Academic Senate 2019-20

Minutes
March 3, 2020
Location: Board Room
1:00 PM

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

I. Call to Order – 1:05 pm

II. Approval of Minutes: February 18, 2020 – approved with minor corrections.

III. Public Comment – none

IV. Guests: IEC Co-chairs, Dr. Caroline Durdella and Abbie Perry - Draft of Planning Calendar
   A. Draft Timeline for Full-Time Faculty Hiring was developed by IRP and presented to IEC in response to a request submitted by the Interim VP of Finance. Timeline presented by Caroline Durdella accommodates a faculty prioritization process that would take place in the fall so that the entire hiring process for a full-time faculty member can take place in the spring for a fall start date. Compliance with Faculty Obligation Number (FON) is measured in September, so a faculty member has to be on payroll in September in order to count towards the compliance. A compressed timeline for the planning including program, unit and area plans was presented (Addendum A).
   B. If timeline is adopted, there will be a prioritized list in the fall. The January Governor’s Budget will determine how many new faculty positions will go forward; by May we’ll have a definitive schedule based on the Governor’s May Revise. Concern was raised by a senator regarding the program planning occurring at the beginning of the semester and how it can be very cumbersome for faculty. Additionally, hiring all faculty in the spring can be a burden on Human Resources as well as faculty because in some instances, some divisions have multiple positions open at the same time.
   C. J. Mora, a member of IEC, shared that all the concerns in moving the timeline have been discussed at length. Adjustments need to be made to be more effective. The changes are being considered and reviewed carefully by all IEC representatives. Dr. Durdella encouraged feedback before April.
V. President’s Report
   A. Major Declaration Day – is going on in the lower quad and going great. Thanks to everyone for supporting the event.
   B. Gradation Petition Push – March 16-20. Counselors will have a computer lab set up in SS305 to help students petition all week. Booths will be set up to help direct students to the various labs on campus. Please sign up to volunteer at one of the booths for flex credit.
   C. Hiring Update
      i. Human Resources, along with the EEO group, created a hiring process document. PPC had members of the EEO group, along with the HR Director attend the last meeting. PPC will develop general template language for the various phases of hiring (i.e. recruitment, paper screening, etc.), which will be distributed to the three different constituency groups - administration, staff, and faculty. The hiring process document will come back to Senate and subsequently go through the governance process. The first PPC meeting to begin this process will be tomorrow.
      ii. J. Mora shared that the hiring process created by the EEO Committee included the combined hiring policies into one document addressing the three constituency groups.

VI. Vice Presidents’ Reports
   A. 1st Vice President
      i. Five candidates were nominated for distinguished faculty and are currently being reviewed.
      ii. Voting Poll in AJ Building for those registered to vote in LA County.
   B. 2nd Vice President – no report

VII. Unfinished Business - none

VIII. New Business
   A. Senate Officer Nominations
      i. President – Nomination for Kevin Smith
      ii. 1st Vice President – Nomination for Dorali Pichardo-Diaz
      iii. 2nd Vice President – Nomination for Jorge Huinquez
      iv. Secretary – Nomination for Angelica Martinez
      v. Parliamentarian – Nomination for Sheila Lynch; nomination not accepted.
      vi. ASCCC Representative – Nomination for Adam Wetsman

   B. Academic Rank Recommendations (Addendum B) - Academic Rank Committee has been reviewing applications. One minor change to the addendum: Diana Valladares should be listed under Associate Professor.
      i. Motion to approve academic rank application with a minor revision by A. Wetsman, 2nd by R. Rios
      ii. Motion passes unanimously.
C. Supplemental Questions - Human Resources proposed removing supplemental questions from the application, or making changes to supplemental questions in order to make them supplemental to the application. Human Resources believes that the resume and cover letters do not get weighted in the application review process because most faculty will go directly to the supplemental questions. The issue was brought forth to Senate Exec and an agreement was made to seek input from faculty to revise and keep the supplementals. After this agreement, Human Resources proceeded with selecting the supplemental questions without faculty input.

i. Administration asked K. Smith to develop guidelines for supplemental questions and make a recommendation. K. Smith would like to establish a committee that will review the current supplementals, make recommendations and possibly draft some sample questions.

ii. There is a lot of inconsistency across campus regarding supplemental questions. Administration was told that deans write supplemental questions, however, this is not the case in all divisions.

iii. Discussion ensued regarding whether to allow for the committee to examine the issue closely, or to put forth a motion.

iv. Motion: All faculty positions must have supplemental questions approved by discipline faculty before they are flown by S. Lynch, 2nd by A. Wetsman

Discussion: Should this be the purview of the subcommittee to review the supplemental questions? A Senator shared a concern that in the meantime, positions are open while we have unsatisfactory hiring practices in place. Current practices have been changed without faculty input. There is an urgency because barriers are being created with some supplemental questions that are not applicable to specific positions.

1 oppose, 0 abstention, motion passes

IX. Committee Reports

Senate

- Academic Rank – no report
- Curriculum – no report
- Guided Pathways Steering (GPS) – no report
- Instructional Technology (ITC) – no report
- Distance Education (DE) – no report
- Open Educational Resources - no report
- Staff Development/Flex – no report
- Outcomes – no report

Planning and Fiscal Council

- Institutional Effectiveness (IEC) – no report
- Program Review – M. Eckstrom distributed Program Review Institutional Recommendations (Addendum C). IRP and Program Review groups want to work closely with data coaching and analysis of data and would need to be integrated to program planning and program orientations. Advocating for a separate centralized professional
development office. Strongly advocating that all full-time and part-time faculty integrate Canvas into all of their courses so that students can see their grades at any given time.

- Safety – no report
- Policy and Procedure Council (PPC) – no report

**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) – no report

X. **Announcements** - none

XI. **Adjournment – 2:18pm**
### Addendum A: Timeline - Full-Time Faculty Hiring

#### RIO HONDO COLLEGE

**2020-2021 Timeline — Full-Time Faculty Hiring**

**For Needs Beginning Fall 2021**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2020 — August 20, 2020</td>
<td>Virtual review of criteria to be used to prioritize needs due 8/29/20</td>
<td>VPAA</td>
</tr>
<tr>
<td>September 1, 2020</td>
<td>Memo sent to deans soliciting needs and outlining criteria.</td>
<td>VPAA</td>
</tr>
<tr>
<td>August 14, 2020 — September 18, 2020 (5 weeks)</td>
<td>Program Plans due, submitted and locked via TaskStream</td>
<td>Program Managers</td>
</tr>
<tr>
<td>September 19, 2020 — October 5, 2020 (2 weeks)</td>
<td>Unit Plans with Resources Ranked due, submitted and locked via TaskStream</td>
<td>Unit Managers</td>
</tr>
<tr>
<td>October 6, 2020 — October 19, 2020 (2 weeks)</td>
<td>Area Plans due, submitted, and locked via TaskStream</td>
<td>Area Managers</td>
</tr>
<tr>
<td>October 26, 2020</td>
<td>Final Academic Affairs Area Rankings Due</td>
<td>VPAA and Instructional Deans</td>
</tr>
<tr>
<td>October 30, 2020</td>
<td>Packets Distributed to Committee Members</td>
<td>Office of Academic Affairs</td>
</tr>
<tr>
<td>November 6, 2020</td>
<td>Meeting to review requests and create final position rankings</td>
<td>Office of Academic Affairs</td>
</tr>
<tr>
<td>November 10, 2020</td>
<td>PFC &amp; AS Receive recommendation</td>
<td>VPAA</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Recommendation to President</td>
<td>PFC Co-Chairs</td>
</tr>
<tr>
<td>November, 2020</td>
<td>Board agenda item; Preparing for December 2020 BOT Meeting.</td>
<td>VPAA</td>
</tr>
<tr>
<td>November 12, 2020</td>
<td>Divisions begin to solicit faculty members for potential hiring committees, based on draft BOT agenda item.</td>
<td>Academic Senate</td>
</tr>
</tbody>
</table>

*Requests for certificated staff must be included in the Fall 2020 program review and/or program plan, which must be submitted and locked in TaskStream no later than September 18, 2020.*

2020 Committee Members:

Presented to IEC 2-25-2020
Academic Senate 2019-20

Addendum B: Academic Rank Recommendations

Academic Rank Recommendations

Based on the criteria set forth in Board Policy 4245, The Academic Rank Committee recommends the following faculty members

For the rank of Assistant Professor
Celestine Smith Candida
Erin Irwin
Julio Rene Flores
Jose Alfonso Lara
Russell Muir
Claudia Ramirez
Elizabeth Ramirez
Maria Romero-Morales
Mutsuno Ryan
Stephon Smith
Erin Miyo Stevens-Gandara
Christian Vaca
Diana Valladares
Viviana Villanueva
Christine Waugh

For the rank of Associate Professor
Jose Arroyo
Dr. Amtul Mujeeb Chaudry
Alexander Garbus
Sean M. Hughes
Irene Truong

For the rank of Professor
Kenneth Anderson
Scott Dixon
Karen D. Gottlieb
Ruzanna Karmiryan
David Lindy
Juana Mora
Irma Valdivia

Respectfully submitted,

Angela Rhodes, Ed.D.
Professor of English
Academic Rank Committee, Chair
Increasing Student Learning, Achievement, and Completion

Classroom Best Practices
All faculty should move toward using course shells within the College Learning Management System (LMS) so that students are able to monitor their performance in each of their classes. At a minimum, for each class in which they are enrolled, students should know their course standing throughout the term, and have access to their grades.

Instructional Outcomes
The Outcomes Committee needs to establish and communicate to all instructional programs the deadline for submitting the Course Outcomes Timeline. Timelines need to be submitted as part of the Annual Program Plan and need to be on file in Task Stream.

The Outcomes Committee needs to establish and communicate a protocol or recommendation for small or one person departments to dialogue about course outcomes assessment and record the dialogue and action plan as part of closing the loop.

The Outcomes Committee should take the lead in developing examples that demonstrate appropriate use of outcomes data and actionable instructional strategies that can be used to improve student outcomes or to provide a rationale for why an improvement plan is not necessary. The Committee should also take the lead in developing examples of Closing the Loop documents that provide evidence of engagement with learning outcomes and improving student learning.

The Outcomes Committee should also review the Closing the Loop document and make revisions so that programs can report on whether the actions they took to improve student performance resulted in increased mastery of student learning outcomes in subsequent assessment cycles.
Non-instructional Outcomes
The Outcomes Committee needs to communicate a timeline for all non-instructional programs to complete developing their outcomes, assessing them, and reporting on them.

The Outcomes Committee needs to set a deadline to submit outcomes assessment timelines for non-instructional programs.

The Outcomes Committee should develop guidelines for developing non-instructional program outcomes that focus these outcomes on the population that is served by the program rather than program or institutional operations.

Distance Education
The College should create a mandatory orientation for online courses that clearly and specifically communicates the expectations and challenges associated with taking online courses.

The College should explore student success by modality and develop strategies to improve success rates where differences are observed.

Academic Support Programs
The College needs a plan to transition student academic support programs such as Gateway Tutoring, Summer Bridge, and Supplemental Instruction so that student support in these areas remain organized and coordinated.

The College should explore non-credit academic support courses for critical gateway courses.

Educational Centers
The College needs to ensure that the Educational Centers have comparable auxiliary support to the main campus; e.g. access to financial aid, library services, Admissions & Records, Veterans, etc.

The College needs to establish a firm identity for the Educational Centers and actively market the courses and offerings.

Guided Pathways/Student Success Teams
The Guided Pathways Steering Committee should ascertain the feasibility of scaling up existing, successful programs, such as MESA and others, to support more students across the campus.

The Guided Pathways Steering Committee should ascertain the feasibility of scaling up course coordination for critical courses. Course coordination includes such practices as
adoption of a common schedule of weekly instructional topics, common textbooks, and other instructional materials (such as lab manuals and exercises, types of homework assignments, etc.).

The Guided Pathways Steering Committee should ascertain the feasibility of establishing and maintaining a model of embedded counselors, preferably not funded by categorical funding, for each division.

**Equity**
The Program Review and the Institutional Effectiveness Committees should consult with the Equity Committee to improve Program Review and Planning processes to ensure that equity-based priorities are reflected in individual program plans and reviews.

**Professional Development/Learning**
There is a need for a comprehensive, campus-wide professional development plan, with a higher degree of coordination and an optimization of funds among the various initiatives that have PD as part of their charge. Professional development needs to address classroom instructional strategies as well as equity-minded practices.

The College should institutionalize pedagogical institutes for first-year faculty.

The College should pursue relationships with high school partners and explore intersegmental activities designed to improve knowledge across the segments of preparation for college level work and what it takes to be successful at the college level.

**Data Coaching and Data Analysis**
The Program Review and Institutional Effectiveness Committees should work with Staff Development and the Equity Committee to ensure that programs make better use of data in program reviews and program plans.

Data coaching and data analysis training should be activities that occur throughout the year and a plan should be developed to train faculty and others to serve in these roles in order to expand the pool of trained data coaches.

**Physical Environment**
It is recommended that the Director of Facilities develop a plan to address indoor and outdoor facilities issues that impact student learning at both the main campus and educational centers. The Director of Facilities needs to communicate this plan to the entire campus. Funds should be allocated to improve the appearance of the physical and learning environment.
Academic Senate 2019-20

Hiring Practices
Faculty should be involved and have a voice in Classified hiring if it is directly related to student success and instruction in the classroom.

The Executive Director of Human Resources should work to establish a policy and/or procedure for Classified hiring.

Technology
The College needs to update its Technology Plan and make it publicly available. The Technology Plan should include standards for classroom instructional technology, faculty and staff office computers, and the replacement cycle of technology for classrooms, labs, and staff offices. The plan should also address campus-wide infrastructure in the areas of automation and integration of systems, training and end-user support, timelines for going paperless for various processes, and the development of business analytic capacity to realize gains for students in achievement and completion.

Enrollment Management
Enrollment and efficiency targets for programs, disciplines, and centers should be implemented so that programs, disciplines, and the centers have realistic expectations for growth and resources, such as hiring additional faculty to support enrollment growth. This is likely the purview of the Vice President of Academic Affairs and/or the Enrollment Management Work Group.

The Enrollment Management Work Group, in consultation with Marketing and Communications, should develop a marketing and recruitment campaign to increase enrollment in all programs where the College determines strategic growth is desirable.

The Enrollment Management Work Group, in consultation with the office of Outreach and Educational Partnerships should develop a plan for increasing dual enrollment particularly in areas identified as strategic growth opportunities for the College.

Scheduling of special programs, such as Honors, should be reviewed to ensure that they are offered in a manner that optimizes access for students.

Health and Safety
The College needs a campus wide emergency and security plan that addresses issues on the main campus and the educational centers. Such a plan should include improving the emergency awareness through ongoing training of faculty, staff, and students as well as
creating a directory of qualified faculty and staff who possess up-to-date certifications for emergencies such as First Aid, CPR, defibrillation administration, etc.

Safety and security matters need to be communicated to the entire College community. Timely warnings of events on and nearby the campus, particularly those deemed to be a serious and continuing threat to the safety and security of students and employees, need to be communicated within the applicable laws and guidelines for campus safety and security.

The College should ensure that all health and safety regulations are followed, especially in the science and technology labs.

**Human Resources**

The Executive Director of Human Resources should establish a systematic process for the review of job descriptions for all employees.

The Vice President of Academic Affairs should establish a systematic process to review re-assigned time across the campus.