e) ITC and SLO committee representatives
- f) Rebecca's Party  
Saturday, May 10<sup>th</sup> at 4:00  
4520 Blackthorne  
Long Beach

#### **2) Curriculum Items**

#### **3) Committee Reports**

Curriculum Committee: Scott  
RHCFA: Colin  
Academic Senate: Adam  
Honors: Colin  
Safety Committee: Brian  
Staff Development Committee: Kelly  
CDC: Sondra  
DEC: Mike  
Study Abroad: Melissa  
SLO:

#### **4) Old Business**

**Next Division Meeting – Friday, August 22nd @ 1:00 in A208**



## Behavioral and Social Sciences AGENDA for DIVISION MEETING

Friday, August 21, 2015

1:00-2:30 p.m. in A208

### 1) New Business

- Welcome to our new adjunct faculty
- Welcome Rudy Santa Cruz – Full Time BSS and Pathway to Law School Counselor
- Guest: Michelle Bean – Writing Resource Center
- Guest: Leigh Ann Unger – Admissions and Records Director
- Tina's absence/Welcome Pat Slavich
- Marisela's new position
- FLEX Letter
- Enrollment Issues – Consulting Firm, BSS enrollment
- Mandated Reporter Training
- Online Teaching Certificate Completion
- Installation of door blocks
- AV Training for new equipment in S336 today at 3:00
- New/Edited finals schedule should now be posted online
- Program Plan/Review: Program Plans due October 23<sup>rd</sup>. Political Science is up for Program Review
- Division Matrix

### 2) Curriculum Items

#### Motion:

- Asking for Division approval to offer Phil 110H, Phil 112H as honors classes

#### Motion:

- Asking for Division approval to offer Hist 101H and Hist 102H as honors classes

#### Motion:

- Asking for Division approval to offer Econ 101 and 102 as Hybrid classes

### 3) Committee Reports

Curriculum Committee:

RHCFA: Jill?

Academic Senate: Kevin. Adam

Honors: Colin

Safety Committee: Brian

Staff Development Committee: Kelly

CDC: Sondra

Virtual College Coordinator: Colin

Study Abroad: Adam

SLO: Adam

### 4) Old Business

**Next Division Meeting – October 29, 2015**



## Behavioral and Social Sciences

### AGENDA for DIVISION MEETING

Friday, August 22, 2014  
12:00 p.m. – 2:00 p.m., A208

#### 1) Current Events

- a) Welcome – Opening remarks: Student Success in the classroom
- b) Enrollment concerns
- c) IGETC, Cal State and Rio Hondo GE requirements – where do YOUR classes fit in?
- d) Accreditation Website
- e) Course Expectation Website
- f) Pathway to Law School
- g) Academic Honesty – faculty options
- h) CBA – new stipulations regarding SLOs, Online Certification
- i) Minimum Qualifications
- j) History interviews will take place November 21<sup>st</sup>
- k) Honors classes – offer on T/Th
- l) Introduce grad and transfer requirements and why a copy will be in each classroom
- m) Give students add codes on 1<sup>st</sup> day
- n) Schedules for Intercession, Spring, Summer and Fall 2015
- o) Due back to René on Wednesday, August 27, 2014 (this deadline is for the intersession and spring)

#### 2) Curriculum Items

#### 3) Committee Reports

- p) Curriculum Committee
- q) RHCFA: Colin
- r) Academic Senate: Adam
- s) Honors: Colin
- t) Safety Committee: Brian
- u) Staff Development: Kelly
- v) CDC: Sondra
- w) ITC: Brian
- x) DEC: Mike
- y) SLO:
- z) Study Abroad: Melissa

#### 4) Old Business

#### 5) New Business:

2:00 – 3:00 Department faculty meetings to discuss SLO assessments.

Our next division meeting will be Thursday, September 25<sup>th</sup> 1:00-2:30



## Behavioral and Social Sciences

### AGENDA for DIVISION MEETING

Thursday August 23, 2014  
12:00 p.m. – 2:00 p.m., A208

#### 1) Current Events

- a) Book Store Presentation – Federal Higher Education Opportunity Act of 2008 – Andrea
- b) Locksmith issues – Harry
- c) Syllabus collection (**all** SLOs listed on syllabi)
- d) History paper screening
- e) Unit Plan team volunteers (Per Kenn Pierson)
- f) Emergency Drill feedback
- g) Print shop – any new horror stories?

#### 2) Curriculum Items

The philosophy department would like to add the following agenda items, please:  
Division approval for new honor's courses:  
Phil 110H, Phil 112H, Phil 128H / Pols 128H

#### 3) Committee Reports

- b) Curriculum Committee: Scott
- c) RHCFA: Colin
- d) Academic Senate: Adam / Kevin
- e) Honors: Colin
- f) Safety Committee: Brian
- g) Staff Development: Kelly
- h) CDC: Sondra
- i) ITC: Brian
- j) DEC: Mike
- k) SLO: Adam
- l) Study Abroad: Melissa

#### 4) Old Business

#### 5) New Business:



Rio Hondo College  
**Kinesiology, Dance, and Athletics**  
Division Meeting Agenda

April 14, 2015

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1. Welcome / Introductions
2. Summer / Fall 2015
3. Athletics – Foothill Conference future
4. Facilities – Smith Park, baseball paving, bleacher repair, security wall in Athletic locker rooms, soccer field, diving boards, PE 301, parking permit dispenser
5. Updates:
  - a. Athletic Coordinator(s)
  - b. Athletic Trainer
  - c. Budget
  - d. Coaches – Coach Salazar earns his 400<sup>th</sup> win
  - e. Counseling
  - f. Curriculum - Kathy online KIN 194, wait list numbers
  - g. Dance
  - h. Equipment
  - i. Fitness Center
  - j. General Office – new printer, copier, scanner
  - k. Senate
  - l. SLO's
6. Other business: Log book for weight room (Senk)

**Important Dates:**

- April 16 – Last day to drop full semester course
- May 1, 2015 – Taste of Rio
- May 4-5 – So Cal Joint Conference meeting, Ventura
- May 12, 2015 – Division Meeting
- May 28 – Graduation
- May 30 – Last day of spring semester
- June 8 – First day of summer session



Rio Hondo College  
**Kinesiology, Dance, and Athletics**  
Division Meeting Agenda

February 10, 2015

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1. Welcome / Introductions
2. Summer 2015
3. Athletics
4. Facilities
5. Updates:
  - a. Athletic Coordinator(s)
  - b. Athletic Trainer
  - c. Budget
  - d. Coaches
  - e. Counseling
  - f. Curriculum
  - g. Dance
  - h. Equipment
  - i. Fitness Center
  - j. General Office
  - k. Senate
  - l. SLO's

6. Other business:

**Important Dates:**

- February 18, 2015 – Board Meeting
- March 10, 2015 - Division Meeting





Rio Hondo College  
**Kinesiology, Dance, & Athletics**  
Flex Day Division Meeting  
Minutes  
August 22, 2014

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**In Attendance:** Armando Ayala, Elizabeth Curtis, Teddi Esko, Caprice Gonzales, Steve Johnson, Paul Lona, Carol McDowell, Elaine Martinez, Russell Muir, Margie Muñoz, Kelly Okamoto, Kathy Pudelko, Karen Safrit, Mike Salazar, Jodi Senk, Robin Siara, Jennifer Tanaka, Bianca Urquidi, **Kristina Karmiryran**

- 1. Introductions/Guests:** Dean Hebert introduced new adjunct; Liz Curtis, Elaine Martinez, Kristina Karmiryran, and Karen Safrit. Also, Sam Komolafe, PT Equipment Attendant.
- 2. Accreditation – Vision, Mission, and Values statements:** Dean Hebert encouraged everyone to have a working knowledge of the Rio Hondo College Vision, Mission, and Values Statements in preparation of the Accreditation visit.
- 3. Hiring committee for new full-time tenure track instructor/coach:** HR will create a timeline and full time faculty are encouraged to join the hiring committee.
- 4. Spring 2015**
  - a. Winter Intersession attached to spring semester:** Begins January 5, 2015 and ends January 25, 2015. Intersession grades will not be posted until the end of the full spring semester; hence intersession courses cannot be used for eligibility purposes. Any questions or concerns regarding intersession should be brought to Van Priest, Academic Senate President.
    - Men's and Women's Basketball will begin January 5, 2015.
    - Spring sports season will begin January 12, 2015.
    - A start date for the Fitness Center has not been determined.
    - KIN193, CPR & 1<sup>st</sup> Aid and KIN290, Internship for Athletics will be offered.
  - b. New full-time instructor:** Aquatics coaching position is not gender specific.
- 5. Facilities:** Baseball foul poles, Volleyball standards, TRX machines, and **Matrix** were purchased over the summer.
  - a. Pool – retaining wall:** **Slow progress due to some poor planning on the part of the contractor.**
  - b. Softball Field – right field wall:**
  - c. Guard rail – entrance to KDA:** Installed
  - d. Soccer Field – timelines for demo and construction:** Demo should begin the Monday of fall finals, December 8, 2014 with an approximate completion time of eight (8) months. Dean Hebert recommends soccer

coaches begin to look for outside locations for team practice and possible home game locations in the event the timeline is not met.

- e. **Baseball:** Requested all turf on field and to include paving on exterior and to remodel bleachers. This will be part of Facilities master plan. Dean Hebert assured Head Baseball Coach, Mike Salazar will be included in the renovation discussion.
- f. **Fitness Studio/ Wrestling gym (Spring):** The completion of this renovation should be in time for spring 2015. The district will be funding the new practice mats.
- g. **Weight Room PE 137 – rules, new matrix and moving of equipment:**
  - The squat racks have been moved and mounted to a safer location in the classroom and is ready for the fall semester.
  - Dean Hebert reminded instructors to leave the classroom clean, play music, and the monitor should be used as an educational tool not for entertainment.
  - The new fitness studio will also have a TV monitor.

## 6. Policies/Procedures

- a. **Email communication:** When communicating via e-mail, please be sure to include everyone involved. It is better to *over*-copy than to not include someone.
- b. **Phone Margie 562-908-3409 with class cancellations or running late, call me (951-295-0375) if you do not speak to Margie...please do not just leave a message**
- c. **Syllabus on file with SLO information included:**
  - Please forward an e-copy of your syllabus(bi) to Margie and be aware it must include SLO's.
  - SLO's only need to be reported once a year.
  - Adjuncts are exempt from reporting.
- d. **Parking:** A trash dumpster has taken a few staff parking spaces; they will be removed upon completion of their work in the soon to be Wrestling Room.
- e. **Fitness Center reminders (dust concerns, student comments):**
  - Dust has become a large concern, there is no longer a student assistant to clean and dust daily.
  - The faculty member on floor duty should be fully engaged in the class and refrain from texting, using computer, or reading the newspaper.
- f. **Office Hours:** Please post current office hours on your window.
- g. **Chain of Command:** Concerns should be brought to the attention of Dean Hebert first.
- h. **Computers/Printer ink:** Reminder that only black ink will be purchased for individual printers. Dean Hebert will continue to pursue a network copier to be placed in the faculty lounge.
- i. **Printing Services should be utilized whenever possible:** Please order printing early; forms can be used or requests may be e-mailed.
- j. **Keys:** n/a

- k. **Children, pets and/or friends on campus:** Over the summer sessions many children were on campus. As a reminder, it is a Board Policy that no children should be on campus.

I. **Student Success**

7. **Program Managers:** Dean Hebert thanked the faculty that took the lead in the following areas:

- Mike Salazar, Kinesiology
- Bianca Urquidi, Athletics
- Alyson Cartagena, Dance – It is assumed that Alyson will continue to assist while being on sabbatical as she is the only full-time dance faculty.

8. **Updates**

- a. **Athletic Trainer:** Russell shared his progress on creating a Certificate of Achievement for Athletic Training

**Motion** by Steve Johnson to accept the COA proposal as presented by Russell Muir

**Seconded** by Mike Salazar

Call for **discussion**

Call for **vote:** Unanimous yes

- b. **Coaches:** Kathy Pudelko stated the issue of Coaching Stipend increases will be brought up in the next negotiations session.

- c. **Counseling:** n/a

d. **Curriculum:**

- Armando Ayala reported that the move to Curricunet will be ready by the end of the semester.
- Several courses are in need of rewrite:
  - KIN126 – Senk
  - KIN127 – Senk
  - KIN157 – Open (possible new FT faculty)
  - KIN188 – Tanaka
  - KIN192 – Pudelko
  - KIN193 – Ayala
  - KIN195 – Pudelko
  - KIN197 – Muir
  - KINA101 – Pudelko
  - KINA108 – Hinze
  - KINA124 – Tanaka
  - KINA134 - Pudelko
  - KINA136 – Cartagena
  - KINA158 – Cartagena
  - KINA213 – Salazar
  - KINA218 – Hinze
  - KINA239 – Muir

*At this time President Dreyfus, VP Pierson, and Trustee Vicky Santana joined the meeting. President Dreyfus thanked everyone for a great year, and knows that this year will be even better. VP Pierson noted KDA will have a new full time faculty*

member and that the updated, more detailed faculty handbook will be available on-line Monday, August 25, 2014. Trustee Santana thanked everyone for their success with student athletes.

**e. Dance – Alyson on sabbatical:**

- While Alyson is on sabbatical; Carol McDowell will instruct the DANC172, Dance Repertory and DANC180, Dance Performance. Students must be enrolled in both classes. Dean Hebert will visit each class to ensure everyone is enrolled.
- Carol expressed concern with the steps stored at the side of classroom PE139 and would like a place to store them. Dean Hebert will look for a proper storage location.

**f. Equipment:**

- Paul Lona wished all teams a great season.
- Soiled laundry should be placed in the gray buckets – please do not leave on the counters.
- Please secure the gym door when leaving, it has been left unlocked.
- PT Equipment Attendant, April Hayman, has resigned. The position will reopen.

**g. Fitness Center:**

- Kathy Pudelko reported the syllabus is now on-line for PE230. As a reminder, students cannot pass without completing the blood pressure component. Signs will be posted.
- Floor supervisors should familiarize themselves with the PE230 syllabus.
- Discussion on monitoring students visits to the restroom visits.
- Students have been in the Fitness Center that are not enrolled; Kathy reminded instructors to keep a close eye that students log-in.

**9. MQ's – Signatures required with/without changes:** Mike Salazar reviewed the minimum qualifications for Dance, Coaching, Kinesiology, and Health.

- Staff will have input on the equivalency section.
- Discussion ensued
- Salazar will forward changes to all full time faculty and go with the recommendations of the majority. Recommended changes will be forwarded to Human Resources.

**10. SLO's**

- a. Contractual Obligation:** Dean Hebert reminded staff of the importance of SLO's and completing the assessments. He recommends we assess one class at each division meeting for the 2014-15 year as a group. He encourages staff to do one more assessment of courses.
- b. Assessment of KIN 194:** Scheduled to assess at September division meeting.

**11. Other business:**

- Everyone should be aware of low-enrolled courses in our division. Please note the following courses and encourage students to enroll.

- DANC150 World Dance – 70712
- KIN131 Structure & Analyses – 73715
- KIN191 Personal Issues – 73716
- KIN196 Fitness & Wellness – 73787
- KINA258 Yoga II – CRN73183

**12. Important Dates:**

September 9, 2014 – Division Meeting – Conference Room 107

September 10, 2014 – Board of Trustees Meeting – Boardroom



Rio Hondo College  
**Division of Kinesiology, Dance, and Athletics**

**Flex Day Division Meeting Minutes**

**January 30, 2015**

**1:00 pm**

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**In attendance:** Armando Ayala, Alyson Cartagena, Mike Hinze, Steve Johnson, Kathy Pudelko, Kirsten Rich, Mike Salazar, Jodi Senk, Jennifer Tanaka, Caprice Gonzales, Paul Lona, Julie Breihan, Liz Curtis, Kristina Karmiryan, Russell Muir, John Hennigan, Rachel Lopez, Elaine Martinez, Lisa Jay, Karen Unger, Carol McDowell

1. **Welcome / Introductions:** Attendees introduced themselves, and Dean Hebert introduced Kirsten Rich, new full time faculty member and Aquatics Coach.
2. **Spring '15 Schedule Information & Update on 2 year schedule:**
  - Due to Memorial Day falling on finals week, the spring 2015 final exam schedule is different than the past. Dean Hebert cautioned faculty to view the schedule carefully prior to informing students of their final exam date or placing on a syllabus.
  - Margie has been working on entering the course schedule through spring 2017. It is a “bare bones” schedule to avoid having to make several changes or cancellations. All courses will be assigned to “Staff” with the exception of the courses assigned to intercollegiate teams.
3. **Summer Schedule –**
  - First Five-Week Session – June 8 – July 10
  - Ten-Week Session – June 8 - August 14
  - Eight-Week Session – June 8 – July 31
  - Six-Week (Evening) Session – June 22 – July 31
  - Second Five-Week Session – July 13 – August 14
4. **Athletics –** Website timelines for Presto launch:
  - Dean Hebert has hired **Chris Ruiz** Sports Information Director (SID) from LBCC to work on the KD&A website.
  - Head coaches should forward head shots of individual players as well as any videos immediately.
  - Kevin Akiyama will take over as soon as the site is ready.
5. **Facilities:**
  - Retaining Wall – The walkway will be ready by next week, allowing the installation of the diving boards.
  - Wrestling/Fitness Studio - PE301. The floor mats have been laid out and the wall mats should be done today. These items were paid for by the district.
  - Softball – The construction correction should be complete next week.
  - Soccer – The bids are in for the renovation of the soccer field and should be awarded in time to be placed on the March Board Meeting agenda. Soccer will be off campus fall 2015.
  - Baseball –The Baseball field improvements are in in the program plan.
  - Locker Room – Fourteen (14) student athletes were affected by the recent break-in. The district has agreed to fund replacement items. Dean Hebert

is actively pursuing quotes on caging the entrance to the team locker rooms.

- Pool Rental – Due to the success of the recent Gym rental; the pool has been rented for the La Serna HS Water Polo playoffs. Dean Hebert is working on an agreement with a local club team to rent the pool. The income generated will benefit aquatics and athletics.

**Question:** When will the outside of locker room wall be repaired? Dean Hebert responded that bids for the repair have been received and James Poper will be presented them to President Dreyfus.

## 6. Updates:

- Athletic Coordinator(s): n/a
- Athletic Trainer: Russell Muir, the Athletic Trainer did not have an announcement. Dean Hebert took this time to let coaches know the Athletic Trainers office hours will be posted weekly allowing coaches to be aware of availability. Russell responded that this issue is up for dispute. He also wanted the coaches to be aware that student athletes will not be attended to in a timely manner due to this issue. Coaches are to expect a longer wait time to treat athletes. Dean Hebert **acknowledged** that this is Russell's opinion. ~~and is entitled to such.~~
- Budget – End of year items for athletic department:
  - Dean Hebert urged coaches/instructors to check inventory and budgets. Please obtain quotes and submit to Dean Hebert as soon as possible. Let's try to avoid the bottleneck of spending at the end of the year.
  - Should KD&A recoup the 20% budget deduction, Dean Hebert plans on purchasing a network printer/copier.
- Coaches –
  - Karen Unger - Tennis has a larger team this year
  - **Mike Salazar – Bobby Laframboise has been visiting the team providing** inspiration. Also made note his appreciation to the Athletic Trainer, Russell Muir and the Eligibility Clerk, Francine Arriaga for assisting with eligibility.
  - Kirsten Rich, Swim has 32 student athletes with 2 red shirts. The ratio is 2/3 men, 1/3 women.
  - Jennifer Tanaka has agreed to mentor new hire, Coach Rich.
  - Jennifer Tanaka, Women's Soccer has 5 sophomores committed to transfer.
  - Carol McDowell, Dance noted a successful turnout for the Nutcracker performance at Rose Hills on
- Counseling – Dennyse Clark remains the Athletic Counselor and will schedule five (5) athletic counseling hours a week. Dean Hebert may hire someone for an additional three (3) hours per week. In the event of a spring course cancellation, Dennyse will increase the hours to eight (8).

As a side note to athletics; Dean Hebert announced the free tutoring available for athletes in the Learning Assistance Center (LAC) located in the Learning Resource Center (LRC). Dean Hebert stressed the need to be respectful of the surroundings as they are representing RHC Athletics. He will forward all information regarding tutors to coaches.

Dean Hebert recommended instructors avoid adding students to on-line courses that are filled; instead refer students to open / low enrolled on campus courses.

- Curriculum – out of season KINA 147 and 159 courses must fill (combine):
  - KINA147 & 159 currently have a cap of 40 students each. Coaches must fill these courses or they may have to be combined with another course and share the load.
  - Spring 2015 enrollment is low and health courses are struggling even after reducing the amount of offerings. On the contrary, a second Introduction to Kinesiology course is being offered and filled immediately as did the activity courses.
  - There was a discussion that perhaps updated, more current course names would improve enrollment. For instance, Aerobics will have its name changed to Cardio Boot Camp, effective fall 2015. Another suggestion would be a 4-year degree in our area. Having more of our courses apply to more areas of the GE/Transfer degree may also help. For instance DANC199, Dance Appreciation fits in two areas and is articulated.
  - Fran Cummings is the new Curriculum Chair
  - Armando Ayala reported Curricunet may be ready this spring.
  - Course revisions will be accepted annually beginning fall '15.
  - Thanks to Alyson Cartagena for assisting with the Dance re-writes.
- Dance –
  - Carol McDowell reported the Dance Collective will perform two dances for the upcoming ACDA Conference.
  - May 7 – May 9 is the Evening of Dance. Auditions will begin on February 9, 2015.
  - Signs will be posted to advertise enrollment in DANC180 Dance Performance and DANC182 Dance Ensemble.
  - Alyson will continue to work on the AA degree in Dance and Dance Program Brochure.
- Equipment –
  - Caprice reminded coaches to notify equipment staff of any changes in game or practice schedules.
  - Be sure to lock doors and clean up any area you use.



- Dean Hebert shared the part time equipment staff may be used as a substitute for the full time staff if and when necessary to insure coverage.
- Fitness Center
  - Kathy Pudelko distributed a new Fitness Center manual.
  - The Leg Press machine in the black area is wearing out. Please keep a watchful eye.
  - The #1 treadmill needs to be replaced.
  - Fitness Center instructors should notify Margie if they cannot make a shift. Please do not leave a voice message if Margie is not available. Continue to call or contact another staff member.
  - Trading shifts will be logged on a weekly basis on a calendar in the Fitness Center.
  - Julie is looking for an easel to display a poster for KINA230 to use for one month. Dean Hebert will look around.
  - Kathy Pudelko will e-mail all students enrolled in KINA230 to remind them of the requirements. FC Floor instructors should continually remind students of the requirements.

Dean Hebert cautioned instructors from promising an incomplete to students.

- General Office –
  - Margie informed staff of office moves for Kirsten Rich, Mike Lowe, Mike Tellez, adjunct office, and student registration office to which Dennyse Clark will have the key.
  - Full time faculty should forward spring 2015 office hours.
  - Please be aware staff mailboxes have been rearranged.
- Senate – Steve Johnson noted the February 3<sup>rd</sup> meeting may be cancelled.
- SLO's –
  - Instructors should include every single SLO possible on the syllabus, but only have to assess one of your choice.
  - SLO's and Assessments must be tracked for program review.
  - The recommendation for a 3 unit course is 5 SLO's, and 2-3 SLO's for a 1 unit course.
  - Alyson Cartagena demonstrated the process of assessment.

## **7. Other Business:**

- The Fitness Center summer hours have not been determined.
- There is an order to have locks placed on the Men's and Women's restroom doors leading to the locker rooms.
- Coach Johnson announced the Coaches vs Cancer games on Saturday, February 7, 2015. Items being sold: T-shirts \$15, Bags \$5, Pompom's and key chains \$1, Raffle tickets \$2.

**Important Dates:**

- February 10<sup>th</sup> - Division Meeting
- February 13<sup>th</sup> & 16<sup>th</sup> – President's Holiday, Campus Closed
- February 18<sup>th</sup> – Hosting High School W. Water Polo playoff (La Serna High)
- February 18<sup>th</sup> – Board Meeting

Meeting adjourned 2:45pm



Rio Hondo College  
**Kinesiology, Dance, and Athletics**  
Division Meeting Minutes

March 10, 2015

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**In attendance:** Steve Hebert, Paul Lona, Bianca Urquidi, Caprice Gonzales, Jodi Senk, Kirsten Rich, Armando Ayala, Lisa Jay, Jenni Tanaka, Steve Johnson, Alyson Cartagena, Margie Muñoz

1. **Welcome / Introductions:** Lisa Jay, adjunct yoga instructor, was introduced.
2. **Summer / fall 2015:** Dean Hebert has received requests to adjust hours on some of the summer courses. He will discuss with V.P. Pierson, and make the change if approved.
3. **Virtual College Name Change – Office of Online Education:** All faculty teaching an on-line course must be certified by the Office of Online Education by Fall 2015. Exam is available via AccessRio.
4. **Athletics – Presto Progress/Questions, Conversation with Carlyle Carter.**
  - Dean Hebert sent screen shots of the new website to all coaches. The target date to be up and running is April or May. Coaches can view Long Beach CC website to get an idea of how RHC's will look and work.
  - **Dean Hebert will have a conversation with** Carlyle Carter, CEO of CCCAA, **communicating that the Foothill Conference** may disband unless new members join. Current Foothill Conference teams will be divided up amongst other conferences should this occur. The 15/16 season will remain intact, but the 16/17 season is in question. Please forward any input to Dean Hebert.
5. **Facilities –**
  - Timeline for soccer – Bulldozers are expected next week.
  - New wrestling/yoga room – No change
  - Building repair – No change
6. **Updates:** AB 1432 Mandatory Reporter Training all employees (annual) beginning July 1, 2015. This training on child abuse reporting will be available on line to all staff. Reports will be submitted to the Sheriff's Department. The question was asked about Flex Credit for this training. A recommendation would be a break-out session.
  - a. **Athletic Coordinator(s):** Bianca reminded everyone to submit quotes for the 15/16 year. Lecture instructors should forward their classroom needs to Dean Hebert as soon as possible.
  - b. **Athletic Trainer:** No report.
  - c. **Budget:** Last date to order instructional supplies is April 10<sup>th</sup>. If the 20% reduction in our budget is restored, it will be used to purchase a network printer.
  - d. **Coaches**
    - Coach Johnson reported the Women's Basketball finished 12&15. This season the team had 14 freshmen and faced several challenges with injuries and eligibility. Dean Hebert commended Coach Johnson on how well he handled the eligibility issues.
    - Coach Tanaka, Women's Soccer, reported that 3 of the 5 sophomores have committed, the other 2 have accepted. All 5 will

be transferring. There will be a signing scheduled and new recruits will be invited.

- Dean Hebert noted that 3 Men's Soccer players had a signing and photos and information will be on the social media sites.
- Coach Rich, Men's & Women's Swimming will have a home meet on March 20<sup>th</sup>.
- Coach Urquidi, Softball, is 2&1 in conference.
- Men's Basketball made it to the 2<sup>nd</sup> round of playoffs/
- Women's Tennis won 5-4 vs. Long Beach
- The question was asked why the priority registration date was moved up for summer. One reason would be that early registration may be used as a recruiting tool.
- Jodi Senk provided a list of courses being offered at the El Monte Educational Center (EMEC) this summer. She also made note of the perks of taking a course off-site; parking is free, the location is convenient with state of the art classrooms.
- Signage will be made to highlight the Fitness Specialist Certificate Program and distributed to high schools to promote.

**e. Counseling**

- Coaches should check Dennyse's hours and provide the priority registration list immediately. Priority registration for athletes is March 25<sup>th</sup>.

**f. Curriculum**

- Armando reported that Curricunet will be available soon.
- Major changes will be on an annual cycle to be addressed each fall.
- IGETC & GE requests should be filed by December and articulated with the 4 year schools.
- There is an issue with Arts regarding units and hours.
- There was a discussion regarding KIN192, Women's Personal Health.

Steve Johnson **motioned** to revise KIN192, Women's Personal Health

Bianca Urquidi **seconded** the motion

Call for **discussion**

Call to **vote**: Unanimous **AYE**

- Kathy Pudelko is currently putting a committee together for the new Coaching Certificate. There was a recommendation to contact the local Boys & Girls Clubs, high schools, and Coaching Specialist Hortencia Vasquez.

**g. Dance**

- Dance courses have been approved by curriculum allowing the AA in Dance to move forward.
- There were a few minor changes made to the degree by adding KIN classes
- At this time there is not a TMC at state level.

Alyson Cartagena made a **motion** to submit the AA Dance Degree to Curriculum

Jodi Senk **seconded**

Call for **discussion**

Call to **vote**: Unanimous **AYE**

**h. Equipment**

- Dean Hebert thanked Caprice for her help in coordinating the dispersal of old/used equipment to salvage.
- A pool was created for the PT equipment position. Currently there are 9 applicants.
- On this note; Dean Hebert noted there is also an open pool for an Athletic Trainer, to be used as a substitute should the need arise.

**i. Fitness Center** – No report. Dean Hebert mentioned the passing of Jennifer Barnagian's husband. She is a frequent user of the Fitness Center. Julie has a sympathy card.

**j. General Office**

- Let Margie know if you need business cards or supplies

**k. Senate**

- Senate meetings are held on the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of the month
- The division needs a 2 year committee from a FT faculty member. Kirsten Rich offered to share the duties and would like spring if another member will be the representative in fall.

**l. SLO's**

- Due to a computer glitch, Alyson was unable to show a PowerPoint presentation on the SLO Symposium on March 6, 2015. She will e-mail to everyone.
- She also passed out a 5 question questionnaire to the faculty members present.

**7. Other business:**

**Important Dates:**

- March 11, 2015 – Board Meeting
- March 17, 2015 – Emergency Preparedness Drill (7:30pm)
- March 25, 2015 – Athletics Priority Registration
- March 30 – April 3 – Spring Break - CCCAA convention March 30-April 3
- April 14 – Division Meeting
- April 16 – Last day to drop full semester course
- May 1, 2015 – Taste of Rio
- May 12, 2015 – Division Meeting
- May 28 – Graduation hope we have a good showing of faculty

Mtg. adjourned 1:50pm



Rio Hondo College  
**Kinesiology, Dance, and Athletics**

Division Meeting Agenda

September, 2015 – 1pm

Room PE107

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1. Welcome / Introductions
2. Updates:
  - a. Athletic Coordinator(s)
  - b. Athletic Trainer
  - c. Budget
  - d. Coaches
  - e. Counseling
  - f. Curriculum
  - g. Dance
  - h. Equipment
  - i. Fitness Center
  - j. General Office
  - k. Senate
  - l. SLO's
3. Class Caps for KDA courses – Discussion/Motions
4. Other business:

**Important Dates:**

- **September 9<sup>th</sup> – Board meeting**
- **September 15<sup>th</sup> – Foothill Conference meeting**
- **September 23<sup>rd</sup> – Special Board meeting with Deans and Consulting Firm**



Rio Hondo College  
**Kinesiology, Dance, & Athletics**  
Division Meeting Agenda

November 18, 2014

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1. **Welcome / Announcements – New full-timer is Kirsten Rich**
2. **Facilities Update – Start date for Soccer Field**

3. **Updates:**

- a. Athletic Coordinator(s)
- b. Athletic Trainer
- c. Budget
- d. Coaches
- e. Counseling
- f. Curriculum – **Spring/Summer additions**
- g. Dance
- h. Equipment
- i. Fitness Center
- j. General Office
- k. Senate
- l. SLO's

4. **Other business:**

**Important Dates:**

- November 18, 2014 – Priority Registration for Athletes
- December 09, 2014 – Division Meeting/**Holiday Gathering**



Rio Hondo College  
**Division of Kinesiology, Dance, & Athletics**  
Division Meeting Minutes

October 14, 2014

PE107

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**In Attendance:** Armando Ayala, Alyson Cartagena, Caprice Gonzales, Mike Hinze, Steve Johnson, Russell Muir, Margie Muñoz, Kathy Pudelko, Mike Salazar, Jodi Senk, Bianca Urquidi.

1. **Welcome/Introductions:** Russell Muir was presented with a baby gift from the division as congratulations on the future arrival.
2. **Spring 2015 schedule – summer, fall:**
  - There is a push to have a two (2) year schedule completed and posted to assist in creating education plans required by the Student Success Initiative. This should prove to be quite helpful for students in specific programs, like the Fitness Certification program.
  - Courses will not have to have an assigned instructor.
3. **Facilities update:**
  - G150 remodel: Jerry Quemada with Del Terra has informed Dean Hebert that the Wrestling and Activity Room in PE301, formally known as G150, should be available for use spring 2015.
  - The retaining wall has a target completion date of December 1, 2014.
  - Soccer field: Dean Hebert is currently looking for alternate locations for the Men's and Women's Soccer team practice during the renovation.
  - Athletic Trainers will also have to travel with the team(s).
4. **Presto Sports transition:** The KDA website will be officially updated to reflect the Presto Sports information. Kevin Akiyama will be working closely with Presto to keep the site current. Please provide as much information as possible to Kevin via e-mail to insure information is current and coaches have input.
5. **Updates:**
  - a) Athletic Coordinator(s)
    - Steve EADA: The report is due October 15 and is almost complete. The report provides information on gender equity and expenses.
    - Bianca Social Media: Please forward updates to Bianca and in turn she will Tweet and Facebook the information.
    - Bianca reminded spring sports that the supply quotes are due October 15<sup>th</sup>.
  - b) Athletic Trainer: Two Athletic Trainers were hired to replace Russell Muir while he is out on leave: Rachel Wilson and Amber Giacomazzi will share duties until Russell's return in January 2015.
  - c) Budget:
    - Submit quotes to Dean Hebert for any course/class needs.
    - The track and field equipment that is no longer needed may be sold to CSSB.
  - d) Coaches: n/a
  - e) Counseling: n/a
  - f) Curriculum:



- Jodi Senk reported that Mike Slavich has funds to create new classes/curriculum. Jodi recommends a possible nutrition course.
- Another recommendation would be a Community Health Specialist Certificate, 18 units, to be created with CTE funds. KDA already has courses in place to fulfill the certificate requirements.

Steve Johnson motioned to **create** a Community Health Specialist Certificate of Achievement.

Kathy Pudelko **seconded**

Call for **discussion**

Call for **vote**: Unanimous AYE

- Kathy Pudelko also recommended a Geriatrics Kinesiology Certificate due to job market opportunities. There may be some courses that need to be written.

Steve Johnson **motioned** to create a Geri-Kinesiology Certificate.

Jodi Senk **seconded**

Call for **discussion**

Call for **vote**: Unanimous AYE

- Armando Ayala reported that the Athletic Training Certificate has been forwarded to the state.
- g) Dance: Alyson reported that all Dance courses have been revised and she is currently preparing to write the AA in Dance.

Alyson **motioned** to create an Improvisation class that would meet the G.E. and transfer requirements.

Steve Johnson **seconded**

Call for **discussion**

Call for **vote**: Unanimous AYE

Alyson also congratulated Carol McDowell on doing a great job in her absence.

- h) Equipment: Dean Hebert announced the hiring of Guisela Callejas as the new PT Women's Equipment attendant, hours 4pm-8:30pm. Denzel Ruff will be awarded the PT Men's Equipment attendant, contingent upon passing the physical exam, hours 6am-10:30am.
- i) Fitness Center:
- Kathy Pudelko is looking for new cardio equipment. Some suggestions; rowing machine, step mills, viper, or a multi-use machine like the new Matrix machine that is soon to be delivered.
  - Enrollment is a little low
  - Shirts are still available; cost to staff \$20.
- j) General Office: Margie reported that a used refrigerator for the staff lounge has been purchased and will soon be delivered.
- k) Senate: Kathy reported that AP's and BP's are being worked on. **All course** SLO's should always be included on syllabi, and be sure to vote on

November 4<sup>th</sup>. There is a very important race for the Secretary of Education.

- l) SLO's: Alyson reported that KDA had a great response on SLO's and Assessments.
  - o As a division – 100% compliance with SLO's on syllabi.
  - o There was a discussion on the responses to the survey sent via email.
  - o The committee is working on creating a manual on SLO's and Assessments. Please forward any suggestions to Alyson.
  - o Alyson includes PT faculty on correspondence regarding SLO's.
- m) Program Review/Plans:
  - o Due date October 24, 2014
  - o Alyson has completed the Dance Program Review and Dean Hebert will review before submitting
  - o Mike Salazar will forward Kinesiology Program Review to Dean Hebert for review before submitting
  - o Bianca Urquidi will forward Athletics Program Review to Dean Hebert for review before submitting.

#### 6. Other business:

- Dean Hebert will complete the Unit Plan once the Program Reviews are completed.
- Cross Country is in its final season.
- Second level interviews for the Full Time Men's Water Polo Coach will be conducted Thursday, October 16, 2014.
- Sand Volleyball will be a club sport spring 2015.
- The curriculum for sand volleyball should effective fall 2015.
- Dean Hebert asked for suggestions for the next full time faculty position. A discussion ensued and ~~suggestions should be e-mailed to Dean Hebert~~ **will create a survey monkey for full-timers to respond to with their input.**
- Jodi Senk reminded staff to take caution when utilizing the weight room. She is working on signage with guidelines for safety. She will forward to instructors to make recommendations.

#### Important Dates:

- October 15 – KDA hosting HS Water Polo
- October 27 – Drop deadline for full semester courses
- November 4 – Vote ☺
- November 5 – 6 CCCAA Fall Conference in Sacramento
- November 7 – All Staff Retreat - Clarke Estate \*\*\*
- November 11 – Division Meeting
- November 12 – Board Meeting

Meeting adjourned: 2:03pm



Rio Hondo College  
**Kinesiology, Dance, and Athletics**

Division Meeting Agenda

September, 2015 – 1pm

Room PE107

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1. Welcome / Introductions
2. Facilities: Gender issues
3. Updates:
  - a. Athletic Coordinator(s)
  - b. Athletic Trainer
  - c. Budget
  - d. Coaches
  - e. Counseling
  - f. Curriculum
  - g. Dance
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  - j. General Office
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4. Class Caps for KDA courses – Committee/Discussion/Motions
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