



## Academic Senate Minutes

October 4<sup>th</sup>, 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, Jeannie Liu, Jorge Huinquez, Katie O'Brien, Kelly Lynch, Kevin Smith, Libby Curiel, Margaret Griffith, Marina Markossian, Marissa Berru-Licon, Michael Koger, Mutsuno Ryan, Patricia Hughes, Rebecca Green, 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

Members Absent: George Kimber, Juana Mora, Razvan Stoian, Robin Babou, Wendy Carerra

Guests: Adam Wetsman, Julio Flores, Lucha Arevalo, Michael Saakyan

1. Call to order
  - a. Meeting called to order at 1:01pm
2. Approval of Minutes from September 20, 2022
  - a. M. Koger read the requested changes to the September 20<sup>th</sup> Minutes. Changes included an error in the roll and a minor change to some comments made during the IRP presentation
  - b. Moved by K Smith/Second by D. Pichardo-Diaz
  - c. Minutes approved (38 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.
  - a. No public comment
4. Committee Reports
  - a. Senate Committees
    - i. Academic Rank, Frank Accardo
      1. No report
    - ii. Curriculum, Elizabeth Ramirez

1. Courses that are going to be taught in any Distance Education (DE) modality (asynchronous, synchronous Zoom, or hybrid) after the Spring 2023 semester will require permanent DE approval.
  - a. If your course has not yet been approved for permanent DE and you'd like to offer it via DE as early as Summer 2023 term, the permanent DE request will need to be ready for a first reading by the Curriculum Committee by October 12, 2022 (which requires at least four Canvas modules to be built and the DE request to be completed in CurriQunet with all necessary approvals received).
  - b. The second reading (which requires that an accessibility check has been passed) will need to be granted by mid-February in order for the course to be offered in any DE modality in Summer 2023.
- iii. Distance Education, Jill Pfeiffer – No report
- iv. Guided Pathways, Lydia Gonzalez (Appendix A)
- v. Instructional Technology (ITC), Dana Arazi
  1. Regular meetings will resume on campus
- vi. Open Educational Resources (OER), Patricia Hughes
  1. Next meeting is on Thursday at 12:45
- vii. Outcomes, Sean Hughes
  1. Outcomes Committee will be holding its next meeting on October 28<sup>th</sup>
    - a. Regular meetings will resume in Spring semester
  2. Discussions were had regarding membership commitments and will be “firmed up”
  3. Outcomes are currently housed in CurriQunet. Outcomes will be reviewing procedures
  4. There is discussion about connecting TaskStream with Tableau. Outcomes will be discussing this with IRP
  5. Service Area Outcomes will also be reviewed
- viii. Staff Development/FLEX, Katie O’Brien
  1. VP Kuperman has roughly \$50k to put towards PD on Cultural Competency. This must be spent by May 2023. Flex is in conversation on best ways to spend the money. There is a conference in November. More info forthcoming
  2. 72% of respondents participated in Flex fully remotely with 25% doing a hybrid
    - a. Many people found value in the structure and breakout sessions
    - b. Moving forward, 87 respondents favored a hybrid/remote structure to Flex Day but conversations will be had about future Flex Days
- b. Planning & Fiscal Council Committees

- i. Facilities, TBD
- ii. Institutional Effectiveness (IEC), Julio Flores
  - 1. Satisfaction Surveys will be sent out. Student feedback has been gathered and will be finalized. Climate Survey to follow next semester
  - 2. IEC made a recommendation for a change to the rubric for Program Review. This will be checked in TaskStream
- iii. Planning and Procedural Council, Rudy Rios
  - 1. Next meeting is on Thursday
- iv. Program Review, Marie Eckstrom (Appendix B)
- v. Safety, Brian Brutlag (Appendix C)
- c. Additional Committees
  - i. Enterprise Systems Advisory, Colin Young
  - ii. Foundational Skills & Instructional Support, Angela Rhodes
    - 1. Next meeting will be held October 12th
  - iii. Online Education Initiative (OEI), TBD
  - iv. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch
    - 1. Three resolutions have been authored and will be discussed at the next ASCCC area meeting. The resolutions concern:
      - a. Removing Barriers to the Adoption of Open Educational Resources
      - b. Textbook Automatic Billing Concerns
      - c. Establishing an Effective and Sustainable Zero Textbook Cost Program
    - 2. OER Committee will also be discussing the above resolutions
  - v. Student Equity, Juana Mora (Appendix D)
  - vi. Student Success and Support Services Program (SSSP), Bill Curington
    - 1. Next meeting is on Friday
- 5. President's Report
  - a. Announcement: Rotating Agendas
    - i. In order to make sure Committee Reports are heard, the agendas will rotate every other session
  - b. Discussion: Senate Spending Ideas
    - i. There is a budget allocated for Academic Senate. So far, the most requested item has been t-shirts. Others have requested polo shirts, jackets, tote bags, and lunch (if meetings resume in person for Spring 2023)
    - ii. D. Silva strongly supports polo shirts since they can be worn in formal sessions. D. Silva also recommended not putting years on the shirts so that any extras can be used in future years
    - iii. A. Rhodes will be sending out a poll for Senators to vote on ideas
    - iv. K. Smith asked if it were appropriate to spend taxpayer money on clothing for Senators when that money could be put to better use (e.g., sending Senators to conferences/summits/institutes)

1. A. Rhodes appreciated the comment and added that VP Miller is very supportive of sending faculty to professional development opportunities
- v. L. Curiel asked if there were certain parameters and boundaries for how the money can be spent. Wearing AS branded clothing could create awareness on the campus about Academic Senate
- vi. A. Rhodes mentioned that she would like the money to be used for “team building”. Branded clothing could show faculty that AS supports them and is there for them
- vii. F. Cummings suggested inviting a speaker to discuss academic matters of importance to faculty
- viii. R. Rios suggested make an Art student contest to design the logo. First place gets some sort of prize. Then we can purchase our own shirts, polos, sweatshirts etc.
- ix. A. Rhodes shared the breakdown of the Senate budget:
  1. \$22,000 is allocated for release time, \$1600 for duplication services, \$2000 for Food Services, \$7000 for conferences, and \$1000 for “Other Services”
  2. Since Senate is not currently meeting in person, the duplication services are not needed. This has been cleared by VP Dr. Kibui
- x. R. Green feels if we want "swag", those who want it could pay for it themselves. If we have "extra" funds, the leftover funds could go toward scholarships for students.
- xi. S. Lynch suggested how about a “scholarship” for the professional development conference or certificate of choice? The cost of attending conferences or obtaining certificates often deters some from attending/participating
  1. K. O’Brien mentioned that there has been an increase in grants for staff development. The Senate funds should be used for “Senate related” professional development items so as to not confuse the money allocated for other kinds of professional development
  2. S. Lynch pointed out that not all professional development trainings typically fall under the “professional development” umbrella, such as @One trainings which offer certificates which could be in support of Academic Senate and its various (sub)committees. Offering PD scholarships could incentivize Senators to participate in these offerings. Chairs of the (sub)committees could be brought into the discussion to see what they would want and what trainings are available in their respective areas
- xii. D. Silva pointed out that if branded clothing was purchased, it would not take much out of the Senate budget and would be beneficial for branding and morale purposes

- xiii. D. Pichardo-Diaz proposes a motion to table the discussion to send the discussion back to Senate Exec to develop a more specific breakdown of how funds could be used
  - 1. A. Rhodes agreed with this idea and will send it back to Senate Exec
- c. Announcement: Academic Rank Automation (Request from Dr. Flores)
  - i. President Dr. Flores was unclear of how Rio Hondo College's academic rank procedures work since they are different from other colleges. President Dr. Flores asked why academic rank was not an "automatic" process. A. Rhodes informed President Dr. Flores about the history of the Academic Rank process at Rio Hondo. President Dr. Flores asked if faculty are okay with the current process, and A. Rhodes responded that she has heard no complaints. President Dr. Flores asked A. Rhodes to ask faculty if they would like the process to be "automated"
  - ii. This automation could be easy for full-time faculty because of contractual teaching obligations. However, this could be difficult for part-time faculty to achieve Academic Rank. Part-Time faculty are allowed to consider years served and prominence/significance in the field. The current Academic Rank process was developed to be more equitable between part-time and full-time faculty
  - iii. Senate Exec asked for clarification on the proposed process, but the details were still unclear as no plan had been actually developed. Senate Exec has asked for specific steps, which would then be sent to the Academic Rank Committee before being brought to the full Academic Senate body
  - iv. S. Lynch asked if the President had reviewed the BP and AP on Academic Rank. S. Lynch pointed out that this isn't just "what we feel" but rather an actual Board Policy which means if President Dr. Flores wants to change the Academic Rank process, it would require a change to the relevant BP and AP
    - 1. President Dr. Flores was uncomfortable with the "competitive" feeling of the current process. She asked if it were "equity minded" and A. Rhodes confirmed that it was
  - v. A. Rhodes feels strongly that the process should remain as it is, in the hands of faculty and not HR, but she will respect the will of the body. In the meantime, no changes are being made and the process will remain the same
  - vi. L. Curiel asked what the President's specific concern was with the process and if there was any evidence of anyone being harmed by the current process
- d. Announcement and Discussion: President's Council Report Out
  - i. This meeting was cancelled
  - ii. At the beginning of each month, the President, VPs, and others report out what is happening around the campus
- e. Recommendation and Vote: Academic Rank Committee Members (Cynthia Lewis and Irene Truong)
  - i. This is an Executive Recommendation, but a Motion needs to be moved
  - ii. **Moved** by S. Lynch/ Second by S. Spencer

- iii. (35 aye/0 nay/0 abstain)
  - 1. The motion passes unanimously

6. Vice President's Report

a. 1st Vice President, Kelly Lynch

- i. On Sunday, Governor Newsom vetoed AB 1856 (Medina), a bill that would have allowed part-time faculty to work up to 80 - 85 percent of full-time faculty. This was the third iteration of this bill. A previous version was vetoed on the basis of potential health care costs, which were addressed in the 2021 - 22 budget by appropriating \$200 million to part-time faculty healthcare. Nevertheless, Governor Newsom's veto message again cited cost as the justification for his veto.
- ii. AB1705 (Irwin) has been signed into law. This bill is the follow-up to AB705. Both FACCC and other faculty groups opposed the bill
- iii. AB2315 allows students, faculty and staff at community colleges to use chosen names on official documents where a legal name is not required by law
  - 1. K. O'Brien asked if there had been any decision made regarding the Brown Act (meeting remotely) post-COVID
    - a. K. Lynch said nothing new has been announced, but there were quite a few bills (not) signed into law, so K. Lynch will follow-up with more details

b. 2nd Vice President, Angelica Martinez

- i. ASRHC set out goals for the year:
  - 1. Update Emergency protocols for emergency situations
  - 2. Advocate for more academic offerings
  - 3. Commencement Dates
    - a. Commencement being held in the middle of the day could pose heat exhaustion concerns
    - b. L. Curiel asked Day vs evening? Is that the concern? Could we not consider hosting it later in the day on Friday?
- ii. October is Domestic Violence Awareness Month. An event will be held in the Lower Quad at 10:30

7. Guest Report

- a. No Guest Report. Future Senate Meetings may only feature one guest for time concerns

8. Unfinished Business

a. Announcement: Credit for Prior Learning Summit 10/28/22 9-12 (Zoom)

- i. A Credit for Prior Learning Coordinator is still being sought by VP Miller but more details are forthcoming

b. Announcement: Winter Semester

- i. Winter Semester is currently connected with Spring Semester. There is discussion about separating Winter from Spring. A. Rhodes has heard concerns from KDA regarding this move. VP Miller is also looking into this separation and

how it impacts financial aid and full-time status for students. Concerns should be directed to VP Miller and CC'ed A. Rhodes

1. K. O'Brien asked if this is something that should have come to Senate first? From the EOP&S perspective, taking a class in Winter and still maintaining "full-time" status in Spring has been very beneficial to students
    - a. A. Rhodes said she was unaware of any potential benefits from the separation. A. Rhodes agreed that it should have been brought to Senate first. While the VP does have the authority to make these changes, it does not mean that it is the most prudent course of action
  2. L. Curiel asked if Senate could ask for a justification for these changes
  3. D. Reyes mentioned that historically other community colleges had adopted the winter session to give opportunities to students to have equal access to course offerings. Rio Hondo College has offered winter courses for several years and is curious if there are data justifying this potential separation. A removal of this current process with little or no justification could "blindsided" a number of constituent groups
    - a. A. Rhodes agreed with D. Reyes
  4. K. O'Brien asked if this is a separate 3.5 week "semester" will registration take place separately for the spring registration? Priority registration is coming up October 31st so we need to know this.
  5. S. Lynch asked for clarification on what this "separation" entails. It does not entail an elimination of Winter session. Students would still be able to take classes. The initial justification was for accounting reasons when students calculate course loads (i.e., they can only take so many units in a semester, so separating Winter from Spring could allow students to take more units in Spring). S. Lynch also agreed that this should have been brought to Academic Senate first
  6. A. Cadena asked how this will impact part-time instructors if it means they would be able to pick up an extra class during Winter similar to the Summer session.
    - a. A. Rhodes replied that she would ask VP Miller
  7. D. Reyes clarified that she did not entail that it meant the removal of Winter semester and mentioned that the current plan assists students with their unit load
- ii. A. Rhodes asked that Senators who have concerns should email A. Rhodes so that their concerns can be shared with VP Miller
  - iii. K. O'Brien asked if the Senate body needs to move to charge A. Rhodes in informing that decisions like this need to be brought to Senate first
    1. **Motion:** The Academic Senate President is urged to communicate to the Administration the need to involve the Academic Senate in proposed

changes that impact the instructional program for input and consultation prior to a final decision being made such as was the case with changing the winter term to its own separate semester. The Academic Senate believes this change can negatively impact some of the college's most vulnerable students who will no longer have the option of using winter term units to maintain full time status for programs such as Financial Aid, Athletics and EOPS.

a. S. Lynch suggested breaking this into two motions

2. Revised **Motion:** The Academic Senate President is urged to communicate to the Administration the need to involve the Academic Senate in proposed changes that impact the instructional program for input and consultation prior to a final decision being made such as was the case with changing the winter term to its own separate semester

a. Moved by K. O'Brien/Second by S. Lynch

b. (29 aye/3 nay/1 abstain)

c. Motion passes

3. **Motion:** The Academic Senate believes this change can negatively impact some of the college's most vulnerable students who will no longer have the option of using winter term units to maintain unit loads to remain eligible for programs such as Financial Aid, DSPS, Athletics and EOPS.

a. Moved by K O'Brien/ Second by L. Curiel

b. (25 aye/4 nay/3 abstain)

c. Motion passes

c. Announcement: Great Shakeout 10/20/22 at 10:20am

i. K. Smith noted concern that faculty are being given two weeks notice about this when faculty may have plans for their classes that day at that time. Advanced notice should be given prior to the beginning of the semester if possible

d. Taskforce Request: Committee for Faculty Positions (Ranking Committee)

i. President Dr. Flores feels that ranking of hiring needs should be handled by faculty and driven by data. This is currently a cross-constituency group, as is the committee for classified positions. This taskforce will look into what is the best route for determining faculty hiring needs (changing it or keeping it the same)

1. L. Curiel asked what was the rational for this change. A. Rhodes replied that it was done different at Dr. Flores's previous institutions and that she had "never seen it done" the way Rio Hondo College does

2. If the Senate body decides to keep things the same, then they will remain the same

## 9. New Business

i. AB361 Motion (Appendix E)

1. Moved by L. Curiel/ Second D. Pichardo-Diaz

2. (34 aye/1 nay/0 abstain)

3. Motion passes

10. Announcements

- a. For those who would like to RSVP for the President's Installation, the deadline is Friday. October 14<sup>th</sup> at 5:30pm is the Installation

11. Adjournment

- a. Meeting adjourned at 2:25
- b. A recording of this meeting can be viewed at the following link:  
<https://us06web.zoom.us/rec/share/YWWb5y-17jFhkX8N7UPwFkFPnoXEwXvwpiyjs6u6ulBSLctaFppoQCAAMwSRmmgg.YAeAkZcJooD5IXnO?startTime=1664913689000>

## **Appendix A**

Guided Pathways Steering Committee (GPS)

Senate Report 9/29/2022

With greatly reduced GP funding for the upcoming few years, the College is tasked with institutionalizing our Guided Pathways work. The tri-chair model of faculty leadership was reduced to one faculty leader for this fall, and there are currently no plans of continued release time for this position. Lydia Gonzalez is continuing to serve as the GP Faculty Liaison at the college level for fall 2022. She is grateful for the amazing tri-chair team that she was lucky to serve with since 2020. A huge thank you to tri-chairs Angelica Martinez and Viviana Villanueva for their incredible service to GPS in helping develop and maintain our Pathways site, map our programs to careers on Career Coach, create our Student Support Programs landing page, develop Student Success Teams for our Areas of Interest, and countless other contributions.

The Guided Pathways team attended the CA GP Institute #2 in Oakland, CA last week. Attendees were President Marilyn Flores, VP Miller, VP Dixon-Peters, Academic Senate President Angela Rhodes, GP Faculty Coordinator Lydia Gonzalez, Dean of Counseling Lisa Chavez, and Dean of Communications and Languages Alice Mecom.

The theme of the event was “Developing a Structure to Provide Holistic Student Supports,” and we were asked to identify strategies to ensure that scaled holistic support is an intentional equity strategy.

Our Student Success Teams were formed to provide holistic student support for our students. Serving as a homebase point-of-contacts within their Area of Interest, to support them on their educational and career journey. IRP conducted an evaluation of Student Success Teams (SSTeams) and Guided Pathways last spring. The Success Teams and GPS will be reflecting on the evaluation and make recommendations for how to move forward without the tri-chair model. Alice Mecom is the point of contact for the academic deans, who have been placed in the leadership role over SSTeams. She is also facilitating meetings with the Success Coaches on the teams. Lisa Chavez is the point of contact for the Lead Counselors. Lydia Gonzalez is the point of contact for the Academic Faculty Liaisons for this fall only.

Recommendations from GPS will be forwarded to Academic Senate as they arise.

Thank you!

Prepared by Lydia Gonzalez LLGonzalez@riohondo.edu

## **Appendix B**

Submitted by Marie Eckstrom

Program Reviews are due by October 14th. There will be no extensions. Please consider volunteering your time to serve on the Peer Program Review Committee, which will meet during Finals Week. Volunteers be expected to read the program reviews of the day and be prepared to commend and question the various program review teams who come to present their reviews. It is a very friendly process. Peer reviewers are requested to sign up for a full day. The meetings will be held via Zoom.

## Appendix C

Safety Committee Written Report: by Brian Brutlag (Co-Chair)

Meeting Date: 9/23/22

I: Facilities Update:

A. The New Director: Joseph "Joe" Flores was introduced to the Committee

II: Construction:

The L Tower construction is ending Phase 1 and moving into Phase 2 where it was suggested to restore L tower Elevator access to the Administration Building

III. Safety Improvements

1. Facilities are in the planning stages to update/replace Blue Lights, Emergency Lighting, and Room Occupancy Numbers

2. To alleviate Trip Hazards Concrete is being replaced at various points around campus

3. The Adding of New Trams and Vans

4. Providing AC in the Gym

5. The development of the emergency Preparedness plan along with the safety evaluation for the report has begun with Keen representatives. This collaboration will result in scheduled emergency drills soon (No earlier than Spring 2023)

IV. COVID-19

1. A conversation was had about the easing of mask restrictions on Campus from Mandate to Highly Recommended. The Safety Committee supports the following of the guidelines and encourages mask wearing especially around Disabled and Immunocompromised individuals.

V. Safety and Security Concerns

A. Water Tower

1. It was brought up in Committee about the danger posed to the Campus by the Aging water tower. Facilities will be looking into its repair and adding another Water Tower on Campus

B. Limited supplies

1. The number of rations on campus needs to be reassessed and will be restocked if necessary

C. Health Services and Workman's Compensation(WC)

· Not present- No report

III. Miscellaneous:

· The Committee agreed to the next meeting date and time Nov 4th 2022 at 11am. This is in keeping with the desire for the committee to meet quarterly.

Addendum: Rio Hondo College will be participating in The Great Shakeout Drill Thursday, October 20<sup>th</sup> at 10:20am. Faculty and students are to shelter in place for twenty seconds before moving to their designated evacuation areas

## **Appendix D**

Submitted by Dr. Juana Mora

Student Equity Report | Tuesday, October 4, 2022

The SE Committee has convened a working group to prepare the Student Equity Plan for submission to the CCCC. We'll keep you posted on its progress and share the plan when available.

## **Appendix E**

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.***