Minutes
April 20, 2021
Location: Zoom
1:00 PM

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

I. Call to Order: 1:01

II. Approval of Minutes: April 6, 2021 - approved

III. Public Comment – none.

IV. President’s Report
   • Class Prioritization List – Faculty did a great job prioritizing courses for Fall 2021 semester. Superintendent/President Dreyfuss would like a decision made as to which courses will be in person or online before students begin to register. Driving the discussion is classroom size and availability. Outdoor spaces and tents were discussed to be used as classes. R. Rios and K. Smith will be on campus next week to meet with the COVID consultant and go through classroom spaces to figure out classroom caps based on the current 6 ft. distance model. Also discussed was a phased re-opening. The board has expressed concern of the possibility of losing students if we continue with remote learning. The student trustee voiced concerns that we could lose students if we do not offer remote learning and we may lose lives if we fully re-open.
     o R. Bethel asked if the lab offerings were discussed in the class prioritization discussion. K. Smith shared that lab space will be discussed when the COVID consultant is on campus next week. Hybrid options with a lecture being remote, while the lab is in person and rotating students may be an option.
     o R. Stoian shared that Health Sciences faculty had approximately 31 students in one of the lecture halls and were barely able to maintain 6 feet distance. A. Cheung added that the CNA program had to make drastic changes in the way they teach to keep in line with CDC guidelines. There are many factors aside from 6 ft. distancing that need to be considered when discussing the return to campus plan. K. Smith will ask the taskforce to reach out to faculty that have already been teaching on campus to get their feedback.
Academic Senate 2020-21

- S. Johnson asked if lowering cap numbers has been considered. K. Smith stated the issue with this is districts begin to lose money if class caps are lowered, but these discussions are occurring.
- M. Koger asked if mental health and anxiety support will be offered once the students begin to return. K. Smith shared that the School Psychologist has asked for funding to support more of this type of counseling.
- I. Valdivia asked if installing air purifiers has been discussed. R. Rios shared that ultraviolet adapters which disinfect the air are being installed in the ventilation systems. This will not take the place of wearing masks.
- Cleaning after each class will also be discussed with the COVID consultant.
- K. O’Brien asked if Shaina or the Student Trustee have discussed additions to the student code of conduct. How will students be prepared for the return to campus plan? K. Smith will follow up.
- A. Cheung shared that students are cleaning up after each clinical. The faculty were told that maintenance would come in 30 minutes before class begins and she has not seen this cleaning done consistently.

- Fall Flex Day - K. O’Brien presented summary of Spring 2021 Virtual Flex Day Evaluation (Attachment A)
  - R. Stoian asked if possible, Flex Day activities be planned virtually and on campus.
  - S. Lynch asked if there could be disaggregation of what the full-time faculty and part-time faculty would like to see as options for Flex Day, as it is the full-time faculty that are obligated to attend Flex Day. K. O’Brien shared that the information was disaggregated and there is not a big difference between part-time and full-time faculty in the survey results.
  - D. Pichardo-Diaz shared that in light of what Health Sciences shared regarding the lack of maintenance being able to clean up and the complex nature of faculty going from one session to the next, it may be best to maintain a remote programming for Flex Day.
  - Please email the Flex Committee if you have suggestions for Fall 2021 Flex Day.

- Accreditation Update:
  - Standard One – complete
  - Standard Two – taking some time as there are some outstanding questions which have to be resolved
  - Standard Three – in progress.
  - Standard Four – 2/3 complete.

First draft of the report should be completed by this summer. Accreditation team visit is scheduled for mid-March 2022 and the report is due in December 2021. We are doing well with timing.

V. Vice Presidents’ Reports
   A. 1st Vice President - none
   B. 2nd Vice President – none

VI. Unfinished Business – none
VII. New Business

- **Executive Motion:** The Academic Senate supports the following recommendation from the Guided Pathways Steering Committee:
  
  “The Guided Pathways Steering Committee recommends adding an Academic Faculty Liaison to each of the 10 academic Areas of Interest Student Success Teams at 10% release time for each liaison. The role is defined by the SST Academic Faculty Liaison Role document with flexibility for each Area of Interest to prioritize tasks based on student needs.”

  **Background:** L. Okelberry-Gonzalez presented the Student Success Teams Academic Faculty Liaison role. *(Attachment B)*

  30 yay, 0 nay – motion passes

- Resolution in Recognition of Dr. Wetsman’s Service to the Senate/College *(Attachment C)*

  K. Smith presented the resolution to Dr. Wetsman. R. Bethel applauded Dr. Wetsman for mentoring so many faculty members. S. Lynch added that Dr. Wetsman has been a strong advocate for adjunct faculty and commended him for his advocacy. Dr. Wetsman thanked everyone for the recognition.

- **By-laws Changes (Attachment D)**

  **Executive Motion:** The Academic Senate approves the proposed by-laws changes.

  **Background:** K. Smith reviewed the suggested edits to the Senate by-laws. Please see attachment for suggested edits in blue font.

  **Discussion:** F. Cummings asked to change “Math and Science” to “Mathematics, Science and Engineering” as this is a division name change. S. Lynch pointed out that the elections are not mentioned in the proposed edits aside from the Academic Senate Executive Board titles and we need to look at revising election timeline language. K. Smith said that we will review the language soon.

  28 yay, 0 nay – motion passes

VIII. Committee Reports *(Attachment E)*

- Academic Rank – congratulations to faculty members that advanced in academic rank.

- Curriculum – tech review and two more official meetings this semester. Curriculum has designed a style guide to help faculty with DE addenda submissions. Style guide will be voted on next meeting.

- Guided Pathways - see attached

- ITP – no report

- DE – see attached

- OER – OER has one more monthly meeting. Currently focusing on OERI.

- Staff Development – please take some time to see the integrated Professional Development calendar on the Rio Hondo College website. Final Rio Talk with be on May 17 with Dr. Ken Pierson, “It’s Up to Us to Rescue Truth: Confronting Post-truth Challenges in the College Classroom.” Looking forward to having more of these stories shared in the Fall 2021 semester.

- Outcomes – Alyson will send an email with these reminders later this week.
  
  - June 30th is the last day to finalize Outcomes Statements.
Academic Senate 2020-21

- Qualitative and quantitative data for this academic year is due June 30th
- If you want to get started on Close the Loop for Fall 2021, that link will be available online.
  - IEC – planning for strategic planning retreat on April 30th
  - Program Review – no report
  - Safety – no report
  - PPC – no report
  - Basic Skills – no report
  - Bookstore – no report
  - ESA – no report
  - OEI – no report
  - Student Equity – J. Mora read the Rio Hondo College Mission Statement and shared the guilty verdict of Derek Chauvin which was just announced. She added that we are living in a historic moment and as an institution, we need to continue to challenge ourselves to truly be an anti-racist institution. Accountability and justice are different and we are far from getting to the point of justice.
  - SSSP – no report
  - ASCCC OERI
    - Nine teams of faculty are working on open educational resources. Kick-off meetings have taken place with all but one of these teams. S. Lynch will meet with teams in June and August. Final presentations of the OER created will be in September
    - Introduction to OER course will be available to all faculty via Canvas. All those currently working on OER teams are required to take this course.
    - Three of the highest impact courses which have submitted OER proposals are Math 130, English 101 and Speech 101 – all which have many sections every semester.

IX. Announcements – Black Student Success Week is next week. A series of seminars from 12-1 pm. Links on the PD calendar.

X. Adjournment: 2:14pm
Summary of Spring 2021 Virtual Flex “Day” Evaluation & Survey

- Out of a total of 239 responses, 53% were full-time faculty, 46% were adjunct, .5% were staff and 1% were management/confidential.

- 96.5% of respondents either strongly agreed or agreed that the configuration of our virtual spring 2021 FLEX Day effectively met their needs. 1.5% disagreed and 2% had no opinion.

- For the Asynchronous Professional Development Webinars
  - 86% thought the session provided useful information
  - 83% said they could implement what they learned in their work
  Top 5 webinars viewed:
  - Black Live Matters Campus Conversations – 85
  - 3CSN Equity in Praxis sessions-40
  - 3CSN “Ungrading your Syllabus” -38
  - 3CSN – Zoom 101 -35
  - 3CSN – Zoom 102 - 34

- For the Synchronous breakout session
  - 92% thought the session provided useful information
  - 96% thought the presenter was knowledgeable and engaging
  - 87% said they could implement what they learned in their work
  Top 5 breakouts participated in:
  - How to Engage Learners Through Zoom-31
  - Increasing Student Engagement through Effective Course Design- 28
  - Essentials of Personal Finance – 17
  - Supporting our Students through OER – 14
  - MS Teams - 14

- 92% agreed that department meetings were valuable and useful to their work.

In terms of feedback on FLEX Day structure post-pandemic considerations:
47% at least somewhat agree we should return to an on campus morning welcome with 39% at least somewhat disagreeing and 55% at least somewhat agree we should return to an on campus all staff lunch with 27% at least somewhat disagreeing
Attachment A: Fall Flex Day Update cont’

**FLEX Committee comments/recommendations based on data and qualitative remarks:**
Given the significant split in opinion on how to structure traditional all campus FLEX Day gatherings post pandemic, conversations should be had in the FLEX Committee, the Academic Senate, RHCFA and the administration about how to move forward.

The Black Lives Matter/Anti-Racist Conversations should continue based on the number of those who participated asynchronously.

Attempts should be made to determine if off-campus webinars will be useful/valuable if the original session contained google docs or other resources/materials that are not available via a recording.
Attachment B: Proposal for Student Success Team Faculty Liaison Role

Rio Hondo College Guided Pathways - Student Success Teams (SSTs)

Proposal for SST Academic Faculty Liaison Role

Student Success Teams provide students with a “home base” community of support that they can go to for help with course questions, educational plans, career exploration and overall holistic assistance within their Area of Interest. This home base creates a sense of belonging for students by providing them with continuity via a single set of people and places to go to for questions. Each Area of Interest has been assigned a Student Success Team to support students in their journey at Rio Hondo College as of Fall 2020.

As of Spring 2021, the SSTs include an Area Dean, Classified Staff, Lead Counselor, Area Counselor(s), Librarian, and Success Coach(es). A description of each role can be found in the RHC Success Team Roles document and team membership at https://pathways.riohondo.edu/meet-your-success-team/.

While each SST is expected to have a unique personality tailored to its Area of Interest, the common goals embraced by all SST personnel are*:

- Engage and connect students to people, programs, services, and resources that enable pathway completion
- Foster relationships and a sense of community to ensure that all students equitably persist, learn, and succeed; in particular, marginalized and underserved students
- Facilitate and encourage each student’s progress along recognizable pathways through and beyond RHC

It is proposed to integrate an Academic Faculty Liaison into each academic Area of Interest Student Success Team for the fall of 2021 with training and team building in the summer of 2021. Each of ten SST Academic Faculty Liaisons would receive 10% release time.

RHC Guided Pathways Academic Areas of Interest

1. Accounting, Business, Economics, and Computer Technology (ABEC)
2. Arts
3. Behavioral and Social Sciences (BSS)
4. Communication and Languages (C&L)
5. Education
6. Health Sciences
7. Industrial, Environmental, and Transportation Technology (IETT/CTE)
8. Physical Education and Kinesiology
9. Public Safety
10. Science, Technology, Engineering, and Mathematics (STEM)
SST Academic Faculty Liaison Role

Each Success Team will determine the priorities of their SST Academic Faculty Liaison for each term based on student needs in each Area of Interest. Duties will be prioritized from the list below:

- Attend bi-monthly Student Success Team meetings and communicate regularly with the Team.
- Facilitate student participation/involvement on Success Teams and Guided Pathways efforts.
- Identify areas for improvement that directly impact instruction and student learning and facilitate discipline specific professional development as a liaison with Staff Development.
- Act as a liaison for students by becoming experts in the coursework and broader pathway requirements for certificates, degrees, and employment in their pathway;
- Network with other faculty members in different departments within their respective Area of Interest to answer questions outside of their discipline or expertise;
- Explore and stay current on student transfer and career options and collaborate with high school outreach efforts (i.e. Freshman Welcome Days);
- Develop and conduct co-curricular activities such as workshops and forums in collaboration with counseling faculty, career and re-entry center, transfer center, etc.;
- Refer students to relevant support services with a warm hand off (email on behalf of the student with student cc’d, or guide them via zoom to online services);
- Review and promote thoughtful scheduling of courses in the class schedule based on student progression and student scheduling needs;
WHEREAS, Dr. Adam Wetsman has served Rio Hondo College as a Full-Time Anthropology professor since 2000,

WHEREAS, Dr. Adam Wetsman has held several positions in the Rio Hondo College Faculty Association including President (2009-2011), Vice-President (2008-2009), Negotiations Chair (2007-2021), Treasurer (2006-2008) and Campus Affairs Chairperson (2005-2006),

WHEREAS, Dr. Adam Wetsman served Rio Hondo in the positions of Outcomes Coordinator (2014-2018), Study Abroad Coordinator (2015-2019), Leadership Academy Faculty Coordinator (2010-2011),

WHEREAS, Dr. Adam Wetsman served as co-chair of the Accreditation Leadership Team (2012-2014)

WHEREAS, Dr. Adam Wetsman served as Academic Senate President (2012-2014), First Vice President (2011-2012 and 2018-2019), and ASCCC Representative (2019-2020).

WHEREAS, Dr. Adam Wetsman has held various state-wide leadership positions including with the Faculty Association of California Community Colleges (2013 to 2021), Community College Association - Board of Directors (2011 to 2018), ASCCC - Accreditation and Assessment Committee (2013 to 2014),

WHEREAS, Dr. Adam Wetsman received numerous awards and honors for his service to California Community Colleges including but not limited to the Advocate Award (2019) - California Part-Time Faculty Association, Hayward Award (2018) - Academic Senate of California Community Colleges, WHO Award (2012) - Community College Association;

WHEREAS, Dr. Adam Wetsman, in an attempt to provide low cost textbooks to students, founded and serves as Chief Executive Officer of Gnutext®, LLC, a Local Source Textbook company, that offers low-cost, high-quality textbooks to students in multiple formats including in print, online, and for mobile devices. Including texts for Sociology, Anthropology, and Philosophy,

THEREFORE, BE IT RESOLVED THAT the Academic Senate of Rio Hondo College commend Dr. Adam Wetsman on his long service and dedication as a faculty member to Rio Hondo College and the Community College system of California.
BYLAWS

TABLE OF CONTENTS

Section 1 - Members ............................................................................................................................................ 1
Section 2 – Executive Council............................................................................................................................. 2
Section 3 – Elections ........................................................................................................................................... 3
Section 4 – Academic Senate Committees ....................................................................................................... 4
Section 5 – Amendments of the Bylaws ............................................................................................................ 5
Section 6 – Glossary ............................................................................................................................................. 6
Section 1 - Allocation of Members

A. Membership shall be appointed by division. Each division shall be responsible for developing guidelines for the allotment and election of its senators. For purposes of Academic Senate representation, the following are considered to be divisions:

- Arts and Cultural Programs
- Behavioral and Social Sciences
- Business
- Career and Technical Education
- Communications and Languages
- Counseling and Student Success
- Health Sciences and Nursing
- Kinesiology, Dance, and Athletics
- Library
- Mathematics and Sciences
- Public Safety
- Student Affairs and Student Services

B. The number of senators from each division shall be determined based upon the number of full-time faculty as shown by the following table.

<table>
<thead>
<tr>
<th>Number of Full-Time Faculty</th>
<th>Number of Senators</th>
</tr>
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<tbody>
<tr>
<td>1-5</td>
<td>1</td>
</tr>
<tr>
<td>6-10</td>
<td>2</td>
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<tr>
<td>11-15</td>
<td>3</td>
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<tr>
<td>16-20</td>
<td>4</td>
</tr>
<tr>
<td>21-25</td>
<td>5</td>
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<tr>
<td>26-30</td>
<td>6</td>
</tr>
<tr>
<td>31-35</td>
<td>7</td>
</tr>
<tr>
<td>36-40</td>
<td>8</td>
</tr>
</tbody>
</table>

C. In the first two weeks of every spring semester, the Executive Council will conduct a census of full-time faculty in each division and review the college’s organizational structure. This census and organizational review will be used to determine the number of senators allotted to each division in the following academic year. In the event that no full time faculty is able to serve as a senator, the division may elect a PT faculty representative, although that representative will not be included as part of the divisions FT faculty count (see chart above).
D. Part-time Representatives

Two part-time faculty members shall be approved and appointed by the Senate President, with the advice and consent of the Academic Senate Executive Committee, for a term of one year. Every effort will be made to have representatives from different divisions.

E. Vacancies

1. In the event of a permanent vacancy, the division will hold elections per their respective division guidelines. Election results will be documented in the division meeting minutes and forwarded to the senate president. The newly elected senator will finish off the term of the exiting senator.

2. In the event of a temporary vacancy, the division will hold elections per their respective division guidelines. Election results will be documented in the division meeting minutes and forwarded to the senate president. Division minutes shall include the expected return date of the senator in question.

Section 2 – Executive Council (Note: Some of this is reordered from what was there before)

A. Officers and Executive Council

1. The officers of the Senate shall be a President, First Vice-President, Second Vice-President, Secretary, and Parliamentarian. Each of these officers shall be duly elected Senators for the term they will be serving. The term of office shall be one year. An officer is limited to two consecutive terms in any one office. Officers may be elected to additional non-consecutive terms.

2. The Senate Executive Council shall consist of the officers of the Senate, the ASCCC Representative, the immediate Past President, and the President of the Rio Hondo College Faculty Association. These members are considered voting members. In addition, the curriculum chair shall attend Academic Senate and Executive Committee meetings as a non-voting member.

3. In the event of a vacancy in the Executive Council, the President may call a special election. The parliamentarian or designee is responsible for coordinating the special election. The timeline will be developed and approved by the senate body to ensure that the position is filled in a timely manner.

B. Duties of Executive Council Members

1. The President shall call meetings, preside at all meetings, serve as chairperson of the Executive Council, and shall be an ex-officio member of all committees. The President shall, with the advice and consent of a majority of the Executive Council, appoint all committees and their chairpersons. The President shall also serve as co-chair of the Planning and Fiscal Council.
2. The First Vice-President shall preside in the absence of the President, and shall complete the President’s term, if the President is unable to fulfill the term of office. This officer shall also function as Legislative Liaison whose function is to report to the Senate legislative activities and developments that might affect higher education. Other committee assignments will be allocated as needed.

3. The Second Vice-President shall preside in the absence of the President and the First-Vice President. This officer shall also function as Associated Students of Rio Hondo College (ASRHC) Liaison whose function is to work with the Executive Branch of the ASRHC. Other committee assignments will be allocated as needed.

4. The Secretary shall prepare and transmit the agenda for each meeting at least 72 hours in advance of each Academic Senate meeting. At the request of the Executive Committee, the Secretary shall prepare a correspondence of the Senate, including correspondence with the administration and with the Rio Hondo College Board of Trustees.

5. The Parliamentarian shall be an authority and rule on parliamentary procedures based on the Robert’s Rules of Order (current edition), and conduct the elections of the Senate.

6. The representative to the Academic Senate of the California Community Colleges (ASCCC) shall inform the Senate of state-wide matters and should attend the ASCCC plenary meetings.

C. Other Duties of Executive Council Members

1. The Senate Executive Council members shall serve as members of the Planning and Fiscal Council.

2. The Senate Executive Council shall serve on all hiring committees for Superintendent/President and for Vice-Presidents of the College. In the event that an Executive Council member cannot serve on a hiring committee, the Senate President will appoint a replacement.

3. The Senate Executive Council shall determine how the 2.0 FTE per year of reassigned time provided for Senate duties will be divided among the officers.

Section 3 – Elections

A. General Provisions

1. The Parliamentarian or designee is responsible for coordinating all elections.

2. Publicity of candidacy, or electioneering, shall be limited to a maximum of ten school days prior to any election for Senate divisional representation or for Senate Executive officers. If the Parliamentarian is a candidate for office, the Senate Executive Council will select an elections chairperson to coordinate all election activities, including the distribution and acceptance of nominations, the distribution of ballots, and the counting of ballots.

3. Election of new Senators should be completed by the end of February each year. New Senators will take office at the end of the academic year, immediately following graduation. The senior Senator from each Division will facilitate communications between events in the division and the Senate. Newly-elected Senators are encouraged
to attend Senate meetings during the interim between their election and the start of their term. The senior Senator from each division is responsible for ensuring that the division election takes place and that the names of elected Senators are forwarded to the President of the Senate immediately after the election is held. The senior Senator is also responsible for ensuring a smooth transition for newly elected Senators.

B. Election Procedures

1. Officer elections shall be completed in March each year. New Senate officers will take office at the end of the academic year, immediately following graduation. The Executive Council will establish timelines for officer elections. Nominations will take place at a Senate meeting and will be open for one week. At least one week prior to the meeting at which nominations take place, the Parliamentarian or designee will distribute information regarding elections and the elections timeline. Voting will be open for one week following the close of nominations.

2. Voting will be conducted electronically using online survey software. The Parliamentarian (or designee) will email a link for the electronic ballot to each Senator’s Rio Hondo College email address one week prior to the last Senate meeting in March. The Parliamentarian (or designee) will create the electronic ballot to include the names of the officer positions, with the candidates listed in randomized order. There will be a form field for “write-in” candidates for each office. Voting will close at noon the day prior to the last Senate meeting in March.

3. A committee under the general direction of the Parliamentarian (or designee) will tally the results of the electronic vote. No candidate for any office may participate in the tallying of the vote.

4. Results of the election will be announced at the last Senate meeting in March. In order to be elected to any office, a candidate must receive 50% plus 1 vote of the votes cast for that office.

5. In the event that no candidate for an office receives the required number of votes, a runoff election shall occur. If there are more than two candidates for an office, none of whom received the required number of votes, a runoff election between the two candidates receiving the most votes will be held at the same meeting the results of the election are announced. The Parliamentarian (or designee) will email an announcement of the runoff election to all Senators prior to the meeting at which the runoff election will be held. The runoff election will be conducted by paper ballot. Senators must be present at the runoff election to cast a vote. The results of the runoff election will be announced at the same meeting the runoff election took place.
Section 4 – Academic Senate Committees

A. Committees of the Academic Senate shall be standing committees or task forces. A standing committee shall be an ongoing committee of the Academic Senate. A task force shall be a group formed for a specific assignment or purpose and shall be dissolved upon completion of the task. The charge, composition and reporting structure of these groups will be formulated and approved by the Academic Senate.

Section 5 – Amendments of the Bylaws

A. Amendments to these bylaws may be proposed by vote of 2/3 of the senate, or by a petition signed by 25% of the faculty. Amendments will be logged in the bylaws and implemented during the following academic year.

- Academic Senate Bylaws revised September 19, 2017 reflecting a change from Senate Executive Committee to Executive Council in addition to minor language insertions and edits.
- Academic Senate Bylaws revised May 17, 2016 to reflect the changes to the election procedures as proposed and ratified after two readings.
- Academic Senate Bylaws revised May 5, 2015 to update the allocation of Senators by division.
- Academic Senate Bylaws revised March 17, 2015 to update the election procedures in the case of a no candidate receiving the necessary number of votes and to change the duties of the First and Second Vice-Presidents.
- Academic Senate Constitution and Bylaws revised March 19, 2013 with language updates, revisions to election procedures, and revisions to timelines when new Senators take office.
- Academic Senate Bylaws Revised May 4, 2010 to (1) update election procedures to conform with the 16-week semester and (2) remove language which prohibited the Faculty Association President from voting.
- Academic Senate Bylaws Revised March 25, 2004 to reflect comments made at the March 9, 2004 meeting where this document passed for 2nd reading.
### GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>An organization formed in accordance with this section whose primary function is, as the representative of the faculty to make recommendations to the administration and the governing board of a school district with respect to academic and professional matters.</td>
</tr>
<tr>
<td>Census</td>
<td>A count for official purposes, especially one to count the number of people living in a country and to collect information about them.</td>
</tr>
<tr>
<td>Electronic ballot</td>
<td>A virtual ballot; not using paper to cast votes.</td>
</tr>
<tr>
<td>Ex-officio member</td>
<td>Is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.</td>
</tr>
<tr>
<td>Motion</td>
<td>A proposal that an organization, board, or committee take a specific action.</td>
</tr>
<tr>
<td>Parliamentarian / designee</td>
<td>Someone who is an expert on the rules and methods used by a group that makes laws or decisions.</td>
</tr>
<tr>
<td>Plenary meeting</td>
<td>Is one at which all the members of a group or organization are present, especially at a conference.</td>
</tr>
<tr>
<td>Resolution</td>
<td>A resolution is a main motion that needs to be expressed formally in writing, to attach a special level of importance. Because of the form — beginning with the word Resolved and following with either a statement of opinion or a statement authorizing or directing some action — such a motion is called a resolution.</td>
</tr>
</tbody>
</table>
### Robert’s Rule of Order
The standard set of rules first published in 1876 by Henry M. Robert to run orderly meetings with maximum fairness to all members.

### Runoff election
When an initial vote did not result in a winner because it was tied or too close to call. This kind of election settles the matter, providing a final decision.

### Standing committee
A standing committee shall be an ongoing committee of the Academic Senate.

### Taskforce
A task force shall be a group formed for a specific assignment or purpose and shall be dissolved upon completion of the task.

### “Write-in” candidate
Is a candidate in an election whose name does not appear on the ballot, but from whom voters may vote nonetheless by writing in the person’s name. The system is almost totally confined to elections in the United States.
Distance Education

Senate Report -DE Committee Meeting April 12, 2021

1. Enrollments in DE or WEB courses increased by 46% or by 101 sections in the last year which is a significant jump partly due to the courses put online by the IOP/CTE Grant and other courses cleared through the queue to be offered WEB or 100% online.

2. Per the completion of the IOP/CTE Grant, the committee made the recommendation to allow faculty to teach 80-100% online if they have an online degree program or certificate that is WEB. This is a Faculty Association issue as well that must be negotiated and changed in the contract.

3. PDF Accessibility training is being offered in a 3-part series starting April 27th from 3-4:30pm. Faculty must attend all sessions and 5 hours of flex credit is available. See the Flex Office Calendar for more information or contact jpfieffer@riohondo.edu.

4. A Senate/DE Task Force will seek volunteers with online teaching experience to investigate WEB course lengths between 4-7 weeks to be considered for certain departments where students may benefit from short-term course programs.

5. Jenni Tanaka will continue in the position as POCR Lead for another term. The DE Committee agreed that this position should be considered as another coordinator and that the POCR Club should be considered a sub-committee of the DE Committee. A working group was created with volunteers to investigate changing the Bylaws and officially adding another coordinator to the DE Department as well as officially having POCR reviewers be given stipends to work reviews for courses to align to the OEI Rubric.

6. The committee unanimously agreed to change the Bylaws to include 4 more full-time and 2 part-time faculty to serve on the committee. Requirements to serve on the committee include online teaching certification and experience teaching at least one WEB class online.

   The Bylaws were also changed to allow the DE Coordinator to serve 2 terms if there is an election after each 2-year term to allow others to run for the position. The DE Coordinator position must be filled by a current sitting member of the committee. No one from the committee chose to run for DE Coordinator and Jill Pfeiffer was re-elected to the position for another term.
Academic Senate 2020-21

Attachment E: Committee Updates cont’

Rio Hondo College Distance Education Enrollment
Spring 2020- Spring 2021

Exhibit 1. Enrollments

<table>
<thead>
<tr>
<th>Enrollments (Duplicated Headcount)</th>
<th>Spring 2020</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Work Experience</td>
<td>94</td>
<td>271</td>
<td>64</td>
</tr>
<tr>
<td>Directed Study</td>
<td>19</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Hybrid (Web &amp; On Campus)</td>
<td>1,017</td>
<td>1,343</td>
<td>1,060</td>
</tr>
<tr>
<td>Lab</td>
<td>3,416</td>
<td>3,697</td>
<td>1,798</td>
</tr>
<tr>
<td>Lecture</td>
<td>15,596</td>
<td>15,014</td>
<td>15,460</td>
</tr>
<tr>
<td>Lecture/Lab</td>
<td>9,653</td>
<td>9,220</td>
<td>7,565</td>
</tr>
<tr>
<td>Online</td>
<td>4,738</td>
<td>5,614</td>
<td>9,095</td>
</tr>
<tr>
<td>Online Lab</td>
<td>29</td>
<td>101</td>
<td>421</td>
</tr>
<tr>
<td>Total</td>
<td>34,562</td>
<td>35,271</td>
<td>35,473</td>
</tr>
</tbody>
</table>

* Spring 2020 and Fall 2020 enrollment counts reflect students who were retained in the course and earned any grade, including W or EW. Spring 2021 enrollment count reflects enrollment as of April 5, 2021 which may be higher than the final retention numbers.

Exhibit 2. Sections

<table>
<thead>
<tr>
<th>Sections Offered</th>
<th>Spring 2020</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Work Experience</td>
<td>17</td>
<td>19</td>
<td>14</td>
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<tr>
<td>Directed Study</td>
<td>10</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Hybrid (Web &amp; On Campus)</td>
<td>58</td>
<td>66</td>
<td>50</td>
</tr>
<tr>
<td>Lab</td>
<td>212</td>
<td>223</td>
<td>118</td>
</tr>
<tr>
<td>Lecture</td>
<td>738</td>
<td>637</td>
<td>603</td>
</tr>
<tr>
<td>Lecture/Lab</td>
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<td>660</td>
<td>455</td>
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<tr>
<td>Online</td>
<td>208</td>
<td>221</td>
<td>322</td>
</tr>
<tr>
<td>Online Lab</td>
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<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>1,937</td>
<td>1,838</td>
<td>1,584</td>
</tr>
</tbody>
</table>

Prepared by Sarah Cote, IRP, 4/6/2021
Guided Pathways Update
4.15.21

Guided Pathway Program Maps - Mathematical Concepts and Quantitative Reasoning Requirement

The following motion was passed at the April 6, 2021 Academic Senate Meeting.

"In order to align quantitative reasoning courses to students’ Areas of Interest to Clarify the Path per the Guided Pathways Scale of Adoption essential practices (Pillar 1), faculty who teach quantitative reasoning courses will work with Area of Interest faculty and counselors to finalize a list of prioritized quantitative reasoning courses for each Area. A preferred course to optimize degree options within each Area would appear first with an alternate course or courses with descriptions listed below in our sample educational plans in our Pathways website."

This motion will make the path to completion clearer for students with specified math courses mapped for each program. The courses will be selected by discipline faculty, counselors and mathematical concepts and quantitative reasoning disciplines.

Student Success Teams

The Lead Academic Faculty Laison role for Student Success Teams has been formalized by the Guided Pathways Steering Committee and will go to the Academic Senate for the April 20th meeting.

Website

The proposed new website navigation has been approved by the Guided Pathways Steering Committee and various workgroups. The proposed new navigation will be presented to PFC this semester.