Minutes
September 18, 2018
Location: Board Room
1:00 p.m.


I. Call to Order: At 1:01pm

II. Approval of Minutes: September 4, 2018 with minor corrections

III. Public Comment – No Public comment

IV. Committee Reports
Senate Committees:
• Academic Rank – John Frala not present for a report. Sheila shared that they have not met this semester. Application opens October 1st and Due November 9th by noon. Part-timers are included in this. Will be available on the senate website.
• Curriculum – Working on developing a process of developing courses to disciplines. There are 17 areas that don’t clearly belong to a discipline. Working on an easy process to make that determination. Its an opportunity to clean up historical oversights.
• Also working on developing a process for certificates of achievement for local. Will come up with criteria and what defines and makes an appropriate certificate. Also made an analysis of those we offer that we can potentially up the units in to make. Will visit graduation competencies for Math, English but no definition about reading. Making a point of sending announcements to everyone about new courses coming through curriculum so everyone is aware. Katie brought up the ambiguity of students who place into transfer level math but don’t need transfer level to meet competencies. Discussion is taking place. Bethel asked questions about CoA’s. Pilati shared that CTE CoA’s still need to go to chancellor’s office, now there is a new category that if they meet the 16 unit threshold, it can count toward funding formula. Studied certificates of achievement so wants to make sure we move forward with integrity. If there is sound justification to increase 14 and 15 unit certificates to make them 16 units, then faculty are encouraged to do so.
• Guided Pathways – September 27th an ASCCC rep will be in the Board Room from 1 to 230pm. Oct 1st 11 to 12 and Oct 4th 1 to 2pm, we will have dialogue days. Committee has met twice, meet 2nd and 4th Friday from 10 to noon. Meta-majors will now be called areas of interest because students on the committee voted that Meta-majors title does not make sense.
Instructional Technology (ITC) – meeting this afternoon

Online Education (OEC) – Pilati expressed that at curriculum faculty asked if doing online quizzes, and other things online, is reasonable for students or if we need to make a statement in the schedule that this online access is an expectation. Is it reasonable to say to students that at some point students should expect to use the internet? One institution has it as part of institutional learning outcomes about students using online sources.

Open Educational Resources (OER) – The OER committee is working on ways the school could provide copies of OER for purchase in the bookstore at cost or at least keep copies on reserve in the library. Some students want a printed copy. Libby expressed that she uses an OER that is not licensed to be sold in the bookstore. Sheila expressed that, if the license is a non-commercial license, the OER can be printed and sold, but only for the cost of the printing with no additional mark-up. Everyone should have received an email about earning 2 to 17 hours of FLEX for participating in synchronous "Intro to OER" webinars hosted by Butte College. If you participate in all four, you can earn 17 hours of FLEX credit and receive a badge of completion.

The OER committee is discussing a proposal to create an OER coordinator position; some grants require that schools have an OER coordinator on staff as a stipulation of the grant. Sheila has been invited to a Deans’ meeting to demystify OER false information that may be out there.

Staff Dev./Flex – Katie sent out an email for all faculty to check Flex reporter. There have been some minor issues, so check that it is accurately reflected. Will have Mark Yokoyama for situational awareness Thursday October 4th 1 to 215pm with light lunch, Thursday November 1st 1 to 215pm will have a Generation Z Flex with light lunch with Julio Flores.

Outcomes – No report

Planning & Fiscal Council Committees:

Institutional Effectiveness (IEC) – Discussed chancellors’ vision for success, program plans, and review and introduced Tableau for data about all information you would want to know about courses. Would like to invite him to one of our meetings.

Program Review – Doing program review orientations, 17 under program review. This is a faculty led, faculty collaborative process. Led, created and presented by faculty. 2 orientations have taken place, there will be one more. Everyone who is under program review should have been notified. Michelle bean will get the list and bring it back.

Safety – Brian will email the new director, Felicia Johnson to set up a meeting. Send any safety issues to Brian so that he can compile things that can be done this academic year. Would like to present the new facilities director with some concerns from faculty. There was a request that we invite her to senate.

Other Committees:

Basic Skills – Not going anywhere anytime soon. There is a conference in November, training in Riverside. Bethel asked about the funding. Juana shared that although it’s a block grant, it is business as usual.

Bookstore- No reports, if anyone has concerns, send them to Marie.

Enterprise Systems Advisory – they will be meeting soon, no report today.

Online Education Initiative (OEI) – No report
V. President’s Report

A. RoadRunner Connect
1. BEAPS (Brief Early Alert Progress Surveys)—Weeks 5-6 (close on Oct 1 at 8:00 a.m.) – please encourage all faculty to complete them, especially basic skills.
2. Faculty Training: Sept. 20 @ 11:00 a.m. B113 – Maribel De Leon is the counselor in charge of Roadrunner connect. There are fewer success coaches, so it will only be 1 call and 1 email. There is no default, you have to click something for each student. You don’t have to select something for each student though.

B. Student Surveys
1. SENSE—for Guided Pathways – Will be going to select classes which includes info about admissions, registration etc
2. REAL Student Survey—for basic needs regarding food insecurity, housing etc. This will not be though classes.

C. California Catalyst Fund Grant $125,000 to help serve undocumented students – Dr Melba Castro, Dean of Outreach and Angle Garcia, First year success center. Week of action is October 15 to the 19th. Counseling 151 in spring 2019 and Know your Rights Sept 28th. Pathways to citizenship October 5 and 12th.

D. Second Year Rio Promise Program—launch Sept. 25 @ 9:00 a.m. Angelica Martinez shared a draft of a grid explaining the variations of the promise. If they take summer school classes, can qualify in Fall but if they take summer classes and skip fall and return in the spring they will not receive the promise.

E. Outcomes Reminder: Keep 2017 Outcomes data – We are supposed to be keeping 2017 data because we will need to eventually enter into TaskStream data. Kudos to Dr. Cartagena!

F. Faculty Websites—request website form at http://faculty.riohondo.edu/request-a-faculty-website/

G. Guided Pathways Forum: Sept. 27 @ 1:00-2:30 p.m. – Dorali sent a meeting invite to encourage all to attend the guided pathways forum.

H. ASCCC Awards – Start thinking about the following awards and people you would like to nominate
1. Exemplary Award: November 5, 2018 (Theme: Environmental Responsibility) – Have reached out to Dr Priest and John Frala.
2. Hayward Award: December 17, 2018 – can be Part time or Full time
3. Diversity Award: February 11, 2019 – for faculty working with students of color or non-traditional backgrounds

I. FSA—only for program discontinuance. Minimum qualifications are set by the chancellor’s office, you can’t use subject matter preparation, you still have to meet minimum qualifications. This is no disrespect to any faculty, it is set by the chancellor’s office. Marie shared that you can’t go below minimum quals, but you can increase it. The Minimum qualifications (if you are doing an equivalency) need to mirror it, not replace it. For equivalency, it can be set at the local level if qualifications are at least to the minimum qualifications. And each area can choose not to have an equivalency. The taskforce will be re-convened soon. For Faculty service area, some administrators are telling. Definition is intended for those in another area, must still meet minimum qualifications. This is for programs that are going away. Its not so that one member can teach in 2 areas. Not if you feel comfortable doing it. Just because you fill out paperwork for an FSA it does not mean you can teach, its only if your program discontinues. You must go though Part-time hiring pool. If you interview for another area, you can teach part time. Example, if Marie wants to teach Math, can she apply to a full-time position with the intention of working part-time? Bethel mentioned that would be entirely up to the division. It may be a problem for other departments. Pools are only good for 2 years. Need to apply by February 15th if you want to apply for FSA.
J. 10+1 items—labs and curriculum are faculty purview—Includes Curriculum, Degrees and Certificates, Grading policies, Program development, student preparation and success, faculty roles, accreditation, faculty professional development, program review, institutional planning and development, other academic professional matters. (example: If you are being asked to re-write curriculum, it is not purview of an administrator.) Libby shared that a 10 + 1 was shared in regard to guided pathways.

K. October 1st is when VP of student services will come to our meeting

L. Disciplines list—Homeland security—Public Safety faculty working on proposal for a new discipline to ASCCC.

VI. Vice Presidents’ Reports
A. 1st Vice President –
   1. Legislation still pending, has until September 30th to sign into law or rejection. A few are of interest to community college.
   2. Board of governors approved the week of undocumented students.
B. 2nd Vice President –
   1. October 9th, breast cancer walk from 11 to 1pm.
   2. October 31st Boo Bash. Encourage faculty to dress up for Halloween.
   3. Fran asked if there can be a master calendar about all events occurring on campus because its difficult to keep track of everything.

VII. Unfinished Business
A. Funding at RHC Taskforce—Membership List (see addendum)
B. Equivalencies Taskforce—Membership List (see addendum)

VIII. New Business
   A. Academic Rank
      1. Executive Motion: Academic Rank Application Review Date
         To extend the review process for part-time academic rank applications to spring 2019, completed by Human Resources before March 1, 2019 (while maintaining the November 9, 2018 deadline for the applicants).
         MOTION passes unanimously
      2. Executive Motion: Academic Rank Form
         To approve the committee-recommended updated form (see Addendum A).
         Amendment: add “your divisions criteria for significant prominence in your field of expertise along with…”
         Amended Motion by Sheila Lynch, 2nd by Adam Wetsman
         Discussion: Marie does not want italics in letter “H”, and source of certification in parenthetical background
         8 Abstentions, 0 opposed, Motion passed
         Motion to postpone Discussion to next meeting by Adam Wetsman, 2nd by Michael Dighera
         1 abstention, 0 opposed, Motion passed

IX. Announcements

X. Adjournment: 2:13pm
Addendum A:

Application for Academic Rank

Name: _________________________________ Date: __________________

I am applying for the Academic Rank of: (Please check one)
☐ Assistant Professor ☐ Associate Professor ☐ Professor

A. I have earned these degrees:
   From: _____________________________ Confer Date: __________
   _____________________________
   From: _____________________________ Confer Date: __________
   _____________________________

B. I am currently: Full-Time ☐ Instructor ☐ Part-Time ☐ Instructor ☐

C. Semester units beyond current degree:
   Number of Upper-Division semester units earned beyond BA / BS: __________
   Number of Upper-Division semester units earned beyond MA / MS: __________

D. Full-Time Teaching Experience in Years: (Accumulated part-time teaching may not be included)
   At Rio Hondo College: ________________ years
   At other college(s): ________________ years
   At a high school: ________________ years
   Part-Time Teaching Experience in Years:
   At Rio Hondo College: ________________ years
   At other college(s): ________________ years

E. Credentials Held:
   ________________________________

F. Rank held at other college:
   (Rank / College / Location / Date)
   _____________________________ / _____________________________ / _____________________________ / __________

G. My current approved Academic Rank is: (Please check one)
   ☐ Instructor ☐ Assistant Professor ☐ Associate Professor Since Academic year __________

H. Significant Prominence: Please attach evidence of "professional achievement" to be considered for substitution of college units and/or evidence of "contributions to the College" to be considered for substitution of full-time teaching experience. In providing any evidence, please indicate your role, responsibilities, as well as starting and ending dates.

I. Certification: "I certify that the above information is true and correct."
   ________________ / ________________
   Signature Printed Name Date

Petition for: ________________________________ Rank Approved: __________

Verified by Human Resources: Date _____________________________
   Signature Human Resources Representative

Academic Senate Approval: Date _____________________________
   Signature Senate President

Recommended for Board approval: Date _____________________________
   Signature Superintendent/President

Board Approval Date _____________________________
Online Education
Senate and PFC report
September 2018
Submitted by Dr. Jodi Senk

- Five faculty attended the Online Teaching Conference in Anaheim June 18-20, 2018. The faculty included Alyson Cartagena, Jill Pfeiffer, Steve Tomory, Shin Lui, Jodi Senk along with two OE Instructional assistants, Zulma Calderon and Gabby Olmos, supported by Perkins Funding.

- Rio Hondo, in a partnership between Automotive and KDA, hosted the New World of Work/21st Century Skills and digital badge utilizing Perkins funds this past May. More than eight faculty, counselors, and two instructional assistants attended, along with attendees from other colleges.

- Online Education Coordinator, Dr. Jodi Senk, attended the national Canvas Conference in Keystone CO.

- With the increase in professional development, “Tech Tuesdays” will be offered to provide online ed training opportunities.

- Grant Linsell, Dean of Arts, will become the new permanent Dean of Online Ed. He will be attending the OEI meeting in Sacramento as the RHC rep.

- Accessibility is going to be the next great need for distance ed. Many schools are getting training and hiring an accessibility coordinator for online classes. In addition, Online Ed needs to be a part of the equity plan.

- The library will be enhancing online services for live chat, modules in Canvas, and video tutorials.
Academic Senate 2018/19

ADDENDUM

Academic Senate
September 18, 2018

Approval of Minutes: September 4, 2018
Public Comment

Committee Reports

BEARS (Brief Early Alert Progress Surveys)
- OPEN NOW: Week 1-6
- TRAINING for faculty: Sept. 20 @ 11 a.m. B113

RoadRunner Connect Update

Student Service Updates
Oct 2—VP Student Services Report
Catalyst Grant—$125,000 for undocumented students
Dr. Magda Zavaleta, Dean of Outreach and Angel Career First Year Success Center
October 13-19, Week of action
Outcomes: October 2018
Review: Fall Update: 2019

Second Year Rio Promise Launch: Sept. 25
The Promise includes: priority, rigor, support, mentorship, Year Success Center
Callisto: Number for all Rio Promise students—initials or full name (ex: Angel); does not affect academic/financial aid or earnings

Student Surveys—Weeks 5-6

Survey of Entering Student Engagement (SINE)
- Will align data with pillars of Guided Pathways
- About student first impressions of the college
- State measures such as admission, retention, assessment, placement, orientation, and more
- How they spend their time in college
- How they interact with the campus community and other students
- What kinds of work they are challenged to do, how the college supports their learning, if the first semester was what they expected

Student Basic Needs Survey
- About basic needs such as housing, health care, other basic needs
Academic Senate 2018/19

**Outcomes**
- Keep all 2017 SLO data
- Deadline to map: October 1
- Progress report sent by Dr. Cartagena
- Training sessions
- TASKSTREAM
  - Two access points:
    - RMC website—Faculty tab under Academics, go to Outcomes, click IRP, click icon
    - Academic Info—Faculty tab, click IRP

**Planning Streamlined Evaluation**

**ASCCC Updates**
- Guided Pathways: Forum—Randy Bouch (Oxnard College)
  - Thursday, September 27 @ 1:00 p.m.—3:30 p.m.
- Upcoming Awards:
  - Exemplary Program—November 5 (Innovation in the core, peer, action-oriented)
  - Master Environmental Educator—November 14 (Achievement in the core, peer, action-oriented)
- Hayward—December 16
- Diversity—January 11 (Individual can be choosing color with color by name on
  development, change, staff, student, curriculum, course, program, or other project)
- Disciplines List: Homeland Security Proposal

**Shared Participatory Governance**

**10+1 Faculty**

**Matters of Significant Effect on Students**

10+1 Lab curriculum falls under faculty purview.
10+1: Professional matters—Senate purview for min. quals.
1st VP Report

2nd VP Report

Taskforce Membership

Funding Formula
- Next webinar: October 9
- Webpage: http://extranet.cctc.edu/Divisions/FinanceFacilities/StudentCenter/FundingFormulas.aspx
- Contact: SCPF@cctc.edu

New Business: Academic Rank
- Executive Motion: Academic Rank Form
  To extend the review process for part-time academic rank applications to spring 2019, submitted by Human Resources before March 1, 2019 (while maintaining the November 9, 2018 deadline for applicants).
- Executive Motion: Academic Rank Application Review Date
  To approve the committee-recommended updated form (see Addendum A)
Announcements

Adjournment

Guided Pathways is about purpose driven change, where equity should be at the center.

--Trustee Norma Garcia