Members present: Frank Accardo, Lupe Alvarado, Kevin Barman, Michelle Bean, Tammy Camacho, Fran Cummings, William Currington, Alexandre DeJean, Marie Ekstrom, Yunior Hernandez, Jorge Huinquez, Shirley Isaac, Steve Johnson, Andrea Kirton, Michael Koger, Katharine Lampert, Todd Lim, Jeannie Liu, Sheila Lynch, Marina Markossian, Angelica Martinez, Carley Mitchell, Gerson Montiel, Juana Mora, Farrah Nakatani, Katie O’Brien, Dorali Pichardo-Diaz, Matt Pitassi, Angela Rhodes, Rudy Rios, Matt Schleicher, Kevin Smith, Stephen Smith, Shelly Spencer, JoAnn Springer, Razvan Stoian, Irma Valdivia, Diana Valladares, Adam Wetsman; Members absent: Robin Babou, Robert Bethel, Angela Cheung Jupei Hsiao, Tyler Okamoto, George Kimber; Ad hoc members present: Dana Arazi, Elizabeth Ramirez; Guests: Grant Linsell, Jill Pfeiffer, Zulma Calderon, Gabriela Olmos, Alyson Cartagena, Jodi Senk, Henry Gee

I. Call to Order – 1:01pm

II. Approval of Minutes: May 5, 2020 approved.

III. Public Comment – none

IV. Presentations

K. Smith presented resolutions A-D:

A. Resolution Honoring Vice President Student Services, Henry Gee (Attachment A)
   Vice President, Henry Gee thanked the senators for the recognition.

B. Resolution Honoring Distance Education Team, Gabriela Olmos and Zulma Calderon (Attachment B)
   Gabriela and Zulma thanked the senators for the recognition.

C. Resolution Honoring Distance Education Team, including Jodi Senk, Jill Pfeiffer and Grant Linsell (Attachment C)
   Jodi, Jill, and Grant thanked the senators for the recognition.

D. Resolution Honoring Adjunct Faculty (Attachment D)
   Motion to accept the four aforementioned resolutions made by K. Smith, 2nd R. Rios
   30 yea, 0 nay, motion passes

E. Resolution Honoring RHCFA President Rudy Rios (Attachment E)
   Senate Exec read the resolution. Rudy Rios thanked the senators for the recognition.
   Motion to accept the resolution honoring RHCFA President Rudy Rios made by S. Lynch, 2nd by D.Pichardo-Diaz
   30 yea, 0 nay, motion passes

F. Resolution Honoring Senate President Kevin Smith (Attachment F)
   Senate Exec read the resolution. Kevin Smith thanked the senators for the recognition.
   Motion to accept the resolution honoring Senate President Kevin Smith made by S. Lynch, 2nd R. Rios
   30 yea, 0 nay, motion passes
V. Unfinished Business

A. Excused Withdrawal - Motion Clarification

A motion recommending Excused Withdrawals (EW) was passed at the May 5th Senate meeting. K. Smith presented the motion, but did not read the motion as it was discussed and written. The motion read was, “For the Summer 2020 term, the Academic Senate recommends that all withdrawals be converted to “Excused Withdrawals”. We recommend that, when financially feasible for the district, students will receive an “Excused Withdrawal” with a refund. Furthermore, the deadline for an EW with a refund be August 21, 2020.”

Clarification Motion: For the Summer 2020 term, the Academic Senate recommends that all F grades, in addition to withdrawals, be converted to “Excused Withdrawals” made by S. Lynch, 2nd by J. Springer

28 yea, 0 nay, motion passes.

B. Flex Day and Outcomes

The Outcomes Committee recommended that departments work on outcomes during breakout sessions on Flex Day. The Flex Committee discussed the recommendation and voted against the recommendation. Instead, the Flex Committee suggested to maintain Flex Day as a professional development day.

i. K. O’Brien shared that the Flex Committee recognizes the importance of outcomes, but only discussing outcomes may miss other important issues. Additionally, Administration voiced an interest in fully integrating classified offerings on Flex Day, so an “outcomes only” Flex Day would pose an issue. The Flex Committee suggested a compromise consisting of two strings of breakouts – one can be the outcomes conversation and the other can be professional learning.

ii. A. Cartagena stressed that we need to find time to have the outcomes dialogue and ensure that these discussions are integrated into other discussions, such as Guided Pathways and equity.

iii. We will not have a Flex Day Coordinator once the spring semester is over, resulting from a reduction of reassigned time due to the expiration of Title V. K. O’Brien and K. Smith will meet with VP Academic Affairs to discuss.

iv. The guidance from administration has been to plan for an in-person flex day. S. Lynch added that it seems that administration has conflated professional development issues with Flex Day issues. Flex Day in its purest form is entirely about faculty professional development, whereas, staff development is a different matter and at times can have an administrative coordinator. We will likely have a Senate meeting in June due to the revised budget and can continue to discuss Flex Day.

v. K. O’Brien added one additional flex issue - M. Katroulis has maintained the Flex Reporter website the past few years. Administration has pushed back on the $1,000 stipend for maintaining the Flex Reporter system.
VI. New Business

A. Graduation Motion

Executive Motion: The Academic Senate, on behalf of the faculty of Rio Hondo College, recommends that students who have completed the requirements for a degree be conferred that degree with all rights, privileges, and responsibilities thereunto appertaining.

Motion passes unanimously

B. Guided Pathways Recommendations

The Academic Senate recommends the implementation of the following motions from the Guided Pathways Steering Committee (GPSC):

i. GPSC recommends that clear communication be established for the graduation petition processes. This should include a recommendation to meet with a counselor for graduation petition checks, a clear and concise set of email/website/social media/etc. “templates” specifying the steps for graduation petitioning, and a suggested timeline for these processes.

ii. GPSC recommends that RHC develop one application for all graduation petitions (regardless of type). We recommend that the form be simplified so that the students are not required to input course level information into the form. We further recommend a taskforce of members of Admissions and Records, Counseling and GPSC be formed to review the entire petition process and streamline the form so that there is minimal student input needed.

iii. GPSC recommends that leadership engage with our IT team and Admissions and Records to determine how GP funds can be used to support any technology/personnel needs to implement the other recommendations from GPSC about graduation petitioning.

Background: The current graduation petition process can be onerous for students due to many factors, including: students needing to input specific course-level information on the form, lack of clarity as to which form needs to be completed, and technical glitches that students encounter. The form can be difficult to find on the website due to the local degree petition being on the RHC homepage, while the ADT petition is on the transfer webpage. At times, students will select the incorrect form, or complete the form incorrectly. The GPSC supports the recommendation of streamlining the petition process by making it more accessible and easier to complete. The effort will be a collaboration between GPSC, IT, Counseling and Admission and Records.

Motion to accept the GPSC graduation petition recommendations made by J. Springer, 2nd K. O’Brien

31 yea, 0 nay, motion passes

iv. GPSC recommends that Rio Hondo College purchase the customized version of Career Coach for the college website. This website integration will move our Guided Pathways Scale of Adoption (SOAA) from the Chancellor’s Office to “At Scale” for several practices in Pillars 1 and 2. The Committee recommends that Guided Pathways dollars be used for the purchase for the years 2020-2021 ($15,000) and 2021-2022 ($15,000) and that the College institutionalize this cost once the Guided Pathways monies are finished.
**Academic Senate 2019-20**

**Background:** Career Coach provides students with an assessment tool to help identify career interests and select an Area of Interest (AOI) during the onboarding process. Additionally, once students are directed to a matched AOI, they will be linked to Rio Hondo College specific programs. Students will be able to explore career information, including education requirements, job outlook and salary ranges for specific careers.

**Motion** to accept the GPSC Career Coach recommendation made by A. Martinez, 2nd by J. Springer

29 yea, 0 nay, motion passes

v. GPSC recommends that for Fall 2020, RHC implements Phase 1 of Student Success Teams. Phase 1 will include counseling faculty, classified staff, and area deans. Their focus will be outreach and supporting students through the COVID crisis.

**Background:** Phase 1 of Student Success Teams will focus on supporting students through the COVID crisis by providing students support with any issues they are facing during remote learning. The support will be organized by AOI and will be the basis for Student Success Teams, as we develop the roles and responsibilities. Phase 2 of Student Success Teams will be discussed throughout the fall and will include data coaches and discipline faculty.

**Motion** to accept the GPSC Phase 1 Student Success Team recommendation made by A. DeJean, 2nd by R. Rios

26 yea, 0 nay, motion passes

**VII. President’s Report**

A. Thank You – K. Smith expressed gratitude to Senators for their support and guidance throughout the year.

B. Acknowledging outgoing Exec members and Senators – K. Smith thanked Senate Exec members for their support and acknowledged exiting Senate Exec member S. Lynch and M. Pitassi and thanked them for their service on the executive board. Congratulated Senators J. Springer and L. Alvarado on their retirement and thanked them for serving on Senate.

C. APs and BPs from PPC: Minor Changes – minor revisions that have been reviewed by PPC.

   i. AP 4105 Distance Education – minor changes made to format. A. Westman shared that the AP has been updated to align with the AP layout, which PPC has standardized.

   ii. AP 4325 Credit by Exam – Senate passed the AP in Fall 2019. Minor revisions were made to give the AP improved structure and organization. E. Ramirez suggested that a minor language revision be made to keep AP 4325 section I.A. consistent with the corresponding BP. She recommended that “Certain Authorized Examinations” be replaced with “and assessment”. E. Ramirez also recommended that “IB” (International Baccalaureate) be added to external examinations for which we accept, including CLEP and AP in section 4.A.

   **Motion** to accept the revisions to BP 4325 sections I.A and 4.A. as recommended by E. Ramirez made by A. Wetsman, 2nd by J. Springer.

28 yea, 0 nay, motion passes
iii. BP 4235 Credit by Exam – language adjusted to align with the AP

Motion to approve the revisions as recommended by PPC made by A. Wetsman, 2nd by J. Springer

29 yea, 0 nay, motions passes

iv. AP 7211 Faculty Service Area Minimum Qualification and Equivalency

Highlighted two revisions:
1) Section IV: how we determine equivalencies should go to the Faculty Hiring AP Committee. The committee has received this information and will work on the change to be included. The AP language will remain the same; only the location will be changed to be included in the Faculty Hiring AP.
2) Section II.B: the makeup of the committee taskforce shall consist of five members appointed by the Academic Senate President, one non-voting representative from Human Resources and the VPAA as a non-voting member.

Motion to accept the revised motion made by A. Wetsman, 2nd by D. Pichardo-Diaz 29 yea, 0 nay, motion passes.

D. President’s Town Hall is tomorrow - please attend and ask questions.

E. Outstanding Student Awards – the district has committed to printing and mailing certificates to students. Please consider recognizing a student. A senator requested that there be clear communication to students as to what type of expectations there are for students during the various celebrations, such as drive-thru graduations.

F. Looking for faculty teaching their class synchronously – we have an opportunity to test software that will allow close captioning, while live-recording a class. Sent an email to faculty who are teaching synchronously during summer. Discussion regarding closed captioning software ensued.

VIII. Vice President’s Reports
A. 1st Vice President – no report
B. 2nd Vice President – no report

IX. Committee Reports (Attachment G)
A. OER – the OER chair has resigned because her counseling contract has not been renewed for the upcoming year. Committee members will be in contact with K. Smith to request more members on the committee. Committee members will then nominate and vote for a Chair.

B. Outcomes – reminder that course-level data (measures and findings for this academic year) is due by June 30th. Resources in the faculty resource center are available to help. If you have recommendations for training sessions in summer and fall, please email A. Cartagena.

X. Announcements
A. RHCFA will be acknowledging faculty who will be reaching milestones at Thursday’s meeting.
B. Please participate in Town Hall tomorrow.
C. Jennifer Tanaka has been named Coach of the Year

XI. Adjournment – 2:21pm
Attachment A - Resolution Honoring Henry Gee

Resolution Honoring Henry Gee

Whereas, Henry Gee has served as Vice President of Student Services for Rio Hondo Community College district for 17 years;

Whereas, Henry Gee has been instrumental in guiding the $19.1 million facilities construction program, known as Measure A, creating a new Student Services building;

Whereas, Henry Gee oversaw the implementation of the Student Success and Support Program efforts to increase completion of degrees and certificates;

Whereas, Henry Gee supported the expansion of the Associate Degrees for Transfer from three to 29;

Whereas, Henry Gee participated in numerous commencement ceremonies honoring thousands of students;

Whereas, Henry Gee led efforts of the Rio Promise in 2017 and expanded it in 2018 to include a second year of free tuition for first-time college students, making Rio Hondo College the first in Los Angeles County to make such a pledge;

Whereas, Henry Gee served as the Interim Director for the Rio Hondo College Foundation during which time he spearheaded the return of the Homecoming event after 22 years, and increased attendance at the annual Taste of Rio event;

Whereas, Henry Gee has been received awards and honors for his service in the community such as the NASPA Henry Gee Outstanding Mentoring Award in 2008 and 2019 Fred Turner Award for Outstanding Service to NASPA;

Whereas, Henry Gee has supported the efforts of the Rio Hondo faculty in providing quality services to the students of the Rio Hondo Community College District; now, therefore, be it

Resolved, That the Academic Senate of Rio Hondo College commend Henry Gee on his long service and dedication to the District and wish him the best in his retirement.
Resolution in Appreciation of Gabriela Olmos and Zulma Calderon

Whereas, Gabriela Olmos and Zulma Calderon have always been mindful of the interests of Distance Education and have worked tirelessly to advance the development of online education;

Whereas, Gabriela Olmos and Zulma Calderon have provided outstanding leadership and guidance to serve online faculty and students;

Whereas, Gabriela Olmos and Zulma Calderon have faithfully and with honor, integrity, and great distinction served as Instructional Assistants at Rio Hondo College for over 10 years;

Whereas, the sudden transition of all courses to remote instruction would not have been possible without the extraordinary effort and dedication of Gabriela Olmos & Zulma Calderon throughout the COVID-19 pandemic; and

Whereas, Gabriela Olmos and Zulma Calderon are the recipients of the Inaugural Distinguished Distance Education Professional Award from the Distance Education committee;

Resolved, the Rio Hondo College Academic Senate commends and extends its profound appreciation to Gabriela Olmos and Zulma Calderon for their many years of service to Rio Hondo College; and

Resolved, the Rio Hondo College Academic Senate commends Gabriela Olmos and Zulma Calderon for their work ethic, integrity, and for the pivotal role they have played in the campus transitioning to Remote Instruction during the COVID-19 pandemic.
Resolution in Appreciation of Jill Pfeiffer, Jodi Senk, and Grant Linsell

Whereas, Jill Pfeiffer, Jodi Senk and Grant Linsell have provided strong leadership and guidance to our campus for the 19-20 Academic year;

Whereas, Jill Pfeiffer, Jodi Senk, and Grant Linsell with the support of DE staff have provided countless hours to train and help faculty transition to remote instruction; and

Whereas, the Office of Online Education has been exemplary in displaying clear and consistent communication with faculty throughout the COVID-19 pandemic;

Resolved, The Academic Senate commends Jill Pfeiffer, Jodi Senk, and Grant Linsell for their work ethic, integrity, and for the pivotal role they have played in transitioning to Remote Instruction during the COVID-19 pandemic
Resolution in Appreciation of Adjunct Faculty

Whereas, many adjunct faculty juggle multiple classes and job roles at various institutions in addition to the classes that they teach at Rio Hondo;

Whereas, adjunct faculty graciously extend their time with students beyond the classroom to converse with students; and

Whereas, the adjunct faculty have gone above and beyond the call of duty during the COVID-19 crisis to advise, console, support, reteach, and comfort our students while learning how to teach in a remote environment and how to adapt their course materials to a virtual world;

Resolved, the Academic Senate commends our adjunct faculty for their time, dedication, compassion, empathy, and for striving to maintain academic standards and support our students throughout these unprecedented times.
Resolution in Appreciation of Faculty Association President Rudy Rios

Whereas, Faculty Association President Rudy Rios has spent countless hours listening to and advocating for the concerns of all unit members;

Whereas, Faculty Association President Rudy Rios has led unit members through the challenges of the COVID-19 pandemic;

Whereas, Faculty Association President Rudy Rios has put the working conditions, safety, and well-being of all unit members at the forefront of his agenda; and

Whereas, Faculty Association President Rudy Rios navigated the challenges associated with new administrators with professionalism, diligence, and tenacity;

Resolved, That the Academic Senate of Rio Hondo College commend Faculty Association President Rudy Rios for his unwavering leadership of the Faculty Association during this unprecedented 2019-20 academic year.
Resolution in Appreciation of Academic Senate President Kevin Smith

Whereas, Academic Senate President Kevin Smith has led faculty through the uncertainties of the COVID-19 pandemic;

Whereas, Academic Senate President Kevin Smith has tirelessly explored solutions to mitigate the negative impact on students of the Spring, 2020 campus closure;

Whereas, Academic Senate President Kevin Smith has shown unwavering commitment, willingness, and ability to understand and respond to the concerns of faculty;

Whereas, Academic Senate President Kevin Smith has diligently advocated for collegial consultation;

Whereas, Academic Senate President Kevin Smith has been a strong voice in bridging academic affairs and student services; and

Whereas, Academic Senate President Kevin Smith is the only senate president to gracefully fall during FLEX Day, yet has proven to charge forward despite any challenges he is faced with;

Resolved, That the Academic Senate of Rio Hondo College commend Academic Senate President Kevin Smith for his dedicated leadership of the Academic Senate during this unprecedented 2019-20 academic year.
Guided Pathways Steering Committee
Report to Senate on 5/8/2020

The pathways website is scheduled to go live in August 2020 with a process for updates for new and revised curriculum changes being developed over the summer. The site is currently under development but can be reviewed at http://pathways.riohondo.edu