I. **Call to Order**

II. **Approval of Minutes:** November 6, 2018

III. **Public Comment** – Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate’s discretion, be referred to the Senate Executive Council or placed on the next agenda.

IV. **Guest:** Cecilia Rocha and Caroline Durdella, Institutional Goals Presentation

I. **Committee Reports**

   Senate Committees:
   - Academic Rank
   - Curriculum
   - Guided Pathways Steering (GPS)
   - Instructional Technology (ITC)
   - Online Education (OEC)
   - Open Educational Resources (OER)
   - Staff Dev./Flex
   - Outcomes

   Planning & Fiscal Council Committees:
   - Institutional Effectiveness (IEC)
   - Program Review
   - Safety

   Other Committees:
   - Basic Skills
   - Bookstore
   - Enterprise Systems Advisory
   - Online Education Initiative (OEI)
   - Student Equity
   - Student Success and Support Program (SSSP)

II. **President’s Report**
   A. Board Policies and Administrative Procedures Cycle in 4000s
   B. Chicano/a Studies Program Update
   C. Senate Constitution/Bylaws Taskforce

III. **Vice Presidents’ Reports**
   A. 1st Vice President
   B. 2nd Vice President

IV. **Unfinished Business**
   A. ASCCC Diversity Award: Rise Scholars
   B. Class Schedule Filter for Zero Textbook Cost (ZTC)
   C. Guided Pathways Areas of Interest and GE Mapping (see Addendum A and B)

   **Executive Motion:** To support the recommendations of the Senate Guided Pathways Steering Committee for the RHC areas of interest and GE mapping.

   **Motion to Amend:** To add language that includes double counting for major or GE wherever possible (moved by Katie O’Brien; seconded by Adam Wetsman).

   **Motion to Postpone:** To postpone discussion until next meeting (moved by Sheila Lynch; seconded by Mike Dighera; motion passed unanimously).
V. **New Business**
   A. ZTC Checklist Revision (see Addendum C)
   B. Taskforce for Low Textbook Cost Symbol Implementation (see Addendum D)
   C. Resolution for Board of Trustees Members (see Addendum E)

VI. **Announcements**

VII. **Adjournment**
Addendum A: Guided Pathways Areas of Interest

Career & Academic Pathways (Meta-Majors)
Draft 10-5-18

Accounting, Business, Economics, and Computer Technology

Arts

Behavioral and Social Sciences

Communication and Languages

Education

Health Sciences

Industrial, Environmental, and Transportation Technology

Physical Education and Kinesiology

Public Safety

Science, Technology, Engineering, and Mathematics

Undecided
Addendum B: GE Mapping Recommendation

Guided Pathways Proposal on
General Education Mapping
11/9/18

In order to preserve the intent of General Education that values providing a broad base of knowledge, inquiry, exploration and choice outside of one’s major focus while still incorporating G.E. as part of the mapping process, I propose the following:

A. Include specific General Education courses in mapping only for G.E. areas and programs which require them as part of a licensing or other external requirement (i.e. Psychology 101, Sociology 101, Speech 101 for RN students).

B. For disciplines which do not have an external requirement for particular G.E. course, offer the following options for their degree programs:

1. Identify/embed major courses that can be “double counted” into appropriate general education categories as part of the mapping process.
2. Departments are welcomed to suggest or recommend specific courses that meet additional GE areas for counselor use.
ZTC CHECKLIST – RIO HONDO COLLEGE

Course sections that utilize exclusively digital course materials at zero cost to students in lieu of required commercial textbooks must be designated as such in the online class schedule by the use of the Zero-Textbook-Cost logo.

(For courses whose Course Outline of Record lists no required textbook, skip to page two.)

CRITERIA for COURSES BEARING THE ZERO-TEXTBOOK-COST SYMBOL (Please check all that apply.)

☐ I am using digital course materials that are openly-licensed (that either reside in the public domain or are licensed for free use and repurposing – see page two for license types).
☐ I am using digital course materials equivalent to the required textbook on the Course Outline of Record.
☐ I am using digital course materials that are completely free of charge to the student.
☐ There is no access fee for the required digital course materials I am using.
☐ There is no access fee for students’ use of workspaces in this class.
☐ A print version of the digital course materials I am using will not be required but may be made optional.
☐ All digital course materials I am using meet federal copyright standards.
☐ All digital course materials I am using comply with the American Disabilities Act.

“Course materials,” as defined here, refers to any materials that include course content and/or exercises and tools for assessing mastery of course content. This term does NOT refer to supplies such as laboratory goggles, art supplies, uniforms, etc.

Name: ___________________________ Division/Dept: ___________________________ Date: ___________________________

☐ I verify that all required digital course materials listed for each course section below meet ALL CRITERIA listed above.

FOR EACH COURSE THAT SHALL BEAR THE ZERO-TEXTBOOK-COST SYMBOL, PLEASE COMPLETE THE FOLLOWING:

Below, list each class you are scheduled to teach during _________ semester of __________ (ex: spring, fall, etc.) ________ (year)

Number and Title of Class _____________ CRN(s): _____________

Required Textbook(s) on COR (title & ISBN)

____________________________________

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Number and Title of Class _____________ CRN(s): _____________

Required Textbook(s) on COR (title & ISBN)

____________________________________
ZERO-TEXTBOOK-COST COURSE MATERIALS MAY INCLUDE:

- works that reside in the public domain. (Explore here: https://publicdomainreview.org)
- Institutionally licensed campus library materials that all students enrolled in the course have access to use at no cost. (See the Library tab on AccessRio for a list.)
- Open Educational Resources and other openly-licensed no-cost works. (https://opendefinition.org)
  (For example, see Creative Commons license types below.)
- works for which you, yourself, own the copyright and make available at no charge.

THE LICENSES

YOU MAY . . .
copy, redistribute,
modify, remix, build
upon the original work,
license to others, even
commercially . . .

. . . PROVIDING YOU
give credit to the
original creator(s) and
to the original work,
provide a link to the
license, indicate any
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the work, AND that, if
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you do so under
the same exact terms.

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COURSE MATERIALS FOR COURSES THAT DO NOT REQUIRE A TEXTBOOK

If you teach a course for which there is no required textbook and you wish to offer Open Educational Resources or other free course materials as an option, you may do so. However, the ZTC symbol will apply only to courses that utilize no-cost materials in lieu of required commercial textbooks.

It is important to consider that the selection of texts plays a strong role in articulation of courses. Some colleges and universities approve or disapprove courses for articulation based on the text because they believe it a good indicator of the rigor of the course content.

To learn more about OER, please contact your representative on the Open Educational Resources Committee.

California legislation (S8 1359) requires that California Community Colleges “include a symbol/overlay in the online campus course schedule by January 1, 2018 for courses that exclusively use digital course materials that are free of charge to students . . .”

Rev 11/2018
ZERO TEXTBOOK COST SYMBOL or RHC ONLINE COURSE SCHEDULE — CHECKLIST

Name: __________________________ Division/Dept: ______________________________

CRITERIA for COURSES BEARING THE ZERO-TEXTBOOK-COST SYMBOL

In order to qualify for a ZTC symbol, course section(s) below must meet ALL criteria listed here. Check each box if the required learning materials* for the course sections at the bottom of this page are:

- digital course materials that reside in the public domain or whose licensing permits their free use and repurposing by others, as do certain Creative Commons licenses.
- ALL completely free of charge to the student.

In addition, there is no access fee to the student:
- to access the required online learning digital course materials* in this section of this class.
- to access required for students’ use of workspaces in this section of this class.

If a print version of the free learning materials is available, the print version will either be free of charge to the student or completely optional.

* “Learning Course materials,” as defined here, refers to any materials that include course content or exercises and tools for assessing mastery of course content. This term does NOT refer to supplies such as laboratory goggles, art supplies, uniforms, etc.

FOR EACH COURSE THAT SHALL BEAR THE ZERO-TEXTBOOK-COST SYMBOL, PLEASE COMPLETE THE FOLLOWING

(Only class sections that meet ALL items on the above checklist may be listed below.)

Below, list each class you are scheduled to teach during ______ semester of ______

(Ex: spring, fall, etc.) (year)

for which ALL of the criteria listed above apply.

Number and Title of Class ______________________________________________________
(CRN(s):) __________________________

Number and Title of Class ______________________________________________________
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Number and Title of Class ______________________________________________________
(CRN(s):) __________________________

Number and Title of Class ______________________________________________________
(CRN(s):) __________________________

California legislation (SB 1359) requires that California Community Colleges “include a symbol/logo in the online campus course schedule by January 1, 2018 for courses that exclusively use digital course materials that are free of charge to students and therefore not required to be purchased.”

Signature: __________________________ Date: __________________________

☐ I verify that all required digital learning course materials listed for the above each course sections meet federal copyright standards All-Criteria listed above.
FROM CALIFORNIA STATE SENATE BILL 1359 (Block)
Public postsecondary education: course materials.

[Approved by Governor September 13, 2016. Filed with Secretary of State September 13, 2016.]

Summary: This bill would require each campus of the California Community Colleges and the California State University, and would request each campus of the University of California, to identify in the online version of the campus course schedule its courses that exclusively use digital course materials, as specified, and communicate to students that the course materials for these courses are free of charge and therefore not required to be purchased. By imposing new duties on community college districts, this bill would impose a state mandated local program. The bill would become operative on January 1, 2018.

SECTION 1. Section 66406.9 is added to the Education Code to read:
66406.9. (a) Each campus of the California Community Colleges and the California State University shall and each campus of the University of California is required to, do both of the following:

(1) (A) Clearly highlight, by means that may include a symbol or logo in a conspicuous place on the online campus course schedule, the courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions.

(2) The course materials described in subparagraph (A) may include open educational resources—institutionally-licensed campus library materials that all students enrolled in the course have access to use—and other properly licensed and adopted materials: Each campus of the California State University, each participating campus of the University of California, and each community college district shall ensure that these materials comply with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Copyright Act of 1976 (Public Law 90-525).

(b) Clearly communicate to students that the course materials used for the course identified pursuant to paragraph (1) are free of charge and therefore not required to be purchased.

(c) For purposes of this section, the following terms have the following meanings:

(1) “Course schedule” is a collection of available classes, course sections, or both, published electronically, before the start of an academic term.

(2) “Open educational resources” are high quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students. “Open educational resources” include, but are not limited to, full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

(4) This section shall become operative on January 1, 2018.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 1 of Title 2 of the Government Code.
# ZTC Checklist – Rio Hondo College

Course sections that utilize exclusively digital course materials at zero cost to students in lieu of required commercial textbooks must be designated as such in the online class schedule by the use of the Zero-Textbook-Cost logo.

(For courses whose Course Outline of Record lists no required textbook, skip to page two.)

**Criteria for Courses Bearing the Zero-Textbook-Cost Symbol** (Please check all that apply.)

- [ ] I am using digital course materials that are openly-licensed (that either reside in the public domain or are licensed for free use and repurposing – see page two for license types).
- [ ] I am using digital course materials equivalent to the required textbook on the Course Outline of Record.
- [ ] I am using digital course materials that are completely free of charge to the student.
- [ ] There is no access fee for the required digital course materials I am using.
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Name: ____________________________ Division/Dept: ____________________________

Signature: __________________________ Date: __________________________

- [ ] I verify that all required digital course materials listed for each course section below meet **All Criteria** listed above.

## For Each Course That Shall Bear the Zero-Textbook-Cost Symbol, Please Complete the Following:

Below, list each class you are scheduled to teach during __________ semester of __________

(Ex: spring, fall, etc.) (year)

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- Open Educational Resources and other openly-licensed no-cost works. (https://opendefinition.org)
  (For example, see Creative Commons license types below.)
- works for which you, yourself, own the copyright and make available at no charge.

THE LICENSES

COURSE MATERIALS FOR COURSES THAT DO NOT REQUIRE A TEXTBOOK

If you teach a course for which there is no required textbook and you wish to offer Open Educational Resources or other free course materials as an option, you may do so. However, the ZTC symbol will apply only to courses that utilize no-cost materials in lieu of required commercial textbooks.

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To learn more about OER, please contact your representative on the Open Educational Resources Committee.

California legislation (SB 1359) requires that California Community Colleges "include a symbol/logo in the online campus course schedule by January 1, 2018 for courses that exclusively use digital course materials that are free of charge to students . . ."
Addendum D: Taskforce for Low Cost Textbook Symbol Implementation

FOR ACADEMIC SENATE | NOVEMBER 20, 2018

MOTION:

To create a task force that will study, design, and implement the addition of a low-textbook-cost symbol on the college online class schedule, based upon results of a survey of faculty to determine its usefulness, with an implementation target date of April 15, 2019.

BACKGROUND:

The passage of California State Senate Bill 1359 requires all California State Universities and California Community Colleges to highlight by means of a symbol or logo “in a conspicuous place on the online campus course schedule, the courses that exclusively use digital course materials that are free of charge to students.” This law went into effect on January 1, 2018. Rio Hondo College began using the Zero-Textbook-Cost symbol on the Spring 2018 online class schedule.

While the objective of the legislation is to significantly lower the cost of textbooks for students and to encourage faculty to research alternatives to costly commercial textbooks, the law overlooks the reality that free digital course materials are not readily available in every discipline. Many faculty, irrespective of SB 1350, have been working diligently to replace high-priced textbooks with affordable alternatives. Some have found quality materials at a significant savings over publishers’ textbooks. But doing so does not meet the criteria of SB 1359. And, by law, we cannot place the ZTC symbol next to a class section for which the instructor has replaced a $200 textbook with one that costs $20.

If one of the objectives of SB 1359 is to display affordable textbooks prominently so that students are made aware of them, then it follows that we should introduce a symbol that highlights courses that represent a significant savings in textbook costs.

The Open Educational Resources Committee recommends that a task force convene swiftly to create an online survey to find out from faculty what a realistic price would be for a low-cost textbook in their own discipline and which of their current courses, if any, would qualify. The survey results would show us if there is enough of a groundswell to introduce a low-textbook-cost logo for the next academic year. If there is, the task force would propose a process for determining which sections should bear a Low-Textbook-Cost symbol.

Just as we did with the ZTC symbol, we could implement a second symbol into Banner in a matter of weeks and, potentially, have a LTC symbol in addition to the ZTC symbol ready for Fall 2019 registration.

Sheila Lynch
OER CHAIR
Addendum E:

Resolution for Board of Trustees members, Madeline Shapiro and Mary Ann Pacheco

Whereas, Madeline Shapiro served as Rio Hondo College Board of Trustee for nine years from 2009 to 2018, and Mary Ann Pacheco served as Rio Hondo Board of Trustee for five years from 2013 to 2018,

Whereas, Madeline Shapiro and Mary Ann Pacheco supported numerous campus events, ground breakings, ribbon cuttings, and the College commencement ceremonies,

Whereas, Madeline Shapiro and MaryAnn Pacheco were committed to building strong relationships with the community, by supporting outreach efforts to promote and highlight the College through Community Educational Forums and area school district events,

Whereas, Madeline Shapiro and Mary Ann Pacheco met with local chambers of commerce, community business leaders, and local and state-elected officials to advocate for the students of the District,

Whereas, Madeline Shapiro and Maryann Pacheco have steadfastly supported the efforts of the Rio Hondo faculty in providing services to the students of the District,

Be it Resolved that the Academic Senate commend Madeline Shapiro and Maryann Pacheco on their long service and dedication to the District and wish them both the best in their future endeavors.
Addendum F: Online Education Committee Report

Online Education
Senate and PFC report
October 2018
Submitted by Dr. Jodi Senk

- A summary of August and September DECO (Dist Ed Coord.) meetings was presented. One area of interest was faculty and student surveys. OE Coordinator will send OEC the links to the surveys to determine if we should implement at Rio and which questions we want to ask.

- Board presentation was scheduled for October, but due to the president search, has been cancelled. Should be moved to Spring 2019.

- EMEC has now upgraded to better faster WIFI!

- Discussion on load to teach online. Currently it is two classes or 40. It was noted there is nothing specific to PT faculty online load. Per the contract, the dean “allegedly” can assign more than 40%. OEC will continue to discuss.

- Issue to consider-- statewide, colleges that are increasing online and doing well, on average, have 20% courses online; Rio has 13%.

- Discussion ensured on the OEI rubric and alignment, and how one can upgrade their course for the exchange as well as creating a POCR (peer online course review) club.

- Program plan near completion-will try and align with equity/accessibility and guided pathways; requests made for resources and staffing.
Addendum G: Outcomes Committee Report

Outcomes Update

1.) Mapping
   - All mapping is complete
   - Course-level outcomes mapped to
     - L0Ts
     - PLOs
   - 3, 246 courses mapped

2.) Data Entry in TaskStream
   - Directions have been continually revised and improved to assist users for TaskStream data entry in the spring.
   - Formatting has been improved to the best of our ability within TaskStream limitations.

3.) Assessment Cycle
   - Pursuing linking the Outcomes assessment cycle with the curriculum cycle.
     - Presented the idea to Curriculum and have met with Curriculum Catalyst?
   - Current assessment cycle is not linked to anything

Linking assessment cycle:

- Benefits:
  - Creates checks/balances
  - Directly connects improvement of courses to outcomes
  - Provides enough time for effective data collection
  - Demonstrates to accreditation that our processes are integrated.