

Senate Executive Board Members

President: Dr. Angela Medina Rhodes
1st Vice President: Kelly Lynch
2nd Vice President: Angelica Martinez
Secretary: Michael Koger
Parliamentarian: Steve Johnson
ASCCC Representative: Farrah Nakatani
Past-President: Doralí Pichardo Díaz
RHCFA President: Diana Valladares
Curriculum Chair: Elizabeth Ramirez

Discussion Expectations

1. Be respectful
2. Step back or step up
3. Challenge the idea, not the person
4. Stay focused on the issue
5. Speak your discomfort or support
6. Acknowledge each other's experiences
7. Commit to learning from each other

10 + 1

"Academic and professional matters" means the following policy development and implementation matters:

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate



Academic Senate Agenda

February 7, 2022 1:00 p.m.

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

1. Call to Order

2. Approval of Minutes from December 6, 2022

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.

4. Committee Reports

a. Senate Committees

- i. Academic Rank, Frank Sotelo (Appendix A)
- ii. Curriculum, Elizabeth Ramirez
- iii. Distance Education, Jill Pfeiffer
- iv. Guided Pathways, Lydia Gonzalez
- v. Instructional Technology (ITC), Dana Arazi
- vi. Open Educational Resources (OER), Patricia Hughes
- vii. Outcomes, Sean Hughes
- viii. Staff Development/FLEX, Katie O'Brien

b. Planning & Fiscal Council Committees

- i. Facilities, TBD
- ii. Institutional Effectiveness (IEC), Julio Flores (Appendix B)
- iii. Planning and Procedural Council, Rudy Rios
- iv. Program Review, Marie Eckstrom
- v. Safety, Brian Brutlag-No report

c. Additional Committees

- i. Enterprise Systems Advisory, Colin Young
- ii. Foundational Skills & Instructional Support, Tyler Okamoto
- iii. Online Education Initiative (OEI), TBD
- iv. ASCCC Open Educational Resources Initiative (ASCCC OERI), Sheila Lynch
- v. Student Equity, Juana Mora
- vi. Student Success and Support Services Program (SSSP), Bill Curington

5. President's Report

- a. Academic Senate Executive Council Positions Explanation and Election Timeline, Steve Johnson (Appendix C and D)
- b. Announcement: Faculty Hiring Memo (Attached)
- c. Announcement: SEA data will be available at the end of February for review
- d. Announcement: Psychological Services
- e. Discussion: Academic Affairs Reorg Proposal (Attached)

**Rio Hondo College
Vision Statement**

Rio Hondo College aspires to be an evolving community-focused institution that embraces diversity, equity, and inclusion as a means to achieve personal, professional, and educational goals in a caring and rigorous environment.

(Board Approved 5/12/21)

Mission Statement

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.

(Board Approved 7/08/20)

6. Vice President's Report

- a. 1st Vice President, Kelly Lynch
- b. 2nd Vice President, Angelica Martinez

7. Unfinished Business

- a. None

8. Guest Report

- a. Block Schedule Solutions: Don Miller (Attached)
- b. Zero Textbook Cost Consultant Request: Michelle Pilati and Sheila Lynch

9. New Business

- a. AB361 Motion (Appendix E)

10. Announcements

11. Adjournment

Appendix A

2022 Academic Rank Results		
NAME	DIVISION	EARNED RANK
James Ameen	Communications and Languages	Professor
Anil Muhammed	Business	Associate Professor
Elizabeth Ramirez	Counseling	Associate Professor
Fatima Garcia	Communications and Languages	Associate Professor
Garima Garg	Mathematics, Science, and Engineering	Associate Professor
Haruka Ito	Mathematics, Science, and Engineering	Assistant Professor
Jasmine Rodriguez	Communications and Languages	Assistant Professor
Mark Henderson	Arts and Cultural Programs	Assistant Professor
Nancy Garcia	Mathematics, Science, and Engineering	Instructor
Ralph Velasquez	Communications and Languages	Professor
Sandra Low	Arts and Cultural Programs	Professor
Sean Hughes	Career and Technical Education	Professor
Vicky Tyron	Business	Assistant Professor
Aimee Ortiz	Health Science and Nursing	Professor

Submitted by Frank Sotelo

Appendix B

Institutional Effectiveness Committee Report

The first meeting of Spring semester to take place on February 14 at 1pm.

Submitted by Julio Flores

Appendix C

Senate Officers and Executive Council

The officers of the Senate shall be a President, First Vice-President, Second Vice-President, Secretary, and Parliamentarian. Each of these officers shall be duly elected Senators for the term they will be serving. The term of office shall be one year.

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.

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.

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.

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 Council, the Secretary shall prepare a correspondence of the Senate, including correspondence with the Administration and with the Board of Trustees of the College.

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.

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.

The Senate Executive Council shall consist of the officers of the Senate, the ASCCC Representative, the immediate Past President, and the President of the Rio Hondo College Faculty Association.

The Senate Executive Council should serve as members of the Planning and Fiscal Council. The Senate Executive Council should also serve on all hiring committees for Superintendent/President and for Vice-Presidents of the College.

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 D

2023 Senate Executive Council Election Timeline

February 7th-Senate Executive Council Positions and the Election Timeline will be reviewed at the Senate meeting.

February 21st-Nominations for Senate Exec Council positions open at the Senate meeting.

February 28th-Nominations close for Senate Exec Council positions.

March 1st- March 11th-Candidates may campaign.

March 13th-Voting opens at 12pm.

March 20th-Voting closes at 12pm.

March 21st-Election results will be announced at the Academic Senate meeting.

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.



SUPERINTENDENT/PRESIDENT'S OFFICE

CORRECTED MEMO

DATE: January 10, 2023

TO: Dr. Don Miller, Co-Chair, Committee for Faculty Positions
Dr. Angela Rhodes, Co-Chair, Committee for Faculty Positions

FROM: Dr. Marilyn Flores, Superintendent/President

RE: **FACULTY HIRING FOR 2023-2024 BASED ON FALL 2021 RESOURCE ALLOCATION PROCESS**

I want to start off by thanking the [Committee for Faculty Positions](#) for providing me with their recommendations for the 2023-2024 faculty hires through our **Fall 2021 Resource Allocation Process**. Please note that previously approved hires have not all been hired and may be completing the recruitment process. The hiring committees for those who have not been hired will continue working with Human Resources. Those previously approved were:

Accounting
Automotive
Biology
Counselor
Counselor (Regional Occupational Program/Strong Workforce)
Nursing (Pediatric/Medical-Surgical)
Nursing (Medical/Surgical/Gerontology) (2 positions)
Psychologist (Licensed Mental Health Clinician)
Speech

While we are in compliance with the Faculty Obligation Number (FON), we are committed to ensuring that we continue to hire sufficient faculty in areas of need, growth or high demand. As a result, we feel we can sustain three full-time faculty positions. For the **2023-2024 academic year** the following three positions have been **approved based on the Fall 2021 Resource Allocation process**.

Computer Information Technology
Ethnicity, Gender, and Sexuality Studies/Chicano Studies
Biology

Please send my appreciation to the committee [for Faculty Positions](#) and I look forward to our new hires.

/mmf

cc: Dr. Stephen Kibui, VPFB
Dr. Earic Dixon-Peters, VPSS
Tina Kuperman, VPHR
Stephanie Juanillo, HR Coordinator
Diana Valladares, President RHCFA
Dr. Caroline Durdella, Executive Dean, AA/IE

**REORGANIZATION REQUEST FORM**

Complete this form and provide rationale on the proposed reorganization process to make a permanent personnel change in your program or department. If additional documentation is necessary, attach additional pages.

Department/Division: _____ Date: _____

Manger/Supervisor: _____

Position(s) affected _____

CURRENT POSITION AND SALARY RANGE	PROPOSED POSITION AND SALARY RANGE

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ _____

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

☐ **GENERAL FUNDS** ☐ **CATEGORICAL FUNDS**

Source of funding (account code): _____

1 Account Technician Verifies Funding and Position Control:

LSerrano

01/18/2023

Accounting Staff Review (Signature/Date)

Rationale for Reorganization:**If the current position is moved or absorbed, who will perform the duties and/or responsibilities?****Does this change affect more than one department/division? If yes, please explain below.**☐ No ☐ Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

SIGNATURES AND/OR REVIEW DATES	
2 Submitted by President's Cabinet Member (Signature/Date):	5 Vice President, Human Resources (Signature/Date):
3 President's Cabinet Review (Signature/Date):	6 Planning and Fiscal Council Review (Signature/Date)
4 Vice President, Finance and Business (Signature/Date):	7 Superintendent/President (Signature/Date):

RIO HONDO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DESIGNER

BASIC FUNCTIONS:

Under general supervision and direction of the designated supervisor/administrator, provides instructional design to develop and support courses utilizing the learning management system; collaborate with faculty to conceptualize, develop, design, assess, and improve online, hybrid, and traditional course content and related materials using the learning management system; provide maintenance of accessible material adhering to current standards and guidelines; assists in training and support for the use of the district's learning management system; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

- Collaborate with faculty to conceptualize, develop, design, assess, and improve online, hybrid, and traditional course content and related materials using the learning management system; **E**
- advise and assist in the application of technological resources needed to enhance teaching and engage students in the learning process; **E**
- guide faculty on course pedagogy, design, development, and ongoing continuous improvement of technology-mediated learning, throughout the course development and redesign process; **E**
- assist in the development of course templates; **E**
- collaborate in redesigning and reengineering existing courses and transitioning course content onto new platforms; **E**
- support maintenance of existing online, hybrid and traditional courses on the learning management system; **E**
- develop and disseminate course design standards; **E**
- apply adult learning theory with instructional design methodology to develop and design courses; **E**
- develop and deliver training and support resources for administrators, faculty, staff and students including online resources and the effective use of instructional technology, principles and pedagogy of effective online instruction and learning, and accessibility standards related to distance education and instructional technology; **E**
- provide technical support to administrators, faculty, staff, and students in accessing and using the LMS and applications associated with virtual/online/distance education modalities to ensure ease of use and high-quality teaching and learning experiences.
- provide assistance with developing and creating accessible content including the requirements, standards and guidelines in Web Content Accessibility Guidelines (WCAG) 2.0 or 2.1, and Section 508 accessibility standards outlined in the Rehabilitation ACT (29 U.S.C. §794d); **E**

- review courses in learning management system for compliance with accessibility requirements, standards, and guidelines in Web Content Accessibility Guidelines (WCAG) 2.0 or 2.1, and Section 508 accessibility standards outlined in the Rehabilitation ACT (29 U.S.C. §794d) as it relates to distance education and instructional technology; **E**
- review support materials, as they relate to distance education and instructional technology for compliance with accessibility requirements, standards, and guidelines in Web Content Accessibility Guidelines (WCAG) 2.0 or 2.1, and Section 508 accessibility standards outlined in the Rehabilitation ACT (29 U.S.C. §794d); **E**
- assist with the implementation of various college, district and statewide initiatives; **E**
- assist faculty in locating, evaluating, and implementing the use of open educational resources, and provide guidance on issues related to copyright and fair use; **E**
- update effective practices in the area of instructional design; assist supervisor in complex report and research activities; **E**
- administer and implement the campus learning management system/platform (LMS) (interacting with Canvas/Instructure, California Virtual Campus, etc.) and principal LMS liaison with employees/students. **E**
- participate in the college's learning outcomes assessment program, including course, program, and institutional assessments; **E**
- operates computers, peripheral, auxiliary and support equipment as it relates to distance education and instructional technology. **E**

KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

- principles, techniques, and pedagogy of course design, development, delivery, and improvement, including outcome development and curriculum alignment;
- principles and techniques of online education, media-based instruction, instructional delivery systems, and instructional technology used to enhance the quality of instruction and student access;
- principles of planning, organizing, and scheduling;
- training and supervision;
- guidelines for accessibility including Web Content Accessibility Guidelines (WCAG 2.0) and Section 508 accessibility standards outlined in the Rehabilitation ACT (29 U.S.C. §794d);
- knowledge in the use of web conferencing and collaboration environments; English, spelling, and grammar.

ABILITY TO:

- exercise independent judgement;
- develop, analyze, plan, organize, and schedule programs and projects;
- research, articulate, and disseminate innovative best practices in teaching, learning, and technology, in all instructional modalities;

- establish and maintain effective working relationships with faculty, staff, administrative personnel, students, and the community;
- operate and troubleshoot computers, applications, and related support and instructional technology applications and equipment;
- maintain records and prepare reports;
- evaluate processes and products and make recommendations for improvements.

EDUCATION AND EXPERIENCE

A Bachelor's degree in Instructional Design, Educational Technology, Instructional Technology or related field, and three-years of experience in instructional design, or web-based course development, as well as training users in technology and teaching in an online environment.

OR Master's of Education or Master's in any of the above bachelor's fields, and three-years of experience in instructional design, or web-based course development, as well as training users in technology and teaching in an online environment.

RANGE 46

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Board Approved: _____



Arts & Cultural Programs / Distance Education

Dean, Arts & Cultural Programs / Distance Education
100% - 12 mo.

*categorically funded

FT Faculty
16

PT Faculty
50

Arts & Cultural Programs

**Instructional Division
Secretary**
100% - 12 mo.

Clerk/Typist III
47.5% - 12 mo.

**Theatre Production
Coordinator**
100% - 12 mo.

Theatre Technician
45% - 10 mo.
VACANT

**Cultural Events
Coordinator (Faculty SAP)**
20% reassigned time

Lab Assistant
40% - 12 mo.
VACANT

Art Gallery Coordinator
(Faculty SAP)
20% reassigned time

Band Director
(Faculty Activity)
19.05%** reassigned time

**Gallery-Student
Coordinator (Faculty SAP)**
23.42% reassigned time

Choir Director (Choral)
(Faculty Activity)
19.05%** reassigned time

Play Production
(Faculty Activity)
19.05%** reassigned time

Theatre (Faculty Activity)
19.05%** reassigned time

Distance Education

Accessibility Specialist
100% - 12 mo.
VACANT

Instructional Assistant
100% - 12 mo.

**Distance Education
Coordinator (Faculty DAP)**
60% reassigned time
(40% District, 20% HEERF*)

Instructional Assistant
100% - 12 mo.

**POCR Lead and CVC-OEI
Rep* (Faculty SAP)**
40% reassigned time
(HEERF)

**Activity - % and hours per Appendix C
(p. 88) of RHCFA CBA



Arts & Cultural Programs / Distance Education

Dean, Arts & Cultural Programs / Distance Education
100% - 12 mo.

*categorically funded

FT Faculty
16

PT Faculty
50

Arts & Cultural Programs

Distance Education

**Instructional Division
Secretary**
100% - 12 mo.

Clerk/Typist III
47.5% - 12 mo.

**Theatre Production
Coordinator**
100% - 12 mo.

Theatre Technician
45% - 10 mo.
VACANT

**Cultural Events
Coordinator (Faculty SAP)**
20% reassigned time

Lab Assistant
40% - 12 mo.
VACANT

**Art Gallery Coordinator
(Faculty SAP)**
20% reassigned time

**Band Director
(Faculty Activity)**
19.05%** reassigned time

**Gallery-Student
Coordinator (Faculty SAP)**
23.42% reassigned time

**Choir Director (Choral)
(Faculty Activity)**
19.05%** reassigned time

**Play Production
(Faculty Activity)**
19.05%** reassigned time

Theatre (Faculty Activity)
19.05%** reassigned time

Accessibility Specialist
100% - 12 mo.
VACANT

Instructional Assistant
100% - 12 mo.

**Distance Education
Coordinator (Faculty DAP)**
60% reassigned time
(40% District, 20% HEERF*)

Instructional Assistant
100% - 12 mo.

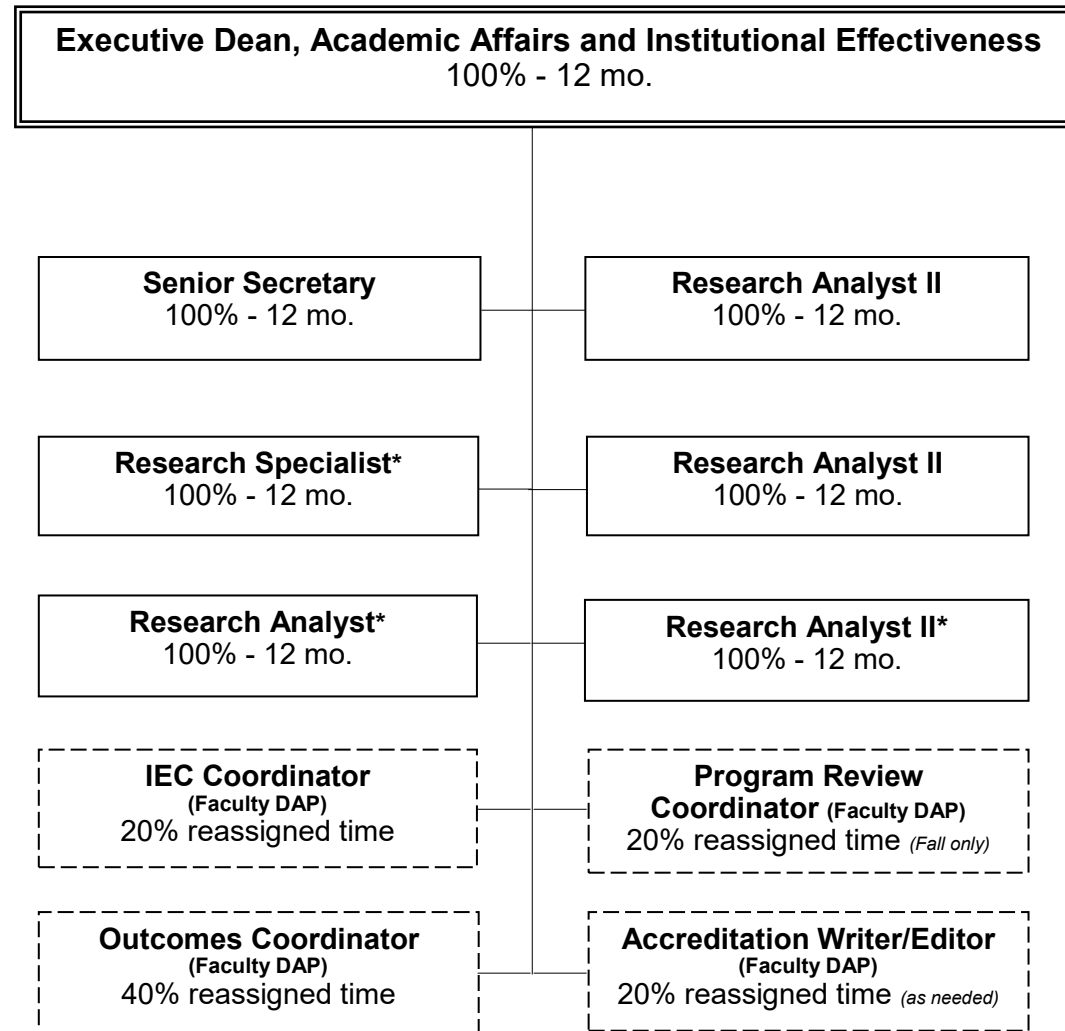
**POCR Lead and CVC-OEI
Rep* (Faculty SAP)**
40% reassigned time
(HEERF)

**Activity - % and hours per Appendix C
(p. 88) of RHCFA CBA



Institutional Effectiveness

(formerly Institutional Research & Planning)





Institutional Effectiveness

(formerly Institutional Research & Planning)

Executive Dean, Academic Affairs and Institutional Effectiveness
100% - 12 mo.

Institutional Effectiveness

Distance Education

Senior Secretary
100% - 12 mo.

Research Analyst II
100% - 12 mo.

Research Specialist*
100% - 12 mo.

Research Analyst II
100% - 12 mo.

Research Analyst*
100% - 12 mo.

Research Analyst II*
100% - 12 mo.

IEC Coordinator
(Faculty DAP)
20% reassigned time

**Program Review
Coordinator** (Faculty DAP)
20% reassigned time (Fall only)

Outcomes Coordinator
(Faculty DAP)
40% reassigned time

Accreditation Writer/Editor
(Faculty DAP)
20% reassigned time (as needed)

**Assistant Dean, Distance
Education**
100% - 12 mo.
NEW

~~Instructional Assistant~~
Instructional Designer
100% - 12 mo.

~~Instructional Assistant~~
Instructional Designer
100% - 12 mo.

**Distance Education
Coordinator** (Faculty DAP)
40% reassigned time

Accessibility Specialist
100% - 12 mo.
VACANT

**POCR Lead and CVC-
OEI Rep** (Faculty SAP)
40% reassigned time
(Move from CRRSAA to District
funding)

Senior Secretary
100% - 12 mo.
NEW

**REORGANIZATION REQUEST FORM**

Complete this form and provide rationale on the proposed reorganization process to make a permanent personnel change in your program or department. If additional documentation is necessary, attach additional pages.

Department/Division: _____ Date: _____

Manger/Supervisor: _____

Position(s) affected _____

CURRENT POSITION AND SALARY RANGE	PROPOSED POSITION AND SALARY RANGE

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ _____

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

☐ **GENERAL FUNDS** ☐ **CATEGORICAL FUNDS**

Source of funding (account code): _____

❶ Account Technician Verifies Funding and Position Control:

LSerrano

Accounting Staff Review (Signature/Date)

Rationale for Reorganization:

If the current position is moved or absorbed, who will perform the duties and/or responsibilities?

Does this change affect more than one department/division? If yes, please explain below.

☐ No ☐ Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

SIGNATURES AND/OR REVIEW DATES	
❷ Submitted by President's Cabinet Member (Signature/Date):	❺ Vice President, Human Resources (Signature/Date):
❸ President's Cabinet Review (Signature/Date):	❻ Planning and Fiscal Council Review, VPAA's (Signature/Date)
❹ Vice President, Finance and Business (Signature/Date):	❼ Superintendent/President (Signature/Date):

RIO HONDO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Senior Secretary

BASIC FUNCTIONS:

Under the direction of an assigned administrator, perform complex secretarial and clerical duties of an assigned office or functions requiring technical knowledge of departmental policies and procedures and a general knowledge of District functions and operations; plan and organize office activities and coordinate the flow of communications to relieve the administrator of administrative and clerical details.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Secretary classification typically report to a Director-level administrator. Incumbents perform clerical and secretarial duties which require judgment and initiative within a well-defined range of alternatives. Incumbents in the Senior Secretary classification are typically assigned to a Dean. Incumbents perform duties involving a wide variety of diverse, complex and confidential secretarial and clerical tasks requiring a substantial amount of tact, judgment and initiative. Incumbents relieve the administration of routine administrative duties and provide work direction and guidance to clerical personnel assigned to the department.

REPRESENTATIVE DUTIES:

Perform a wide variety of clerical and secretarial duties for an administrator involving the use of independent judgment and an understanding of departmental functions and procedures. E

Transcribe minutes of meetings; prepare Board agenda items for assigned office as designated; prepare schedules of meetings and assure that participants are informed of meeting dates. E

Screen callers by telephone and in person, including students, teachers, administrators, parents and the public and provide information or direct to appropriate personnel; provide technical information concerning policies and procedures according to established guidelines. E

Assure timely communications between office and District employees; make phone calls to receive and transmit information; type memos, bulletins, letters and notices. E

Type a variety of items including inter-office communications, requisitions, forms, letters, special projects and other materials from straight copy, rough draft or oral instructions. E

Maintain a variety of complex records, logs, lists and files including materials of a confidential nature; maintain confidentiality of records and information. E

Coordinate communication between supervisor and other District staff and the public; schedule appointments, meetings and conferences. E

Check records, reports and other data for accuracy, completeness and compliance with established standards. E

Receive, open and screen incoming mail. E

Maintain records of various committees; install and revise filing systems and other clerical procedures.

Order office supplies; maintain budget records and files; prepare information needed for budget development. E

Operate a variety of office machines including personal computer and word processing software, such as Microsoft Office. E

Train, assign and review work of subordinate office staff or student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of office machines including personal computer and word processing software such as Microsoft Office.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field of specialty.

Collection and organization of data and information.

ABILITY TO:

- Perform complex secretarial and clerical support duties.
- Plan, organize and coordinate office activities to relieve the administrator or administrative detail.
- Learn quickly operation, policies and procedures of assigned office or function.
- Compose independently or from oral instructions, letters, memos, bulletins and other material.
- Maintain a variety of filing systems.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Read, understand, learn and apply pertinent procedures and requirements.
- Train and provide work direction to others.
- Ability to type at an acceptable rate of speed, based on the requirements of the position.
- Operate a variety of office machines including personal computer and word processing software such as Microsoft Office.
- Make arithmetic calculations quickly and accurately.
- Perform work independently and with little supervision.
- Work cooperatively with others.
- Transcribe dictation accurately at an appropriate rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible secretarial experience.



Arts & Cultural Programs / Distance Education

Dean, Arts & Cultural Programs / Distance Education
100% - 12 mo.

*categorically funded

FT Faculty
16

PT Faculty
50

Arts & Cultural Programs

**Instructional Division
Secretary**
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47.5% - 12 mo.

**Theatre Production
Coordinator**
100% - 12 mo.

Theatre Technician
45% - 10 mo.
VACANT

**Cultural Events
Coordinator (Faculty SAP)**
20% reassigned time

Lab Assistant
40% - 12 mo.
VACANT

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Distance Education

Accessibility Specialist
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VACANT

Instructional Assistant
100% - 12 mo.

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Coordinator (Faculty DAP)**
60% reassigned time
(40% District, 20% HEERF*)

Instructional Assistant
100% - 12 mo.

**POCR Lead and CVC-OEI
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(HEERF)

**Activity - % and hours per Appendix C
(p. 88) of RHCFA CBA



Arts & Cultural Programs / Distance Education

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Arts & Cultural Programs

Distance Education

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Play Production
(Faculty Activity)
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Theatre (Faculty Activity)
19.05%** reassigned time

Accessibility Specialist
100% - 12 mo.
VACANT

Instructional Assistant
100% - 12 mo.

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60% reassigned time
(40% District, 20% HEERF*)

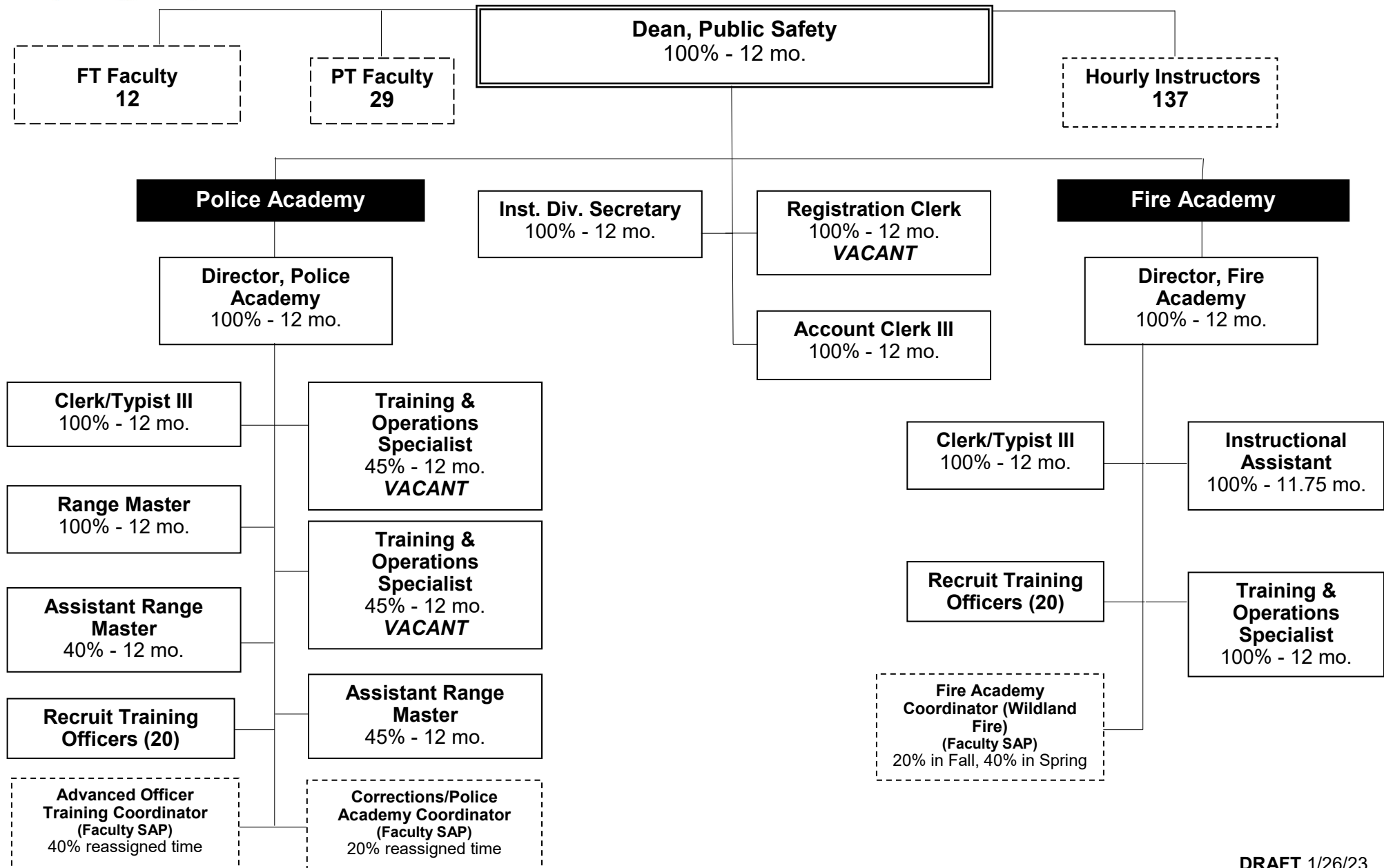
Instructional Assistant
100% - 12 mo.

**POCR Lead and CVC-OEI
Rep*** (Faculty SAP)
40% reassigned time
(HEERF)

**Activity - % and hours per Appendix C
(p. 88) of RHCFA CBA



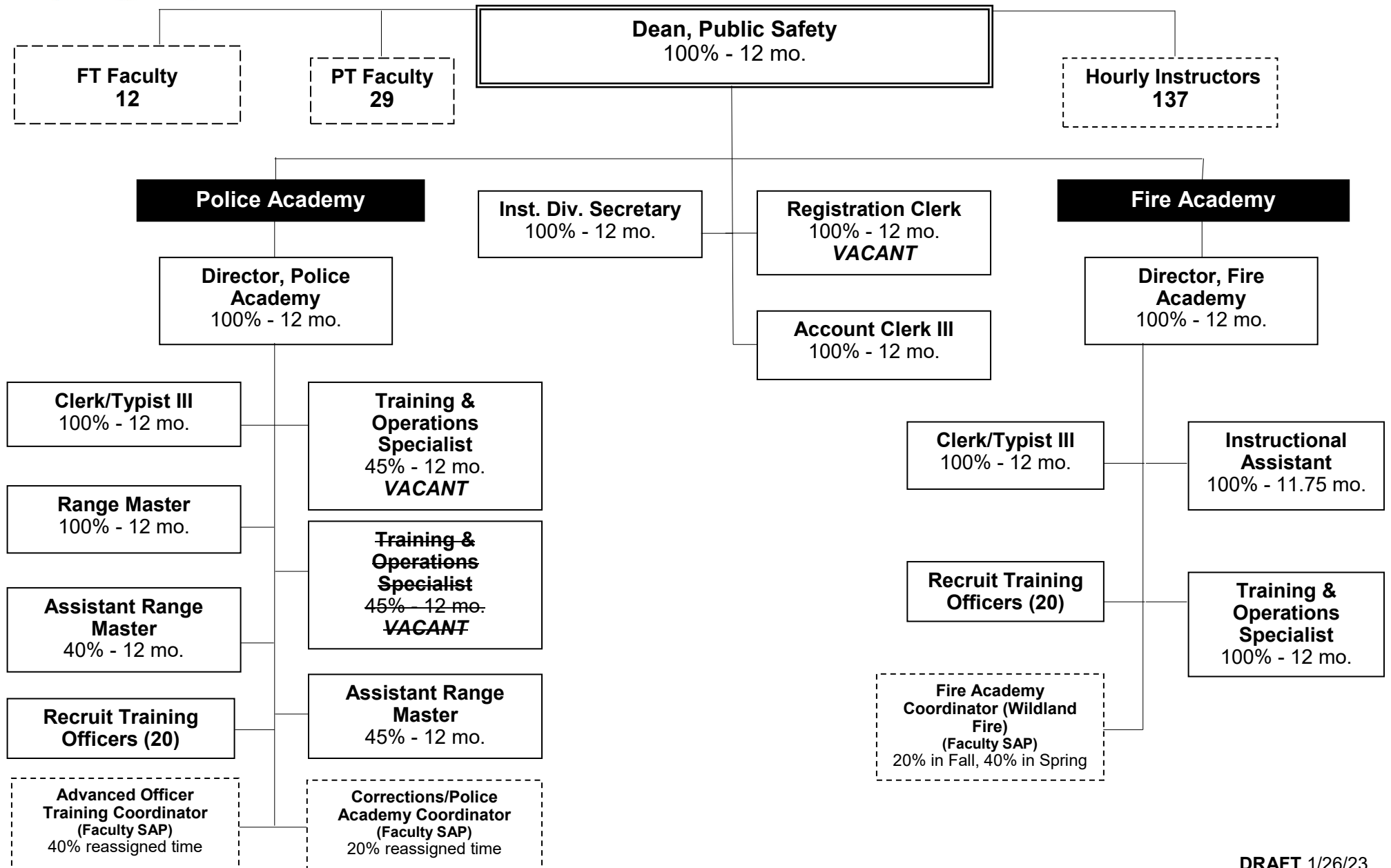
Public Safety





PROPOSED

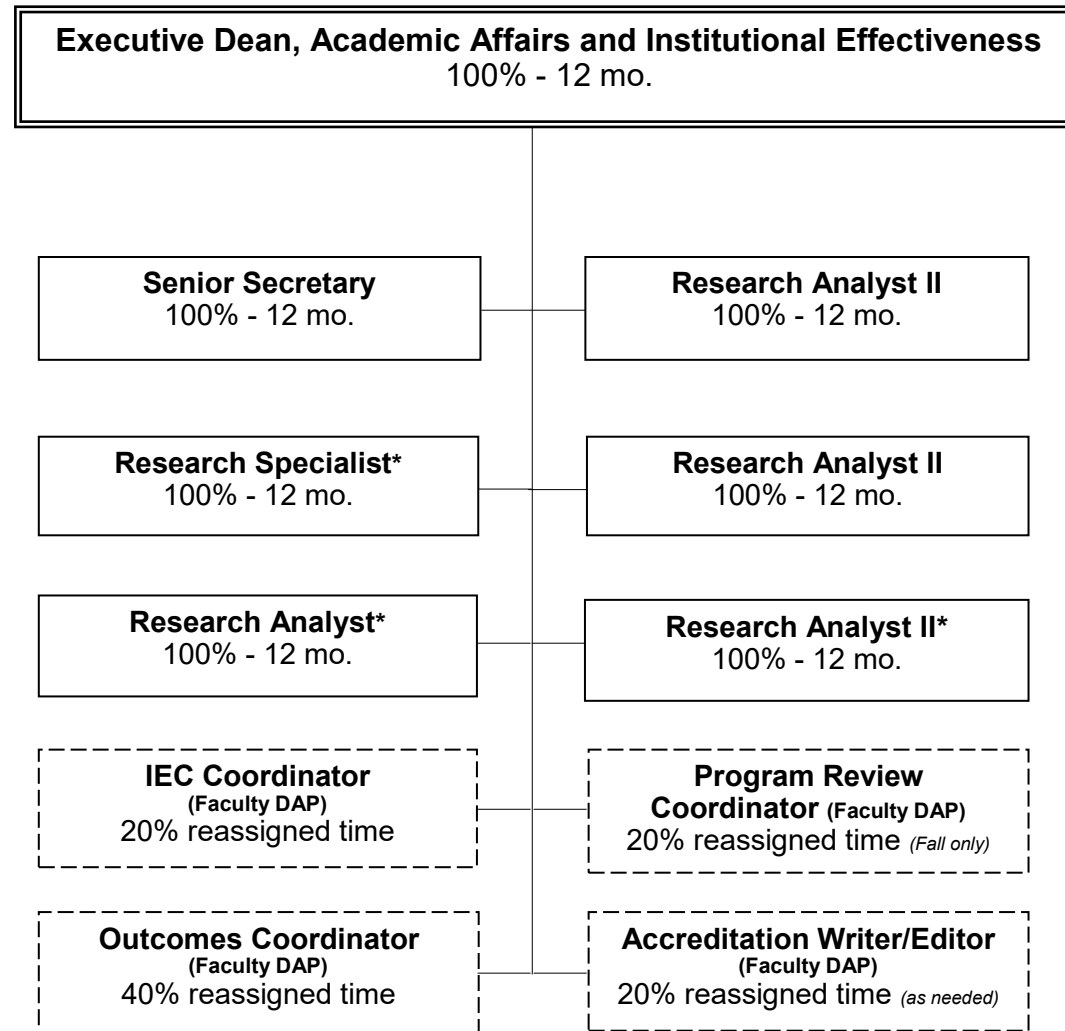
Public Safety





Institutional Effectiveness

(formerly Institutional Research & Planning)





Institutional Effectiveness

(formerly Institutional Research & Planning)

Executive Dean, Academic Affairs and Institutional Effectiveness
100% - 12 mo.

Institutional Effectiveness

Distance Education

Senior Secretary
100% - 12 mo.

Research Analyst II
100% - 12 mo.

Research Specialist*
100% - 12 mo.

Research Analyst II
100% - 12 mo.

Research Analyst*
100% - 12 mo.

Research Analyst II*
100% - 12 mo.

IEC Coordinator
(Faculty DAP)
20% reassigned time

**Program Review
Coordinator** (Faculty DAP)
20% reassigned time *(Fall only)*

Outcomes Coordinator
(Faculty DAP)
40% reassigned time

Accreditation Writer/Editor
(Faculty DAP)
20% reassigned time *(as needed)*

**Assistant Dean, Distance
Education**
100% - 12 mo.
NEW

~~Instructional Assistant~~
Instructional Designer
100% - 12 mo.

~~Instructional Assistant~~
Instructional Designer
100% - 12 mo.

**Distance Education
Coordinator** (Faculty DAP)
40% reassigned time

Accessibility Specialist
100% - 12 mo.
VACANT

**POCR Lead and CVC-
OEI Rep** (Faculty SAP)
40% reassigned time
*(Move from CRRSAA to District
funding)*

Senior Secretary
100% - 12 mo.
NEW



REORGANIZATION REQUEST FORM

Complete this form and provide rationale on the proposed reorganization process to make a permanent personnel change in your program or department. If additional documentation is necessary, attach additional pages.

Department/Division: _____ Date: _____

Manger/Supervisor: _____

Position(s) affected _____

CURRENT POSITION AND SALARY RANGE	PROPOSED POSITION AND SALARY RANGE

Current annual salary/benefits cost \$ _____ Proposed annual salary/benefits cost \$ _____

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

☐ GENERAL FUNDS ☐ CATEGORICAL FUNDS

Source of funding (account code): _____

❶ Account Technician Verifies Funding and Position Control:

LSerrano

Accounting Staff Review (Signature/Date)

Rationale for Reorganization:

If the current position is moved or absorbed, who will perform the duties and/or responsibilities?

Does this change affect more than one department/division? If yes, please explain below.

☐ No ☐ Yes If yes, please explain below.

Please note: You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

SIGNATURES AND/OR REVIEW DATES	
❷ Submitted by President's Cabinet Member (Signature/Date):	❺ Vice President, Human Resources (Signature/Date):
❸ President's Cabinet Review (Signature/Date):	❻ Planning and Fiscal Council Review (Signature/Date)
❹ Vice President, Finance and Business (Signature/Date):	❼ Superintendent/President (Signature/Date):

RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSISTANT DEAN, DISTANCE EDUCATION

DEFINITION

Under general administrative direction of the Executive Dean, Academic Affairs, provide leadership and direction, manage and oversee the activities, operations and delivery of assigned instructional or non-instructional programs and services; coordinate assigned activities with other District divisions, departments, outside agencies and the community as appropriate; have full authority and responsibility over assigned budgets and maintains a high quality of academic services for all participants; exercises direct supervision over professional, technical and administrative staff support; and to provide highly responsible and complex professional support to the appropriate administrator.

Primary responsibilities include leading and facilitating the development, implementation, and evaluation of distance education courses and programs; online enrollment management, recommending innovative concepts, technologies, and delivery modes of online, hybrid learning; and classroom technology and provide technical assistance to faculty and administrators in online course delivery methodologies. The position supervises instructional designers, instructional assistants, and other employees to provide training to assist faculty and staff with incorporating instructional design principles that reflect current learning theory and effectively employing technology to ensure sustained academic integrity and the exemplary quality of online courses promoting student success.

SUPERVISION EXERCISED

Exercises direct supervision over faculty (as assigned) as well as professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Provide leadership, direction and assume full management responsibility for all assigned instructional or non-instructional programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies and priorities of all assigned programs; recommend within District policy and Federal guidelines, as applicable, appropriate services and staffing levels; recommend and administer appropriate policies and procedures; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct program needs analysis of assigned programs; assess and monitor workload, administrative and support systems, and internal and external reporting relationships; direct the implementation of any improvements necessary; ensure the instructional quality of courses/programs; assessment of faculty teaching styles and use of appropriate pedagogy and andragogy; and identify areas of weakness in courses/programs and employ strategies for improvement; coordinates with Information Technology department to align technology needs of students, faculty, and the District.

Plan, direct, coordinate and review work plans of assigned programs to ensure progress; meet with

faculty/staff to identify and resolve problems; assign work activities, projects, and programmatic areas of responsibility; review and evaluate work products, methods and procedures and support faculty through ongoing research on emerging technologies that may be adapted to distance learning course and program development.

Oversees the development and deployment of training, motivates, and counsels faculty and staff to incorporate instructional design principles that reflect current learning theory

Select, train, motivate, counsel, and evaluate assigned program personnel; provide and coordinate staff training; work with employees to develop skills and abilities; Leads development and implementation of online and hybrid instructor certification.

Represent the assigned program(s) to other District division, departments, and outside agencies and organizations as appropriate; explain and interpret instructional/non-instructional programs, policies, and activities; respond to and resolve difficult, sensitive, significant, and potentially controversial issues.

Manage and participate in the development and administration of assigned program budget; direct the planning and recommendations for additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments of assigned areas as necessary.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications for assigned programs, policies and procedures as appropriate.

Coordinate the preparation of instructional/non-instructional program schedule of classes and teaching assignments; monitor enrollment and maintain overall efficiency regarding class size and faculty teaching loads as assigned.

Establish and coordinate advisory committees as appropriate for programs assigned; ensure representation, involvement, and expertise from the community.

Participate on a variety of campus committees; attend and participate in professional group or association meetings as appropriate; stay abreast of new trends and innovations in the field of higher education, both instructional and non-instructional.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to programs and workforce diversity in order to fulfill the core academic mission of the District and to serve its diverse community.

Audit and monitor any assigned programs to ensure compliance with local, state, and federal guidelines.

Administer applicable collective bargaining agreements.

Distance Education specific representative duties:

1. Promote development and implementation of policies, procedures, and standards of effective delivery of distance education. E

2. In collaboration with faculty and instructional deans, build the online and hybrid offerings for class schedules. E
3. Coordinate physical resources; assign and supervise support staff; respond to problems related to distance learning as needed; and communicate with faculty, staff, and students regarding instructional stoppages or other problems. E
4. Participate in an on-going planning process that includes specific objectives, activities, and time frames; assist in the development of the distance learning annual budget; develop annual goals and action plans. E
5. Collaborate with student services, department Deans, campus bookstore, Learning Assistance Center(s), and Public Relations, Communications & Marketing Director to address various student information, advising, and learning in support of student success and equity. E
6. Lead the distance education staff in providing training for instructors in the use of distance education technologies, methods, and procedures. E
7. Coordinate with faculty and staff in providing distance education training for students to prepare them to be successful in distance education. E
8. Assist faculty in ensuring courses offered through distance education meet the overall educational standards of the institution. E
9. Participate in the faculty evaluation process where appropriate. E
10. Supervise distance education staff in designing and implementing processes for reviewing and evaluating distance education courses for instructional effectiveness and assist faculty with effective course design that reflects principles of learning theory. E
11. Serve as the college distance education primary contact for the college to the California Community College Chancellor's Office, as well as to other external organizations such as the California Virtual Campus, @ONE, Canvas, ConferZoom, etc.; provide accurate and appropriate information for internal and external reports; and oversee the maintenance of distance learning records and files. E
12. Remain current with regional and national developments in distance education and update faculty and staff on these developments through classes, workshops, and one-on-one training as appropriate. E
13. Ensure compliance with college, state, and federal codes, guidelines, and policies, including accreditation standards, copyright and intellectual property rights, and Section 508 compliance of the Americans with Disabilities Act (ADA). E
14. Supervise distance education and learning support staff, including set priorities, direct workflow, and conduct employee evaluations. E
15. Manage the Distance Education Lab. E
16. Lead the College's efforts in improving online tutoring in coordination with programs initiated by the Chancellor's Office. E
17. Identify, write, and administer grant and revenue generating proposals consistent with college and district strategic plans. Manage the college's Online Education Initiative. E
18. Supervise Distance Education staff and coordinate with Student Services to expand student access to online courses through an innovative common online learning environment and by providing support for course improvements aligned with common quality standards. E
19. Assist with the analysis of technology-enabled student services to support distance education students. E
20. Attend a variety of meetings and serve on assigned committees. E
21. Maintain currency and appropriateness of instructional technology by regularly evaluating user

- feedback and tool functionality. E
22. Align technology needs of students and faculty, monitor, and give input on the performance of the Learning Management System (LMS), and appropriate integration of other instructional technology tools. E
 23. Advocate for support of distance learning and collaborate with other relevant departments to address the needs of distance education students and faculty.
 24. Serve as primary liaison for issues supporting distance learning operations and strategies with Information Technology Services. E
 25. Assists in developing and maintaining the Distance Education website and online tutorials. E
 26. Demonstrated leadership in managing online/hybrid delivery courses in a Learning Management System. E
 27. Manage college's relationships and projects with third party service providers for online education programs. E
 28. Ensure that all activities are conducted within the established College policies, ACCJC standards and requirements, federal and state regulations, FERPA guidelines and other applicable laws pertaining to employment and education. E
 29. Perform related duties as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Web design and development software; multimedia development software; online learning applications; training development software, and design methodologies.
- Significant knowledge of emerging web technologies that impact training, development, and instruction.
- Role and purpose of technological systems in providing instruction and instructional support.
- Instructional technologies such as: learning management systems, video production and streaming, video and teleconferencing, graphic media, web development, computer-based multimedia, portals, mobile apps, and audio/visual systems.
- Techniques designed to accommodate diverse learning styles and promote welcoming environments for students from culturally diverse groups, in or out of the classroom.
- Policies and practices in serving special needs students, in or out of the classroom.
- Conflict resolution practices when dealing with a non-traditional special needs population.
- Operational characteristics, services, and activities of comprehensive instructional or non-instructional programs.
- Organization and management practices.
- Principles and practices of budget preparation and administration.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of supervision, leadership, training, and performance evaluations. Oral and

written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Current issues, trends, and best practices in distance education.
- Modes of distance delivery, including online, hyflex, hybrid, and video conferencing.
- Recent developments in distance education technologies.
- Effective instructional design principles.
- Section 508 compliance standards for distance education.
- Matriculation procedures.
- Excellent working knowledge of computer software and hardware.
- Operate and utilize assigned networks, software programs, hardware, and platforms.
- Plan, organize, control, and direct the operations, services, and activities of distance education.
- Supervise and evaluate the performance of assigned personnel.
- Participate in the planning, development and implementation of partnerships, services, plans, strategies, projects, goals, and objectives for distance education.
- Evaluate services, technologies, and workflows to improve student outcomes.
- Maintain confidentiality in compliance with FERPA.
- Maintain currency in educational technology, distance learning, and related fields.
- Develop curriculum and understand the curriculum process.
- Work collaboratively in a higher education environment.

Ability to:

- Monitor, evaluate and modify services, standards, practices, processes, policies and procedures to enhance the educational effectiveness of programs and capacity to meet student and community needs.
- Provide administrative and professional leadership and direction for assigned programs.
- Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, gender and ethnic backgrounds of community college students.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures pertaining to distance education.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of program goals.
- Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.
- Meet schedules and timelines, especially with federal and state reporting. Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

MINIMUM QUALIFICATIONS:

Experience:

One year of formal training, internship, or leadership experience related to distance education.

Two years demonstrated progressively responsible leadership and supervisory roles in an educational setting.

Demonstrated sensitivity to and the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Education:

Master's Degree or equivalent from an accredited college or university.

Desirable Training:

Master's degree in Information Technology, Computer Science, Instructional Design, Instructional Technology, Educational Technology, Distance Learning or equivalent from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Board Approved: _____



Arts & Cultural Programs / Distance Education

Dean, Arts & Cultural Programs / Distance Education
100% - 12 mo.

*categorically funded

FT Faculty
16

PT Faculty
50

Arts & Cultural Programs

**Instructional Division
Secretary**
100% - 12 mo.

Clerk/Typist III
47.5% - 12 mo.

**Theatre Production
Coordinator**
100% - 12 mo.

Theatre Technician
45% - 10 mo.
VACANT

**Cultural Events
Coordinator (Faculty SAP)**
20% reassigned time

Lab Assistant
40% - 12 mo.
VACANT

Art Gallery Coordinator
(Faculty SAP)
20% reassigned time

Band Director
(Faculty Activity)
19.05%** reassigned time

**Gallery-Student
Coordinator (Faculty SAP)**
23.42% reassigned time

Choir Director (Choral)
(Faculty Activity)
19.05%** reassigned time

Play Production
(Faculty Activity)
19.05%** reassigned time

Theatre (Faculty Activity)
19.05%** reassigned time

Distance Education

Accessibility Specialist
100% - 12 mo.
VACANT

Instructional Assistant
100% - 12 mo.

**Distance Education
Coordinator (Faculty DAP)**
60% reassigned time
(40% District, 20% HEERF*)

Instructional Assistant
100% - 12 mo.

**POCR Lead and CVC-OEI
Rep* (Faculty SAP)**
40% reassigned time
(HEERF)

**Activity - % and hours per Appendix C
(p. 88) of RHCFA CBA



Arts & Cultural Programs / Distance Education

Dean, Arts & Cultural Programs / Distance Education
100% - 12 mo.

*categorically funded

FT Faculty
16

PT Faculty
50

Arts & Cultural Programs

Distance Education

**Instructional Division
Secretary**
100% - 12 mo.

Clerk/Typist III
47.5% - 12 mo.

**Theatre Production
Coordinator**
100% - 12 mo.

Theatre Technician
45% - 10 mo.
VACANT

**Cultural Events
Coordinator** (Faculty SAP)
20% reassigned time

Lab Assistant
40% - 12 mo.
VACANT

Art Gallery Coordinator
(Faculty SAP)
20% reassigned time

Band Director
(Faculty Activity)
19.05%** reassigned time

**Gallery-Student
Coordinator** (Faculty SAP)
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Choir Director (Choral)
(Faculty Activity)
19.05%** reassigned time

Play Production
(Faculty Activity)
19.05%** reassigned time

Theatre (Faculty Activity)
19.05%** reassigned time

Accessibility Specialist
100% - 12 mo.
VACANT

Instructional Assistant
100% - 12 mo.

**Distance Education
Coordinator** (Faculty DAP)
60% reassigned time
(40% District, 20% HEERF*)

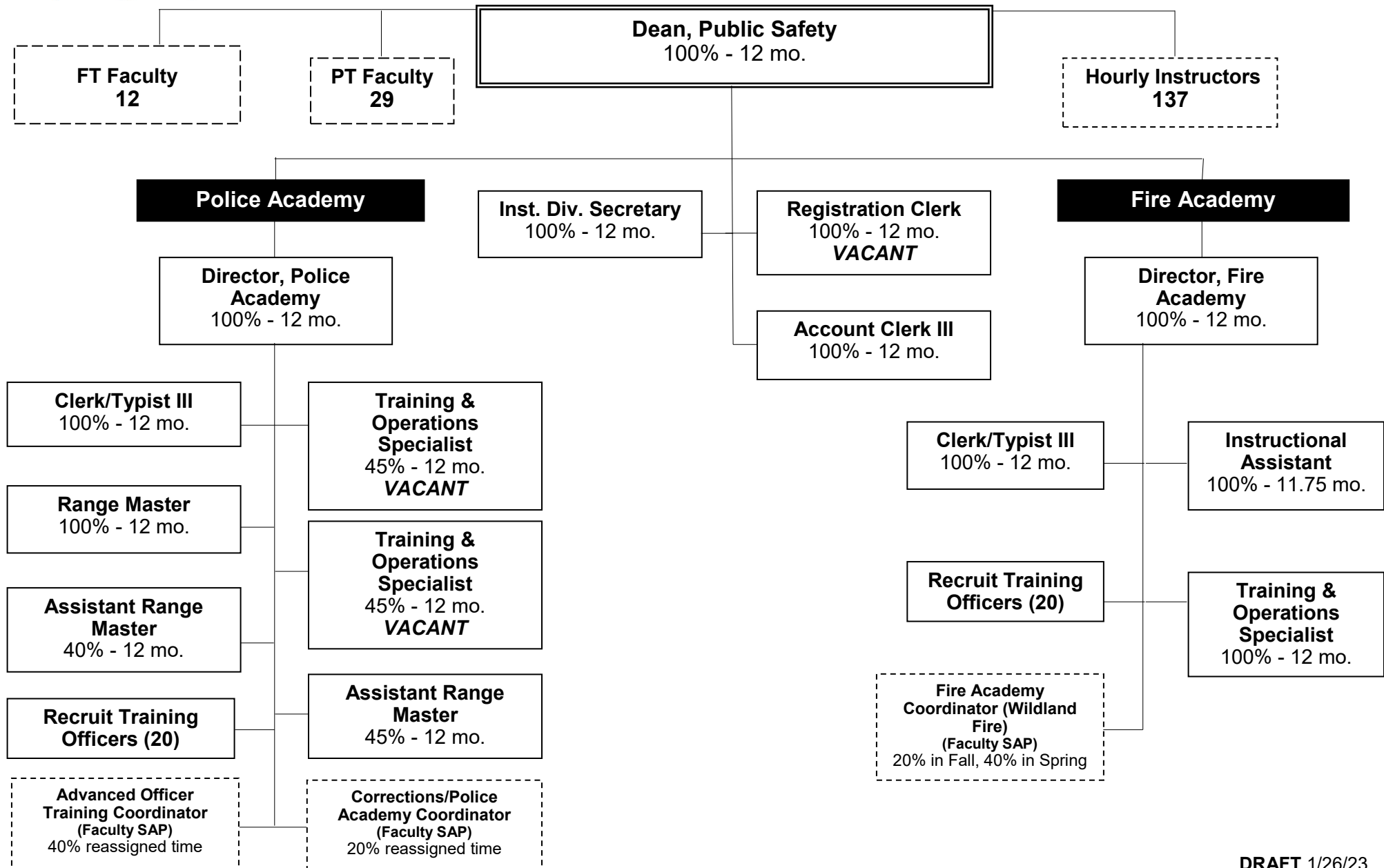
Instructional Assistant
100% - 12 mo.

**POCR Lead and CVC-OEI
Rep*** (Faculty SAP)
40% reassigned time
(HEERF)

**Activity - % and hours per Appendix C
(p. 88) of RHCFA CBA



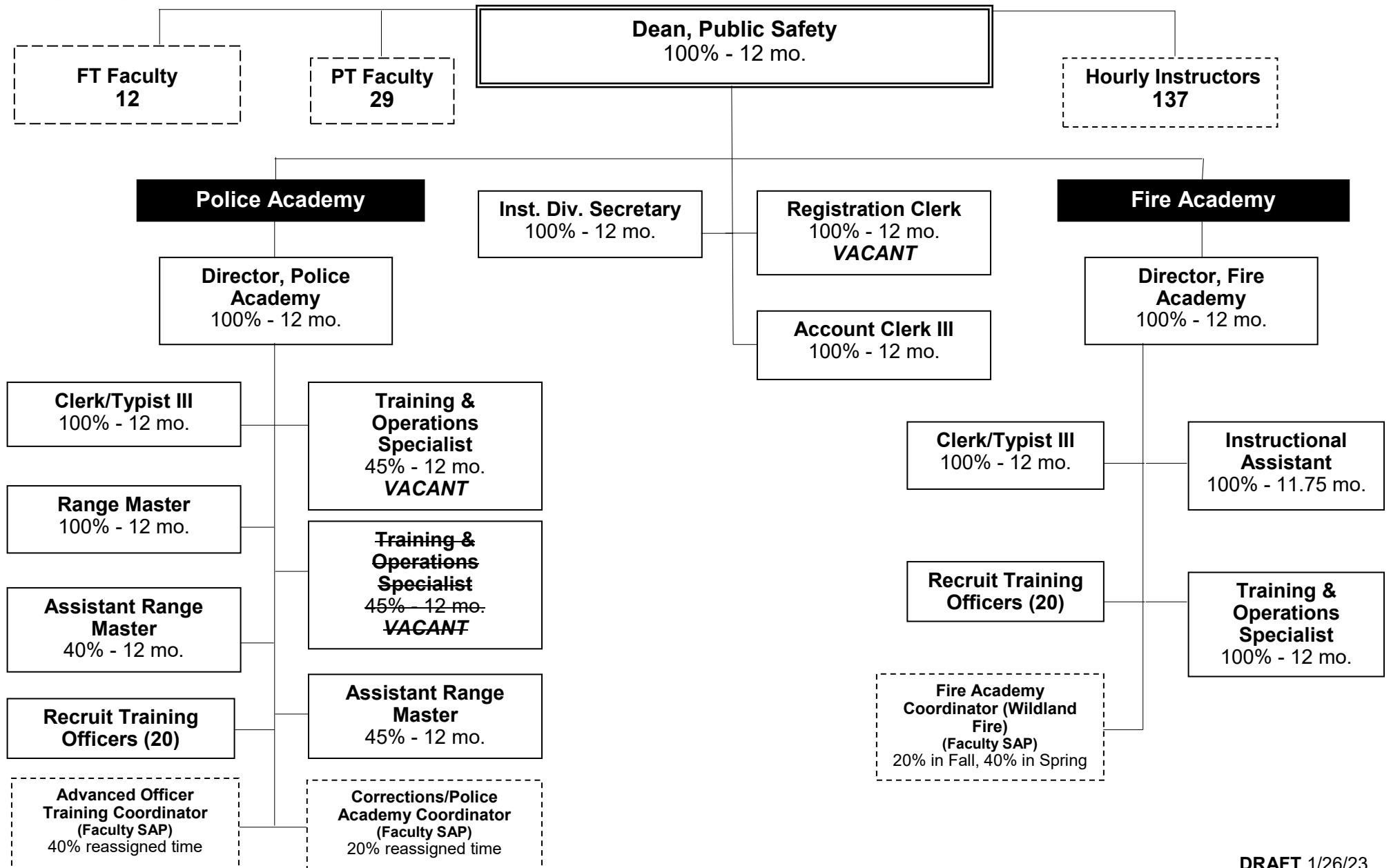
Public Safety





PROPOSED

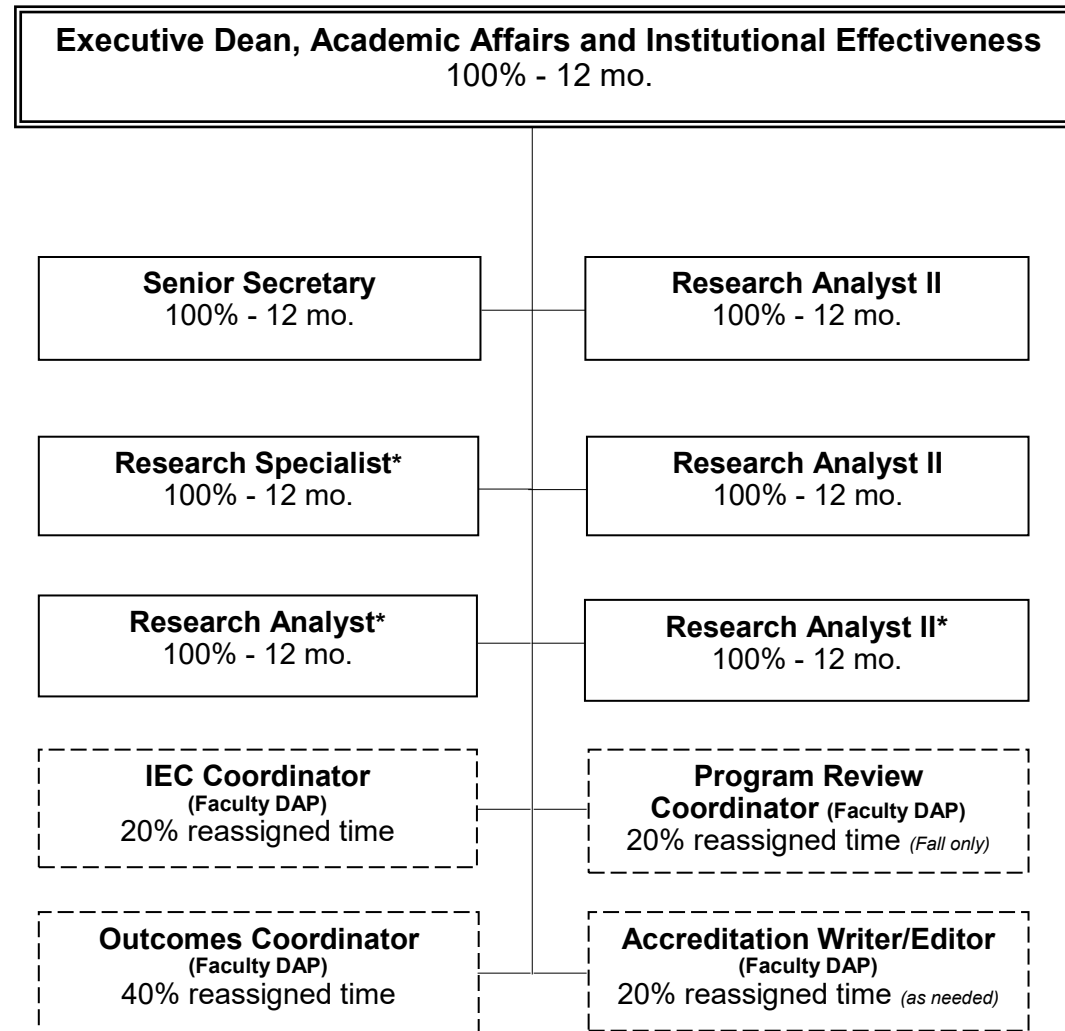
Public Safety





Institutional Effectiveness

(formerly Institutional Research & Planning)





Institutional Effectiveness

(formerly Institutional Research & Planning)

Executive Dean, Academic Affairs and Institutional Effectiveness
100% - 12 mo.

Institutional Effectiveness

Distance Education

Senior Secretary
100% - 12 mo.

Research Analyst II
100% - 12 mo.

Research Specialist*
100% - 12 mo.

Research Analyst II
100% - 12 mo.

Research Analyst*
100% - 12 mo.

Research Analyst II*
100% - 12 mo.

IEC Coordinator
(Faculty DAP)
20% reassigned time

**Program Review
Coordinator** (Faculty DAP)
20% reassigned time *(Fall only)*

Outcomes Coordinator
(Faculty DAP)
40% reassigned time

Accreditation Writer/Editor
(Faculty DAP)
20% reassigned time *(as needed)*

**Assistant Dean, Distance
Education**
100% - 12 mo.
NEW

~~Instructional Assistant~~
Instructional Designer
100% - 12 mo.

~~Instructional Assistant~~
Instructional Designer
100% - 12 mo.

**Distance Education
Coordinator** (Faculty DAP)
40% reassigned time

Accessibility Specialist
100% - 12 mo.
VACANT

**POCR Lead and CVC-
OEI Rep** (Faculty SAP)
40% reassigned time
*(Move from CRRSAA to District
funding)*

Senior Secretary
100% - 12 mo.
NEW

**Rio Hondo Community College District Block Scheduling Pattern
16.7 Week Calendar**

Schedule Days: TR	1.7 hours (54 hours)	1.9 hours (63 hours)	2.3 hours (72 hours)	2.5 hours (81 hours)	2.8 hours (90 hours)	3.3 hours (108 hours)
Tuesday/Thursday	2 days per week	2 days per week	2 days per week	2 days per week	2 days per week	2 days per week
6:30-8:00	6:35-8:00 (PT 7:50-8:00)					
8:00 - 8:30 AM	8:10 - 9:35 AM	8:00 - 9:35 AM	8:00 - 10:05 AM	8:00 - 10:15 AM	8:00 - 10:35 AM	8:00 - 11:05 AM
8:30 - 9:00 AM						
9:00 - 9:30 AM						
Passing time						
	9:35-9:45	9:35-9:45				
9:30 - 10:00 AM	9:45 - 11:10 AM	9:45 - 11:20 AM	Passing time 10:05-10:25	Passing time 10:15-10:25	Passing Time 10:35-10:45	
10:00 - 10:30 AM						
10:30 - 11:00 AM						
Passing time						
11:00 - 11:30 AM	11:10-11:20	11:20-11:30	10:25 AM - 12:30 PM	10:25 AM - 12:40 PM	10:45AM - 1:15 PM	
11:30 - 12:00 PM						
12:00 - 12:30 PM						
12:30 - 1:00 PM						
1:00 - 1:30 PM	1:00 - 2:15 PM College Hour and 15 minutes					
1:30 - 2: 00PM						
2:00 - 2:15 PM						
2:15 - 2:45 PM	2:15 - 3:40 PM	2:15 - 3:50 PM	2:15 - 4:20 PM	2:15 - 4:30 PM	2:15 - 4:45 PM	2:15-5:20 PM
2:45 - 3:15 PM						
3:15 - 3:45 PM						
Passing time 3:40-4:00						
3:45 - 4:15 PM	4:00 - 5:25 PM	4:00 - 5:35 PM	4:20-4:40 Passing Time	4:30-4:40 Passing Time	4:45-4:55 passing time	5:20-5:30 PM passing time
4:15 - 4:45 PM						
4:45 - 5:15 PM						
Passing time 5:25-5:35						
5:15 - 5:45 PM	5:35 - 7:00 PM	(5:35-5:45 Passing Time) 5:45 - 7:20 PM	4:40 - 6:45 PM	4:40 - 6:55 PM	4:55 - 7:25 PM	5:30 - 8:35 PM
5:45 - 6:15 PM						
6:15 - 6:45 PM						
6:45 - 7:15 PM						
	7:00-7:10 Passing Time		6:45-7:10 Passing Time)	6:55-7:10 Passing Time		
7:15 - 7:45 PM	7:10 - 8:35 PM	7:20-7:30 Passing Time	7:10 - 9:20 PM	7:10 - 9:25 PM	7:25-7:35 Passing Time	
7:45 - 8:15 PM						
8:15 - 8:45 PM						
8:45 - 9:15 PM						
9:15 - 9:45 PM	8:35-8:45 Passing Time	7:35 - 9:20 PM		7:35 - 10:05 PM		
9:45 - 10:15 PM						
	8:35 - 10:10 PM					

* Note: When a 36 hour lecture is linked directly with a lab and scheduled twice a week, with continuous Lecture/Lab - Use the following clock time: Day 1- 50 minutes (1.0 TCH); Day 2 - 65 minutes (

Rio Hondo Community College District Block Scheduling Pattern
16.7 Week Calendar

Schedule Days: MW/FS	1.7 hours (54 hours)	1.9 hours (63 hours)	2.3 hours (72 hours)	2.5 hours (81 hours)	2.8 hours (90 hours)	3.3 hours (108)		
Mon/Wed; Fri/Sat	2 days per week	2 days per week	2 days per week	2 days per week	2 days per week	2 days per week		
6:30-8:00	6:25-7:50 (pass 7:50-8:00)							
8:00 - 8:30 AM	8:00 - 9:25 AM	8:00 - 9:35 AM	8:00 - 10:05 AM	8:00 - 10:15 AM	8:00 - 10:35 AM	8:00 - 11:05 AM		
8:30 - 9:00 AM								
9:00 - 9:30 AM								
	9:25-9:45 Passing Time	9:35-9:45 Passing Time						
9:30 - 10:00 AM	9:45 - 11:10 AM	9:45 - 11:20 AM	10:05-10:25 Passing time	10:15-10:25 Passing time				
10:00 - 10:30 AM					10:35-10:45 Passing time			
10:30 - 11:00 AM						11:05-11:15 Passing Time		
11:00 - 11:30 AM	11:10-11:25 Passing time	11:20-11:30 Passing Time	10:25 AM - 12:30 PM	10:25 AM - 12:40 PM	10:45 AM - 1:15 PM	11:15 AM - 2:20 PM		
11:30 - 12:00 PM	11:25 AM - 12:50 PM	11:30 AM - 1:05 PM						
12:00 - 12:30 PM								
12:30 - 1:00 PM	12:50-1:00 Passing time						12:30 - 12:50 passing time	12:40-12:50 Passing Time
1:00 - 1:30 PM	1:00-2:25 PM	1:05-1:15 Passing Time			1:15-1:25 Passing Time)			
1:30 - 2: 00PM		1:15 - 2:50 PM	12:50 - 2:45 PM	12:50 - 3:05 PM	1:25 - 3:55 PM	2:20-2:30 Passing Time		
2:00 - 2:30 PM							2:25-2:35 passing time	
2:30 - 3:00 PM								
3:00 - 3:30 PM	2:35 - 4:00 PM	2:50-3:00 Passing Time	2:55 - 5:00 pm	3:05-3:15 Passing Time		2:30-5:35 PM		
3:30 - 4:00 PM		3:00 - 4:35 PM		3:15 - 5:30 PM	3:55-4:05 Passing Time			
4:00 - 4:30 PM					4:00-4:10 Passing Time			
4:30 - 5:00 PM					4:10-5:35 PM			
5:00 - 5:30 PM		4:35-4:45 Passing Time	5:00-5:10 Passing Time					
5:30 - 6:00 PM	5:35-5:45 passing time	4:45 - 6:20 PM	5:10 - 7:15 PM	5:30-5:40 Passing Time	4:05 - 6:35 PM	5:35-5:45 Passing Time		
6:00 - 6:30 PM	5:45-7:10PM	6:30 - 8:05 PM		5:40 - 7:55 PM			5:45 - 8:50 PM	
6:30 - 7:00 PM						6:35-6:45 Passing Time		
7:00 - 7:30 PM					7:10-7:20 passing time	7:15-7:25 Passing Time		
7:30 - 8:00 PM	7:20 - 8:45 PM		7:25 - 9:30 PM		6:45 - 9:15 PM			
8:00 - 8:30 PM		8:10-8:15 Passing Time		7:55-8:05 passing time				
8:30 - 9:00 PM		(8:45-8:55 Passing Time)		8:15 - 9:50 PM				
9:00 - 9:30 PM						8:05 - 10:20 PM		
9:30 - 10:00 PM	8:55-10:20							
10:00 - 10:30 PM								

Note: Saturday courses scheduled to 3 pm only
Note: When a 36 hour lecture is linked directly with a lab and scheduled twice a week, with continuous Lecture/Lab - Use the following clock time: Day 1- 50 minutes (1.0 TCH); Day 2 - 65 minutes (1.3 TC