

Academic Senate Minutes

October 5, 2021 1:00 p.m.

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

Members Present: Frank Accardo, Sheila Lynch, Margaret Griffith, Irma Valdivia, Kevin Smith, Rebecca Green, Kelly Lynch, Rudy Rios, Jeannie Liu, Farrah Nakatani, Dave Lindy, Tyler Okamoto, Wendy Carerra, Angela Rhodes, Marina Markossian, Libby Curiel, Michael Koger, William Curington, Dorali Pichardo-Diaz, Jose Lara, Jorge Huinquez, Diana Valladares, Andrea Kurtin, Tanja Baum, Razvan Stoian, Mike Hinze, Steve Johnson, Fran Cummings, Erin Irwin, Shirley Isaac, Matsuno Ryan, Jupei Hsiao, George Kimber, Diego Silva, Tammy Camacho, Lanyi Peng, Katie O'Brien, Robin Babou, Angelica Martinez, Shelly Spencer, Gerson Montiel, Juana Mora; **Members Absent:** Carley Mitchell, Matthew Pitassi, Murad Saakyan; **Ad-hoc Members Present:** Elizabeth Ramirez; **Guests:** Adam Wetsman, Tere Ambriz, Kevin Barman, Michaela Brehm, Alyson Cartagena, Caroline Durdella, Marie Eckstrom, Vic Kowalski, Vann Priest, Adam Wetsman, Steven Yee

1. **Call to Order** – 1:02pm
2. **Approval of Minutes** - September 21, 2021- approved with minor edits. (Moved by Sheila Lynch, seconded by Shelly Spencer). Motion passes.
3. **Public Comment** – None
4. **Guest** – Stephen Kibui- Not able to make it but Michaela Brehm provided a presentation to the group on American Rescue Plan Act (ARPA). With CRSSA funding, Rio Hondo was allocated about 14 million dollars and as of June 30, 2021 have only spent 2.7 million. Mentioned we are behind on our spending and money needs to be spent by May 2022. There is a team of people who will be reaching out to those individuals who requested allocations to determine whether or not they plan on spending the money and to determine where they are in the process of spending the money. We need to plan to spend quicker. Our direct student aid is about 14 million. All students are eligible and it has been expanded to include DACA students, Dreamers, and online only students which was not the case for CARES and CRSSA. ARPA funds cannot be used for marketing and recruitment, capital outlays, construction, purchase of real property, deferred maintenance, and capital improvements. All institutions are being looked at carefully (being audited) on how they are spending money. We passed our 1st year audit. If you wish to see how money is spent, you can do so online <https://www.riohondo.edu/cares-act/>. The process used to determine if ARPA funding is allocated is through a taskforce consisting of 22 stakeholders which looks at the college's strategic goals to help guide their decisions. 50% of our allocated funding needs to go directly to student aid which includes enrollment fee waivers. Additionally, 5.3 million will be allocated to campus wide technology integration and upgrades in software and hardware, 2 million for institutional safety, 2.2 for student services, 685,000 for academic affairs, and 500,000 is set aside for unallocated (for any needs that may arise). A technology task force has been formed to further refine technology details in collaboration with a consultant. To request funds there is an internal request form/process. (Please refer to Appendix C for the complete detailed process on how requested funds are reviewed and the full presentation from Michaela Brehm. Also, please refer to Appendix D for the Relief Fund Request Form).

A senator asked for clarification on whether faculty members can refer to the request form for internal requests and Michaela confirmed but must be Covid related.

Another senator asked for clarification regarding student aid (Covid enrollment fee waivers) and if these fee waivers were for students who did not receive the California promise or Rio promise and Michaela confirmed.

Senator asked if we could possibly use these funds for weekly Covid testing. Will the college consider using these funds to allow for this? Michaela will bring it up to the Covid taskforce and pass the question on to Dr. Dixon-Peters.

Michaela- Mentioned that we are in the process of starting to plan for the Title V grant and on Oct 14th, a workgroup will be convening to discuss this. If you are interested, please email Michaela.

5. **Guest-** Accreditation Update – Caroline Durdella Dean of IRP- First draft of ISER is out for 2-week campus review and posted on website. There is an electronic feedback form and is due by Oct 15th at noon. Here is the link: https://www.surveymonkey.com/r/RHC_F21ISERF. After the campus-wide review, she will be meeting with Marie Eckstrom regarding Standard 1b which is a bit short (this standard is a candidate to be amplified and include more examples) and Standards 3a and 4b are too long (can possibly be streamlined). The evidence team is working and engaged in cataloging all the evidence which is stored in the cloud. They are ensuring that they have the in-text citations to the evidence, that the evidence is catalogued for each standard, and removing any duplication. The internal deadline for this is Oct 31st. The draft is scheduled to go to the Board at the November 10th meeting. Accreditation visit will be held virtually the week of March 14th. In general, we are in full compliance of all standards but identified some areas for improvement plans. First one is regarding non-instructional outcomes. We do not have as systematic process as we do for instructional. The second one is regarding instructional outcomes. We need to work to ensure there is a systematic process between outcomes and official outcomes for courses and ensuring there is integrity across platforms. Team is working on ensuring that outcomes listed in taskstream match what is on the course syllabi and are posted on the class schedule online. Lastly, in HR, they need to make sure that the management evaluation tools are revised and implemented. She plans to submit to the commission on Dec 14th (90 days in advance from the visit). Preparation for the visit will be done in Jan and Feb which consists of providing the commission a sample of syllabi and our course outline of record (from taskstream) so that they can audit and ensure those match. There will also be a DE audit for regular and effective contact which includes sampling Fall 2021 courses to determine the degree of regular and effective contact for those courses.

Senate President asked for clarification if remote courses can be audited. Caroline said yes, anything that is offered in the online environment is subject to this. The commission does not distinguish between this. Caroline said we need to demonstrate regular and effective contact and courses that are offered synchronously will be verified through syllabi and should be acceptable evidence of regular and effective contact.

Senator asked for clarification on whether it is a random data sample for online and remote classes. Yes, it is random. Asked a follow-up question on whether it would be problematic if a synchronous course only met 1 or 2 times synchronously in the semester. Marie said it is a sticky situation. The college is saying synchronous means “exact time as listed on the schedule” and that a faculty member must be at least available during that time and that is what the commission will be looking for. However, that was not the message faculty originally received.

A senator asked if we could get a message out to faculty that there is a new definition of synchronous. Initially, deans gave faculty a different definition of synchronous which was that a faculty member could meet at any time during the scheduled time (even if it was one time) and that was considered synchronous. Marie agreed that there were different definitions and that the language should come from administration.

Caroline mentioned commission is looking for regular and effective contact irrespective of how the course is offered. Ex: If the course is synchronous but it's synchronous offered in the online format, the commission is going to be looking at the syllabi for a statement indicating that the course is synchronous and will be looking for the meeting dates listed on the syllabi. They are also checking to see if students are interacting enough with the instructor and course materials to see if it qualifies as regular and effective contact according to the US Department of Education for accreditation. Caroline will look up how the US Department of Education defines regular and effective contact.

Senator mentioned that emailing students is one way of regular and effective contact but this method is not captured on Canvas. Concerned that if the reviewers only look at the Canvas shell inbox, it will not cover all contact made between faculty and student/class. Thinks there should be some understanding that Canvas will not contain all contact that occurred.

Caroline mentioned the commission sees more than the Canvas shell. Caroline has an upcoming meeting with the liaison to discuss what they will be looking at. Stated that it is up to us to showcase evidence of regular and effective contact.

6. **Presidents Report**

a. *Covid-19 Vaccine Clinic Update 9/29* – 28 students received the 2nd dose, 17 student got the 1st dose (total of 45 students). Overall, 104 people were served which includes staff, faculty, and students. Russell is working on trying to offer another vaccine clinic.

b. *Brown Act: AB 361 compliance* (Appendix A) - On Sep 16th, Governor Newsom signed AB 361 which allows us to continue meeting through teleconferencing platform (zoom). Expires Jan 1, 2024. However, every 30 days we need to re-approve the motion and determine if we are meeting via zoom due to a continued state of emergency in order to be in compliance.

c. *Senate committee appointments* (Appendix B)- The orientation of VP of HR committee began last week. There are two faculty reps for EEO serving on the committee.

d. *Faculty Handbook* –https://view.flipdocs.com/?ID=10006268_210279 It is a bit outdated and when the pandemic hit, we changed many processes. Working with Dr. Miller to update it. Please go through handbook and If you see something missing please email Dorali so she can make that recommendation.

e. *Accreditation*- Has been talking with Jill and Alyson and thanked them for supporting our faculty. One way that academic senators can support them is by taking the information received at Senate and sharing it during respective division meetings. Dorali will be asking deans if she can stop by during a division meeting for five minutes to explain to faculty the importance of remote classes and DE regular and effective contact. Want to make sure that everyone feels supported.

f. Mandatory Trainings due Oct 29th- On Sep 27th everyone received an email from Cindy Sanchez about mandatory minor abuse reporting and sexual harassment and abusive conduct prevention training.

g. Sabbatical Application due Oct 29th by 5pm- If you want more information, please look for an email from Markelle sent on Oct 1st

7. Vice Presidents Report

a. *1st Vice President* – In July, A Houston federal judge ruled that DACA was unlawful and proceeded to block office of homeland security from accepting any new applications but last Tuesday the Biden administration proposed a rule to preserve DACA and by going through this process and opening it up for 60 days for public comment, the Biden administration strategy is hoping to help DACA survive any future court challenges. President Biden has continued to push for the first two-years of community college to be tuition free across the country. The House Democrats have advanced this and our California Board of Governor's voted unanimously to support that pending federal legislation.

b. *2nd Vice President* – Shared the following video <https://www.youtube.com/watch?v=OAEaV4b4ZJY>- This is a Student Vaccine Mandate/Exemption Video to help guide students on how to upload vaccine cards. EOPS helped create this video. Upcoming events: October 13th – 4-5:30pm Speaker for Indigenous People's Day, October 15th – Hocus Pocus Movie Night, October 28th – 1-4pm AS Meet and Greet, October 29th – 6-8pm Murder Mystery. All events are online – flyer with ZOOM link will be sent to campus community soon!

8. Unfinished Business

a. None

9. New Business

a. Brown Act: AB 361- **Motion:** To continue meeting via teleconferencing due to the continued state of emergency. (Moved by Angela Rhodes and seconded by Shelly Spencer). Motion passes.

b. AP 4245 Academic Rank- Recommendation from this committee is to change the date when academic rank applications are due and hope the Senate will provide an extension. Currently the date is Nov 15th. Extending the date would provide extra time for faculty who are interested in applying to academic rank, allowing them to gather documentation such as proof of education and years of service. This change would also allow for current practices. Currently, the Academic Rank committee reviews applications mid-December through January and then brings the recommendations to Academies Senate. This would allow the committee to continue current practices. Committee proposes that applications for advancement in academic rank, along with all pertinent supporting data, shall be sent to the Academic Rank Committee by "the last day of instruction of the fall semester if they" wish to be considered for advancement.

Motion: To change the language in AP 4245 from Nov 15th to "the last day of instruction of the fall semester." (Moved by Steve Johnson and seconded by Sheila Lynch). Motion passes.

10. **Committee Reports**

Senate Committees:

i. Academic Rank – Committee hosting an informational meeting on Monday, October 11th at 10am to help demystify the application process. The meeting will be recorded for future reference. Application period is from Oct 15th-Dec 4th. The committee is also working on a rubric to help clarify information for applicants.

ii. Curriculum - The Curriculum Committee voted to approve an extension of the emergency DE requests through the end of Spring 2022.

iii. Instructional Technology (ITC)- None

iv. Online Education (OEC)- *The committee met on 9/13 and approved the use of \$3500 of Flex funding for stipends for the @ONE Humanizing Online Teaching and Learning workshops, Accessibility training, and any other training that may benefit faculty during fall 2021 or spring 2022. Engaging Students in Regular and Effective Contact training workshops will be held through the end of September for faculty.

*The POCR team continues to review courses that seek to be aligned with the OEI Rubric to receive the quality badge on the Course Finder site that houses a menu of the 114-community college's online course offerings. Faculty are being offered a \$500 stipend to take the POCR certification training and POCR team members are being offered a \$500 stipend to review courses seeking alignment with the OEI Rubric and to approve courses seeking DE approval through the curriculum process.

* The committee has asked for a ft Accessibility/Compliance Specialist to be hired to help with the work that DE needs to approve courses. We have more than 50 courses waiting to be approved through curriculum to be offered online.

*Due to DE program growing at a rapid rate resources are needed to support the DE Department like new computers, a ft or pt clerk, and more funding for faculty professional development. Reclassifying our staff to be able to help with instruction and course design would be beneficial as well as more reassigned time for faculty coordinators.

v. Open Educational Resources (OER)- None

vi. Staff Development/Flex – Check your email for upcoming events (external and internal events). The top 6 or 7 flex-day recordings have been posted online including Jill's FLEX Day session on Regular and Effective Contact in Online/Remote environments. It is available @ https://riohondo.instructure.com/courses/13372/pages/fall-flex-day-breakout-recordings?module_item_id=960177. The first RIO Talk will be held on Monday with Bill Korf and Matt Schleicher 10-11-21 from 4:00-5:00pm @ <https://www.riohondo.edu/staff-development/event/rio-talks-we-didnt-quit-how-we-created-live-performance-online/>.

vii. Outcomes – Elevator speech is to “Ensure learning and improve teaching”. Close the loop is due Oct 15th. If you do not have access to task stream, please contact IT. This Friday, Oct 8th at 10am, there will be a presentation on how to craft outcome statements.

Senator asked when course learning outcomes would be included in the class schedule. Alyson explained there were some issues that IT found and Caroline is working with IT regarding this. Hope to have an update on this at the next meeting.

a. *Planning & Fiscal Council Committees:*

Institutional Effectiveness (IEC) - Important dates: Program Plans and Program Review Plans due October 15, 2021. Unit Plans due November 5, 2021. Area Plans due November 23, 2021. Program Review Meetings begin on December 6, 2021.

i. Program Review - Program Review documents are due by Friday, October 15. Institutional Research and Planning hosted several PR orientations last week. IRP can assist programs with their annual plans and program reviews. Please contact them if you need assistance. The PR committee meetings will be held during Finals Week.

ii. PPC – None

iii. Safety - None

b. *Other Committees:*

Basic Skills - None

i. Bookstore - None

ii. Enterprise Systems Advisory - None

iii. Online Education Initiative (OEI) – None

iv. OERI - LireTexts will be holding a one-day LibreFest workshop Friday Oct 15 8am-2pm. It's free but registration is required:<https://blog.libretexts.org/2021/08/26/next-librefest-to-be-held-october-15-2021/>.

v. Student Equity - Black Scholars Study Update: Dr. Devon Graves started our Black student study in Spring 2020 with student focus groups. Over 130 students were invited to participate in the 1.5-2 hour sessions. We had 10 students participate in the Spring focus groups. This summer he obtained data from IRP to begin a two-year institutional data analysis of our Black students in comparison to the overall student population (Fall 2018 through Spring 2020). Dr. Graves will conduct additional student focus groups on October 1st and 4th. In addition, this Friday he is providing a literature review of the Black student experience at other community colleges and best practices of other black-student focused support programs. All of Dr. Graves findings will be published in a full report that will be available at the end of this term.

vi. Student Success and Support Services Program (SSSP) – None

10. **Announcements** – Senator mentioned there is a current task force that has been discussing shorter term DE classes (6, 5, or 4 week classes) and next meeting will be held on Monday at 4pm.

For the Oct 19th Senate meeting, feel free to dress up (shoulder and above) in Halloween spirit.

11. **Adjournment** – 2:14pm.

Appendix A

Steps for AB 361 compliance

Discussion item: Are we still in a state of emergency? If so, do either of the following circumstances exist?:

1. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
2. State or local officials continue to impose or recommend measures to promote social distancing

If the answer is "yes" and either of the above circumstances exists, then the committee can take a vote on the following:

Motion: To continue meeting via teleconferencing due to the continued state of emergency.

Every 30 days: Reapprove the motion related to meeting via teleconferencing due to the continued state of emergency.

Note: the initial discussion and motion should be taken by the local legislative bodies (shared governance committees such as Academic Senate and its subcommittees) as soon as possible or no later than their first meetings of October 2021.

Appendix B

| | | |
|----------------------------|------------------|------------|
| VP of HR Committee | Rebecca Green | BSS |
| VP of HR Committee | Diana Valladares | Counseling |
| VP of HR Committee | Angela Rhodes | C&L |
| VP of HR Committee | Francisco Sotelo | BSS |
| VP of HR Committee | Young Lee | Library |
| VP of HR Committee | Eric Ceaser | Business |
| VP of HR Committee | Jose Lara | Counseling |
| EEO Faculty Representative | Michelle Bean | C&L |
| EEO Faculty Representative | Abbie Perry | BSS |

Appendix C



AMERICAN RESCUE PLAN ACT (ARPA) HEERF III

**Academic Senate
October 5, 2021**

Presented by: Stephen Kibui, VP Finance
Michaela Steffen, Dir. Grants



- Background
 - HEERF II (CRSSA)
 - HEERF III (ARPA)
- Documentation
- Process
- Recommended Allocations
- Next Steps
- Questions



CRSSA HEERF II FUNDING
PERFORMANCE PERIOD: 3/21- 5/22

| CRSSA HEERF III Total Available \$ 14,314,594 | | | |
|--|--------------|---|---------------------|
| Student Awards (Direct Aid) | \$ 1,200,000 | Instruction (Increase Class Sections) | \$ 34,000 |
| Student Technology and Supplies (Business, Literacy, Basic, and Vocational) | \$ 224,819 | Instruction (Instructional equipment, distance education technology) | \$ 118,800 |
| Student Basic Needs (Food Support) | \$ 51,320 | Instruction (Faculty Transition to Online Instruction) | \$ 100,000 |
| Student Outreach/Reengagement | \$ 8,100 | | |
| Student Completion (Instructional Eds) | \$ 9,244 | | |
| Institutional Safety | \$ 621,800 | | |
| | | Total Expended as of 5/30/21 | \$ 4,236,800 |

Reflects expenditures paid and issued purchase orders.
* Prior to closing the books for FY 20-21. Actual numbers may change.

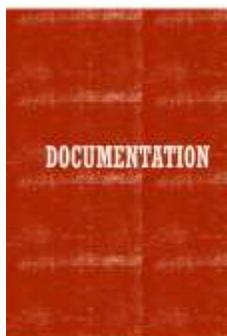


ARPA- HEERF III FUNDING ALLOCATION

Total HEERF/ARPA Net Allocation : \$25,200,890

| ARPA- Direct Student Aid Spend down: 5/22 No cost ext.: 5/23 | ARPA Institutional Support* Spend down: 5/22 No cost ext.: 5/23 |
|---|---|
| \$ 14,473,012 | \$ 10,738,878 |
| <ul style="list-style-type: none"> - All students are eligible. - Exceptional need students prioritized. - Expanded to support Distance, DACA, and/or only students. - Grants can be used to reduce student debt. | <ul style="list-style-type: none"> - Transition from in-classroom to virtual environment. - Continuity of education; mitigation of learning loss. - Faculty and staff training. - Loan reversal. - Reengagement strategies. - Technology integration and upgrades. - CoVid related expenses retroactive to 3/20. |

* ARPA funds not allowable: Marketing/recruitment; capital outlays; construction, purchase of real property, deferred maintenance, and capital improvement.



- All activities using HEERF I, II, III funding have been vetted or are in the process of vetting; documentation for COVID relationship is prepared and on file.
- Reporting requirements to Department of ED are posted on our website as mandated by the Federal government.
- Rio Hondo follows federal guidelines for spending to meet the requirements.



PROCESS

ARPA Taskforce consists of 22 stakeholders from the following areas:

- Students
- Student Services
- SSP
- IT
- HR
- Faculty
- Classified
- Academic Affairs
- Facilities
- Managers



STAKEHOLDER REQUESTS FOR CONSIDERATION

- College strategic plan goals as well as "other" category
 - Facilitating student degree/certificate completion or transfer
 - Expanding student access
 - State of the art information systems and platforms/technology integration
 - Campus-wide facilities related safety and security
 - Professional development
 - Others
- Consideration of outcomes from Return to Campus student survey
- Requests vetted for compliance with ARPA funding requirements
- Comprehensive list of requests discussed at Taskforce and administrative leadership team to develop recommendation for funding

ARPA FUNDING RECOMMENDATION SUMMARY

| Category | Institutional Portion Amount Recommended | Student Portion | Total |
|---|--|---------------------|---------------------|
| Net Available Funds | \$10,735,878 | \$14,473,012 | \$25,208,890 |
| Student Awards (Direct Aid inclusive of COVID Enrollment Fee Waivers) | | \$14,473,012 | \$14,473,012 |
| Technology (Software and Hardware) | \$8,300,000 | | |
| Institutional Safety Physical Environment | \$2,000,000 | | |
| Student Services | \$2,200,000 | | |
| Academic Affairs | \$600,000 | | |
| Unallocated | \$500,878 | | |
| Total | \$10,735,878 | \$14,473,012 | \$25,208,890 |



- CRSSA Budget reconciliation (in process)
- VPs to review and prioritize allocations eliminating duplication
- Technology Taskforce to further refine technology details.
- Ensure campus-wide technology integration
- Internal request process refined.



- CRSSA/ARPA Internal Request Form with Dean's approval and vendor quote (if appropriate) sent to Grants Office for Audit check.
- Grants Office forwards to appropriate VP.
- Appropriate VP approves or makes changes to requests and forwards to Business Office.
- Business Office approves and forwards to the President for final approval.
- President forwards to appropriate AA/SS Administrative Assistants to record and enter into PeopleSoft for processing and notifies requester when OK to place order.



Appendix D



CRRSSA/ARPA Higher Education Emergency Relief Fund (HEERF) Request Form

State Department of Management (SOS) 2020-2021 400-1700 | <http://www.texas.gov>

| | |
|---|--------------------------------|
| Applicant Name: | Title: |
| University/Department Name Approval (Signature): | Total Requested Amount: |

Please provide an itemized list, with actual or estimated costs, of the items you intend to purchase. If you want to request more than that items, please list out and submit an additional form.

| | |
|-------|-------|
| Item: | Cost: |
| | |
| | |
| | |

Please describe how each item is used for will be utilized.

Please show the item will item is used for is (SOS) request.

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2020-2021 400-1700 | <http://www.texas.gov>

Please describe how each item is used for will benefit the campus (College students) and for the institution.

Strategic Priority 1-3 institutional goals with which this request aligns:

| Institutional Goal | Request Description |
|---|--|
| <input type="checkbox"/> Goal 1: Increase student completion and employment. | <p>Goal 2: The Board will work with the Superintendent/President to provide institutional practices that are culturally relevant to students.</p> <p>Goal 4: The Board is committed to fostering college readiness including technology, scheduled maintenance, and diversity, equity, and inclusion credits to that support student completion of courses, certificates, degrees, and transfer.</p> |
| <input type="checkbox"/> Goal 2: Increase access, FTE, and enrollment efficiency. | <p>Goal 3: The Board is committed to expanding access to college programs, including diversity, equity, and inclusion practices for dual enrollment, transfer, career technical education, and non-credit.</p> |
| <input type="checkbox"/> Goal 3: Increase faculty and staff understanding of institutional effectiveness and implementation of equity-minded practices. | <p>Goal 2: The Board will work with the Superintendent/President to provide institutional practices that are culturally relevant to students.</p> <p>Goal 5: The Board is committed to expanding access to college programs, including diversity, equity, and inclusion practices for dual enrollment, transfer, career technical education, and non-credit.</p> |
| <input type="checkbox"/> Goal 4: Improve physical space and its sustainability, energy consumption, and safety. | <p>Goal 4: The Board is committed to fostering college readiness including technology, scheduled maintenance, and diversity, equity, and inclusion credits to that support student completion of courses, certificates, degrees, and transfer.</p> <p>Goal 6: The Board will work with the Superintendent/President to foster initiatives and practices that promote sustainability.</p> |
| <input type="checkbox"/> Goal 5: Increase productivity and efficiency through state-of-the-art information systems and platforms. | <p>Goal 4: The Board is committed to fostering college readiness including technology, scheduled maintenance, and diversity, equity, and inclusion credits to that support student completion of courses, certificates, degrees, and transfer.</p> |

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