Minutes
February 18, 2020
Location: Board Room
1:00 PM

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

I. Call to Order – 1:03pm

II. Approval of Minutes: February 4, 2020 – approved with no revisions.

III. Public Comment – none

IV. Presentation: Joe Louis Hernandez and Margarita Angon, Rise Scholars

A. Rise Scholars serves students that have been incarcerated, or family members of those who have been incarcerated. The program strives to empower students that have been incarcerated or impacted by the criminal justice system. In California, out of every ten people that have been released from jail, six of them will return to jail within the first three years and the majority of them return within the first year. The Rise Scholars program currently serves approximately 76 students and the team consists of a Student Equity Grant Manager, Program Manager, Student Services Assistant, Student Success Coach, Orientation Guide and three adjunct counselors. Some services provided are:

- 1:1 Student Support
- Book and meal vouchers
- Transition into Project Rebound
- Access to student equity books
- Laptop loan program
- Calculator loan program
- Transportation and parking passes
- Study lounge and computer lab
- Expungement clinics

B. Eligibility Requirements: have been formerly incarcerated at some point, which includes any touchpoint within the criminal justice system such as juvenile hall, arrested in a holding cell for a few days or students who have significant others who have been in the criminal justice system. Both full and part-time students can be part of the program, as well. Full-time requirement is waived for Rise Scholars who need a Go Rio bus pass.

C. Key to the program is having a mentor in the Program Manager who has been incarcerated and has had similar experiences. Unlearning what they have learned in jail
and on the streets is something the program can help students with by providing 1:1 time and teaching students coping mechanisms.

D. Campus tours at 4-year universities are specifically tailored to Rise Scholars because they visit with similar programs at the transfer institutions. It is important for students to know that they have support statewide.

E. Email any questions to risescholars@riohondo.edu

V. Presentation: Herlim Li, FACCC Representative for Southern California Area
   A. Prop 13 is on the March 3rd ballot and is different than the 1978 Prop 13. The 1978 Prop 13 will be on the November ballot to make it a split roll. The passing of this ballot would give 2 billion dollars to community colleges to revamp aging campuses. The proposition would also support K-12 schools, while schools in lowest income districts would get the most monies per the funding formula. FACCC is supporting Prop 13 and hopes that the faculty will support the Proposition, as well.
   B. FACCC is looking to become more engaged with the Southern California region. Regional meetups with local legislators are being planned. Also, in discussion is an effort to organize a student/faculty activism training at East Los Angeles College. Information will be passed along to Adam Wetsman who can share with those interested in participating.

VI. Committee Reports

Senate
   - Academic Rank – no report
   - Curriculum – April 20th is the last day to submit any changes for the catalog.
   - Guided Pathways Steering (GPS) – written report (Addendum A).
   - Instructional Technology (ITC) – voting on name change today. Workshop on how not to get hacked on April 2nd from 1-2pm in the boardroom.
   - Distance Education (DE)
     - Committee working on a new “Regular and Effective Contact Guidelines”. The form will be available fall 2020.
     - Online teaching conference is June 17-19 and will be held at the Pasadena Convention Center. If you are interested in attending, please contact Jill Pfeffer.
     - Rio has 50 site licenses remaining for Camtasia and Snagit Software. Contact Distance Education support to request a license.
   - Open Educational Resources (OER) – the committee has a new chair, Delmis Alvarado. She will contact K. Smith to ask for committee representation, as committee membership is on the low end.
   - Staff Development/Flex – most events coming up are in Minutes from the last meeting. Be on the lookout for emails to register for the events.
   - Outcomes – A. Cartagena attended the SLO Symposium and has good news – we are on the right track. Thankful to Senate for approving cycles and processes, which linked our outcomes to curriculum and program reviews. She is working on a guide that will include research from the symposium. The guide will include ideas about creating, the quality and integrating outcomes. The keynote speaker of the symposium discussed taking learning to the students as opposed to the student going to the professor. Looking at ways to apply this
approach to outcomes on campus. Program level outcomes need to be linked to the institutional level outcomes.

Planning and Fiscal Council

- Institutional Effectiveness (IEC) – on Friday, February 27th, Dr. Durdella is going to begin the process of reviewing the mission, vision and values with different constituency groups across campus. The meeting will be the first convening with more to follow.
- Program Review – finished 17 program reviews this year. The final executive summaries will be sent to the programs this week. Institutional recommendations are not included in the individual program executive summaries. Instead, there will be a separate document with the long list of institutional recommendations. Also, not included in the executive program review summary are editorial suggestions. A side letter with suggestions will be sent to the programs.
- Safety – written report (Addendum B).
  - A senator shared a concern about the lack of emergency preparedness information - specifically, active shooter on campus and earthquake preparedness plans. K. Smith shared that there has been discussion of having an active shooter simulation on campus. He will request an update from the Director of Facilities.
  - A. Wetsman shared that there are new phones in the classroom and that numbers are being painted on rooftops. This seems to be a major area of emphasis for our new President.
  - The water tower is Rio Hondo College’s responsibility and this topic was raised. Currently, the district and the water company disagree as to who should be responsible for the tower because the tower solely supplies the college and not the community. K. Smith will bring an update to Senate on the matter.
  - A concern was raised about the uneven concrete at the foot of the stairs coming up from Lot F. A senator sprained her ankle on the stairs when she tripped on the uneven pavement.
- Policy and Procedure Council (PPC)
  - Currently reviewing college procedures. Anything that is relevant will be moved into existing board policies and administrative procedures.
  - There are multiple versions of the Hiring AP in circulation. The committee will meet on Thursday to discuss.

Other

- Basic Skills – the committee is becoming a basic skills/AB 705 committee.
- Bookstore/Copy Room – S. Lynch shared that when you click on “View Book” on the schedule, there isn’t much consistency on what you can see. M. Ekstrom will ask new bookstore manager to come speak at Senate.
- Enterprise Systems Advisory – no report.
- Online Education Initiative (OEI) – no report.
- Student Equity – Dr. Melina Abdullah, one of the original founders of the Los Angeles chapter of Black Lives Matter, will be in the Wray Theatre tonight from 7:30-8:30 PM. Rio Teaching for Learning Institute (RTLI) is starting its second recruitment. The priority for
recruitment process occurs in the following order: new faculty, adjunct faculty and if there are enough spaces, full-time faculty.

- Student Success and Support Program (SSSP) – meet on March 6, 2020.
- ASCCC Open Educational Resources Initiative (OERI) – there are two rounds of grants. The round of grants from last year to curate OER is in motion. The current round of grants being funded were due in December and announcements of awards will be made soon. If you have any interest in working with OER, please look out for emails.

VII. President’s Report

A. Hayward Award - Tracy Rickman won the Hayward award.

B. Guided Pathways
   i. Guided Pathways Steering Committee has asked that Area of Interest (AOI) remain as approved until at least the end of the 2020-2021 academic year.
   ii. There are some disciplines that can be in two AOI’s, such as Dance, which is housed in KDA, but will be in Arts for Guided Pathways. For data analysis purposes and Student Success Team cohorting, the disciplines must be in one AOI, but for marketing student facing projects, the disciplines will be in both AOI’s.

C. Hiring Practices – HR sent an email informing all staff of implicit bias training. HR Director will consult with faculty leadership about how to institutionalize implicit bias training. If you are currently on a hiring committee, you will not have to complete the recently introduced implicit bias training.

D. Graduation Date – the district will not unilaterally make a graduation date change. There will be a vote on Thursday at the RHCFA meeting on Thursday, February 20th regarding whether the ceremony will take place on Thursday or Friday. After the vote, the union will write a memo supporting the vote outcome. The location of the ceremony is in discussions, as well.

E. Senator Elections Timeline
   i. K. Smith reminded senators to run elections for new senators by the end of the month. If you did not get an email asking you to run an election, then you do not have to run an election.
   ii. S. Lynch shared the election timeline:
      1. Tuesday, February 25th - election timeline distributed.
      2. Tuesday March 3rd – nominations open. Nominations will take place at Senate and may also be submitted by email following instructions that will be sent to all Senators the day before nominations open.
      4. Tuesday, March 10th – voting opens.
      5. Monday, March 16th at noon – voting closes.
      6. Tuesday, March 17th – results announced at Senate.
VIII. Vice Presidents’ Reports
   A. 1st Vice President – A reminder to please submit nominations for Distinguished Faculty Award. There are currently two nominations. If you would like to serve on the committee, please let D. Pichardo-Diaz know by Friday, February 21.
   B. 2nd Vice President – Major Declaration Day is Tuesday, March 3rd. ASRHC will help at the event.

IX. Unfinished Business - none

X. New Business
   A. Fellow of the College: Nomination for Lynette Nyaggah (Addendum C)
      Executive Motion: The Academic Senate nominates Lynette Nyaggah for the Fellow of the College.
      i. Motion passes unanimously

   B. Distinguished Service Award: Nomination for Madeline Shapiro (Addendum D)
      Executive Motion: The Academic Senate nominates Madeline Shapiro for the Distinguished Service Award.
      i. Motion passes unanimously

   C. ITC Name Change (Addendum E)
      Background: The Instructional Technology Committee has been moving toward providing technology guidance to faculty on campus and is looking to become more of a guiding committee that will teach smart technology practices. The name change would be “Instructional Technology Practices” and will bring recommendations to Academic Senate for various trainings, including being more secure on campus and at home when using technology.
      Motion: To change the name from Instructional Technology Committee to Instructional Technology Practices.
      Discussion: A senator asked about why this committee was originally formed and if this changes the focus. D. Arazi shared that the committee was originally formed to recommend technology in the classroom, but it has been determined that those decisions are made by other departments. Instead of trying to steer the cart, the committee will focus on looking at capabilities with what we have.
      i. Motion by A. Wetsman to approve, 2nd by J. Springer
      ii. Motion passes unanimously

XI. Announcements
   A. Transfer Fair on Tuesday, February 25th. Please wear your alma mater gear.

XII. Adjournment – 1:59pm
Addendum A: Guided Pathways Update

Guided Pathways Update

Website Workgroup met 3 times over winter break. To check out the work Manuel and Albert have done so far, please refer to http://pathways.riohondo.edu/, accessible on a secure connection on campus. This is just a shell; most content still needs to be added.

- Marketing is working on:
  - Updated color scheme
  - Short videos of students and faculty for various parts of the website (tutoring testimonials, “why you need to see a counselor” video disclaimer above sample ed plan)
  - I will follow up with marketing to get this ball rolling.
  - Pictures of Rio Hondo students for each AOI (I can help with this!)
- At FLEX day, main AOIs came up with:
  - A short description
  - A list of characteristics for the word cloud (adjectives or nouns that describe characteristics or interests)
  - A list of careers to highlight in the AOI webpage
- Above the highlighted careers for each AOI, can will add a link to the free statewide Career Coach for further exploration. https://ccc.emsicc.com/?radius=&region=California
- The program maps (Sample Ed Plans) will be finalized by the counselor team by Flex Day but will be vetted by discipline faculty in February before being added to the website.
- The College will build capacity for updating the LMI data, curriculum data and ed plan data on an ongoing basis. We need a plan for this ASAP.

Data and Infrastructure Workgroup, with members including the IRP and IT Directors along with faculty and classified staff from different constituency groups had its initial meeting on Friday, January 31st. The workgroup will look at our current software and review options for new software to create a student dashboard. The goal is that our dashboard will have the ability to cohort students by various indicators which will be determined by this workgroup (milestones, unit completion, online students, new students, etc.).

The group discussed current capabilities with Starfish and whether or not we will continue to use Starfish and Degree Works. GP Coordinators will be meeting with IRP and IT to review the current dashboard that Sheila Xiao is working on for Counseling to see if we can build on that for AOI Cohorts. It was recommended that phase one implementation for the fall would be to cohort students into AOI and reach out to students that are close to completion.

Student Success Team Workgroup has developed a working draft of what our Student Success Teams can look like. The draft Student Success Team for each AOI includes at least one of each of the following: discipline faculty, counselor, dean, data coach, financial aid expert and student services assistant and/or success coach. The draft is in its initial stages and will be refined in the coming weeks. Additionally, the workgroup discussed rolling out a Phase One for Fall 2020.
Addendum B: Safety Committee Report

Safety Committee Written Report: by Brian Brutlag (Co-Chair)

Meeting Date: 1/17/20

I: Facilities Update:
   A: Construction:
      Facilities managers are working on improving safe paths of travel in and around construction areas and the Child Development Center (CDC) This is especially important given the beginning of construction on Rio Plaza which will affect the main entry way into campus
   B: Repairs
      Facilities are currently in the midst of cleaning up a water leak in the Transfer Center. They have yet to find the source of the leak, but they are in the process of cleaning up the water damage.
   C. Safety Improvements
      1. Hiring of a company Montgomery Door to estimate the cost of changing all our doors to single action locking doors from the inside.
      2. Campus wide painting with building numbering to be spotted from the air and color schemes for Divisions

II. Security Assessment
   A. Outside Consultants:
      American Security Life assessment was considered to be largely anecdotal and some on the committee believed a more data driven in depth analysis needs to be performed.
   B. It was suggested that Keenan an outside agency has an “IMReady” Plan that we could model for our revision of our Emergency Response Plan and an Updated Injury Illness Prevention Plan IIPP. The Goal is to have a final product by Summer
      1. As a part of this Keenan will provide “free” AED, CPR and First Aid training to all faculty and staff

III. Safety and Security Concerns
   A. Specific Concerns Issues and Fixes
      1. Facilities are in the process of improving various paths of travel around campus to maximize efficiency and safety for pedestrians and vehicles. This includes new signage, a restriping on curbs and in parking lots, and speed bumps
      2. Facilities will improve communication with the larger campus community through e-mail blasts
      3. There is an issue of elevator access for students with disabilities especially during construction of the L building
      4. Facilities are developing AED location maps
5. The staircase to lot F is not ADA compliant and will have to be replaced. In the interim textured paint will be used to decrease slippage

B. Other Concerns
   1. There needs to be a notification timeline for incidents on campus. The campus needs to be informed in a timely manner and given specific context as to what is happening so they can determine the threat level and whether or not to come to campus.
   2. The Water tower is only kept at 1/3 capacity to minimize the likelihood of it breaking down. According to the City of Whitter, because the water tower ONLY services OUR students that it is our financial responsibility to fix it (at a cost of 3.7 million). We need to find a political solution to this problem.

C. Health Services and Workman’s Compensation (WC)
   1. For all of the safety concerns and issues there has only been 7 WC claims in the last year.

III. Miscellaneous:
   • The Committee agreed to the next meeting date and time April 3rd, 2020 at 10am. This is in keeping with the desire for the committee to meet quarterly.
I would like to nominate Lynette Nyaggah for the Fellow of the College.

Lynette has served Rio Hondo College, our local community, and our state for over thirty years. Throughout her career, she has shown a commitment to helping our students learn, to statewide leadership, and to social justice.

As an ESL instructor, Lynette has focused on innovative teaching methods and practices which have helped thousands of students. She has shown that making connections with students is important in fostering an environment that leads to student success. She was instrumental in bringing students to statewide CCA conferences as part of a student to community college faculty pipeline. She also worked with our EOPS/CARE office to ensure that families in these programs have Christmas gifts during the holidays. Finally, she was our ESL club advisor and our Chinese Club advisor where she hosted international potlucks and educated the college community about different languages and cultures.

Also, on campus, she has been a strong leader. She was Membership Chair and Secretary of RHCFA, and she was Negotiations Chair as well. She was a member of a joint Faculty Association-Senate taskforce that developed and implemented the peer review process.

At the state level, Lynette has been a fierce advocate for policies that will support our neediest students without making unreasonable demands on faculty. Throughout her tenure as CCA President, Vice President and Board member, over the course of 25 years, she has advocated for students and faculty to the Board of Governors, Consultation Council, and the legislatures. She also initiated and implemented the California Leadership Academy which educates faculty about issues within the community college system critical to student success and open access. Furthermore, Lynette created a social justice conference entitled “The Force Awakens,” which addresses unconscious bias, racism, and privilege.

Lynette is viewed as a leader on our campus, even though her role was reduced locally for a larger statewide role recently. Faculty know that asking Lynette for guidance will lead to level-headed but straight forward advice. She is extremely rational yet passionate in her advocacy and leadership. For all of the reasons highlighted and others that are intangible, Lynette Nyaggah deserves to be the Fellow of the College.
I would like to nominate Madeline Shapiro for the Distinguished Service Award.

Madeline Shapiro served on the Board of Trustees for Rio Hondo College for nine years and has been a resident of the Rio Hondo Community College area almost all of her life, residing in Pico Rivera and Whittier. She attended local public schools and Rio Hondo before furthering her education and earning a Degree in Business Administration from California State University at Long Beach. After becoming a mother, she started as a parent volunteer and became an instructional aide and CSEA member before earning a teaching credential from California State University at Fullerton. Madeline worked in the East Whittier City School District for over 30 years where she was actively involved as a teacher-leader well beyond the classroom. She served as the Board president for three terms during her nine years. Besides being an alumna of Rio Hondo Community College, she is the mother of a former Rio Hondo student. At the present time, Madeline is the Vice President of the Board of the Whittier Regional Symphony, a substitute teacher on a part-time basis, and a volunteer at a local elementary school working as a tutor with the students that tend to fall between the cracks.
Addendum E: ITC Name Change

COUNCIL/COMMITTEE Request Form

Directions:
- Name Change:

From:
- Instructional Technology Committee

To:
- INSTRUCTIONAL TECHNOLOGY PRACTICES (ITP) (COMMITTEE OF ACADEMIC SENATE)

<table>
<thead>
<tr>
<th>Person Submitting Request</th>
<th>Date</th>
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<tbody>
<tr>
<td>Dana Arzoo, Rudy Rico</td>
<td>10/19/2019</td>
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Name of Council/Committee
- Instructional Technology Practices

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<thead>
<tr>
<th>Action Requested</th>
<th>Add</th>
<th>Delete</th>
<th>XX</th>
<th>Change*</th>
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Change of Council or Committee:
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 policies, including cybersecurity. The ITP will make recommendations to the Academic Senate for resources and training for Rio Hondo College employees.

Proposed Meeting Schedule:
Up to twice per month minimum during the Fall and Spring Semesters on a first and third Tuesday at 2:30 p.m.

Committee Composition:
- Director of Information Technologies (1)
- Administrators (1)
- Faculty Representatives (4, including chair)
- Classified representative (1)
- Student (1)

Would other councils or committees be impacted by the formation, change, or rejection of this council or committee? If yes, what would be the impact? NO

Additional Information:
ITP (formerly ITC) has been modified to assist faculty in the use and implementation of technology available to them in the classroom, on campus, and access to those services. The committee will seek to attain a minimal standard of “good enough” practices campus wide, with the higher goal of all faculty and staff using effective practices when interacting with technology.