Academic Senate Minutes

March 1, 2022 1:00 p.m.

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

Members Present: Sheila Lynch, Rebecca Green, Farrah Nakatani, Dave Lindy, Wendy Carerra, Angela Rhodes, Marina Markossian, Libby Curiel, Michael Koger, William Curington, Dorali Pichardo-Diaz, Jose Lara, Jorge Huinquez, Diana Valladares, Tanja Baum, Mike Hinze, Steve Johnson, Erin Irwin, Shirley Isaac, Matsuno Ryan, Jupei Hsiao, Diego Silva, Tammy Camacho, Lanyi Peng, Katie O’Brien, Robin Babou, Angelica Martinez, Matthew Pitassi, Irma Valdivia, Jeannie Liu, Kevin Smith, Kelly Lynch, Murad Saakyan, Carley Mitchell, Frank Accardo, Razvan Stoian, Rudy Rios; Members Absent: Andrea Kurtin, Gerson Montiel, George Kimber, Fran Cummings, Juana Mora, Margaret Griffith, Shelly Spencer, Tyler Okamoto; Ad-hoc Members Present: Elizabeth Ramirez; Guests: Kevin Barman, Alyson Cartagena, Colin Young, Dana Arazzi, Lucha Arevalo, Matthew De Haro, Melanie Fierro

1. Call to Order – 1:02 pm

2. Approval of Minutes – February 15, 2022- Approved with two minor edits. One from item 7c and the other from Item 8. (Moved by Kevin Smith, seconded by Tanja Baum). Motion passes.

3. Public Comment – None

4. Presidents Report

a. Danger Zone Training (Appendix A)- This is not spam and was sent out from our IT department. Staff/Faculty who received this are those who have (in the past) clicked on phishing links, opened suspicious documents, or compromised their Rio Hondo account and will need to get training to learn how to identify and report these types of emails. It was sent on Feb 14th.

b. Deadline for Petition for Graduation April 8th- Please remind students about this deadline and, if needed, to meet with a counselor. There are late start courses starting soon which could potentially allow a student who may need just one more class for graduation to enroll into the course and be eligible to graduate.

c. Committee Appointments (Appendix B)- The last appointment committee was the Assistant Director of Human Resources committee. Started a new process with VP Kuperman where only orientation dates will be set and have volunteers from different constituent groups take part. Once those individuals go through the orientation, those that are on the committee will then agree on future meeting dates for consensus and actual interviews.

5. Vice Presidents Report

a. 1st Vice President – Rebecca sent an email about the Distinguished Faculty Award and attached a nomination form. It is due on Friday, March 4th.

b. 2nd Vice President – Matthew De Haro, ASRHC treasurer, reported out. They have a resolution to make RHC a tobacco-free campus by the end of this semester. It is up for approval
at their meeting on March 3rd at 3pm in Board of Trustees room. They would like to convert the Covid app to also include an opportunity to post announcements, deadlines, events, and scholarship information. They are also working on a YouTube channel where they can post announcements, deadlines, events, and scholarships. Videos would not be more than five minutes long. They would like for their senators and e-board members to do classroom presentations to update students about current events at the college. Their public relations team has been working on getting a new mascot costume (roadrunner) hopefully ordered by end of this week to have in time by commencement. They have also been working on creating events and hope for distracting students from hardships by providing a fun and relaxing environment for students to join which is also available to staff and faculty.

6. **Unfinished Business**

a. **Bylaws Update (Appendix D)**

**Motion:** To untable item 6a (Moved by Diego Silva and seconded by Rebecca Green). Motion passes.

Senate President showed old organizational chart from 2016 vs. new organizational chart depicting the differences in names in Student Services Area. Counseling and Student Success is now called Counseling in the new org chart. The other change you can see is that Student Affairs and Student Services is now called Student Affairs and Student Financial Services and Student Success. Our current bylaws have the old names identified and we would like to edit this to reflect the new organizational chart including the name change from Math and Sciences to Math, Sciences, and Engineering. These changes will not alter senate seats.

**Motion:** To approve bylaws changes as presented. (Moved by Diego Silva and seconded by Angela Rhodes). Motion passes.

One senator mentioned she is in favor of this but is concerned that there can be changes in names depending on turnover of administrators. Mentioned we will be having a new College President which might change the names again. Wondering if it is necessary for these types of name changes to be brought to senate for voting.

Another senator mentioned that it warrants the change in bylaws since it was a re-org.

President mentioned that our bylaws does indicate that we review the College’s organizational structure and bring any changes to the body.

7. **New Business**

a. **Brown Act: AB 361 (Appendix C)**

**Motion:** To continue meeting via teleconferencing due to the continued state of emergency. (Moved by Sheila Lynch and seconded by Diego Silva). Motion passes.

Senator asked if there has been a discussion in transitioning senate meetings back to in-person. President mentioned that has not been discussed but will bring it up at next senate exec meeting.

b. **Senate Elections** President mentioned that we are still waiting on a couple of divisions to complete/report election results. Hoping to receive by end of this week. Our bylaws do indicate that election procedures for senate exec need to be completed in the month of March.
Parliamentarian mentioned since we are still waiting on a few divisions to complete their senator election process, she is proposing that we suspend the bylaws by a week to be inclusive and allow newly elected senators to run for a position on senate exec. Here is the proposed election timeline:

- 3/1 Announce Senate Exec elections
- 3/15-3/22 at 5pm Accept Senate Exec Nominations (required by bylaws)
- 3/22 at 6pm -3/27 Campaigning or statements
- 3/28-4/4 at noon: Senators Vote on Exec (one week including SB)
- 4/5 Announce Senate Exec Board at Senate meeting

Reminder incoming senators that will start in Fall 2022 will be eligible to run for an executive board position, however, they are not eligible to vote. Only current senators are allowed to vote.

Motion: To suspend the bylaws election procedure, number three, indicating that officer elections be completed in March of each year and extended through the first week of April. (Moved by Sheila Lynch and seconded by Rebecca Green). Motion passes.

Senator asked clarifying question as to when the nominations would be accepted. Angela mentioned that nominations have to be accepted beginning at a senate meeting and continue throughout the week. Senator also asked when do names get announced of those running. Angela explained that is typically not done and nominees have the option of campaigning. Senator recommends that candidates get announced. Angela explained that when someone gets nominated she then has to ensure that they accept the nomination which can be difficult at times due to email response delays. Mentioned timelines are very tight and senator’s recommendation could be adding a step that would prevent from keeping the timeline as set. Angela also clarified that making a timelines change will not change the current election timeline (it would only take effect for future ones if the body chooses to accept the recommendation made by Sheila). Sheila withdrew recommendation for now and would discuss this at a later time.

President mentioned she welcomes everybody to consider running for a role and descriptions of each role are posted on the Academic Senate website. Welcomes anyone interested to ask any senator questions who have previously been on senate exec. Also reminded everyone that Angela sent out an email/ballot about a special election for someone to take over as ASCCC representative for the rest of this current term. Due this Friday, March 4th.

8. Committee Reports

Senate Committees:

i. Academic Rank – Moving faculty forward who have earned academic rank and have been approved by committee. They have been approved by Senate and PFC. Now they will be put on Board Agenda for approval. Once approved, then at the following meeting they will be congratulated and celebrated.

ii. Curriculum – There is still a chance to get items through Curriculum with the possibility of appearing in the 22-23 catalog for minor course revisions and new/revised programs (degrees and certificates).

iii. Instructional Technology (ITP)- None

iv. Online Education (OEC) -
· Accreditation assessment of 50 random DE Courses for regular and substantive contact between instructor and students and between students begins March 14th.

· The DE Department is securing funding for software hopefully for a 3-year contract for 1. Canvas Studio (Knowmia is sunsetting end of June, 2022) 2. Otter ai transcription services 3. Camtasia and Snagit. Faculty should be reminded that Zoom may start to remove videos if space becomes a problem. Faculty should consider moving video now to 3CMedia Solutions or Canvas Studio to ensure continued use.

· Online Teaching Conference- Long Beach Convention Center June 29-July 1, 2022. The 12 spots filled but we are accepting wait list registrations.

Training Schedule

*Accessibility Basics for All Staff *

Monday, 3/7/22 2:30-4:00pm Register here by 3/4/22!

*The Accessibility session must be completed to participate in the follow up session focusing on MS Word Accessibility Training Monday, 3/21/22 2:30-4:30pm Registration link to follow. · DE Coordinator Office Hrs. Fridays 11-2pm or by appt. contact jpfleffer@riohondo.edu for course design help

v. Open Educational Resources (OER): It is OER awareness week the 1st week of March. The committee is working on their vision for what's happening long term/short term and will be meeting this Thursday. We have two committee members who applied separately for the last round of ASCCC OERI grants to create OER materials. One was in Homeland Security and the other one was in Chicanx Studies and both were awarded. It was Dr. Nash Flores in Homeland Security and Dr. Lucha Arevalo in Chicanx Studies. They filled a vacancy in representing CSEA and have included Robert Graham to the committee and he will be joining his first meeting this Thursday.

vi. Staff Development/Flex – Homepage: https://www.riohondo.edu/staff-development/. You will see a link to the calendar and link to the recording available to view which you can claim Flex hours for. On Friday, March 18th there will be a Rio Hondo College Leadership Academy alumni event for people to check-in with one another. The second part of the session will be open to all from 2-3:30pm and there will be a guest speaker talking about leading through crisis. The application timeline for cohort 2022-2023 will be out shortly and will likely be a hybrid model. There will be two follow-up workshops from our Flex day keynote speaker coming the 9th of March and the 21st of April. They will be recording their first RIO Talk podcast this week. Starting April, if you have a professional development project or grant that you want to put in, and it involves travel, there will not be a limit on travel. However, there are still out of states issues that you may need to inquire about.

vii. Outcomes – Excited to hear what ACCJC has to say about outcomes work and hear guidance from them. For example, in preparation for the visit site, IRP pulled from dean’s sampling of different syllabi and there was a 42% error rate. Luckily, they had time to go back and asked faculty to rework some of their outcomes or add their outcomes that were missing from the syllabus.
c. Planning & Fiscal Council Committees:
   i. Institutional Effectiveness (IEC) – None
   ii. Facilities – None
   iii. Program Review – None
   iv. PPC – Last meeting was cancelled due to lack of quorum. Meeting again on March 3rd.
   v. Safety - None

d. Other Committees:
   . Basic Skills - None
   i. Bookstore - None
   ii. Enterprise Systems Advisory - None
   iii. Online Education Initiative (OEI) – None
   iv. OERI – Upcoming webinars- Friday, March 4, 10:30-11:30am Beginner Series: OER Basics; Beginner Series: OER Basics; Friday, March 11, 10:00-11:00am; Beginner Series: LibreTexts Level I; Friday, March 18, 10:30-11:30am Beginner Series: Introduction to MyOpenMath
   v. Student Equity - None
   vi. Student Success and Support Services Program (SSSP) – Meeting on the 11th.

10. Announcements – Rudy mentioned that the mask mandate in California has been lifted but reminded everyone that the MOU is still in place which means we are all still required to wear masks. Keep in mind that Spring break is coming up and could mean an increase in infections rates. Has asked Dr. Dixon-Peters and Stephen Kibui to bring this to the Covid taskforce.

11. Adjournment – 1:52pm
Dear [Name],

You are now enrolled in Reinforcement Training. You must complete this training by 03/28/2022 11:59 PM.

The assignments you've been enrolled in are displayed below:

- 2022 Danger Zone

Please use this link to start your training:
https://training.knoebel.com/auth/saml/feb756d8210056

It is important that you complete this training before the deadline. Thank you for helping to keep our organization safe from cyber crime.

Rio Hondo College
### Appendix B

<table>
<thead>
<tr>
<th>Assistant Director of Human Resources Hiring Committee</th>
<th>Angela Rhodes</th>
<th>C&amp;L</th>
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<tbody>
<tr>
<td>Assistant Director of Human Resources Hiring Committee</td>
<td>Dorali Pichardo-Diaz</td>
<td>Counseling</td>
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<tr>
<td>Assistant Director of Human Resources Hiring Committee</td>
<td>Rudy Rios</td>
<td>CTE</td>
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Appendix C

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 D continued

Bylaws

I. Allocation of Members

II. 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, Sciences, and Engineering
- Public Safety
- Student Affairs and Student Financial Services; Student Success

III. The number of Senators shall be determined by the following table.

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<thead>
<tr>
<th>Number of Full-Time Faculty</th>
<th>Number of Senators</th>
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<td>1-5</td>
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No change in senate seats
22 faculty = 5
13 faculty = 3