November 1, 2022

Location: https://zoom.us/j/94542479249?pwd=QmE3bExzRi9rTExD21MK1VQU1VJQT09

Attendance: Aditi Sapra, Alex Cadena, Angela Rhodes, Angelica Martinez, Carley Mitchell, Cynthia Lewis, Diana Valladares, Diego Silva, Dorali Pichardo-Diaz, Farrah Nakatani, Fran Cummings, Frank Accardo, George Kimber, Greg Miller, Jeannie Liu, Jorge Huinquez, Juana Mora, Katie O’Brien, Kelly Lynch, Kevin Smith, Libby Curiel, Marina Markossian, Marissa Berru-Licon, Matthew Pitassi, Michael Koger, Michael Hinze, Mutsuno Ryan, Patricia Hughes, Razvan Stoian, Rebecca Green, Robin Babou, Rudy Rios, Shari Herzfeld, Sheila Lynch, Shelly Spencer, Shirley Isaac, Steve Johnson, Tanja Baum, Tyler Okamoto, Victor Kowalski, Viviana Villanueva, William Curington

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Guests: Gil Puga Jr., Frank Sotelo, Maribel de Leon, Melissa Rifino, Miguel Jimenez, Sean Hughes

1. Call to order
   a. Meeting called to order at 1:03

2. Approval of Minutes from October 18, 2022
   a. M. Koger read off minor changes to the Minutes
   b. Moved by R. Stoian/Second by M. Pitassi
   c. Minutes approved (33 aye/0 nay/0 abstain)

3. Public Comment: Persons wishing to address the Academic Senate on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Academic Senate cannot discuss or take action on items not listed on the agenda. Matters brought before the Academic Senate that are not on the agenda may, at the Senate’s discretion, be referred to the Senate Executive Council or placed on the next agenda.
   a. No public comment

4. Committee Reports
   a. Senate Committees
      i. Academic Rank, Frank Sotelo
         1. The first official meeting has been held to discuss the application and timeline
         2. A Q+A session and training will be held during the week of November 14th for Academic Rank applicants
      ii. Curriculum, Elizabeth Ramirez
         1. Proposals should be launched in CurriQnet by November 4th (with all required approvals completed by noon on Wednesday, November 9th) and be ready for the November 16th agenda in order to make the deadline for the 2023-2024 catalog.
iii. Distance Education, Jill Pfeiffer
   1. No report
iv. Guided Pathways, Lydia Gonzalez
   1. No report
v. Instructional Technology (ITC), Dana Arazi
   1. No report
vi. Open Educational Resources (OER), Patricia Hughes
   1. Next meeting is this Thursday. No other updates
vii. Outcomes, Sean Hughes
    1. Next meeting will be held near the end of November
    2. Updates for online information and coordination with IRP is on the docket for coming Outcomes work
    3. Processes for Outcome Review will also be discussed
viii. Staff Development/FLEX, Katie O’Brien
    1. This Thursday, Flex will be meeting with President Dr. Flores to discuss plans for Spring Flex Day/Professional Development Day
       a. Discussion details to include content, modality, a keynote speaker
    2. Professional Development sessions on how to utilize the Vision Resource Center are coming up. This is available to all employees
       a. The Vision Resource Center offers approximately 8,000 trainings and participants can even obtain a “transcript” for professional development purposes
    3. Professional Development for Cultural Competency funds are available and need to be used by May 2023
       a. There is discussion about creating a Cultural Competency PD for online classes offered for Rio Hondo College faculty to potentially be piloted in January

b. Planning & Fiscal Council Committees
i. Facilities, TBD
   1. President’s Council Meeting was held. A. Rhodes asked about the Director of Facilities Position (as a result of Joe Flores’s resignation). The job pay and qualifications are currently being reviewed along with the job environment and the “structure” of the position in an effort to find a candidate
ii. Institutional Effectiveness (IEC), Julio Flores (Appendix A)
iii. Planning and Procedural Council, Rudy Rios
    1. PPC meetings were voted to remain online
    2. An AP regarding Accommodations has been brought forward and CCLC language has been kept
iv. Program Review, Marie Eckstrom
   1. No report
v. Safety, Brian Brutlag
   1. No report
c. Additional Committees
   i. Enterprise Systems Advisory, Colin Young
      1. No report
   ii. Foundational Skills & Instructional Support, Angela Rhodes
      1. T. Okamoto delivered the report. Dr. Dixon-Peters and C. Rocha
delivered a presentation on AB1705 and T. Okamoto delivered tutoring
updates. The committee is working towards identifying struggles
students are experiencing and what are some possible solutions (e.g.,
increased tutoring, staffing, salaries, etc.)
   iii. Online Education Initiative (OEI), TBD
   iv. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch
      1. Emails will be sent out regarding upcoming OERI webinars and will be
either targeted toward specific disciplines or sent to the general email
list.
   v. Student Equity, Juana Mora
      1. See Student Equity Presentation Notes
   vi. Student Success and Support Services Program (SSSP), Bill Curington
      1. No report
5. President’s Report
   a. Statewide academic senate membership cards are now available in Senators’ mailboxes.
      These can be used during department and division meetings whenever a 10+1 issue
      might arise
   b. Announcement: Hayward Award Nominations (Appendix B)
      i. This award is for those who have gone “above and beyond” classroom duties
and expectations
      ii. Full-time, part-time and non-classroom faculty are eligible
      iii. December 18th is the deadline for nominee applications
      iv. A. Rhodes will send out an email asking for nominees
         1. S. Lynch clarified that applications to be sent for Hayward Awards are
not to be sent by any individual faculty member
         2. A. Rhodes verified that nominations will be reviewed by Senate Exec
before presenting the final nominee to the Senate body
   c. Announcement: Accreditation SLO follow up (COR and Syllabus)
      i. Faculty are reminded to make sure they are including their course SLOs from the
COR are on all syllabi
d. Announcement: SLOs will be removed from the schedule of classes and will instead be
housed in CurriQnet
      i. There were issues with SLOs in the Schedule of Classes. As a result of this, the
SLOs will no longer be included in the Schedule of Classes. Most colleges house
their SLOs in their Curriculum portal, hence the decision to move SLOs to CurriQunet

e. Announcement: “Right Size” Process
   i. President Dr. Flores is looking at “right sizing” the college. President Dr. Flores has asked the VPs and Deans to look at what job openings are unfilled, staffing needs, and more/fewer faculty. This is instead of automatically filling vacancies. Vacancies will be filled based on need
      1. The first change in this process was the Dean of IRP has now been changed to an Executive Dean
      2. Suggestions will move through PFC
      3. A. Rhodes mentioned that faculty and classified already have established processes for hiring/title changes. Management does not, so where did the change of the Dean of IRP come from? President Dr. Flores replied that she has the authority to make these changes for Management positions and that her changes for Management do not technically have to go through PFC but, in the spirit of transparency, she is. Management also does not have a CBA, whereas faculty and classified staff do. Issues with changes will be discussed
      4. M. Koger asked for clarification regarding how staffing decisions would be made and prioritized
         a. A. Rhodes replied that staffing needs are based on data compiled during the Planning process
      5. Resource Allocations are currently about a year behind. The President and VP will reach out to the respective Divisions to see if their need is still present
      6. S. Lynch clarified that the current process that allows for a vacancy to be filled automatically if it is created due to a retirement was decided upon years ago so that already vetted positions would not be subject to the staffing committee process. She added that the Division is then given the opportunity to review its current need for this position and to reevaluate, if need be.

e. Announcement: CO Baccalaureate Application
   i. An email has been sent to all faculty regarding the Chancellor’s Office application process for baccalaureate degrees at the community college level.
   ii. Music Technology has so far expressed interest regarding submitting an application
   iii. Each college may submit one application per application cycle
   iv. Degrees that can be earned at surrounding colleges will not be considered

6. Vice President’s Report
   a. 1st Vice President, Kelly Lynch
   b. 2nd Vice President, Angelica Martinez

7. Unfinished Business
8. Guest Report
   a. Student Equity Presentation
      i. Dr. Juana Mora shared that the Student Equity Plan for 22-25 is currently in process. The deadline to submit the plan is November 30th
      ii. Disproportionately Impacted Students
         1. The formula used to identify disproportionately impacted students was developed by the Chancellor’s Office
         2. Regarding Enrollment, females are disproportionately impacted. Asian, Black, and White female students enroll at Rio Hondo College in lower numbers
            a. K. O’Brien asked how data are being captured. J. Mora replied that CCCApply data are used
         3. Latino, Black, and White males are disproportionately impacted, along with Foster Youth, First Gen and DSPS male students are disproportionately impacted across the remaining sectors (Transfer Level Math and English, Vision Completion (attaining Completion within three years), Transfer to 4-Year Institutions in 3 years)
      iii. K. O’Brien asked if it were correct to say a student would appear in one category (i.e., would a first-gen male appear in another category)? J. Mora indicated that students are reviewed intersectionally, so they may appear in multiple categories
      iv. J. Mora mentioned that the data are improving but we still have a way to go
      v. S. Spencer mentioned that during program planning that she has just noticed the decline in the success of white males when we’ve known for a while that men of color have been disproportionately impacted. Is this new?
         1. J. Mora said if an equity gap has been discovered during program planning, it should be addressed. White male student population also includes students enrolling in academies, so they may not necessarily have the same goals as other students of color who have been historically disproportionately impacted
      vi. F. Cummings went through the CCCApplication and noticed that there have been changes to the application. In the past, students were able to indicate if they wanted to just take a class or two, but now the application asks if students intend to transfer. Some students may not plan to transfer but simply indicate that and still only take the courses they wanted
         1. The Academy Programs are included in these numbers. Students in these programs may be coming just to take one or two courses
      vii. Activities that have been funded by Student Equity in the past and Proposed for the future are designed to align with the Disproportionately Impacted Students and to alleviate those equity gaps
   b. Honors Program and Online Classes
i. Historically, the Honors Program has not offered online classes. M. Rifino Juarez visited Senate Exec to discuss this matter and was invited to visit and discuss this with Senate.

ii. In the past, there were restrictions regarding online courses for Honors courses, particularly regarding lab classes. Currently, no Honors lab courses are offered at Rio Hondo College. Pre-COVID, Academic Senate approved the creation of hybrid Honors courses. Emergency DE expires in Spring 2023, which is why this conversation is being revisited. The statewide Honors Consortium has been looking at the issue of enrollment in Honors courses, and there has also been demand from students.

   1. The Honors Advisory (a cross-constituency group including students) was convened to develop a recommendation for asynchronous distance education courses. M. Rifino Juarez has met with Curriculum and Distance Education to address any concerns and to ensure compliance.

iii. Executive Motion: The Academic Senate supports the Honors Program offering online classes to meet the needs of students.

   1. K. Smith mentioned the initial concern was the loss of a cohort experience and wondered if this was still a priority. M. Rifino Juarez acknowledged it is still a concern, but it was an issue even pre-COVID because students enter at different points in their academic careers. As a result, alternate activities to facilitate that cohort experience are created. One get-together has already been held this semester. Classes could also, even though they are “asynchronous” still require some synchronous or face-to-face interactions.

   2. K. O’Brien asked if the intent is to offer a range of modalities so that students who need/want in-person classes will be able to. M. Rifino Juarez confirmed that it would only be a small portion of classes that would be offered online/asynchronous. With a small number of students and Honors faculty, some courses may only be offered in one modality, but it will ultimately be up to Division Deans and faculty.

   3. S. Lynch mentioned that students are required to earn a certain grade in English 101. If we are going to teach classes that are fully online, we will need to reinforce the English grade requirement because of how much online classes rely on the written word and is concerned with students slipping through the cracks.

      a. M. Rifino Juarez clarified that the requirement is a “C” or better in English 101 to take any Honors class in any modality.

      b. D. Reyes, as a counselor, has always directed Honors students to Honors counselors for any questions. D. Reyes asked S. Lynch if it were possible that students were enrolling in both English 101 and other Honors courses simultaneously or perhaps they received a D/F/W or slipped in under the radar? S. Lynch said it
could be both or it could have been an anomaly. D. Reyes responded that counselors generally advise students that Honors may not be a fit for them if they're not fulfilling the English requirement.

4. L. Curiel also mentioned that Rio Hondo does not offer “contract courses” (i.e., if a course is not offered as an Honors course, a student could do a contract to take a particular section as an Honors course, fulfilling the additional criteria) for Honors courses at Rio Hondo.
   a. Contract Courses would still need to go through the Curriculum process

5. Motion Passes: 29 Aye/4 Nay/2 Abstain

9. New Business
   a. AB361 Motion (Appendix C) (Sunsets 1/1/24)
      i. Moved by S. Lynch/ Second by D. Silva
      ii. Motion Passes: 32 Aye/1 Nay/0 Abstain

10. Announcements
    a. No announcements

11. Adjournment
    a. Meeting adjourned at 2:17pm
    b. A recording of this meeting can be viewed at the following link: https://us06web.zoom.us/rec/share/D7giTPNlCN-eqsA2m5w59BQg90sz9A5ry2PNQTSZ01mkicwkvzYaN-0BfluPPUq.5yS0rbPqSF9M01qx?startTime=1667332952000
Appendix A

IEC Report

President Flores sent an All-Staff email regarding the Employee Satisfaction Survey.

· Survey is open until Thursday, November 10

· It takes between 15-20 minutes to complete

· The survey includes a variety of items on job satisfaction as well as professional development needs.

· Employees who complete the survey can enter a drawing for an opportunity to win a $50.00 Amazon or Target gift card.

· If you have questions about the survey process or purpose, please contact the IEC Co-chairs: Dr. Caroline Durdella cdurdella@riohondo.edu and Dr. Julio Flores jflores@riohondo.edu.

· If you have technical questions, contact Dr. Jim Sass in the Office of Institutional Research & Planning at jsass@riohondo.edu.

Submitted by Julio Flores
Appendix B

Hayward Award Information

- Each local academic senate may nominate one full- and part-time faculty member;
- however there can only be one honoree from each college.
- All faculty, classroom and non-classroom, are eligible for consideration.
- Previous nominees who did not receive the award may be re-nominated.
- Up to four recipients (two full-time and two part-time faculty) may be chosen and
  honored at the Board of Governors meeting in March.
- Completed online applications must be received by the ASCCC office by 11:59 p.m. on
  December 18, 2022.
Appendix C
Reauthorization of Remote Meetings

Pursuant to Assembly Bill 361, if this committee reaches consensus that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the committee will be permitted to meet via remote teleconference under the provisions of AB 361 for a maximum period of 30 days. After 30 days, the committee will need to reconsider the items below and again reach consensus if it desires to continue meeting under the modified Brown Act requirements.

In order to renew the resolution, the committee must:

1) Reconsider the circumstances of the state of emergency; and
2) Determine that the state of emergency continues to directly impact the ability of the members to meet safely in person.

It is recommended that the committee authorize remote teleconference meetings pursuant to AB 361.