Members present: Frank Accardo, Lupe Alvarado, Robin Babou, Michelle Bean, Robert Bethel, Tammy Camacho, Angela Cheung, Fran Cummings, William Currington, Yunior Hernandez, Jupei Hsiao, Steve Johnson, Andrea Kirton, Michael Koger, Katharine Lampert, Jeannie Liu, Sheila Lynch, Marina Markossian, Angelica Martinez, Carley Mitchell, Farrah Nakatani, Katie O’Brien, Tyler Okamoto, Dorali Pichardo-Diaz, Elizabeth Ramirez, Rudy Rios, Kevin Smith, Stephan Smith, Shelly Spencer, JoAnn Springer, Razvan Stoian, Irma Valdivia, Diana Valladares, Adam Wetsman; Members absent: Kevin Barman, Michael Dighera, Marie Eckstrom, George Kimber, Todd Lim, Shirley Isaac, Juana Mora, Nadia Lopez Moreno, Gerson Montiel, Matthew Pitassi, Angela Rhodes, Tracy Rickman, Matt Schleicher; Ad hoc members present: Dana Arazi; Guests: Alyson Cartagena, Alex Dejean

I. Call to Order – 1:03pm

II. Approval of Minutes: approval of November 5, 2019 minutes postponed until next Senate meeting on December 3, 2019.

III. Public Comment – none

IV. Guest: Russell Castañeda Calleros, LEGACIE
   A. LEGACIE is an acronym for Latinos Empowered, Guided and Cultivated in Education. The purpose of LEGACIE is to help Latino males be successful in course success, retention, persistence and completion. Being able to demystify and navigate the educational journey for Latino males is one of the main reasons for the mentorship program. Research on Latino males has shown that establishing meaningful relationships with faculty and staff can contribute to higher levels of academic success, campus engagement, and overall self-confidence. The three elements of LEGACIE are:
      • Mentorship – 37 scholars each have a mentor.
      • Scholarship – $1000 is available for every scholar due to a Men of Color grant from the California Community Foundation.
      • Workshops – Students remain eligible for the scholarship by attending themed workshops every other month designed to create community.
   B. The LEGACIE application design is intended to prioritize students with the highest needs. The scoring rubric rewards points to students based on whether or not they are in categories such as CalWORKs, Guardian Scholars, DREAMERS/DACA, First Generation, Homeless/Housing Insecure, LGBTQI, Parents, Re-entry, RISE Scholars, Veterans, or Head of Household.
   C. Mentors have 1:1 time during workshops and meet with their paired scholar at least once per month. Some supports provided by mentors include academic support,
personal advice, goal setting, referral to campus resources and connection with career and professional networking opportunities.

D. The program began in Spring 2019 as a semester model and in Fall 2019 switched to a year-long model. Currently the LEGACIE Steering Committee is looking for grant funding to continue beyond May 2020.

E. LEGACIE currently operates with staff support from the Office of GCR, Student Equity, and a few other offices, but would probably thrive over the long term under the auspices of Student Services or Academic Affairs.

F. The LEGACIE Steering Committee is always open to receiving new mentors who can commit to meet with LEGACIE scholars and attend workshops. Furthermore, the committee members welcome guest speakers.

V. Committee Reports

Senate
- Academic Rank – Applications were due last Friday.
- Curriculum – Kathy Burdett will send out an email letting faculty know when the class is approved, but faculty can also check the status on the Chancellor’s Office Curriculum Inventory (COCI).
- Guided Pathways Steering (GPS) – Forming workgroups to take on different aspects of guided pathways. One workgroup will recommend a design for student success teams to bring forth to GPSC and eventually to Senate for review. A second group will focus on the backend of the website, while a third group is looking at the website experience from the student perspective.
- Instructional Technology (ITC) – Name change documentation in process to Instructional Technology Practices (ITP). The new focus of the committee will be: “Instructional Technology Practices is charged with providing guidance, documentation assistance, effective practices and recommendations for secure use of technology on campus. The focus will be on the use of technologies by faculty and related polices, including cybersecurity. The ITP will make recommendations to the Academic Senate for resources and training for Rio Hondo College employees.”
- Distance Education (DE) – Contractors have been located to identify changes that need to be made to online courses in order to be compliant with Section 508. There is discussion to provide Section 508 training and certification to two distance education classified staff members. Long term goal is that faculty will have training so that when initial checks on courses are made, there won’t be too many changes after submission to the distance education department for review.
- Open Educational Resources (OER) – Members of OER have been split into workgroups to work on various projects, such as creating FAQ infographic and strategies for promoting OER throughout the college community.
- Staff Development/Flex – Winter grants are available: $750 for individuals and $200 for low-cost grants. For the first time in many years, there weren’t enough applicants to award the fall monies. Reminder that the flex day deadline for fall obligation is December 1st. Fall Flex Day may have a student equity in the classroom theme. The general session would focus on how to constructively look at data and reflect on what the data means. A senator recommended that we look at how we can ensure that part-time faculty are included in
professional development, including flex day. It was suggested that we consider an intentional mentoring program in which full-time faculty mentor part-time faculty.

- Outcomes – Working on ensuring that all program-level outcomes are included in the college catalog. A list was shared showing last year’s degrees and certificates that have been approved and whether or not program-level outcomes have been submitted. An email was sent out last week reminding faculty that they do not have to wait until May to complete PLO’s. All are encouraged to begin the process now. The official deadline is in June and support workshops will be offered in December and in May.

**Planning and Fiscal Council**

- Institutional Effectiveness (IEC) – no report.
- Program Review – no report.
- Safety – The new Director of Facilities began yesterday.
- Policy and Procedure Council (PPC) – Currently reviewing the 2000 and 3000 CPs. The plan is that PPC will complete reviewing them by early Spring 2020.

**Other**

- Basic Skills – no report
- Bookstore/Copy Room – no report
- Enterprise Systems Advisory – no report
- Online Education Initiative (OEI) – no report
- Student Equity – no report
- Student Success and Support Program (SSSP) – no report
- ASCCC Open Educational Resources Initiative (OERI) – Opportunities are available to work with the statewide academic senate initiative team as a reviewer, or to work on the team in another capacity. An email was sent to all faculty with the link to the online interest form.

**VI. President’s Report**

A. Food Drive – The response to the food drive was a success – thank you to all for donating.

B. Plenary Debrief – A. Wetsman reported that term limits for officers was voted down so term limits will remain the same. Recommendation to remove for the pilot status of four-year degrees passed. Trickling for elections was voted down - moving forward a candidate who’s interested in running for statewide senate can only run for two positions.

C. Taskforce Updates
   i. The Faculty Hiring AP Taskforce is in the process of working on a draft to bring to Senate. HR has taken the position that there are policies, there are procedures and there are practices. The current draft of the faculty hiring AP will refer to a memo that will detail the practices that can be agreed upon by faculty and Human Resources. A draft of the hiring practices from Human Resources will be coming to Senate for review. A discussion ensued regarding the possibility of pausing faculty hiring until the taskforce work is complete.
Concerns were raised that pausing faculty hiring can impact areas which are in desperate need of new faculty.

ii. The Completion Taskforce met last week and has been split into two workgroups. One workgroup is planning Completion Week and the other is planning Major Declaration Day. D. Pichardo-Diaz encouraged senators to keep an eye out for each event. The goal for Completion Week is that completion be a campus-wide effort and academic faculty can support the effort by reminding students to petition and manning information huts that will help students with questions as to where they can apply to petition. Major Declaration Day will go hand-in-hand with Guided Pathways by having information booths based on Areas of Interest. The booths will be staffed by academic faculty that will be able to share more about the major/degrees of their respective discipline.

D. Name Change Option in Canvas – Students are able to indicate their name preference for Canvas. It poses a concern because the student name may not match what is shown on Banner. Admissions and Records along with IT are looking at the issue.

E. Multiple Majors Maps – Drafts of multiple majors maps have been completed.

F. Bond Update – The Board of Trustees would like to submit a bond for the March 2020 election.

VII. Vice Presidents’ Reports
   A. 1st Vice President – The By-Laws and Constitution Taskforce has a draft ready to be reviewed by Senate in the spring semester.
   B. 2nd Vice President – no report

VIII. Unfinished Business - none

IX. New Business
   A. Guided Pathways Recommendation
      The GPSC recommends that the college design a student success team model under its direction. A summary of Melinda Karp’s student success team recommendations was shared with Senators. One idea is that a success team may consist of a counselor, discipline faculty, success coach, and possibly a financial aid person for each area of interest.

      Motion: The college will design a student success team model as recommended by the Guided Pathways Steering Committee.
      i. S. Lynch moves that Senate accept the motion, 2nd by J. Springer
      ii. Motion passes unanimously

   B. Hayward Award Nomination
      The Hayward Award is a statewide award that goes to four faculty members in the state. The award is generally for people that have been involved in multiple areas, such as in the classroom, local and statewide level and there is one winner per region. The nomination can be part-time or full-time, but there can only be one winner per college.
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i. Motion by M. Bean to nominate Tracy Rickman for the Hayward Award, 2nd by D. Arazi.

ii. Motion passes unanimously.

X. Announcements
   A. Women’s Soccer won the championship this year.
   B. S. Lynch shared that the capstone event for First Year Seminar, “Becoming a Scholar” will take place immediately following Senate in LR128.

XI. Adjournment – 2:09pm