



Academic Senate 2019-20

Minutes

April 7, 2020

Location: Zoom

1:00 PM

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

I. Call to Order – 1:01pm

II. Approval of Minutes: March 3, 2020 – approved.

III. Public Comment – none

IV. President's Report

- A. Current Distance Ed Conversions – Currently waiting for the final decision, which would keep us in remote learning until the end of the semester. We are currently scheduled to return on May 9th. The Chancellor's Office gave guidance suggesting that in-person graduation should be cancelled. Senate Exec, along with RHCFA President, are pushing for decisions to be made soon and are advocating for measures that are safe and feasible. The library is open to check out Chromebooks. Deans and Directors are on rotation where there are four on campus at a time.
 - i. Senator asked if there are plans for the campus to send out processes and procedures for paperwork, such as requisitions. There doesn't seem to be a process in place at the time, but K. Smith will bring this forth to administration.
 - ii. Frustration was expressed by a Senator regarding the slow in which decisions are being made. It was also expressed that we need to communicate to students that summer classes will be online, if this will indeed be the case.
 - iii. R. Rios shared that he and Senate leadership have been strongly advocating and pushing for updates.
 - iv. Equity concerns were raised. Students need to know if they will be remote over the summer so that they can prepare. If we start early enough, we can help students in a consistent and forthright manner. This indecisiveness is hurting our most vulnerable population. We need to strongly urge our administration and Board of Trustees that we need to make these decisions in advance so that our students can be successful.
 - v. If MOUs are extended to the summer, can division deans designate courses to be online? The Chancellor's Office released an emergency DE addendum in



Academic Senate 2019-20

which all courses had to be listed. Normally, courses going online have to go through curriculum approval. For Summer and Fall, there have been contingency factors added to the process of teaching courses online. The Chancellor's Office wants to see a process that can be decided upon at the local level. This process should come to next Senate meeting for approval. Curriculum will discuss how to make this less onerous, while adhering to the federal laws and accreditation.

- B. Hiring Update – Human Resources has agreed to revert to the last faculty-approved supplemental questions for all the adjunct positions. This will be under the provision that Senate will have a group to create some guidelines for how to write appropriate supplemental questions. Look for an email from K. Smith asking for volunteers. Hiring committees were frozen briefly, however, committees that are at the second level will resume. Faculty chairs will be required to come to campus to participate in person and candidates will be allowed to interview remotely. K. Smith advocating against this and will further discuss the issue with administration.
 - i. Concerns were raised that input from faculty will be lost in the event the faculty members choose not come onto campus due to safety concerns. At the very least, faculty should be able to substitute for another faculty member.
 - C. Planning Retreat – will be on Friday, April 10th. Educational Master Plan and Facilities Master Plan continue to be on the original timeline as there is discussion of a bond in November and the due dates for the plans remain the same – May and June.
 - D. Academic Rank Commendations Postponed – please get the message out in your division that academic rank commendations will be postponed until the fall semester. The rank change will not be postponed.
 - E. Congratulations to Elected Officers
 - i. President – Kevin Smith
 - ii. 1st Vice President – Doralí Pichardo-Díaz
 - iii. 2nd Vice President – Jorge Huíñquez
 - iv. Secretary – Angelica Martínez
 - v. Parliamentarian – Dana Arazi
 - vi. ASCCC Representative – Adam Wetsman
- V. Vice Presidents' Reports**
- A. 1st Vice President – no report
 - B. 2nd Vice President – working with Cristina Almanza, ASRHC President, to join remote meetings.
- VI. Unfinished Business - none**



Academic Senate 2019-20

VII. New Business

a. Executive Motion: Senate Resolution, Guidance for Provisional Adjustments During Sudden Transition to 100% Remote Instruction (Addendum A)

Background: Students are sharing that while many faculty are being flexible with courses, some faculty are not as flexible and are penalizing students for not attending class at the time stated in the syllabus.

Discussion: A senator shared she likes the intent of the resolution, but raised the concern that “equity” is not addressed. It was also added that equity is more than simply looking at expectations, but also understanding what the experience is for our students living through this crisis.

- i. A. Wetsman suggests amending the resolution to add a fourth resolved, “Resolved, the Academic Senate implores faculty to engage in equity-minded practices that take into account the varying circumstances students are experiencing during the transition to remote instruction.”
- ii. K. O’ Brien moves to adopt the amendment and that it be the first resolve in the resolution. 2ND by A. Wetsman.
- iii. **Motion to amend the resolution passes unanimously.**
- iv. **Motion to accept the amended resolution passes unanimously.**

b. Executive Motion: The Academic Senate recommends that, for Spring 2020, students be given the option of an excused withdrawal (EW) and that students should not be required to provide documentation verifying their extenuating circumstances. The Academic Senate further recommends that all F grades shall be automatically converted to an EW for Spring 2020, and that students be given the option of having no evaluative symbol recorded.

Background: Chancellor’s Office has released executive orders, which allow colleges to implement changes to grading policies. The first one is an EW (Excused Withdrawal) and it allows students to request this due to COVID 19. The second executive order allows students to opt for P/NP until the end of the term compared to the current policy allows for P/NP changes until the 30% mark of the term.

Discussion: possibility of extending the deadline for an EW, concerns with apportionment if there is no record of the student taking the class and Pell Grant concerns of students having to repay tuition. It was clarified by Director of Admissions and Records that a student would not receive penalties with financial aid if dropped with an EW, W or course not being notated on transcript. Secondly, it will not impact financial aid. This will also not impact apportionment. If a student drops, they can still be counted for FTE.

- i. Sheila moves to adopt the EW recommendation. G. Montiel 2nds the motion.

Discussion: Various concerns raised, including that some students may have received an “F” grade, or dropped, early in the semester and this is a “free pass”. Also, we need to



Academic Senate 2019-20

address student's that will earn a "D" grade who are in a major that negatively impacts students in highly competitive programs, such as health sciences. A question was raised if a student who earns a "D" could apply for an "EW" after the grade is recorded. An "F" leads to automatic "EW", "D" is not automatic, students can choose to have an "EW". Greater clarity was asked by a senator regarding the dates a student is eligible to request an "EW" – we need start and end deadlines. K. Smith urged Senate to act today, rather than wait for another two weeks.

- i. Call to Question to end discussion by J. Mora, 2nd by I. Valdivia
 - ii. **Call to question motion – 1 oppose, 0 abstain, motion passes**
 - iii. **Motion to accept EW Motion as written - 3 oppose, 0 abstain, motion passes**
- c. **Executive Motion: The Academic Senate recommends that, for Spring 2020, the deadline to select the P/NP grading option be extended through May 15, and that students are recommended to meet with a counselor prior to changing their grading option from a letter grade to a P/NP in order to discuss the potential implications for transfer admission. The Academic Senate further recommends that the units for which the "NP" is recorded not be considered in probation and dismissal procedures, and that the limitation of allowing one P/NP course per semester be suspended.**

Discussion: A senator requested that the requirement to meet with a counselor be removed, as this can be a barrier for students. It was clarified that the motion does not require a student to meet with a counselor – it is solely a recommendation.

- i. G. Motiel moves to accept the motion and I. Valdiva 2nd
 - ii. **Motion passes unanimously**
- d. **Incompletes and In-Progress** – Articulation officer reminded Senators that students have the option of Incomplete and In Progress. In Progress, per usual, can be used when a course is temporarily suspended and is expected to reconvene and complete instruction at some point beyond the established term.

VIII. Committee Reports

Senate

- Academic Rank – no report
- Curriculum – Addendum C
- 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 – Addendum D



Academic Senate 2019-20

Planning and Fiscal Council

- Institutional Effectiveness (IEC) – no report
- Program Review – no report
- 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

IX. Announcements - none

X. Adjournment – 2:45pm



Academic Senate 2019-20

Addendum A: Resolution: Guidance for Provisional Adjustments During Sudden Transition to 100% Remote Instruction

Resolution: Guidance for Provisional Adjustments During Sudden Transition to 100% Remote Instruction

Whereas, The following official responses to the outbreak of the novel coronavirus COVID-19 were issued in the month of March, 2020:

1. Governor Newsom declared a state of emergency on March 4, 2020,
2. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020,
3. President Trump declared a national state of emergency on March 13, 2020,
4. The Rio Hondo College Board of Trustees declared a state of emergency on March 16, 2020,
5. Governor Newsom issued a statewide stay-at-home order on March 19, 2020;
6. College President Reyes declared Rio Hondo College off-limits to students on March 20, 2020

Whereas, Students in our classes may be responsible for the care of members of their household while state K-12 schools are closed;

Whereas, Students enrolled in a face-to-face class did not expect that class to be taught online and may not have any experience taking an online class or using the technology required in an online class; and



Academic Senate 2019-20

Whereas, We cannot expect our students' daily schedules to remain the same as when they enrolled in a face-to-face class that was scheduled to meet at a fixed time;

Resolved, The Academic Senate implores faculty to engage in equity-minded practices that take into account the varying circumstances students are experiencing during the transition to remote instruction;

Resolved, The Academic Senate expects faculty to adjust their attendance policies so as to allow students who cannot attend a class synchronously during this time to attend asynchronously;

Resolved, The Academic Senate implores faculty to adjust expectations, grading scales, and the assessment of outcomes for their classes to ensure a reasonable level of accountability given these circumstances; and

Resolved, The Academic Senate implores faculty to communicate the changes to their expectations, policies, and grading scales with their students.



Academic Senate 2019-20

Addendum B: EW Recommendation and P/NP Recommendation

EW Recommendation

The Academic Senate recommends that, for Spring 2020, students be given the option of an excused withdrawal (EW) and that students should not be required to provide documentation verifying their extenuating circumstances. The Academic Senate further recommends that all F grades shall be automatically converted to an EW for Spring 2020, and that students be given the option of having no evaluative symbol recorded.

P/NP Recommendation

The Academic Senate recommends that, for Spring 2020, the deadline to select the P/NP grading option be extended through May 15, and that students meet with a counselor prior to changing their grading option from a letter grade to a P/NP in order to discuss the potential implications for transfer admission. The Academic Senate further recommends that the units for which the "NP" is recorded not be considered in probation and dismissal procedures, and that the limitation of allowing one P/NP course per semester be suspended.



Academic Senate 2019-20

Addendum C: Curriculum Report



Academic Senate 2019-20

Sorry it's so long, just read the intended portions if you are pressed for time. We were able to have a lengthy discussion today from 11 am to 1:30 pm. These two motions encapsulate the entirety of our recommendation to senate for a plan to approve courses temporarily for DE approval. The list of courses can be shared. The second DE doc should not be shared until we vote on it please.

First we are making a formal recommendation to the deans to prioritize certain classes for the summer in contacting discipline faculty and seeking their buy in on offering these courses online.

- First priority is with the courses that we have concerns on their ability to be offered online. We need to hear from the discipline faculty about their belief that these course will be able to be offered online.
- Second priority is with the courses that we believe can be offered online but do not currently have a DE addenda
- Third priority is for the 9 courses that are pending 508 compliance checks from the DE committee

Here is a list of the courses separated into three tabs. The NOT online tab has the greatest number of courses that need attention.

https://riohondo0-my.sharepoint.com/:x:/g/personal/darazi_riohondo_edu/ERWcGNmiHaxErzcEgawSOhwBib0j_x2dmsc0BAfyuZEMxA?e=5hcnda

Finally moments ago I sent this out to our committee for a vote. I do not anticipate we will have a problem I will let you know when the official vote is in.

BEGIN MOTION:

The curriculum committee will use the information on the included form to streamline a temporary process to approve courses to be offered through a distance education model. This authorization will remain in effect until December 31, 2020. Every course has the



Academic Senate 2019-20

option to complete our regular DE approval, which will follow our established process for DE courses.

The information will be presented to faculty in one of three ways, listed in the order of preference

- 1 This information will be encoded in our curriculum system CurricUNET. Faculty will have the ability to submit their requests electronically
- 2 This information will be presented in an online fillable form and will be documented electronically
- 3 This form will be presented as a document that can be filled out and submitted via email or electronically.

A best effort will be made to make this process available in the preference of the order listed above.

The curriculum committee will evaluate each course as submitted and do our best to expedite the review process while still adhering to the necessary regulatory requirements, accreditation requirements, and providing rigorous and appropriate education. The curriculum committee will make our best effort to complete all reviews of courses by December 31, 2020. The committee reserves the right to make necessary minor adjustments to this process as need through December 31, 2020.

https://riohondo0-my.sharepoint.com/:w:/g/personal/darazi_riohondo_edu/EavzL8yGutNHuw6_UZ6GjIMBsZmyoQmiHteNnLs_QQwoEA?e=dwHly7

END MOTION



Academic Senate 2019-20

Addendum D: Outcomes Report

Outcomes

April 7, 2020

Outcomes Updates:

The item in the GP SCALE OF ADOPTION SELF-ASSESSMENT concerning mapping of the PLOs has been removed. It was determined that this was unnecessary as the data can be garnered from our current collection data processes.

The “Close-the-loop” & “timeline” deadline has been extended from Nov. to April 17. There are weekly training sessions to help faculty.

CTL: 1 per course, a summary & action plan

Timeline: Complete now- 5 years

Note: We are hopeful that CTL form will be embedded within Taskstream for next year.



Academic Senate 2019-20

- There are seven IEC institutional recommendations concerning outcomes.

- Prioritized and an action plan developed.
- Feedback on April 21 from committee.

The extensive “guide”:

- Quick reference.
- Outcomes handbook.

Friendly reminders:

- Faculty please try to log into Taskstream now to ensure you have access later when inputting data (Findings and Measures) for AY 2019-2020.
Recommended: May 29
- If you have created new degrees, certificates, or programs during this academic year please contact Alyson Cartagena so that your PLOs will be added to the course catalog for next year and that they are available in Taskstream as well.
- Due: April 17