
RIO HONDO COLLEGE ACADEMIC SENATE**Minutes****October 16, 2007****1:00-2:20 p.m.****Board Room**

Present: Lupe Alvarado, Robert Bethel, Alyson Cartagena, Theresa Freije, Claudia Guerrero, Dale Harvey, Mike Javanmard, Doreen Kaller, Barbara Keith, Matt Koutroulis, Mark Littrell, Katie Louie, Barbara Mikalson, Katie O'Brien, Catherine Page, , Vann Priest, Gil Puga, Beverly Reilly, Melissa Rifino-Juarez, Barbara Salazar, Henry Saucedo, Kendra Seiler, Jodi Senk, Lorraine Sfeir, Shelly Spencer, Gisela Spieler-Persad, Julius Thomas, Jon Whitford, Jim Zaharek, Fran Cummings (Curriculum), Jim Newman (RHCFA)

Absent: Frank Accardo, Robin Babou, John Frala, John Francis, Dan Garcia, Gary Halvorson, Michelle Pilati, Jim Zaharek

I. Call to Order: Academic Senate President Gil Puga convened the meeting at 1:05 p.m.

II. Roll Call

III. Minutes of October 2, 2007: The list of members present at the meeting was adjusted to include Julius Thomas. The minutes were subsequently approved.

IV. President's Report

Educational Master Plan: The College is currently working on its Educational Master Plan. As part of this process, the College President is considering current allocation of space (i.e. office, storage, etc.) on campus.

Faculty Hiring Committees: Hiring committees must include a faculty chair. The President instructed faculty to inform him if this policy is not adhered to.

Rosters: The President stated that drop rosters should be made available earlier. It was suggested that faculty should be given access to the "Reflections" system.

Board of Trustees: The President expressed concern that senators were "uninvited" to an open board meeting/retreat. The Board has expressed their apologies. Board President Martinez and Vice President Acosta-Salazar requested a meeting of campus leaders, including the Senate President and the President of the Faculty Association; however, neither of the Board Members ultimately attended this meeting.

Hiring of Vice President of Academic Affairs: Seven applicants are being considered for this position. Interviews will be held in late October.

Ethics Statement: The Office of Human Resources may form a task force to develop an Ethics Statement for the campus.

V. Unfinished Business

A. FLEX Day, Spring 2008

The Senate Executive Committee has passed a motion stating that FLEX Day should be devoted to work within departments on Student Learning Outcomes (SLOs).

Motion

The Spring 2008 Flex Day Morning Breakouts shall be solely devoted to SLO-related work (defined, assessed, analyzed, refined), or, if SLO development is completed, other program-specific issues. (Newman)

MSPU

Discussion ensued on program-level SLOs, and whether the FLEX committee should provide a menu of possible activities to guide faculty work.

B. Faculty Hiring

The Office of Human Resources is currently scheduling interviews for positions advertised this semester. The Senate President has provided Yolanda Emerson with a list of changes to the hiring process under consideration in the Senate. Discussion ensued as to the origin of the third-level interviews which have been a component of recent hirings.

Motion

That the Senate adopt the changes enumerated in the document entitled “Faculty Hiring Procedures” based on the October 2, 2007 Senate Meeting as the current hiring procedure. (Newman, amended by

Javanmard)

MSPU (one abstention)

Text of the faculty hiring procedures referred to in the preceding motion:

At the October 2, 2007 Academic Senate meeting, the Senate voted to eliminate Level Three of the Faculty Hiring Procedure. The senate discussed Level Two at length. The Academic Senate is working on a comprehensive faculty hiring proposal but since there is a significant increase in the amount of FT faculty positions, clarity on the 2nd level is needed.

Here are the parameters:

Only the candidate(s) forwarded by the Level One Hiring Committee shall be interviewed. The 2nd level group would consist of the Faculty Chair, the VP of Academic Affairs, the Division Dean, the College President (should he/she decide to participate) and a non-voting EEO representative. No partial participation/attendance will be allowed on the 2nd level. The Vice-President, The Division Dean and the Faculty Chair shall develop job-related questions. At the conclusion of the interviews, ~~the committee~~ **the president, the vice-president, the division dean, and the faculty chair** shall collect and review references, **and subsequently discuss the candidate(s) and come to a consensus along with discussion based on the interview itself and application materials.** ~~Consensus shall be required as to an acceptable candidate for the position. The President shall select the consensus candidate.~~ Should the committee not come to consensus, the position will be re-opened and written rationale for failure to complete the process shall be provided to the entire 2nd level committee. If for any reason the selection process does not yield a viable candidate, the entire second-level committee will reconvene and decide whether to reopen, postpone, or cancel the recruitment.

This faculty hiring procedure will be piloted with the current Full Time faculty positions in progress. The faculty chairs of those three positions will report back to the Senate and the District. If the faculty hiring procedure needs revisions, then the Academic Senate can revisit this faculty hiring procedure, and if necessary modify these procedures.

Agreement is in effect on October 16, 2007 and remains in effect until both parties (the Senate and the District) decide to revert to the current board policy or both parties agree to a new policy.

The Senate discussed whether a statement should be included indicating that faculty acting as EEO monitors are performing work above and beyond that required of them. There was general agreement among the body that, if no qualified faculty member were available to act as EEO monitor, a Human Resources employee could serve in this role.

VI. Committee Reports

- A. Curriculum: Local approval of stand-alone courses is now possible. It is necessary for all courses to be assigned to disciplines in advance of accreditation. This process may take up to a year.

- B. Learning Outcomes: All SLOs should now be submitted to division representatives rather than to Lorraine Castellanos. The SLO web site has been moved to www.riohondo.edu/SLO.
 - C. MIS: Faculty must develop a list of needs they would like to see addressed in the “Banner” MIS system under development.
 - D. FLEX: No Report
 - E. Academic Rank: Barbara Salazar will join Gisela Spieler-Persad and Matt Koutroulis on this committee. Academic Rank forms are due on November 15.
 - F. Foundation: The Golf Tournament will be held on October 29. Volunteers are needed.
- VII. Announcements: The Faculty Association will meet on October 18 at 1:00 pm. Jon Whitford suggested that students who plan to start their own business should enroll in business courses at the College. Discussion ensued as to whether the College should offer minors. Programs which require less than 18 units may grant certificates upon completion.
- VIII. Public Comments: Discussion ensued as to the effectiveness of the SPAM blocker currently in use with the email server.
- IX. Adjournment: Meeting adjourned at 2:16 p.m.

Puga/Koutroulis