Academic Senate 2018/19
Minutes
September 4, 2018
Location: Board Room
1:00 p.m.


Members Absent: George Kimber, Carley Mitchell, Gerson Montiel, Matthew Pitassi, Diana Reyes, Monica Serafin

Non-voting members present: Jill Pfeiffer, Elizabeth Ramirez

GUESTS: John Frala, Juan Fernandez, Jose Lara

I. Call to Order

II. Approval of Minutes: May 15, 2018 - Approved without edits

III. Public Comment – Introductions Name, Department and years of teaching

IV. Welcome and Introductions

V. Guest: Dr. Laura Ramirez, Centralized Scheduling

- Idea behind it is that all operational parts are moving to one office, instructional operations.
- How courses are offered and how you have worked with your dean regarding when and how you teach is still the same.
- A senator expressed that in the past, they have been able to look at the draft of the schedule before it is actually entered into banner. Dr. Ramirez shared that the practice will continue. Once schedule goes live, try to make as few changes as possible, unless you are adding.
- A member of the C&L division expressed that their division has lots of changes occur even after the schedule goes live and wants to make sure that there will be no limitations regarding how many changes can occur. Dr. Ramirez shared that there is a ticketing system where it is all digital and not via email. Idea is that there is a streamline process for making changes. If there are changes that need to happen, its ok, that is inevitable. If you have concerns, please share because they want to make the process as smooth as possible.

VI. President’s Report

A. Deep River Newsletter online at http://www.riohondo.eduacademic-senate/deep-river-newsletter/. informed senators about

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Academic Senate 2018/19

1. Kudos to Dr. Wetsman for including all motions for the last 10 years on the website
2. As a senator it is your responsibility to communicate information from senate meetings back to your division
3. The senate executive board created goals for the year which include educate all senators to be experts, transparency and communication.
4. We are scheduled for an accreditation visit in 2022
5. Academic dishonesty policy needs to be included in your syllabus, you can see the handbook for more information. Also include DSPS and other student services information. If you did not include it already, you can upload to canvas and keep it current.
6. Kudos to John Frala for pointing out that there are faculty websites that are outdated. John Frala has already created a new one on the current website. If you want a website, one you can fill out a request form. If you had documents in an old website, they are no longer available. They have been phasing them out for 3 years now.

B. Presidential Search Process—beginning in September with consultant selection process
C. Records Reminders
   1. Verify enrollment and class participation—drop students by deadlines
      a. You should have gotten an email from Leigh Ann Unger
      b. Last year we got dinged on open entry/exit courses so please keep your positive attendance records.
   2. Keep positive attendance records for open entry/exit and irregularly scheduled courses
D. Sense Survey for Guided Pathways—email sent on August 14 to selected faculty
   1. Michelle sent an email informing those selected faculty from math, English, and counseling about the survey. You are part of a selected few so please have your class fill it out.
E. Curriculum Summer Institute—focused on Guided Pathways; team of five faculty sent
   1. Thankful to president’s office for sending a larger team
F. ASCCC Committee Appointments
   1. Michelle informed everyone about the meaning of ASCCC and the information available on their website.
      a) Juana Mora—Legislation & Advocacy Committee - Congratulations Dr. Mora!!
      b) Michelle Bean—Faculty Development Committee - Congrats to Michelle!
   2. Last year Mike Dighera was on the resolutions committee and Michelle Pilati continues to work statewide. Kudos to both!
B. Board of Governor’s Nomination—due September 10
C. Executive Roles and Duties List (see Addendum C) –
   1. Julie Bruno said a healthy committee and a healthy competition is having lots of people running for office.
   2. Shared information about roles so that senators can consider them for spring 2019
   3. List provided by M. Bean includes revisions made by the 2018-2019 executive board. A senator clarified that this list can be updated based on the group’s talents and desires for tasks.
D. Disciplines List Revisions—due September 30
E. Student Service Updates
   1. New ADT institutions (see Addendum A) – Includes private institutions.
      a. This includes All ADT’s assuming that it correlates with a major that they already offer. Before there was more ambiguity about what classes would actually count and now they will accept the GE’s and some major prep as a whole.
b. A stipulation with privates, there may be more than 60 units once they arrive at the private institution.

c. President of AICCU has a podcast with chancellor Oakley regarding keeping the promise.

d. September 20th is the Transfer Fair, and some participating schools will be there.

2. My Path—new CCC onboarding platform
   a. New platform paid for by the chancellor’s office, has reached out to Henry Gee to come and present to us

3. Campus Logic—new Financial Aid communication software
   a. Software to communicate with students via Text

4. Automatic acceptance of terms and conditions for financial aid awards – Won’t need to do it manually, it will now be automatic. We can ask Henry Gee what exactly the terms and conditions are and will get more information.

5. Automatic certificate and degree awarding phases
   a. Will roll out in phases, as more information comes we will share

6. Removal of drop for non-payment
   a. Count down that appeared on the website for students has been eliminated, and now they will receive a bill. No one was dropped for non-payment. They will stay in class and get a bill and if they don’t pay, then they will have a hold for the following term.
   b. Senators want to know why the countdown has been eliminated
   c. Wetsman shared that about 5 years ago the administration and faculty have come to an agreement about how to best execute this and is concerned that this decision has now been made unilaterally.
   d. Another senator asked that Michelle express the senate’s concern about the issue and about faculty not being part of the decision.
   e. Michelle will continue to advocate

7. Second Year Rio Promise Program—launch at end of September
   a. This extends for sophomores
   b. The promise is for any student, not just from certain districts
   c. Must be a first time, full time student
   d. If a student who was in con-current enrollment in High School, tries to get the benefits are they no longer considered first time in college?
   e. Another senator shared that this does not take into effect until after graduation
   f. M. Bean will clarify with Henry Gee and bring back that information
   g. A senator asked who is funding the Rio Promise. Michelle believes some of it is coming from the foundation
   h. Wetsman shared that Rio Promise won’t affect most students because they will already be under the bogfw, may be only about 100 who will be part of the RioPromise.
   i. There was a request to have a grid that shares the difference between RioPromise, College Promise and all other programs.

F. RoadRunner Connect Update
1. BEAPS (Brief Early Alert Progress Surveys)
   a. Short-term classes next week; full-term classes in week 5-6
   b. Two contacts for each flag; by phone, then email
   c. Training days for faculty
      a) Sept. 11 @ 11 a.m. B117
b) Sept. 12 @ 3 p.m. B114  
c) Sept. 13 @ 11 a.m. B117  
d) Sept. 20 @ 11 a.m. B113  
e) Last year there was a team of 5 or 6 success coaches that helped make calls. Last year there was 3 phone calls, this year it will be 1 phone call and 1 follow up email.

2. Degree Planner—still building phases  
   a. Using it for all abbreviated ed plans  
   b. There are some data integration issues with it being able to communicate well.  
   c. Roadrunner connect is the marketing name for STARfish software. It has an early alert (like progress reports) and the other part is DegreePlanner (for educational planning)

G. Faculty Websites—request website form at [http://faculty.riohondo.edu/request-a-faculty-website/](http://faculty.riohondo.edu/request-a-faculty-website/)

H. Accreditation 2022 (see Addendum B)

VII. Vice Presidents’ Reports  
A. 1st Vice President –  
   1. Nearing end of legislative cycle and Governor has until end of September to sign them. One that has been forwarded to the governor is to require districts to post on their respective websites how much PT faculty are paid for office hours.  
B. 2nd Vice President  
   1. There are still AS positions available so please encourage students in your classes to participate  
   2. Would like more faculty to come and support and participate in student events and encourage students in your classes to join clubs/organizations.

VIII. Unfinished Business: None

IX. New Business  
A. Funding at RHC Taskforce—to examine ways to ensure appropriate funding for student success in consideration of performance-based funding  
   1. Student Centered Funding Formula Webinar Series begins September 13  
   2. Michelle provided a sign-up sheet for senators to participate in this taskforce  
   3. Adam shared importance of maximizing funding and coming together to create ideas and hopes to have lots of student services faculty. Currently this metric is only 10% of funding, but next year it will be 15% and will continue to increase.  
   4. A faculty member asked if it is okay for non-senators to be part of the taskforce, Michelle is okay with that. Please communicate directly with Michelle.  
   5. Another senator asked when is Title V going to change so that these things can occur. Some changes have occurred like dropping the number of units needed for certificates. A certificate of Achievement only requires 16 units. Currently there are only CoA’s for CTE, but Fran mentioned that we should work on certificates that are related to Associate Degrees for Transfer. Michelle mentioned that there are stipulations and we need to be aware of them
   
   i. **Executive Motion:** To create RHC Taskforce to examine ways to ensure appropriate funding for student success in consideration of performance-based funding  
      ii. 1st by Michelle Bean, 2nd by Katie O’Brien  
      iii. **Motion Passes Unanimously**  
      iv. Task force will be chaired by Adam Wetsman
B. **Equivalencies Taskforce**—reconvening to write Board Policy and Administrative Policy in compliance with Educational Code 87359

1. Equivalencies are not mirroring minimum qualifications, they are replacing minimum qualifications. We don’t have an AP to go with our BP and rather have it in the 4000’s. This is not acceptable per ASCCC. We need a taskforce to work this out. We need to have a clear policy and procedures because we currently don’t have anything in the books.

2. In researching other schools, they have committees of 2 experts in the field, and a senate member.

3. **Motion**: To reconvene to write Board Policy and Administrative Policy in compliance with Educational Code 87359

4. 1st by Michelle Bean, 2nd by Sheila Lynch

5. **Motion passes unanimously**

6. Taskforce chair not named, will be done once committee is formed.

X. **Committee Reports**

**Senate Committees:**

- **Academic Rank** – New application was created. John asked for 2 more members since 2 stopped attending. Michelle shared that we currently have 5 completing their 2nd term. The committee members appointed by senate should be complete. Still working on completing by-laws.

- **Curriculum** – 1st curriculum meeting on September 5th. Need taskforce for graduation competencies, will look at local certificates, any new GE request need to be through the curriculum process (2nd reading) November 14th. Monday December 3rd is deadline for consideration by noon for next years catalog.

- **Guided Pathways** – Libby shared that they met on Friday and some will be going to ASCCC Guided pathways training. First thing on agenda is creating by laws, discussed creating a name and working with IRB to get data on what students think about meta-majors. Sept 27th there will be a forum about guided pathways and it is open to staff, faculty and students. Appointed Michelle Bean as moderator.

- **Instructional Technology (ITC)** – Meeting September 18th

- **Online Education (OEC)** – meeting soon

- **Open Educational Resources (OER)** - Working on bylaws, mentioned opportunity to get 17 hours of flex credit by doing an online workshop (synchronous).

- **Staff Dev./Flex** – No Report

- **Outcomes** – No Report

**Planning & Fiscal Council Committees:**

- **Institutional Effectiveness (IEC)** – reviewed goals and objectives, will start gathering data on new funding formula and matrices.

- **Program Review** – No report

- **Safety** - Will meet with new director when she beings on the 17th

**Other Committees:**

- **Basic Skills** – Meets on Thursdays

- **Bookstore** – Had problems with Pearson not getting Biology and Math books

- **Enterprise Systems Advisory** – No Report

- **Online Education Initiative (OEI)**- No report
• Student Equity – email will be sent with sign ups. Sept 19 Dr Frank Harris III: Trends, challenges and opportunities, High impact institutional practices at 11am. Dec 12th he will also be here for the equity summit as the guest speaker.
• Student Success and Support Program (SSSP) – No Report

XI.   Announcements

XII.  Adjournment at 2:20pm
Addendum A:

raise awareness about this potential pathway for our students. The following is a list of growing colleges and universities that we welcome to the ADT family:

**AICCU ADT Participating Institution by Term**

**Academic Year 2018-2019**

**Begin accepting applications in fall 2018**

1. Azusa Pacific University
2. Brandman University
3. California Baptist University
4. California Baptist University Online
5. California Institute of Integral Studies
6. California Lutheran University
7. The Chicago School of Professional Psychology
8. Concordia University Irvine
9. Fresno Pacific University
10. Golden Gate University
11. Holy Names University
12. Humphreys University
13. La Sierra University
14. Los Angeles Pacific University
15. Mills College
16. Mount Saint Mary’s University
17. National University
18. Pacific Oaks College
19. Pacific Union College
20. Palo Alto University
21. Pepperdine University
22. San Diego Christian College
23. Simpson University
24. University of La Verne
25. University of Redlands
26. University of Saint Katherine
27. University of San Francisco
28. Whittier College

Chancellor’s Office
1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu
January 26, 2018

Ms. Teresa Dreyfuss, Superintendent/President
Rio Hondo College
3600 Workman Mill Road
Whittier, CA 90601

Dear Superintendent/President Dreyfuss:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2018, reviewed the Midterm Report and related evidentiary materials submitted by Rio Hondo College. The purpose of the review was to determine the degree to which the institution has made progress in implementing its plans and improving outcomes related to student achievement. After consideration of the Report, the Commission has determined that the institution’s progress is appropriate and has accepted the report.

On behalf of the Commission, I wish to commend the evident achievements of the College as it continues its efforts in the best interests of its students. Please note that the institution’s next comprehensive review will occur in the spring term of 2022.

Sincerely,

Richard Winn, Ed.D.
President

cc: Dr. Howard Kummerman, Accreditation Liaison Officer
Addendum C:

Academic Senate Executive Council Roles and Duties

Parliamentarian

- Maintain Parliamentary Order during meetings (Robert’s Rules)
  - Ensure quorum (count Senators)
- Oversee Officer Elections for Senate annually and any other sub-committees as needed
  - Communicate timeline
  - Organize nominations
  - Create electronic voting link
  - Verify vote count with another Executive designee
  - Announce winners
- Record and maintain Senate attendance
  - Update longitudinal Excel sheet (notes for membership changes; keeping track of Senator terms)
  - Print attendance sheet for every meeting
  - Ensure circulation of attendance sheet at meetings
  - Give attendance sheet to secretary at close of meetings
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

Secretary

- Maintain Senate Minutes and Agendas
  - Take minutes every meeting (noting motions and voting counts)
  - Organize all materials presented at meetings
  - Photocopy all materials for each meeting
  - Forward all PDFs to VP for webpage uploading (agendas and minutes with all addendums)
  - Distribute minutes to all faculty regularly through email
  - Collaborate with President to create agenda (standing bi-monthly meetings)
  - Post agenda in hardcopy outside of Board Room 72 hours in advance of meetings
- Organize Senate Meeting Rooms
  - Contact President’s Office to book Board Room for Senate meetings
  - Contact CTE Secretary to book room for Senate Executive meetings
  - Contact President’s Office to secure laptop set up in Board Room for Senate meetings
- Create Calendar Requests
  - Senate meetings
  - Senate Exec meetings (include Curriculum Chair)
- Maintain Senate Membership List
  - Contact IT to update Distribution List (for Outlook)
- Collaborate with VP and Parliamentarian on keeping membership list updated
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)
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ASCCC Representative

- Attend fall and spring Area C meetings
- Attend fall and spring ASCCC Plenaries as RHC voting delegate
  - Report highlights of plenary to Senators
- Communicate ASCCC Resolutions
  - Report and begin discussions for early plenary resolutions
  - Communicate with president and/or department leads on positions of resolutions as needed
  - Distribute and communicate all final/passed resolutions to Senators
- Assist Secretary with notetaking for minutes as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

2nd Vice President

- Attend all ASRHC meetings
  - Report highlights to Senators at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)

1st Vice President

- Provide Legislative update at every meeting
- Collaborate with President (standing meetings for presentation slide)
- Update Senate webpage
  - Communicate with Secretary and President regarding webpage updates
  - Post agendas online 72 hours in advance of meeting
  - Post minutes online after Senate approval
  - Update the motions table online
  - Update membership list online
- Fill in for President at meetings as needed
- Attend Board Agenda Reviews (monthly)
- Attend PFC Meetings (twice monthly)
- Attend all Senate meetings and all Senate Executive meetings (every Tuesday afternoon)
President

- Lead PFC as Co-Chair and prepare PFC agendas (twice monthly)
- Collaborate with VPAA (standing bi-monthly meetings)
- Communicate with Superintendent/President (standing weekly meetings)
- Attend Board Agenda Reviews (for President’s Council and Senate Executive Council)
  - Attend and report at Board of Trustees meetings (once a month)
- Maintain Senate Membership
  - Communicate with all divisions and deans for open seats
  - Communicate with Secretary, Parliamentarian, and VP for membership spreadsheet and notes
  - Complete Representation Census every January
- Attend Area C Meetings in fall and spring
- Attend Fall and Spring ASCCC Plenary
- Appoint Faculty to Committees—all hiring committees, all standing committees, all taskforces
- Communicate and assist all Senate subcommittees annually
  - To update bylaws and membership lists on website pages
  - To follow Brown Act regulations in agendas and minutes
  - To assist with posting agenda and minutes to committee webpage
  - To update Governance Manual descriptions
  - To complete a committee review process
  - To assist with communicating the review report to the President’s Council
- Chair/Lead all Senate meetings (with Robert’s Rules of Orders twice monthly)
  - Collaborate with Secretary to create agenda and compile necessary addendum materials
  - Hold standing meetings with Secretary and VPs as needed
  - Review Senate goals annually
- Lead all Senate Executive meetings
  - Prepare all Senate Executive agendas
  - Photocopy all Senate Executive agendas
- Ensure all of the Executive positions are supported and fill in as needed
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- Approval of Minutes: May 15, 2018
- Public Comment

Introductions

- Dr. Laura Ramirez, VPAA

President's Report

- Deep River Newsletter
- Website: http://deepriver.collegeinfo.org
- New Alumnae/Alumnae Initiative
- Website: New Alumnae Table
- Check minutes for your DIVISION REPORT
- All committees: Dylan, Monica, Angela, Implementation
- Accreditation: Student Learning Outcomes, Academic Decision Policy, CIPs, and other student service areas

Faculty Websites

- Request form at http://faculty.riondo.edu/request-a-faculty-website/
2nd VP Report

Unfinished Business: None

New Business

1. Funding at RHC Taskforce—to examine ways to ensure appropriate funding for student success in consideration of performance-based funding.

2. Legislator’s Taskforce—to recommend to write Board Policy and Administrative Policy in compliance with Educational Code 87150.

Committee Reports

Announcements

Adjournment

CommUNITY!