I. Call to Order

II. Approval of Minutes: April 7, 2020 and April 14, 2020

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. Guests: Abbie Perry and Dr. Caroline Durdella to present the Mission Statement Draft(s)

V. President’s Report
   A. Hiring Process
   B. Summer Schedules
   C. Budget Update
   D. Board Meeting Update
   E. Summer Grading Policies: P/NP

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

VII. Unfinished Business - none

VIII. New Business
   A. Curriculum Temporary DE Approval Form Process: https://riohondo0-my.sharepoint.com/:w:/g/personal/darazi_riohondo_edu/EavzL8yGutNHuw6_UZ6GjMBsZmyQmiHteNnLs_QQwoEA?e=YvtpL
   B. Final Exams Statement: Executive Motion: The Academic Senate expects faculty to adjust their final exam schedule so as to allow students who cannot attend a class synchronously during this time to attend asynchronously. Faculty are highly encouraged to allow at minimum a 24-hour window for students to access the final exam
   C. Graduation 2020: Senate Guidance
   D. Management Hiring AP: Guidance for PPC Representatives
IX. Committee Reports (Addendum A)

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X. Announcements

XI. Adjournment
Addendum A – Committee Reports

*Academic Rank
The Academic Rank Committee is meeting this Friday to discuss the difficulty that we faced awarding part-time with appropriate rank due to the way BP4245 is currently written. We will talk about possible updates to BP4245 for wider inclusion of part-time faculty.

*Curriculum
We have passed a streamlined temporary DE addenda document. This will be converted to an online version before being presented to the faculty. This form will mostly have the faculty certify that their course can adhere to the prescribed methodology already filled into the form. There is also a section for faculty to input their own modifications to the prescribed methods. They are encouraged to enter information here as discipline faculty, if they feel is appropriate or necessary. This is not a requirement. Our goal is to make this as streamlined as possible and for this task to not be an onerous one. The federal regulations and accreditation standards are what are guiding us on this process.

Expect contact from your division deans for summer courses, that need to go through this process. We have identified courses that may be challenging. We will trust in the opinion of the discipline faculty if they believe their courses are capable of being taught through Distance Education or not. This addenda will still need to go through our normal curriculum process of getting division faculty approval first, and then division deans etc.

*Guided Pathways - no report

*Instructional Technology
No report

*Distance Education
  - $300 stipends available to get certified to teach online or to renew certification for those who certified in 2015 and before.
  - All courses now have a Canvas shell assigned to them for summer and fall. All summer courses will be online or remote education.
  - Labster application and the Wellness Central mental health app can now be added to course menu’s through the Canvas Navigation. Labster is useful for science labs but is not available for phones or tablets and does have some accessibility concerns. Wellness Central is a great resource for our students having anxiety or other mental health concerns. Please activate the app on your course shells.
  - We are looking for Point of Contact faculty in each division to help other faculty who need help working with Canvas and to act as online teaching mentors. Admin is determining stipends for hours to work as a division mentor. Please contact Jill Pfeiffer if you are interested. jpfeiffer@riohondo.edu
Seasoned veteran online instructors are encouraged to go through the POCR training (Peer Online Course Review) to help review course aligning to the OEI Rubric for the CTE Grant. There are limited stipends to train and to review courses.

Online Teaching conference early bird registration closed on April 14th - 10 so far are attending and it will be held in Pasadena if it is not cancelled June 17-19, 2020.

- Admin will consider refunding hotel costs if the conference cancels and faculty have trouble getting refunds. Most likely the conference will go online.

*Open Educational Resources

*Staff Development/Flex

Staff Development/FLEX Academic Senate Report- 4-15-20

-Held two well attended webinars on “Growth Mindset in a Rapid Remote Environment.” If possible, a full day session on “Growth Mindset” will be offered on campus August 11th.

-Neuroscience & Effective Learning session scheduled for the last week of May has been postponed indefinitely.

-Coordinating with Distance Education to enable faculty to earn $300.00 stipends for completion of Online Teaching Certification or “re-certification” if completed prior to 2015.

-Weekly “Reflection Forum: Voices from the Deep River” with 80 participants from across the campus has launched and is in its 2nd week.

-Working with Student Equity on “Equitable Grading Policies during a Pandemic” webinar for May 1st.

-Continuing with New Faculty Success Seminar remotely.

-Have requested extension of FLEX reporting deadline and awaiting approval.

-Beginning discussions on focus of fall FLEX Day. A potential theme is “Staying on the Path in a Crisis: Supporting Students, Supporting Each Other.” Delivery mode options for FLEX Day are also being discussed.

-The office is working on sending out a weekly calendar of on/off campus professional development opportunities to streamline the stream of emails.

**Challenges:**

Due to the sun setting of Title V grant and a lack of institutionalization, the Staff Development FLEX office clerical support will be reduced from 100% to 47%, (11-month position) and the Coordinator
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Position will be reduced from 70% to 15% as of June 30th, 2020. The District has additionally voiced an interest in moving away from “FLEX Reporter” use on the campus. If these circumstances remain unchanged, it’s likely there will be new personnel in both the Clerk III and Coordinator position tasked with fall FLEX Day planning, no viable FLEX reporting system, and a critical diminishment of staff development/FLEX functionality.

*Outcomes

- **PLOs:** Almost all of the new certificate and new degree program-level outcomes have been created and are ready to be added into the 2020-2021 catalog.
- **CLOs:** We will have final numbers next week, but I believe we were able to get the majority of the “close-the-loops” and “timelines” for course-level outcomes completed. Thank you. These will be uploaded into Taskstream and will complete the 2018-2019 outcomes cycle.
  - The next deadline is June 30 for input of outcomes data (Measures and Findings). However, we do recommend faculty input by May 29, the day grades are due so that you don’t find yourself doing this work over the summer . . . or forgetting.
  - Please make sure you can log into Taskstream and have access to the course for which you need.
- **If you don’t have access:** Please complete an IT Help Desk ticket (Go to: https://www.riohondo.edu/its/helpdesk/) with the subject line “Taskstream”. Please include in your request the course(s) you teach for which you need access. Thank you for your patience as IT is currently experiencing a high volume of requests.

*Institutional Effectiveness*

**Data for planning:** IRP, in conjunction with IEC, is working to simplify and disaggregate data (enrollment data sets, enrollment management data, distance education, equity, and completion data) for program plans/ review. IRP is looking for suggestions on the types of data faculty would like to see included in the tableau visualizations.

**Planning Retreat:** Was held via zoom on Friday, April 10th, with 86 staff members participating. IEC reviewed the feedback from the retreat. For the most part, feedback on the processes and information disseminated was positive.

**Timeline for Educational Master Plan:**
Reviewed survey results for the mission statement revise. Most survey respondents preferred draft B. IEC will make a recommendation to PFC for a draft after PFC and senate offer feedback and suggestions.

Consultant Diane White will present a draft of the EMP on April 20th. Feedback on the draft will be given to White by the 24th. The submission of the final draft of the EMP on
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April 30th. The bulk of the EMP will consist of recommendations for comprehensive planning and a facilities master plan. Fall semester, IEC will discuss activities for each goal of the EMP. IRP is aiming for the Strategic Plan to be approved by the end of the Fall semester 2020.

Ongoing IEC discussions/ recommendations for the remainder of Spring semester 2020: resource allocation, equity principles, faculty hiring timeline, ACCJC set standards, EMP and strategic plans goals and objectives.

*Program Review*

*Safety*

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

Meeting Date: 4/3/20

I: Facilities Update:

A: Construction:
   Overall construction processes have been considerably impacted by CoVid-19.

B: Repairs
   Facilities are currently in the midst of cleaning up a underground hydraulic break in the G. parking lot due to pressure build up in the pipes. This led to additional breaks and leaks on Campus. They are working quickly to avoid a sink hole situation.

C. Safety Improvements
   1. Brush removal, tree trimming
   2. Campus wide Painting was completed, and the roof numbering process has begun
   3. The development of the emergency Preparedness plan along with the safety evaluation for the report has all been put on hold due to COVID-19. The only thing that is in process is the creation of the defensible maps that show the location of AED’s, Striker chairs, etc.

II. COVID-19
   1. There has only been one confirmed case of COVID-19 in one of the cadets in the police academy, as the president informed all staff via e-mail. In response, facilities sanitized 1900 sq. feet of the AJ building and anywhere else the student had courses. There have been no additional COVID-19 cases reported.
   2. Campus facilities are using foam scrub that allows for easy disinfection. The foam has a self-rinse so that the facilities can spay the foam, use a scrubbing tool and then allow it to air dry.
   3. From the faculty perspective the transition to online instruction has been a smooth as can be expected. The administration needs to be commended for the consistent updates and e-mails, given this unprecedented situation.
Faculty are concerned about access to campus and the process of the Upcoming Fall registration including whether summer and fall courses will be completely online as well, since it effects how we plan and teach our courses.

This concern is shared by DSPS representatives; as a primary way that DSPS students with priority registration, add courses is by lining up outside of the DSPS office. There has been little to no communication as to how Fall registration is going to be handled.

4. The library is one of the few campus libraries in the state which is still open. This has caused library staff to take up disinfecting duties due to facilities being short staffed. The library is planning to have reduced hours in the coming weeks and will possibly switch to working remotely.

5. The Library has asked Facilities to help in the organization of a technology loan program allowing for the distribution of Chromebooks through the security office for students to use. This is currently in process.

III. Safety and Security Concerns

A. Theft and Vandalism
   1. Facilities has reported that several sanitation stations around campus have been vandalized (locks broken or picked) and the hand sanitizer stolen.

B. Limited supplies
   1. Schools are of secondary priority for cleaning supplies and equipment during this crisis. This has caused a backlog of products. We’ve ordered 60 Units/cases of hand sanitizer that have yet to arrive (we currently have 12). We ordered 2,000 M-95 masks that were rerouted back to China, and then backordered. Proxeus Packs (which allows you to disinfect a room through a fogger) were ordered however it is unknown when they will be delivered.
   2. At this current time, facilities services have enough disinfecting products and equipment as long as the campus continues with their online instruction only policy. This needs to be factored in when making campus wide decisions
   3. The number of rations on campus may become limited as it is based on the local food bank that we use in order to restock them

C. Health Services and Workman’s Compensation (WC)
   Not present - No report

III. Miscellaneous:
   The Committee agreed to the next meeting date and time July 17 2020 at 10am. This is in keeping with the desire for the committee to meet quarterly.

*Policy and Procedure Council
*Basic Skills

*Bookstore/Copy Room
Statement from the Bookstore:
We are working on possibly reopening in May to have students return their rental books to the store. Otherwise, we will be providing students with a return label for books to be shipped back to the store. Communication will come out at the end of the month once we confirm what the process will be.

*Enterprise Systems Advisory

*Online Education Initiative

*Student Equity

*Student Success and Support Program (SSSP)
No report

*ASCCC Open Educational Resources Initiatives