Minutes
March 2, 2021
Location: Zoom
1:00 PM

**Members present:** Frank Accardo, Dana Arazi, Robin Babou, Kevin Barman, Michelle Bean, Tammy Camacho, Angela Cheung, Fran Cummings, William Currington, Marie Eckstrom, Rebecca Green, Margaret Griffith, Yunior Hernandez, Jupei Hsiao, Jorge Huinquez, Erin Irwin, Shirley Isaac, Steve Johnson, Andrea Kirton, Michael Koger, Jeannie Liu, Sheila Lynch, Marina Markossian, Angelica Martinez, Aimee Mindes, Carley Mitchell, Gerson Montiel, Farrah Nakatani, Katie O’Brien, Tyler Okamoto, Dorali Pichardo-Diaz, Matt Pitassi, Angela Rhodes, Rudy Rios, Matt Schleicher, Diego Silva, Kevin Smith, Stephen Smith, Razvan Stoian, Steve Tomory, Diana Valladares; **Members absent:** Robert Bethel, Melissa Chandra, George Kimber, Juana Mora, Irma Valdivia; **Ad hoc members present:** Elizabeth Ramirez; **Guests:** Alyson Cartagena, Student - Kayla Cruz, Melanie Fierro, Jose Lara

I. **Call to Order: 1:00pm**

II. **Approval of Minutes:** February 16, 2021 - approved

III. **Public Comment** – *none*

IV. **President’s Report**
   A. ZTC Bookstore Meeting – S. Lynch, M. Pilati and K. Smith met with Rosalinda and Alberto from the Rio Hondo College Bookstore to discuss concerns that have been voiced in senate. S. Lynch reported that there are issues with what is reported on “View Book” in the online class schedule. At times, the schedule will display the ZTC symbol, or it may say “No books required” -- this is not accurate. Alberto emailed K. Smith and S. Lynch to let them know that faculty will be able to login to the online book adoption form on Follett and will be able to select that OER will be used. This may or may not mean that “ZTC” will also be listed, as the ZTC checklist must still be submitted. The bookstore will retrieve a list from Follett and provide it to the President’s office. This list will reflect who is using OER and it will be used to compare it with who has submitted a ZTC symbol.
      i. K. O’Brien reminded everyone that EOPS can only support students with providing text books and access codes for classes that require these materials and available only through the bookstore.
      ii. Book adoption orders are due by March 15, 2021.
      iii. S. Lynch added that rolling over book orders from a previous semester is not a good practice because an instructor may decide to go back to using a book that is not ZTC and forget to inform the bookstore of the change. Many students may elect a class based on the ZTC symbol and later discover that a book must be purchased. The bookstore course materials manager was not aware of this issue and will make necessary changes to ensure that this information must be updated every semester.
# Academic Senate 2020-21

## B. Updates

i. **Board of Trustees** – Acting President/Superintendent Dreyfuss’ contract has gone to the Board three separate times since January 2021 and discussed in closed session. A decision has not been made regarding the contract. R. Rios and K. Smith have expressed concern at the Board meetings regarding this lack of decision. R. Rios and K. Smith are gathering support from staff and faculty to make a public statement regarding the Board’s indecision. R. Rios also shared that from a faculty association perspective, we do not have a VPAA or a VPSS and are also operating under an Acting Superintendent/President whose contract remains pending. It is concerning that our Board cannot make a decision on approving an 18-month contract when we do not have two of our three VP roles filled.

ii. **VP Hiring** - we currently have an Acting VPAA and the position is closing this week. VPSS was announced at a Board of Trustees report out and he was scheduled to start next week. However, it was announced at his home institution that he is being offered an Interim VPSS at his home institution so there is some uncertainty if he will accept the VPSS position at Rio Hondo College. K. O’Brien asked if we would have to restart VPSS search, or if one of the other finalists would be offered the position. K. Smith shared that Acting Superintendent/President Dreyfuss will make this decision.

iii. **COVID Taskforce**

1. The CDC introduced new guidelines. Consequently, the COVID Taskforce meeting was delayed from last week to this upcoming Friday.
2. Summer session has been officially announced as being online.
3. Fall 2021 semester has not been determined. MT SAC has announced that they will offer some classes in person and some will be online, whereas Glendale will be fully online. B. Currington asked if there is a date that this decision has to be announced and K. Smith said that the goal is for this issue be decided before fall registration begins.
4. Student, K. Cruz shared that UCs and CSUs will be requiring students to have the COVID vaccine and she asked if RHC students would be required to get the vaccine, as well. K. Smith said that this has not been determined.
5. K. O’Brien asked if faculty have been asked if they would be willing to teach on campus in the fall. K. Smith said that this has not been discussed.

iv. **Behavioral Intervention Team (BIT)** – a student had a seizure in class on Zoom. The BIT met and discussed this issue. A few faculty members in Student Services developed a Google contact form, which includes emergency contact information for students. This information would remain on Google and faculty would be able to access it as needed in the event they need to contact someone to alert them of a situation. K. Smith shared that this form must be easy for the instructor to complete. This form is in development and future updates will be provided.

## V. Vice Presidents’ Reports

A. **1st Vice President** – thanked all the volunteers that served on the Distinguished Faculty Committee.

B. **2nd Vice President** – asked faculty to remind students to check emails regarding remote student events. All staff receive a copy of the emails that go to all students.
VI. **Unfinished Business** – none

VII. **New Business**

A. **Nominations for Senate Officers**
   i. March 9th at Noon - Nominations open.
   ii. March 6th - Candidates must stop campaigning.
   iii. March 9th to 16th – Elections will be open for voting.
   iv. March 16th - Winners announced.
   v. Nomination forms are in the chat and will be emailed. Outgoing Senators cannot run, but can vote, while incoming senators can run, but cannot vote.
   vi. The following senators were nominated:
      1. President – Dorali Pichardo-Diaz
      2. 1st Vice President – Rebecca Green
      3. 2nd Vice President – Angelica Martinez
      4. Secretary – Diana Valladares
      5. Parliamentarian – Dana Arazi
      6. ASCCC Representative – Sheila Lynch

VIII. **Committee Reports** (Attachment D)

- **Academic Rank** – 54 names have been forward to the Board of Trustees for approval
- **Curriculum** – Counseling course has come to curriculum for DE approval. The committee is prioritizing courses that must go into the catalog first. If you have put your course in and have not seen it on the agenda, it is because this course can be approved at a later time and still get in on the correct schedule.
  - S. Tomory asked if there is an update with 508 compliance consultant. K. Smith shared that currently we do not have a 508 compliance consultant so there is a backlog in curriculum. This topic is a constant topic of discussion across various discussions. Please look out for more updates on this soon.
- **Guided Pathways (GPS)** – will meet Friday, March 12th
- **Instructional Technology Practices** – no report
- **Distance Education** – see written report
- **Open Educational Resources** – S. Lynch encouraged faculty to develop a proposal for OER. In the email sent this morning, there are Zoom links for 30-minute grant proposal clinics. Six Zoom clinics will be offered, including one on Saturday. Depending on how this first round of clinics goes, there may be some additional clinics offered the following week. Grant proposals are due on March 15th at 11:59pm. The OER committee will meet this upcoming Thursday.
  - Student K. Cruz advocated for OER and let S. Lynch know that she would like to get involved. S. Lynch will attend an ASRHC meeting to connect with students regarding OER.
- **Staff Development/Flex**
Email sent regarding Flex Reporter being updated with spring events. Additionally, all peer reviews have been entered – please check your report and if you do not see it, Teresa Martinez will follow up with Human Resources.

First Rio Talk was last Monday and there are three more coming up this semester.

Happy Hacks – a quick, 30-minute session lead by faculty with ideas for how faculty can engage students on Zoom.

**Outcomes**
- Please get any outstanding “Close the Loop” forms to Alyson.
- New videos have been created for how to edit outcomes statements in Taskstream. This is to support faculty that are revising outcomes statements in preparation for public viewing and available now in FRC. Alyson will be sending an email soon with links.
- Outcomes Committee is working to Assess ILOs and will keep everyone updated on this process.
- This week’s Outcomes workshop is “Caring Through Outcomes” and is this Friday at 10am.

**Institutional Effectiveness (IEC)** – no update

**Program Review** – will bring recommendations to Senate – possibly in two weeks.

**Safety** – no report

**Policy and Procedure Council (PPC)** – slowly moving through APs and BPs. Updated Vision, Mission, and Values BP. In the middle of the 6,000’s.

**Basic Skills** – no report

**Bookstore** – no report

**Enterprise Systems Advisory** – no report

**Online Education Initiative (OEI)** – the statewide OEI is opening a large grant, which requires collaboration with faculty from at least two other districts. S. Lynch has been coaching faculty who are interested in applying for the OER CAREs grant and she is finding some may be better suited to apply for the larger OEI grant.

**Student Equity** – no report

**Student Success and Support Program (SSSP)** – no report – meeting this week.

**ASCCC Open Educational Resources Initiative (OERI)** – no report

**Announcements** – check Walgreens and myturn.ca.org for vaccine appointments; ideally check in the morning for the Walgreens website as appointments go fast – usually by 8am. Partnership with the Whittier group may be a bit longer because K-12 is being prioritized.

**Adjournment – 2:06pm**
Attachment A: Committee Updates

Distance Education

DE Committee Senate Report 2/8/21 meeting

1. The IOP/CTE Grant ended in December and the results were the creation of 38 new online courses that will be connected to several certificates and online degree programs. The grant also funded the development of the POCR Peer Online Course Review Club which is now an integral part of the DE Department and will be charged with reviewing online courses that are seeking alignment with the OEI Rubric for quality online course design. We currently have 17 POCR trained faculty with upcoming trainings available.

2. Course Exchange- formerly called Finish Faster Online now called Online Course Finder. Faculty are encouraged to check that their online (WEB) courses at Rio Hondo are listed and listed correctly.

3. March 5th, 12:30-1:45 p.m. join DE Coordinator Jill Pfeiffer for Zoom training: Federal and State Guidelines for Regular and Effective Contact in Remote and Online (WEB) Courses Join session by clicking this link!

4. The DE Committee discussed the lack of regular funding for the department to support the tremendous growth over the last 4 years. The use of grants or soft funding has propped up the program. The POCR Director position must have regular funding in order to maintain our consortium with the OEI. The DE Coordinator/POCR Director positions as well as our 2 classified tech positions must be supported at 100% if we are going to continue to manage the growth. More professional development funding and training is essential for faculty to meet the federal and state guidelines for online course delivery.