Academic Senate Minutes
September 21, 2021 1:00 p.m.

Location: https://cccconfer.zoom.us/j/92068818199


1. Call to Order - 1:03pm

2. Approval of Minutes - September 7, 2021- approved (Moved by Wendy Carrera, seconded by Kevin Smith). Motion passes.

   A point of clarification was brought up: if comments placed in the chat go into the minutes or if it was necessary to vocalize them in order for them to be written.

   Dorali mentioned that she prefers comments to be stated because it can be challenging to determine who the comments are meant for.

3. Public Comment – None

4. Guest - Welcome from Dr. Earic Dixon-Peters VPSS- Mentioned that Loy accepted a position at LBCC as VP of HR and Yolanda is stepping into the role of Dean of Student Affairs. Said he is directing/supervising financial aid along with directors and managers. Leighn Ann reports to him. Yolanda supervises the healthcare center and oversees our student conduct process. She is also in charge of tracing/collecting student Covid cases. Questions regarding student conduct are to be sent to Yolanda Emerson. Dr. Castro will be responsible for student grievances. A written report of these changes will be distributed through an email communication. A web page has been created for students to upload proof of vaccine. There is also a webpage where students can apply for healthcare or religious exemptions and for those who are pregnant, a pregnancy deferral. Currently, 196 students have submitted proof of vaccines. Trying to monitor how many of the students enrolled in in-person late start classes have submitted their proof of vaccination. Will be communicating to all students that if they are enrolled in in-person late start classes, they must upload proof of vaccinations to participate. Mentioned that the college is averaging 10-15 cases/week which induces individuals who were either exposed, think they were exposed, or have tested positive. Dean Emerson has been reaching out to students and faculty, tracing students and determining what buildings they have gone in. Yolanda then reports to Russell who then reports positive cases to the state. Dr. Dixon-Peters will be convening the commission on African American success as the board approved a resolution to look at success rates of African American students. Will be working with Cecilia Rocha and Dr. Mora on how to move forward. Does not want to duplicate services/efforts so will work together with the equity office. One of the goals is to increase FAFSA applications. Last year 3,400 were submitted and wants to increase to 7,000 and thinks it is doable with our student population and our outreach efforts. Another goal is to increase persistence by 5%. Knows that technology must be aligned with our strategies so we
can be more efficient in Student Services. Also believes there should be one platform for students to visit and gain assistance.

A senator asked if regular testing is an option for students?

Dr. Dixon-Peters- Mentioned testing is only mandatory for athletes at the moment and in the future will only be for those who will get exemptions. Looking at two companies/ programs to help trace students to determine what building they enter. PCC/Mt. Sac are currently using a program called Clear to determine each building the students visit. Students scan in which helps with contact tracing. We will need to strategize but right now there is no testing available for any student who wants to get tested.

Another senator asked if we will be notified which students are not vaccinated.

Dr. Dixon-Peters said no due to HIPAA violations.

Point of clarification- In order for students to participate in in-person classes, we know they must either be vaccinated or have an exemption on file. In terms of Spring 2022, and accessing in-person Student Services, will they have to follow the same criteria?

Dr. Dixon-Peters- Yes, the policy has been updated and will go to the Board for approval. Policy will state that students seeking in-person services must be vaccinated or have an exemption. Otherwise, they will need to utilize online services.

Senator asked if temp checks were going to be conducted or any other assessment to find out if students are arriving infected?

Dr. Dixon-Peters- Yes, part of the application is to do a self-check before coming to campus. At this time, no temp checks in person.

Motion to move to suspend the rules to move Item 8 to Number 5 by Dorali. Sheila seconded. No discussion. Unanimously passed.

5. **New Business**

a. **Latin Honors** - Claudia Romo, counselor in CTE who also works with students pursuing BA in Auto, mentioned that the 15 community colleges who offer a 4-year degree in the career technical education field came together and agreed that it would be an appropriate honor for all students participating in the baccalaureate degree at the 2-year level. The group also decided it should be up to each college to set the ranges for the Latin Honors. CTE division put together a draft language along with the ranges. Hoping for support to move forward in recognizing students. Here are the ranges: Summa Cum Laude: GPA equal to or greater than 3.85-4.0, Magna Cum Laude: GPA equal to or greater than 3.75 but less than 3.84, and Cum Laude: GPA equal to or greater than 3.5 but less than 3.74. The group looked at local CSU campuses and smaller CSU campuses to help with setting these ranges to be equitable. Latin Honors would only apply to BA students and the language will be published in the college catalog.

Motion to support the concept of Latin Honors within the range represented. Moved by Wendy and seconded by Sheila. No discussion. Motion passes with two abstentions.

6. **Presidents Report**

a. **Covid-19 Vaccine Clinic Update** - Occuring Wed, Sep 29th. The Pfizer vaccine will be distributed for 1st and 2nd dose. No booster shots.
b.  **Covid-19 Taskforce Update** - Advocated to HR to include more information in Rio Connections report to the campus community about positive Covid cases. However, due to HIPAA, they cannot release too much information so that people are not identified but will be working on possibly adding what building the exposure occurred. If there is an exposure on campus, the room is sanitized by an outside company. In California, 70% of the eligible population is at least partially vaccinated and 57.2% of the eligible population is fully vaccinated. In LA County, 75.7% of the eligible population is at least partially vaccinated and 67% of the eligible population is fully vaccinated. California is the 1st state to have a slowdown in transmission. The campus is working with a company called Cosmos, to have on campus-testing for staff who are granted exemptions and the administration is also working on identifying a parking lot on campus to have a drive-thru testing for students who are granted exemptions. October 8th is the last day for students to file an exemption or deferral. Spring 2022 courses will have prerequisites set in Banner of proof of vaccination. Will be blocked if they did not submit a vaccination card. If a student tries to add a course and they are not vaccinated, the system will say error and inform them why they cannot add the class. Students will be able to upload their card at any given time and the system will be updating itself every 15 minutes to ensure students who upload their card will only have a 15 minute waiting window to clear the prerequisite of the vaccination card.

c.  **Covid communication to students** (Appendix A) - In the Fall of 2021, there was a soft launch and there was limited communication to students on how to report potential exposures or symptoms of Covid. Employees had a decision tree but students did not have anything to follow so a letter was sent by Dr. Dixon-Peters addressing these protocols.

d.  **Brown Act update** - On Sep 16th, Governor Newsom signed AB 361 which allows us to continue meeting through zoom. Expires Jan 1, 2024.

e.  **Roberts Rules of Order Guide** (Appendix B) - Senate exec had a retreat in the Summer and had a discussion about addressing how Senate runs and Roberts Rules of Order. Angela created a document/guide to share with all senators so that senators are able to engage and participate in conversations and have their voices heard by following appropriate protocols.

f.  **Senate committee appointments** (Appendix C) - References our committee appointments.

<table>
<thead>
<tr>
<th>3SP Counseling Faculty Rep</th>
<th>Claudia Romo</th>
<th>CTE/Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>3SP Faculty Rep</td>
<td>Michael Forrest</td>
<td>MSE/Geology</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>Francisco Sotelo – BSS</td>
<td>BSS/Psychology</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>Jay Ribaya</td>
<td>MSE/Biology</td>
</tr>
<tr>
<td>Transfer and Completion AS Rep</td>
<td>Diego Silva</td>
<td>Student Affairs/Counseling</td>
</tr>
<tr>
<td>Transfer and Completion At Large Faculty</td>
<td>George Wheeler</td>
<td>Arts/Music</td>
</tr>
<tr>
<td>Transfer and Completion At Large Faculty</td>
<td>Marisela Saenz</td>
<td>Student Affairs/Counseling</td>
</tr>
<tr>
<td>OER MSE Representative</td>
<td>Erin Irwin</td>
<td>MSE/Math</td>
</tr>
</tbody>
</table>
g. **Administrative Hiring Committees** - On Sep 8th, the Board approved acting Dean of KDA Steve Herbert and acting VP of HR Dr. Lisa Norman. The Dean of KDA hiring committee will be starting the process on 9/22. The VP of HR hiring committee is currently being formed with plans to begin in early October. Two or three seats will be available for faculty to join the committee. As soon as Dorali gets a final number of how many individuals from the senate exec can participate, she will send out an email with this information/request.

7. **Vice Presidents Report**

a. **1st Vice President** - None

b. **2nd Vice President** - Students have not solidified events and are working on getting students on committees. Students feel that the Covid-19 vaccine information that has been released is very confusing. They feel that if they did not submit their card by Oct 16th, they would be dropped. They are requesting they get more information. Worried that other students will think they will get dropped.

   There are student liaisons for most departments on campus such as Student Services or for an Academic Division. This student can serve as a pipeline and communicate with students. Shaina is working on that list and informing Deans as students sign up. Shaina will provide more information regarding this list at a future senate meeting.

8. **Unfinished Business**

a. None

9. **Committee Reports**

   **Senate Committees:**

   i. **Academic Rank** - Meeting next week

   ii. **Curriculum** - For faculty planning on submitting a DE request, please work with your division curriculum representative and use the recently revised DE Addendum Review Criteria document to create your proposal in CurriQunet.

   iii. **Instructional Technology (ITC)** - None

   iv. **Online Education (OEC)** - None

   v. **Open Educational Resources (OER)** - None

   vi. **Staff Development/Flex** - Katie mentioned that they are continuing to build their professional development calendar. She sends an update every week regarding this information. Mentioned that the OEI offers a really cool series of workshops on humanizing your online course and faculty can access the previous workshops held in September along with upcoming workshops. Also, shared the slate of names of upcoming presenters for “RIO Talks” which begins in October. Email containing this information to follow. Still have many grants available for staff development. You can apply for a grant for online events and also for in-person events if the event requires hands-on learning. Shared the Flex day evaluation and found that our current online design works for faculty. The big question is once we come back to campus, what are some online elements we would want to keep. This is an ongoing conversation that the senate, faculty association, and administration will need to be involved in. Please see Appendix D for a complete update on Flex Day evaluation.
vii. Outcomes - Sheila expressed that at the Closing the Loop webinar Alyson mentioned that only one faculty should be submitting the closing the loop form for any one course. There is an online submission form to do this. Faculty meet in a group (full time and part time) to get feedback on the particular course, but only one person should submit the closing the loop online form.

a. Planning & Fiscal Council Committees:

   . Institutional Effectiveness (IEC) - None

   i. Program Review - None

   ii. PPC - Going to start moving through the 7000s which consists of HR AP’s and BP’s

iii. Safety - None

b. Other Committees:

  . Basic Skills - None

  . Bookstore - None

i. Enterprise Systems Advisory - None

ii. Online Education Initiative (OEI) - None

iii. OERI - ASCCC OERI is currently seeking a Discipline Lead for each of the following disciplines. (Discipline leads will receive a stipend of $500 at the end of each term upon completion of discipline-specific tasks. (See email from S. Lynch sent before Academic Senate today for links to more information.)

   o Biology
   o Biotechnology
   o Business
   o Film, Television, and Electronic Media
   o Geology
   o H5P (open tool for creating interactive exercises)
   o Journalism/Mass Media
   o Kinesiology
   o My Open Math (openly license homework system)
   o Music
   o Psychology
   o Public Health Science

ASCCC OERI is holding a webinar this Friday called "Testing the Waters" designed for faculty who are curious about OER but have yet to explore it fully: Friday, 9/24 10:30-11:30. The ASCCC AREA C Regional Meeting will be held Oct 16th. Sheila Lynch, our OER Development Initiative Lead, will be meeting with each of the 9 OER Development Teams this week and next for overview presentations of their projects.

vi. Student Equity - None

vii. Student Success and Support Services Program (SSSP) - Meeting next week.

   On a side note, a senator mentioned that the online education initiative peer online course review training was awesome. Encouraged others to take the course.
10. **Announcements** - Dorali reiterated that there may be two spots open for faculty to take part in the VP of HR committee. Keep a lookout for an email.

   Point of clarification- was asked if Yolanda Emerson was on an interim basis and Dorali explained that she is an active Dean (temporary) and will go back to the educational centers once they open again.

11. **Adjournment** - 2:03pm
Welcome back Roadrunners,

I hope you have taken this summer to engage in activities that allowed you to rejuvenate and ready yourself for an amazing Fall 2021. As we complete our third week of the semester, we have taken precautions to ensure your safe return to online and in-person learning. I want to share important information to assist you in your success during the Fall 2021 semester.

We have posted our latest COVID-19 plan with guidelines for Fall 2021 on the College website. These guidelines are subject to change, if the need arises. Below are some important points to keep in mind as you begin Fall 2021.

Vaccine and mask policy

On August 18, 2021, Rio Hondo College Board of Trustees adhered to the Acting Chancellor’s call for action to keep our campus safe and unanimously approved policy that requires vaccination and mask covering for all employees and students. This includes:

- Students must submit proof of vaccination by October 16th to enroll in in-person courses.
- For students requesting medical or religious exemptions and pregnancy deferral must complete and submit the online form by October 8th.
- Masks covering nose and mouth must be worn at all times indoors and outdoors while on campus.
- Face shields alone do NOT count as masks as per Los Angeles County Department of Public Health (LACDPH) and Centers for Disease Control (CDC) guidelines.
- Maintain 3 feet of physical distancing in classrooms
- Maintain 6 feet of physical distancing everywhere outside the classrooms
- No congregating in hallways, lobbies, or other indoor spaces (when class ends, leave the building or proceed to your next class)
- No congregating in groups larger than five people (all physically distanced) outdoors

COVID Protocols/Student Responsibilities

Students experiencing any COVID-19 symptoms (sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/stuffy or runny nose; fever of 100.4 degrees Fahrenheit or higher;

new cough or a cough that gets worse; difficulty/hard time breathing; and new loss of taste or smell), should stay home. DO NOT come to campus for any reason and seek medical attention for your symptoms.

Students enrolled in in-person classes experiencing COVID-19 symptoms or have been exposed to someone with COVID-19, must notify your instructor(s) of your symptoms immediately. The Student Affairs office will contact students to discuss the safe return and COVID-19 testing process and procedures. Students diagnosed, or who have a presumed diagnosis of COVID-19, will be interviewed for contact tracing and will be given appropriate quarantine or isolation directions.

Student Submission of Proof of Vaccination and Exemption

Students can submit proof of vaccination and exemption request at https://www.richondo.edu/student-health-services/vaccination/#section9. Students must submit proof of vaccination by October 16th to enroll in late start, winter, or spring in-person courses. For students requesting medical, religious exemptions or pregnancy deferral must submit forms by October 8th.

Finally, the health and safety of our community depends on all of us doing our part by following the policies and procedures developed to keep us safe. Remember, we are all in this together. We will be sending additional information throughout the semester to ensure you stay informed.

For questions, please contact the Office of Student Affairs at SStahm@richondo.edu. I hope you have a safe and rewarding semester.

Dr. Earic Dixon-Peters
Vice President, Student Services
Appendix B

Robert's Rules of Order
Adapted for Academic Senate

Guiding Principles

- Every member has the right to know what is going on at all times.
- All topics for discussion must be added to the official agenda and members must be notified of the agenda in advance. In addition, meeting minutes that require approval must also be provided in advance so members can review them before the meeting.
- To bring up a topic for discussion, a motion must be made and seconded. Then, discussion may begin.

The Six Steps to a Motion

1. Motion: A member raises a hand or states their intent to move. "I move..."
2. Second: Another member raises a hand or states their intent to second the motion. "I second..." or "Second."
3. Restate motion: The President restates the motion for the members. "The motion on the floor is..."
4. Discussion and Debate: The members debate the motion.
   4.1.1. The person who made the motion has the right to speak first on the motion.
   4.1.2. Every member has the right to participate in discussion if they wish, before anyone may speak a second time.
   4.1.3. Only one issue or motion can be discussed at a time.
   4.1.4. When a member would like to speak, they shall raise their hand and wait until they are called on and recognized by the Academic Senate President.
4.2. When any member is speaking, they may only be interrupted for the following reasons.
   4.2.1. Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
   4.2.2. Point of Information: A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.
   4.2.3. Point of Inquiry: A member may ask for clarification in a report to make better voting decisions.
   4.2.4. Point of Personal Privilege: A member may address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.
5. Vote: The President restates the motion and requests votes from the membership.
   5.1. First the President asks for affirmative votes by saying, "All those in favor say aye."
   5.2. Then, the President asks for the negative votes by saying, "All those opposed say no."
   5.3. Finally, The President asks for abstentions by saying, "All abstentions" 
6. Announce the vote: The President announces the result of the vote and any instructions that follow.
| Appendix C |
|-----------------|-----------------|-----------------|
| **3SP Counseling Faculty Rep** | Claudia Romo | CTE/Counseling |
| **3SP Faculty Rep** | Michael Forrest | MSE/Geology |
| **Academic Rank** | Francisco Sotelo – BSS | BSS/Psychology |
| **Academic Rank** | Jay Ribaya | MSE/Biology |
| **Transfer and Completion AS Rep** | Diego Silva | Student Affairs/Counseling |
| **Transfer and Completion At Large Faculty** | George Wheeler | Arts/Music |
| **Transfer and Completion At Large Faculty** | Ed Izaguirre | MSE/Physics |
| **OER MSE Representative** | Erin Irwin | MSE/Math |
Appendix D

Summary of Fall 2021 Virtual Flex “Day” Evaluation & Survey

• Out of a total of 320 responses, 53% were full-time faculty, 46% were adjunct, .5% were staff and .5% were management/confidential.

• 96% of respondents either strongly agreed or agreed that the configuration of our fall 2021 FLEX Day effectively met their needs. 1.5% disagreed and 2% had no opinion.

• For the Synchronous breakout session
  - 94% thought the session provided useful information
  - 95% thought the presenter was knowledgeable and engaging
  - 90% said they could implement what they learned in their work

  Top breakouts participated in:
  - Record, Edit, Caption Using TechSmith“Knowmia” - 42
  - Take your Zoom to a Higher Level - 36
  - Rising Up After Covid: Finding Motivation & Leaving Fear Behind - 33
  - Engaging Students in Remote/Online Classes through Regular & Effective Contact - 33
  - Guided Pathways at Rio – 27
  - Before you Debunk, Pre-Bunk...To Fight Online Disinformation – 22

• For the Guided Discipline Based Conversations on Strategies to Connect & Engage Students
  - 84% thought the session provided useful information
  - 84% said they could implement what they learned in their work
  - 229 individuals reported at least 1 strategy they would implement in the fall, 99 did not respond

• 93% agreed that department meetings were valuable and useful to their work.

In terms of feedback on FLEX Day structure post-pandemic considerations:

  43% at least somewhat agree we should return to an on campus morning welcome, 16% have no opinion,

  And 41% at least somewhat disagreeing and
46% at least somewhat agree we should return to an on campus all staff lunch, 21% have no opinion, and
33% at least somewhat disagreeing

**FLEX Committee comments/recommendations based on data and qualitative remarks:**

Keep asynchronous availability of campus updates/welcomes even in post-pandemic world.

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.