1. Call to Order – 1:04 pm

2. Approval of Minutes – March 15, 2022- Approved with two minor edits mentioned by Sheila Lynch and Alyson Cartagena. (Moved by Kevin Smith, seconded by Shelly Spencer). Motion passes.

3. Public Comment – Katie O’Brien mentioned there are two ASCCC resolutions (6.03 and 6.04) that relate to AB 1705 and urge the continuation of the California community college mission and allowing access for students who would choose to enroll in pre-transfer level courses in Math and English as appropriate to their circumstances as well as transfer level Math and English. Mentioned the language in AB 705 and AB 1705 is being interpreted to another level by the chancellor’s office. The ASCCC resolution is trying to avoid closing access to students.

4. Presidents Report-

   a. Accreditation Exit Report- Dr. Miller VPAA- There are three things we need to work on. Two are regarding compliance recommendations related to SLO’s. The other is a recommendation for improvement: keeping up with our evaluation processes for faculty and administrators. One of the SLO recommendation is for them to appear on the course outline of record. In discussion with Outcomes committee and Curriculum committee, thinks this can be fixed before ACCJC meeting which will be held 1st week of June. Another SLO recommendation is for them to appear on CurriQunet. Working on a process that will allow Taskstream to feed into CurriQunet into an SLO module. The SLO module will allow faculty to update their SLO’s as well. Deans will be responsible for ensuring that the new class SLO’s are listed there so that it can then go for final approval by the curriculum committee, as it then goes onto the Board, and then Chancellor’s office.

He has been working with Deans, Dorali, and other leadership in having the outcomes from the course outline of record appear on all syllabi (which was another compliance recommendation proposed by accreditation team). ACCJC found that some SLO’s that were listed on a faculty’s syllabi did not match what was on Taskstream. They also found that some syllabi in Canvas with listed SLO’s did not match what was on Taskstream. Dr. Miller shared a draft (Appendix C)
of the process being developed to ensure the correct SLO’s are listed on all syllabi which will be taken from CurriQnet. Is also developing an infographic listing the different steps of the process with the help of Markelle. Dr. Miller asked for input on Step #8 and for any questions.

Senator asked, how will Taskstream “play” with CurriQnet? Will we still submit data there? How will the college ensure that the outcomes in Taskstream match those in CurriQnet? Dr. Miller said they are working with IT department and CurriQnet to be able to download from one system to another. Will ensure they can move this information back and forth. The conclusion is that faculty input their outcomes and make changes in one program and use a different program to evaluate their outcomes. The reason for this is that Taskstream cannot hold the curriculum side of the work which is where the course outline of record sits and where the information has to be for the SLO’s.

Another senator brought up a concern about steps 7 and 8. Is unsure how division/area secretaries will be able to handle this workload in a short turnaround time and that providing them with support will be important. Dr. Miller mentioned it may take the division administrative personnel a week or two and clarified that a faculty member will only receive an email from administrative personnel if the correct SLO’s are not listed. Once a faculty is notified that the correct SLO’s are not listed that faculty allow administrative personnel to add them to the syllabus or the faculty can resubmit with correct SLO’s listed. Believes that after a semester or two of doing this, things will run smoother/faster. CSEA has not been informed about this yet. Another senator asked what other administrative personnel there are other than division secretaries? Dr. Miller said it depends on the division but ultimately the dean is responsible for ensuring that SLO’s are listed on faculty syllabi and dean will decided who will assist in this process. Parliamentarian had a question about the three-day turnaround given to faculty. Dr. Miller clarified and said that the three-day period is for a faculty member to respond and say yes, please correct the SLO’s for me or here is the new version of my syllabus with the correct SLO’s (whatever the faculty member’s preference is). The initial email sent to faculty will include the correct SLO’s so faculty have it easily accessible. Asked what happens if a faculty member does not respond within three days? If this occurs, administrative personnel will include the correct SLO’s and send the syllabus back to the faculty member. Alyson reinforced that what the college is trying to do is create an official process to ensure we are doing things correctly. Senator asked if there is a way students can access SLO’s and they can by clicking on a CRN of a course on the class schedule. If any other ideas, please email Dr. Miller.

b. **Presidential Hiring Committee Update** – Board unanimously approved Dr. Marilyn Flores. She is the current VP of Academic Affairs at Santiago Canyon College and will start around July 1st.

c. **Senate Exec Election Results 2022-2023**:

- Parliamentarian- Steve Johnson
- ASCCC Representative- Farrah Nakatani
- Secretary- Michael Koger
- 2nd Vice President- Angelica Martinez
- 1st Vice President- Kelly Lynch
- President- Angela Rhodes
5. **Vice Presidents Report**
   
a. **1st Vice President –**
   
i. Distinguished Faculty Award is an award from faculty to faculty recognizes those who have consistently demonstrated excellence in and outstanding dedication to teaching and/or counseling, their discipline, and service to the college and the larger community. The committee unanimously agreed the 2022 recipient should be given to Dr. Adam Wetsman.

   Dr. Adam Wetsman thanked the Senate and the executive committee for the $250 prize.

b. **2nd Vice President –** ASRHC legislative affairs taskforce hosted a meet the VP’s town hall and was a success and they hope to host monthly town halls with different guests. The $2 Student Health fee increase was approved and that money will be used to increase health and psychological services beginning in Fall 2202. The board elections for ASRHC will close today and will be announced on Thursday.

6. **Unfinished Business**

7. **New Business**
   
a. Brown Act: AB 361 (Appendix B)-

   **Motion:** To continue meeting via teleconferencing due to the continued state of emergency. (Moved by Shelly Spencer and seconded by Katie O’Brien). Motion passes.

b. AP4245 (Appendix A)- Two years ago the Academic Rank made significant changes to BP 4245. At that time, they decided to see how things went and determine whether there needed to be changes in the AP in order to have a clear process. So they are updating AP 4245 to match what the committee is actually doing. They clarified the application period which begins in mid-October. E. shows that signatures were required but nobody signs anything so they changed this and also made a change from application to recommendation.

   **Motion:** To approve proposed edits to AP4245. (Moved by Kevin Smith and seconded by Shelly Spencer).

8. **Committee Reports**
   
a. **Senate Committees:**
   
i. **Academic Rank** – Names are on the next Board Agenda for approval. Commendations will happen in May.

   ii. **Curriculum** – The motion passed in Curriculum Committee at our 3/23 meeting was as follows: “Outcomes statements (SLOs) will be housed in CurriQnet in a ‘Student Learning Outcomes’ tab. The appropriate division dean will be responsible for ensuring that outcomes statements are in CurriQnet prior to approving a course. This process will be implemented starting Summer 2022 and the Curriculum Committee will review the process at the end of the Fall 2022 term and amend as necessary.”
The Outcomes Committee, as the Outcomes chair has previously shared, will continue to be responsible for evaluating and approving the outcomes statements, along with supporting faculty with developing outcomes statements.

iii. Instructional Technology (ITC) - None

iv. Online Education (OEC) -

v. Open Educational Resources (OER) - None

vi. Staff Development/Flex – May 1st is the FLEX deadline. You can project out until June 30th to earn credit for this year. Starting July 1st, you can begin to accrue hours for next year. There will be at least three episodes of Rio talk podcasts available next week, also having a faculty series with our keynote speaker from Flex Day and are available on the Canvas shell. They also have all the FLEX breakout sessions available for faculty. This Friday, there is a reflection and renewal session taking place @ 1pm, if you are interested.

vii. Outcomes – Making sure we have a process for our outcomes statement, making sure there is a process to ensure SLO’s are on all syllabi, and to make sure that our outcomes statements are part of the COR.

b. Planning & Fiscal Council Committees:

i. Institutional Effectiveness (IEC) – None

ii. Facilities - None

iii. Program Review – None

iv. PPC – None

v. Safety – None

c. Other Committees:

i. Basic Skills – Name change not official but sending to PFC. Possibly changing to: Foundational Skills and Instructional Support.

ii. Bookstore - None

iii. Enterprise Systems Advisory – None

iv. Online Education Initiative (OEI) – None

v. OERI – There are seven different resolutions coming up. Plenary is coming up this week. ASCCC has created a resolutions packet and Sheila will send out. FIVE ASCCC OER-related resolutions for discussion and voting at SP 2022 Plenary: 3.03 Oppose Reliance on Textbook Publishers to Achieve Zero Textbook Cost; 7.02 Ensure the Sustainability of the ZTC Degree Program; 13.01 Ensure the Transparency of Resources Used to Establish ZTC Certificates and Degrees; 13.06 Faculty Responsibility for Confirming Course Resource Accuracy; 13.08 The Open Educational Resources Initiative and Technical Assistance for the ZTC Degree Program

vi. Student Equity - None
10. **Announcements** – Fran extended an invitation for those interested in participating in the lecture/lab parity committee. Meeting will be held this Friday @ 11:30am. Interested, please email Fran.

11. **Adjournment** – 2:10pm- In honor and support of Wendy Carrera who is battling a rare neurological disease. If you would like to support her GoFundMe page, please email Dorali for link.
Appendix A

OLD

ACADEMIC RANK

I. Introduction

A. The Academic Rank Committee shall consist of five members who are nominated for two-year terms by the Academic Senate President. The Academic Rank Committee shall select a chair annually.
B. The annual application period shall be mid-October through the end of the fall semester. The exact dates will be set and made public by the Academic Rank Committee.

II. Process for advancement in academic rank

A. Applications for advancement in academic rank, along with all pertinent supporting documentation, shall be sent to the Academic Rank Committee Chair by the deadline if faculty members wish to be considered for advancement.
B. The Academic Rank Committee will review the verified degrees, units, employment history, and other documentation to determine the earned rank for each applicant.
C. The Academic Rank Committee will submit their recommendations to the President of the Academic Senate to be put on the Academic Senate agenda for a vote. A simple majority vote by Academic Senate is required for approval of academic rank advancement.
D. With the affirmation vote of the Chairperson of the Academic Rank Committee and the President of the Academic Senate, the recommendations will be sent to the Vice President of Human Resources to record faculty rank and the Superintendent/President for review. With the consent of the Superintendent/President, the recommendations will be submitted to the Board of Trustees for its consideration and action.
E. Any applicant who has an objection concerning the consideration of their application may ask the President of the Academic Senate to be put on the agenda for the next regularly scheduled meeting to present their case. The merit of each case shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.
I. Introduction

A. The Academic Rank Committee shall consist of five members who are nominated for two-year terms by the Academic Senate President. The Academic Rank Committee shall select a chair annually.

II. Process for advancement in academic rank

A. The application period shall be from mid-October through the end of the fall semester. The timeline shall be set and publicized by the Academic Rank Committee.

B. Applications for advancement in academic rank, along with all pertinent supporting data documentation, shall be sent to the Academic Rank Committee Chair by November 15 of the academic year. Faculty members wish the published deadline to be considered for advancement. The Academic Rank Committee will submit the verified degrees, units, and employment history to the Academic Senate to be put on the Academic Senate agenda for a vote. (MOVED TO C AND D)

C. The Academic Rank Committee will review the verified degrees, units, employment history and other documentation to determine the earned rank for each applicant.

D. The Academic Rank Committee will submit their recommendations to the President of the Academic Senate to be placed on the Academic Senate agenda for a vote. A simple majority vote is required for approval of academic rank for faculty applying for advancement.

E. With the affirmation vote, and signature of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the applications recommendations will be sent to the Vice President of Human Resources to record faculty rank and to the Superintendent/President. With the consent of the Superintendent/President, the applications recommendations will be submitted to the Board of Trustees of consideration and action. Any applicants who have objections concerning the consideration of an application, can ask the President of the Senate to be put on the agenda for the next regularly scheduled meeting to present their cases. The merit of the cases shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting. (MOVED to F)

F. Any applicant who have has an objection concerning the consideration of an their application, can may ask the President of the Senate to be put placed on the agenda for the next regularly scheduled meeting to present their cases. The merit of the cases shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.
Appendix B

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 C

Rio Hondo College - Process for Submission of Syllabi Every Term

1. Deans will work with discipline faculty to ensure that all active courses in CurriQnet Meta have SLOs before they are offered in subsequent terms. The Outcomes Committee will review all course SLOs and give final feedback.

2. One month before the start of a new term, Instructional Operations will download a spreadsheet/file from CurriQnet Meta with the SLOs for classes being taught in the new term (or for all active courses).

3. One month prior to the start of the new term, the division dean (or administrative personnel) shall send out a copy of the SLO chart to all faculty teaching in the next term, along with a reminder to include these approved SLOs in all their syllabi.

4. One week before the start of the new term, the division dean (or administrative personnel) shall send out a copy of the SLO chart to all faculty teaching in the next term, reminding them again to include these approved SLOs in all their syllabi.

5. Deans will remind all faculty during division meetings on Flex Day to include the SLOs on their syllabi.

6. By the end of the first day of instruction (first week?) each faculty member shall submit electronic copies of all syllabi to the division office and will ensure that those syllabi contain the SLOs from the SLO master chart, which was downloaded from CurriQnet Meta and provided to them previously.

7. Division administrative personnel or dean will review all syllabi and ensure that syllabi contain the SLOs, exactly as worded in the Course Outline of Record (as copied from the SLO master chart).

8. If a syllabus has incorrect or missing SLOs, the administrative personnel or dean will contact the faculty member for correction and offer two options: 1) provide the faculty member with the SLOs for the course and indicate they should submit a new syllabus within 24 hours, or 2) the division office corrects the syllabus and provides to the faculty member, or ????

9. The faculty member then distributes the updated/corrected syllabus to all students either electronically or in print format.

10. Division administrative personnel will upload all finalized syllabi to the “P-Drive.”