**Academic Senate Minutes**

March 15, 2022 1:00 p.m.

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

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

1. **Call to Order** – 1:02 pm
2. **Approval of Minutes** – March 1, 2022- Approved with one minor edit; Matthew De Haro was misspelled. (Moved by Sheila Lynch, seconded by Kevin Smith). Motion passes.
3. **Public Comment** – None
4. **Presidents Report-** *Meeting was led by Rebecca Green. Dorali Pichardo-Diaz had to attend an accreditation meeting.*
	1. *Welcome new ASCCC Rep-* Thanked Sheila Lynch for her service as ASCCC rep. Dr. Juana Mora will serve for the remainder of the Spring 2022 term.
	2. *Rio for Teaching Learning Institute (RTLI) Presentation by Dr. Juana Mora (Appendix E)-* RTLI is dedicated to supporting RHC faculty in strengthening their capacity to teach and mentor students toward full academic potential and success. Please refer to slide two of the presentation for a list of RTLI’s goals. Both the descriptor and goals were collaboratively constructed. Program has been running for the last two years and is currently in its third year. They meet once every academic month to discuss issues that are relevant in the classroom, support one another, and introduce content that allows to hone in on their craft. It is comprised of full-time and part-time faculty. Some topics examined are the policies and practices that derail equity and how to construct an equity focused minded syllabus called reimagining syllabus. They have also discussed what it means to be an anti-racist practitioner. They are reading about the practice: ungrading as an equity practice and what it looks like in the classroom. Engage in new material and intentional on innovating/sharing strategies to do everything we can for students. They are planning a 4-year experience with a focus on universal design for learning that builds on the knowledge of equity minded and culturally responsive teaching practices. Recruitment begins in May with both online and remote options. If you are interested in learning more contact Dr. Juana Mora or RTLI Interest Form link: <https://forms.gle/3MAFfaTgq7s8hTDX8>

A senator celebrated the program and emphasized it has been a great opportunity to work with other instructors in different disciplines and with part-timers. This is her second year in the program and the discourse has been instrumental in her teaching.

* 1. *New Tenured Faculty (Appendix A)-*  They were recognized at the last Board of Trustees meeting (Wednesday, March 9th).
	2. *Fellow of the College and Distinguished Service Award-* On Wednesday, March 9th, the Board of Trustees approved Dr. Kenn Pierson-Geiger for Fellow of the College and Dr. Caroline Durdella for Distinguished Service Award.
	3. *Presidential Hiring Committee-* 1st level interviews were conducted on Thursday, March 10th and Friday, March 11th. Four unranked candidates were forwarded. There will be an open forum next week on Tuesday, March 22nd beginning at 1pm-5:30pm. Renee Gallegos sent an email regarding this. The names of the candidates have not been made public yet but will be out shortly. If you have questions for the candidates, please submit them ahead of time. Cannot be done while on the zoom.
	4. *Accreditation Visit-* Please be alert of any incoming emails as you may be invited to an interview. Make sure to review the faculty cheat sheet Dorali sent out a few months ago.
	5. *Curriculum Motion for Summer 2022 and Fall 2022 (Appendix C)-* Elizabeth Ramirez mentioned that if you have already submitted an emergency DE request and had it gone through curriculum, you will be covered under this extension through the end of Fall 2022 to continue to offer your course for temporary DE authorization or if your course, since then, has been approved for permanent DE you are okay too. This is more for new courses that have been through curriculum and have not gone through the emergency DE request yet. If this is your course, please submit by 3/23 so that it can be covered under this blanket extension as a temporary authorization. If you have any questions whether your course has gone thought this, please email Elizabeth Ramirez and she will check for you. This information was shared with Dr. Miller so he can spread the word to all deans.

A senator mentioned the reason it is being extended is because we cannot teach synchronous zoom courses without it being extended.

Sheila Lynch moves to affirm the motion and seconded by Kevin Smith.

1. **Vice Presidents Report**
	1. *1st Vice President* –Distinguished Faculty Award committee is meeting tomorrow.
	2. *2nd Vice President* – Dr. Dixon-Peters is proposing a two-dollar student health fee increase. It will be agenized at their 3/21 meeting. ASRHC is now meeting in person weekly. Please encourage students to apply for an ASRHC position until tomorrow, March 16th and voting will occur next week. The application can be found on ASRHC website. There will be a Red Cross Drive tomorrow March 16th from 9am-3pm. There will also be a supplies event all made from recycle materials from 10am-2pm on March 16th. There will be an in-person graduation this year held on Friday, May 27th at 10am. There will a max of 5,000 attendees based on the LA County Department of Health and about three tickets will be issued per graduate, however, this will all depend on how many graduates we will have. We will not know if faculty will be able to attend due to space limitation (to be determined).

6**. Unfinished Business**

7**. New Business**

1. Executive Motion: To create a taskforce to offer guidance to the negotiations team regarding lecture lab parity.

Rudy mentioned the concept of lecture lab parity was brought up in negotiations and would like to make it clear this is not a done deal and at best is a remote possibility. Thanks Fran for providing him information on what a lab would look like. Wants faculty to understand that not all labs will qualify and might even have a different name such as “extensive lab.” Thinks it is a good idea to bring to senate because it aligns well with the fourth pillar of Guided Pathways which is: how do we ensure learning. Would like the taskforce to provide some ideas and support the negotiations team as to how the curriculum process would be included to create an extensive lab type of submission for a form of lecture lab parity.

No discussion. Motion passes.

If you are interested in serving on this committee, please email Dorali Pichardo-Diaz.

1. Senate Exec Nominations (Appendix B)- Refer to Appendix B for duties of executive council members.

Angela Rhodes re-reviewed 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

Angela also reminded everyone that 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. Term of service is one year and individuals can nominate themselves.

1. Parliamentarian- Kevin Smith nominated Farrah Nakatani. Farrah accepted.
2. ASCCC Representative- Sheila Lynch nominated Farrah Nakatani. Farrah accepted.
3. Secretary- Marina Markossian nominated Michael Koger. Michael accepted.
4. 2nd Vice President- Kevin Smith nominated Angelica Martinez. Angelica accepted.
5. 1st Vice President- Sheila Lynch nominated Rebecca Green. Rebecca declined.
6. President- Rebecca Green nominated Angela Rhodes. Angela accepted.

Senator brought up a concern about these positions being intimidating and individuals may not feel equipped or prepared. Recommended we consider ways on how to support individuals to prepare them for the position so they feel equipped to fill that role. Angela Rhodes agreed with the concept of building your own leaders and mentioned there will be about a month and half left in the school year after elections are held and could be valuable time for the new board to work with current board. Dorali Pichardo-Diaz will run the elections. Angela Rhodes will send out an email for further nominations. Senator asked who the incoming senators are so that the body is aware of who is eligible for a nomination. Angela mentioned if there is a past practice of this, we will follow it.

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 who has previously been on senate exec any questions.

8**. Committee Reports**

*a. Senate Committees*:

* + 1. Academic Rank– Moving faculty forward who have earned academic rank and have been approved by Committee, Senate and PFC. Now they will be put on Board Agenda for approval. Commendations will happen in May.
		2. Curriculum – For clarification on the Curriculum motion for summer and fall 2022 (President’s Report item “g”), if a course has already been approved for emergency DE then it doesn’t need to be submitted again in order to be covered under temporary DE authorization through the end of fall 2022.
		3. Instructional Technology (ITP)- None
		4. Online Education (OEC)-
		5. Open Educational Resources (OER)-  They have a new student representative. Currently working on bylaws and will be looking at new form.
		6. Staff Development/Flex – (Appendix D) The Leadership Academy Application is on hold until the next President starts at RHC to determine what they have to say. Will be finished with 3rd recording of podcasts. After Spring Break, the episodes will be dropped. Katie shared the Flex Day evaluation sheet which can be found in Appendix D. Ever since Flex day went virtual, one of the big questions has been what do individuals want to do once we can get together regarding Flex Day. The number of individuals who are not comfortable getting back together keeps increasing even though it seems like we are turning a corner with the pandemic. This is still up in the air and we need to think about how we want to move forward.
		7. Outcomes – To improve our outcomes statement. Will await feedback from ACCJC before moving forward.

*b. Planning & Fiscal Council Committees*:

1. Institutional Effectiveness (IEC) – None
2. Facilities- None
3. Program Review – None
4. PPC – Going through more BP’s and AP’s.
5. Safety – None
6. *Other Committees*:
7. Basic Skills – PFC decided to change the name of this committee to Foundational Skills and Instructional Support.
8. Bookstore - None
9. Enterprise Systems Advisory – Wireless access point were installed into parking Lot A.

The California Virtual College (CVC) Course-Finder database is now being updated with real-time Banner data.

Financial Aid fraud has been an issue with a number of California Community Colleges recently. The pattern seen at other colleges does not seem to be an issue with Rio Hondo. RHC has started working with Arctic Wolf, a security monitoring firm, that will eventually monitor the RHC network 24x7.

Dynamic Forms – RHC has signed a contract to use the Dynamic Forms tools to automate a number of paper and fillable PDF forms. The first forms to be migrated are various Admissions and Records, Counseling, and Student Services forms.

SLO Schedule Update – SLOs from Taskstream were uploaded to the Class Schedule f or the Spring term.

The hardware infrastructure for the Arctic Wolf monitoring system is in place, and they are starting to monitor the RHC network and its devices. ITS has conducted “spam tests” with the KnowBe4 training tool to establish a baseline of how many RHC employees tend to click on email links from questionable sources. In the first test 7.8% of recipients clicked on the spam email.

By Fall, it is hoped that Banner (Access Rio) is integrated with Canvas, so that when students add classes on Access Rio, they automatically are added into Canvas shells (currently the Office of Distance Education has to add them manually)

1. Online Education Initiative (OEI) – None
2. OERI – Sheila sent out an email to all staff that lists nine OER projects that have been funded by OERI in their RFP IV Round of funding: Anthropology, Arabic, two Ethnic Studies projects, Geography, History, Homeland Security, Math, and Spanish. Three of our faculty will be working with fellow discipline experts from other California community colleges to develop two of these OER projects. Of these three Rio Hondo faculty, two are division representatives on Río Hondo College's Open Educational Resources Committee: Lizette (Lucha) Arévalo from Behavioral & Social Sciences who is also the OER Committee Chair, and Ignacio (Nash) Flores from Public Safety. Don Mason is on the team with Nash Flores, working together to develop OER for an Introduction to Homeland Security and Terrorism e-book.
3. Student Equity- None
4. Student Success and Support Services Program (SSSP) – April 21st is the first day of priority registration for current seniors in high school (incoming freshmen) for Fall 2022. There are registration squad teams assisting students. Summer Bridge will take place again and will be in-person. The goal is to offer five classes in a 6-week period finishing up with a welcome week. CA Dream Act deadline was extended until Friday, April 1st. They will meet again at the beginning of next month.
5. **Announcements** – Katie mentioned that the Cal Grant application has also been

extended.

1. **Adjournment** – 2:12pm

*Appendix A*



*Appendix B*

1. Duties of Executive Council Members
	* 1. The President shall call meetings, preside at all meetings, serve as chairperson of the Executive Council, and shall be an ex-officio member of all committees. The President shall, with the advice and consent of a majority of the Executive Council, appoint all committees and their chairpersons. The President shall also serve as co‑chair of the Planning and Fiscal Council.
		2. The First Vice‑President shall preside in the absence of the President, and shall complete the President’s term, if the President is unable to fulfill the term of office. This officer shall also function as Legislative Liaison whose function is to report to the Senate legislative activities and developments that might affect higher education. Other committee assignments will be allocated as needed.
		3. The Second Vice‑President shall preside in the absence of the President and the First-Vice President. This officer shall also function as Associated Students of Rio Hondo College (ASRHC) Liaison whose function is to work with the Executive Branch of the ASRHC. Other committee assignments will be allocated as needed.
		4. The Secretary shall prepare and transmit the agenda for each meeting at least 72 hours in advance of each Academic Senate meeting. At the request of the Executive Committee, the Secretary shall prepare a correspondence of the Senate, including correspondence with the administration and with the Rio Hondo College Board of Trustees.
		5. The Parliamentarian shall be an authority and rule on parliamentary procedures based on the Robert’s Rules of Order (current edition), and conduct the elections of the Senate.
		6. The representative to the Academic Senate of the California Community Colleges (ASCCC) shall inform the Senate of state-wide matters and should attend the ASCCC plenary meetings.
2. Other Duties of Executive Council Members
	* 1. The Senate Executive Council members shall serve as members of the Planning and Fiscal Council.
		2. The Senate Executive Council shall serve on all hiring committees for Superintendent/President and for Vice‑Presidents of the College. In the event that an Executive Council member cannot serve on a hiring committee, the Senate President will appoint a replacement.
		3. The Senate Executive Council shall determine how the 2.0 FTE per year of reassigned time provided for Senate duties will be divided among the officers.

*Appendix C*

**Motion:** to extend the Temporary DE authorization of courses that were previously approved for Emergency DE authorization through Fall 2022. Emergency DE Requests will need to be submitted by March 23rd; anything after that date would need to be submitted for permanent DE approval.

*Appendix D*

**Summary of Spring 2022 Virtual Flex “Day” Evaluation & Survey**

* Out of a total of 233 responses, 59% were full-time faculty and 41% were adjunct. 320 responders completed the FLEX Day evaluation in Fall 2021.
* 96.5% of respondents either strongly agreed or agreed that the configuration of our spring FLEX Day effectively met their needs. 2% disagreed and 1.5% had no opinion.
* For the Live Keynote on the topic “Stronger than Before: Resilience and Joy in Teaching During Covid & Beyond”

-83% agreed the session provided useful information, 9% had no opinion, and 8% disagreed

-88% agreed that the presenter was knowledgeable and engaging, 9.5% had no opinion and 2% disagreed

-82% said they could implement what they learned in their work, 14% had no opinion and 4% disagreed

* For the synchronous breakout session

-90.5% thought the session provided useful information

-92% thought the presenter was knowledgeable and engaging

-86% said they could implement what they learned in their work

*Top breakouts participated in:*

*-Reconnecting to On Campus Teaching: A Faculty Exchange - 39*

*-Best Practices to Engage Students in Online Courses Using the Peer Online Course Rubric-28*

*-Using Cultural Humility in your Practice - 22*

*-Creating a Liquid Syllabus- 21*

*-Mindfulness Practices to Enable you and your Students to Connect to the Present Moment – 20*

* 92% agreed that department meetings were valuable and useful to their work.

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

38% at least somewhat agree we should return to an on campus morning welcome, 12% had no opinion, and

 50% at least somewhat disagree

 44% at least somewhat agree we should return to an all campus lunch, 15% had no opinion, and 41% at least

 somewhat disagree

**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.

*Appendix E*





