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**RIO HONDO COLLEGE ACADEMIC SENATE****Minutes****November 6, 2007****1:00-2:20 p.m.****Board Room**

**Present:** Lupe Alvarado, Robin Babou, Robert Bethel, Alyson Cartagena, John Frala, John Francis, Theresa Freije, Claudia Guerrero, Gary Halvorson, Dale Harvey, Mike Javanmard, Matt Koutroulis, Katie Louie, Barbara Mikalson, Katie O'Brien, Catherine Page, Michelle Pilati, Vann Priest, Gil Puga, Beverly Reilly, Melissa Rifino-Juarez, Kendra Seiler, Jodi Senk, Lorraine Sfeir, Shelly Spencer, Gisela Spieler-Persad, Julius Thomas, Jon Whitford, Fran Cummings (Curriculum), Jim Newman (RHCFA)

**Absent:** Frank Accardo, Doreen Kaller, Barbara Keith, Mark Littrell, Barbara Salazar, Henry Saucedo, Jim Zaharek,

**Guests:** David Bell, Patricia Luna, Belen Torres-Gil

I. Call to Order: Academic Senate President Gil Puga convened the meeting at 1:04 p.m.

II. Roll Call.

III. President's Report

*Faculty Hiring:* President Gil Puga was contacted last week by Yolanda Emerson (Director of Human Resources), who presented him with an alternative hiring procedure to that approved in the Senate in the previous meeting. Members of the Senate Executive Committee met yesterday with President Ted Martinez, Jr. to discuss faculty hiring. Puga expressed concern that Martinez has not ruled out the possibility of conducting third-level interviews as part of the hiring procedure. Puga is attempting to establish a time-line to resolve this issue. He also reiterated his support for having a voting faculty member presented at all levels of the hiring process.

*Plenary:* Several senators attended the Plenary session this past weekend. Melissa Rifino-Juarez, who attended each day of the session, related her experiences. She participated in the voting session, and indicated that all final votes were in agreement with those positions supported by the Senate in its previous meeting.

*Basic Skills:* The Basic Skills Committee is being reactivated. In the past, nine of

the 14 members of this committee were faculty members. Puga requested that all faculty who are interested in joining the Committee should contact him

*Awards:* The President announced two awards which may be of interest to faculty.

Submissions for the Exemplary Program Award are due on November 16, 2007.

The theme for the award this year is Career Technical Education. Interested persons should contact John Frala. The Hayward Award recognizes the

accomplishments of six faculty members statewide. Application materials are available on the State Academic Senate web site

(<http://www.asccc.org/LocalSenates/Aw.htm>) and are due on December 3, 2007.

Faculty members interested in applying should contact Belen Torres-Gil.

#### IV. New Business

##### A. MIS: David Bell, Guest Speaker

David Bell has been hired to implement the new MIS system (Banner) at the College. The project will require a minimum of two years to complete and ultimately affect all College employees. Currently, MIS is in the very beginning stages of implementation. The first stage involves the uploading of code and the determination of all necessary procedures to be required of the system. Campus-wide input is essential for the creation of a system which meets the needs of the College. Some processes will be implemented incrementally, although this will not be possible for all tasks to be handled by the system (e.g. class registration). Senator Mike Javanmard is on the steering committee for Banner, and may be contacted with any questions or concerns. David Bell may be contacted at extension 4851.

##### B. Governance

Claudia Guerrero and Gisela Spieler-Persad are representing the Senate in the development of a campus-wide governance manual. Guerrero passed out a document outlining the roles and responsibilities of the committee carrying out this task and requested feedback from senators by the November 22 meeting.

##### C. Educational Master Plan

The Master Plan touches on many academic areas of key importance to the College. The original version was drafted by consultants. The President

indicated his desire to create a Senate subcommittee to review the plan.

**Motion (to refer)**

To create an Educational Master Plan taskforce charged with reviewing  
and providing feedback regarding the Educational Master Plan.  
(Reilly) Motion carries with three no votes.

- V. Committee Reports
- A. Curriculum: Any curriculum documents which require consideration should be submitted as soon as possible.
  - B. Learning Outcomes: Matt Koutroulis stated that the Committee met on November 1. A point of particular concern is with the definition of programs for the purposes of student learning outcomes (SLOs). He supports the idea that programs should be defined for the purposes of SLOs in the same way that they are for program review. This item will be discussed in a future Senate meeting.
  - C. MIS: Procedures which are going to be part of the Banner system were discussed, including faculty evaluations and benefits. Concern was expressed that some managers may be able to take an overactive role in the implementation of these changes.
  - D. Virtual College: A site visit to Citrus College to observe the implementation of that campus' BlackBoard system has been completed. Meetings of the committee occur on the last Thursday of the month at 1:00 pm at a location to be determined. Jim Newman expressed his concern with the continuing involvement of the Office of Human Resources in scheduling issues of online courses, especially those to be offered in the Winter Intersession. The point was made that payroll concerns are trumping academic issues, and that the best interests of students are not being considered.

**Motion**

The Academic Senate strongly reaffirms that curriculum issues rest firmly with faculty, and that faculty have primacy in determining the method and/or style of course presentation and length.  
(Bethel) **MSPU**

**Motion**

To direct the Academic Senate President to express concern to the College President and the Board of Trustees regarding the interference of the Office of Human Resources in curriculum issues as addressed in the previous motion. (Newman) **MSPU**

- E. FLEX: Updates will be given to faculty next week indicating the number of FLEX hours they have completed. The Learning Outcomes Committee will provide guides to faculty to assist them with their work on FLEX day.
- F. Academic Rank: Academic Rank forms are due on November 15.
- G. Foundation: No report.
- VI. Announcements: A question was submitted as to whether a new Vice President of Academic Affairs has been selected. The hiring process appears to be on-going. There will be a special meeting of the Faculty Association on Tuesday November 13 at 1:00 pm in the Board Room.
- VII. Public Comments: None.
- VIII. Adjournment: Meeting adjourned at 2:21 p.m.

Puga/Koutroulis