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October 18th, 2022

Location: https://zoom.us/j/94542479249?pwd=QmE3bExzRi9rTExDZ21MK1VQU1VJQT09

Attendance: Aditi Sapra, Alex Cadena, Angela Rhodes, Angelica Martinez, Carley Mitchell, Cynthia Lewis, Dave Lindy, Dianna Reyes, Diana Valladares, Diego Silva, Dorali Pichardo-Diaz, Erin Irwin, Farrah Nakatani, Fran Cummings, Frank Accardo, George Kimber, Gerson Montiel, Jeannie Liu, Jorge Huinquez, Juana Mora, Katie O’Brien, Kelly Lynch, Kevin Smith, Libby Curiel, Margaret Griffith, Marina Markossian, Marissa Berru-Licon, Michael Koger, 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, Wendy Carerra, William Curington

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Members Absent:

Guests: Adam Wetsman, Frank Sotelo, Julio Flores, Lucha Arevalo, Michael Saakyan, Steven Yee, Wendy Lai

1. Call to order
   1. Meeting called to order at 1:00pm
2. Approval of Minutes from October 4th, 2022
   1. No requests to change the Minutes from previous meeting were made
   2. Moved by K. Smith/Second by W. Carerra
   3. Minutes approved (32 aye/0 nay/1 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.
   1. K. Smith shared his thoughts regarding the events of October 17th and the power outage on campus. K. Smith mentioned there are a number of issues asking faculty to quickly and with little notice to teach an in-person class on Zoom. There is no guarantee that students who take an in-person class will have the resources and space to take the class on Zoom. K. Smith wondered if this is an equity issue that Academic Senate should take up in order to ensure those students are successful in their classes
      1. K. Lynch noted that A. Rhodes collected concerns from various constituent groups and met with President Dr. Flores to discuss these concerns
      2. M. Pitassi shared that he preferred faculty have the option to go remote in the event of a power outage. This allows faculty to not fall behind in their material and can still work with students who are unable to make it to the online session
      3. S. Lynch noted that faculty have options and do not require administration approval in an Emergency situation. S. Lynch agreed with K. Smith that this sudden request to have students who signed up for in person classes pivot to an online delivery makes no sense, especially since students may not have familiarity with or resources for an online class and implores administration to never make the same decision again
      4. K. Lynch appreciated the comments and input from Senators and that this will be discussed in Senate Exec. K. Lynch noted that since this is not an agenda item, we cannot discuss this item as fully as we might otherwise but will likely revisit the matter
4. Guest Report
   1. None
5. President’s Report
   1. Discussion: President’s Office Reorganization
      1. On October 4th at PFC, President Dr. Flores proposed that the Dean of IRP be changed to an Executive Dean position. Faculty and staff asked many questions. There is no official process for this managerial process, unlike with faculty and staff, and that this is a matter of “rightsizing” for the college. Concerns should be directed to A. Rhodes
   2. Discussion: Winter Session Concerns and Answers (Appendix A)
      1. A. Rhodes collected various questions and concerns and submitted them to President Dr. Flores who provided answers and rationale
      2. K. O’Brien thanked A. Rhodes for delivering these questions and asked if A. Rhodes had a chance to communicate the broader concern of implementing changes without consulting Academic Senate
         1. K. Lynch responded that A. Rhodes might have had that discussion but there was no definite response
      3. D. Pichardo-Diaz noted that there were many inconsistencies and inaccuracies within the President’s replies and that they are being documented. Senators who spot any inconsistencies in President Dr. Flores’s response should inform A. Rhodes
6. Vice President’s Report
   1. 1st Vice President, Kelly Lynch
      1. No Report
   2. 2nd Vice President, Angelica Martinez
      1. ASRHC discussed the Winter/Spring split. They created a list of questions, and ASRHC shared the FAQs provided by VPs (AS agenda appendix A). Students are confused and requesting a clear communication regarding the change and impact to students.
      2. ASRHC will host the AS/CSEA Leadership Meet and Greet on 10/24) postponed due to the power outage)
      3. Discussed importance of shared governance and student role
      4. Rio Cafe now has an accepted MOU with CalFresh- more info on how to use to come next week!
      5. ASRHC Upcoming Events:
         1. TODAY! Collab with Arts & Cultural Events: Photo frame painting and Snacks from South America, Quad 11am-1pm
         2. TODAY! Politics & Pizza: Proposition Debates with Forensics Team, Student Union 2pm
         3. Wednesday, 10/19 Animal Therapy with Reptiles! Quad 11am-1pm
         4. Wednesday, 10/19 Sexual Wisdom Workshop with ELAWC, Student Union 12pm
         5. Wednesday, 10/19 DVAM: Preventing & Addressing Image-Based Abuse, ZOOM at 12pm
         6. Monday, 10/31 Boo Bash, Quad 11am-1pm
         7. Wednesday 11/2 Town Hall with the VPs, Student Union at 2pm
7. Unfinished Business
   1. Discussion: Senate Spending Ideas
      1. A. Rhodes met with VP Dr. Kibui. There is now a proposed breakdown of Senate spending that includes both scholarship money as well as Senate t-shirts/swag
8. New Business
9. Committee Reports
   1. Senate Committees
      1. Academic Rank, Francisco Sotelo
         1. There have been no proposed changes to the academic rank process but that any changes from administration should be brought to the committee. However, any changes will not be implemented until the following academic year
         2. The committee will be meeting to discuss the evaluation process and the timeline for this year’s academic rank applications
      2. Curriculum, Elizabeth Ramirez
         1. Proposals should be launched in CurrIQunet 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. GE requests (along with division approval) need to be received by November 1st.
      3. Distance Education, Jill Pfeiffer
         1. No report
      4. Guided Pathways, Lydia Gonzalez
         1. No report
      5. Instructional Technology (ITC), Dana Arazi
         1. No report
      6. Open Educational Resources (OER), Patricia Hughes
         1. The OER Committee unanimously voted to participate in the Chancellor’s Office ZTC Program Grant. Rio Hondo College has certified their commitment and are excited to see what comes from it
      7. Outcomes, Sean Hughes
         1. No report
      8. Staff Development/FLEX, Katie O’Brien
         1. In prior semesters post-COVID, recordings were made of FLEX presentations. However, no recordings have been made this semester due to issues with closed captioning (for accessibility reasons). This is an issue across the campus and Flex put in their Program Plan for closed captioning that all staff can access
         2. Staff Development grants are available for conferences or speakers
         3. Theresa Martinez will be moving to a new position after working in the Staff Development/Flex office for 16 years. This may result in some delays for flex activities being logged
   2. Planning & Fiscal Council Committees
      1. Facilities, Brian Brutlag
         1. No report
      2. Institutional Effectiveness (IEC), Julio Flores
         1. Student and Staff Satisfaction Surveys will be issued at the end of the month
      3. Planning and Procedural Council, Rudy Rios
         1. Academic Rank and Whistleblower Protection BP and APs were covered with slight modifications and will be forwarded to PFC
            1. S. Lynch asked what was meant by “slight modifications” since this was a topic of robust discussion in previous meetings and if the “slight modifications” were so “slight” that they weren’t worth mentioning. R. Rios confirmed they weren’t worth mentioning
      4. Program Review, Marie Eckstrom (Appendix B)
      5. Safety, Brian Brutlag (Appendix C)
   3. Additional Committees
      1. Enterprise Systems Advisory, Colin Young
         1. No report
      2. Foundational Skills & Instructional Support, Angela Rhodes
         1. No report
      3. Online Education Initiative (OEI), TBD
         1. No report
      4. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch
         1. Resolutions mentioned at the previous Academic Senate meeting were endorsed. F. Nakatani will be voting on these resolutions at the next ASCCC meeting
      5. Student Equity, Juana Mora
         1. No report
      6. Student Success and Support Services Program (SSSP), Bill Curington
         1. Financial Aid is streamlining processes and distribution for students
         2. The Pre-registration survey that students fill out when matriculating into Rio Hondo College is also being looked at to be more user friendly and less cumbersome
10. Announcements
    1. No announcements
11. Adjournment
    1. Meeting adjourned at 1:23pm
    2. A recording of this meeting can be viewed at the following link: <https://us06web.zoom.us/rec/share/ERvNX2o_70Ygwv6AtcUvnd_2qjo-yILWHAtCfmM-7w6hyBSyfXya_NUmzfjkCh6b.-UCfqpOcitQl33Yg?startTime=1666123222000>

**Appendix A**

Questions/Concerns Regarding Separation of Winter and Spring

1. How does this change benefit students and/or the college?

*Students:*

*· can register for up to 18 units in Spring and additional units in Winter without needing to request approval for an overload*

*· can complete a prerequisite in Winter for a course in Spring*

*· can use the winter term to repeat a course they failed in fall semester, especially if it is a pre-requisite for a spring course.*

*· will have a clearer understanding that they are registering for a Winter vs Spring course*

*· California residency for a term is one year and one day before the term starts. Having winter as a separate term allows a student to become a resident for spring if they don’t meet the January residency date. Meaning, by splitting winter term off from spring, if they don’t meet residency before winter term starts, but do before the start of spring, they will be considered residents in spring and pay resident tuition. Currently that is not allowable with the two merged.*

*Faculty:*

*· Part-time faculty can teach winter term courses (if available) separate from Spring Load. Part-time faculty can teach in Spring semester up to Rio’s allowed 60% (if available).*

2. Please provide the rationale for this change.

*When Banner was implemented we did not have a winter session, this was an option, but Rio Hondo did not use it. When the winter session was started, we made it part of the “spring” semester as a “quick fix.” In doing so, when scheduling in Banner, it combines both sessions as one, so building loads and assigning classes must be manually separated. This creates issues with collecting winter vs spring data (IRP) and with assigning loads for both full/part time faculty. Adding a fourth term makes record keeping more accurate and improves efficiency, and benefits students and faculty as described in #1.*

3. Does it make sense to move forward with this change immediately? Can this be implemented in the winter of 2024 vs. 2023?

*The term is already built this way, changing it at this stage would require delaying the winter/spring registration by several weeks to rebuild. This would have a huge impact on classified workload. Priority registration is October 31st.*

4. In the EOPS program, we've been finalizing spring/winter ed plans for students for weeks now and were working under the assumption that students could continue to count winter units toward a spring load. Changing that policy at this late date could make students ineligible for some programs even though they were following Counselor ed plans.

*It is unclear which programs the faculty are referring to that they would be ineligible for. If referencing financial aid, the current financial aid process will not change. Students can still take courses in the Winter Term that they would have taken in spring intersession for the ed plan.*

5. Do any potential benefits outweigh the repercussions this change may have on some of our most vulnerable students? In particular those students who need to maintain a minimum number of units for programs such as Financial Aid, Athletics, EOPS, DSPS, Go Rio and who for a variety of reasons (work demands, crafting a unit load that supports their success in challenging classes, family responsibilities) have found that being able to use a winter term class toward their spring unit load valuable and sometimes necessary option.

*The current financial aid process will continue. Thus, there will not be an impact to students. In terms of combining winter and spring to determine full-time eligibility as a course management strategy, each program has different requirements. For example, EOPS only needs nine units to be eligible. However, some students elect to take a 3-unit winter course and 9 units to ensure financial aid eligibility too. Athletes are required to be actively enrolled in 12 units during the season. So, there is no negative eligibility impact for students. Having a separate term actually helps students spread their courses if they have work and other demands.*

6. Is there a plan in place to protect students' status in programs where financial aid or eligibility for sports programs is at stake when we separate our winter semester from our spring semester? If so, what is the plan?

*The current financial aid process will continue. If barriers exist in the current process, we will need to identify and address those barriers.*

7. Will the units taken in winter still be "covered" under Rio Promise? (For example, students who are on the Rio Promise do not get their summer classes paid for). Will this be the same for Winter? If so, that's a huge negative impact because it did cover it before since it was part of "Spring term."

*Students participating in the Rio Promise program will still be covered.*

8. The way the calendar currently is "Winter session" ends Jan 26th and Spring starts Jan 30th. How would this help in posting grades? It's a 4day turnaround time.

*Grades will be entered on the same schedule as with winter as intersession. Also, grades will appear now on transcripts like they do in summer*

9. Will registration dates now be different for Winter and Spring? *No*

Will we be able to implement it in time? *Yes*

It is now the first week of October, and this is something we should already be advertising. Priority registration for Spring is October 31st. *Agreed. Everything is already set up this way.*

10. How will the separation affect part-time faculty? Will they be able to teach additional classes? Currently, if they teach a Winter class, their load is reduced in spring.

*Part-time faculty will be able to teach up to the allowable percentage in Spring term (generally 60% at Rio) when courses are available and can be offered to them. This is separate from Winter Term assignments so in fact they can teach additional classes.*

11. How will this affect EOPS/CARE? In the past, students have been able to take a class during the Winter session and a lighter course load in the spring. This practice allowed students to bank the Winter class so they can focus on more intense classes.

*We are pulling data to assess the impact to EOPS/CARE. Based on VPSS conversations with the responsible Dean, there should be minimal impact to EOPS/CARE students because the requirement is 9 units.*

12. Has A&R been involved with this change?

*Yes, they set up the term with the Banner consultants*

13. Application filing period for UC and CSU’s ends November 30th. If students and staff have not been informed of this change yet, the information that is uploaded to the student admission application will be incorrect and can be a denial for inputting the wrong term

*To address this concern, the college can inform institutional partners of the change to separate winter term. We are currently conducting transfer application labs. Students will be informed of the change and course grades will be on transcripts as winter term and help fulfill transfer requirements.*

14. Would there be an added application on CCC apply for winter session?

*There is one already created and we already have winter applications being processed. This is similar to what we have for summer.*

15. Curriculum committee has not been consulted about the addition of a new term. How would it impact Curriculum? For example: DE requests approved this fall 2022 term are effective the following term (so Instructional Operations has been inputting them to be effective spring 2023). Adding the new winter term would mean that the term immediately following fall 2022 would now be winter 2023, and effective terms haven't been coded appropriately if the winter term is separate).

*It would only affect curriculum if we wanted to enter winter first offering dates instead of the primary terms of fall or spring. Typically, colleges use primary terms to begin new or updated offerings.*

16. I'm also concerned with continuing students who already have a winter class on their ed plan per counselor recommendation in order to be considered full time for financial aid in spring and for students in other programs with minimum unit eligibility (Athletics...) who may be adversely impacted with a change at this late date...

*The financial aid process will not change. For athletics, student must be enrolled full time to participate during their sport season. Much like we do now, student athletes can take a course to help them become eligible by spring term if something happens at the end of fall requiring that winter class. We’ll continue to follow CCCAA guidelines for eligibility.*

Submitted by Dr. Miller and Dr. Dixon-Peters

**Appendix B**

Program Review Report

Program reviews have been submitted and were locked on Monday, October 17. The next step is compiling all the reviews for the peer review committee members to read.  This will be done before the peer review committee meetings, which will take place during finals week, December 5 through 8.   Many thanks to all those who worked on the reviews and to those to volunteered to serve on the peer review committees.

Submitted by Marie Eckstrom

**Appendix C**

Safety Committee Report

Rio Hondo is planning to participate in "The Great Shakeout" Earthquake drill on Thursday 10/20 at 10:20am.

Faculty and should shelter in place for 20 seconds then move to their proper evacuation areas based upon their building location.

Submitted by Brian Brutlag