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April 4th, 2023

Location: <https://us06web.zoom.us/j/94542479249?pwd=QmE3bExzRi9rTExDZ21MK1VQU1VJQT09>

Attendance: Aditi Sapra, Alex Cadena, Angela Rhodes, Angelica Martinez, Brian Brutlag, Carley Mitchell, Cynthia Lewis, Dave Lindy, Dianna Reyes, Diana Valladares, Diego Silva, Dorali Pichardo-Diaz, 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, Martin Covarrubias, Michael Koger, Mike Hinze, Mutsuno Ryan, Razvan Stoian, Rudy Rios, Shari Herzfeld, Sheila Lynch, Shelly Spencer, Shirley Isaac, Steve Johnson, Tanja Baum, Tyler Okamoto, Victor Kowalski, Viviana Villanueva, Wendy Carrera, William Curington, Young Lee

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Members Absent: Robin Babou, Erin Irwin, George Kimber, Greg Miller, Juana Mora

Guests: Adam Wetsman, Karen Beck, Steven Yee, Leigh Ann Unger, Lucha Arevalo, Isai Orozco, Alicia Kruizenga, Nedra Brown

1. Call to order
   1. Meeting called to order at 1:00pm
2. Approval of Minutes from March 21st meeting
   1. Moved by W Carrera/Second by R. Rios
      1. M. Koger read off the minor changes to the March 21st Minutes
   2. Minutes approved (32 aye/0 nay/2 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. No public comment
4. Committee Reports
   1. Senate Committees
      1. Academic Rank, Frank Sotelo
         1. No report
      2. Curriculum, Elizabeth Ramirez
         1. No report
      3. Distance Education, Jill Pfeiffer
         1. No report
      4. Guided Pathways, Lydia Gonzalez
         1. A. Rhodes and several others from Rio Hondo College attended the Guided Pathways Institute. A. Rhodes shared that it was an amazing opportunity to get together and chat and develop ideas to implement
      5. Instructional Technology (ITC), Dana Arazi
         1. No report
      6. Open Educational Resources (OER), Sheila Lynch
         1. Next meeting is on Thursday
      7. Outcomes, Sean Hughes
         1. No report
      8. Staff Development/FLEX, Katie O’Brien
         1. Fall Flex Day discussions will soon begin with conversations about a follow-up to Anti-Bias training in May
            1. This may or may not preclude breakout sessions. More details to follow
   2. Planning & Fiscal Council Committees
      1. Facilities, Scott Jaeggi
         1. No report
      2. Institutional Effectiveness (IEC), Julio Flores
         1. No report
      3. Planning and Procedural Council, Rudy Rios
         1. No report
      4. Program Review, Marie Eckstrom
      5. Safety, Brian Brutlag
         1. The Safety Committee finished first-level interviews for the Director of Facilities position
         2. The Safety Committee is also weighing options for optional things to do with safety moving forward. More details to come
   3. Additional Committees
      1. Enterprise Systems Advisory, Colin Young
         1. No report
      2. Foundational Skills & Instructional Support, Tyler Okamoto
         1. Next meeting is on Wednesday
      3. Online Education Initiative (OEI), TBD
      4. ASCCC Open Educational Resources Initiative (ASCCC OERI), Sheila Lynch
         1. No report
      5. Student Equity, Juana Mora
         1. No report
      6. Student Success and Support Services Program (SSSP), Bill Curington
         1. No report
5. President’s Report
   1. Announcement: Outcomes Committee (KDA, BSS, DSPS)
      1. Representatives are needed from KDA, BSS, and DSPS. Interested colleagues should contact Sean Hughes
   2. Announcement: Syllabus Task force
      1. This task force will help develop a model student-centered syllabus to provide to new part-time and full-time faculty. Interested Senators should contact Angela
      2. L. Curiel volunteered to join
   3. Discussion: RioFlex
      1. Rio Hondo College is looking at hyflex modality using OWLs in the classroom. This would allow some students to take a class either in-person *or* remote. This was brought to Senate by Rudy Rios and Karen Beck
      2. Rudy and Karen offered a breakout session on setting up a HyFlex class using an OWL. Rudy and Karen have been using the OWLs in their own classrooms for students who may miss a class but are still able to attend remotely. The purpose is to let students not miss class if they are absent from an in-person session. This is not a remote class
         1. S. Lynch asked what is Rio Hondo’s capacity for implementing OWLs in the classroom? Rudy responded that the district has purchased “a number of OWLs” and are retrofitting some classrooms with a permanently mounted OWL
         2. A. Rhodes asked if this will require more instructor in the classroom to handle both the Zoom chat and the in-person students. Rudy responded “no” and that it works to have the Chat on the projector screen
         3. Rudy agreed that faculty should be trained on how to use the OWL and that it should be developed by IT. This will allow faculty to effectively use the technology once the class begins which also help make the student experience more instructive.
         4. B. Curington asked if this could give some students the wrong impression that they can just stay home and “attend” class remotely. This may also not work with certain in-class activities. Rudy replied that the class would be listed under Distance Education
         5. T. Baum-Low asked if the district has the network capacity to handle the networking traffic. Rudy responded that it does. However, there are issues with computers in some of the classrooms.
         6. F. Accardo asked for clarification regarding the class being marked under Distance Ed. Rudy said yes because the student would have to be familiar with using Zoom and Canvas
         7. S. Lynch asked if the class is considered a Distance Ed course, the contract states that a faculty member cannot be forced to teach a DE course. Doesn’t the course have to go through Curriculum, as well? Rudy replied yes, it would have to be DE approved. S. Lynch asked about uniformity in use of this to potentially avert discrepancies in faculty use of the OWL and policies for when students may be able to attend an in-person class remotely. Guidelines would be recommended
            1. K. Beck replied that this flexibility is good for students for equity reasons since students live complex lives. If this retains students in classes and promotes student success, then it is a good thing.
         8. A. Martinez wanted clarification that this would be listed as an in-person/on-campus class and it would be completely instructor purview and would not be listed on the schedule. Karen responded that she would like to see a HyFlex tag
         9. K. O’Brien asked if this “adds layers of complication” for faculty in judging what constitutes a “real” emergency for using the OWL. How often could a student use this? Rudy responded that they’re going back and forth between 75-80% in-person attendance
         10. S. Spencer clarified that the class would have to be DE approved even though the class is an in-person class. In addition, S. Spencer asked if professors are responsible for maintaining an online class. Rudy responded “yes” and that is why the class would need DE approval
         11. S. Lynch emphasized that this would have to receive DE approval because any kind of “distance” teaching must be DE approved. The class should not be listed as an “online” class because it is an in-person class. There is the added issue that may complicate the approval process which is DE-approved courses need a course shell in order to receive full DE-approval
         12. E. Ramirez commented that this is one of the “challenges” in that there is distance between instructor and student and would need DE approval. This is where implementation details would need to be discussed
      3. The intent is not for this to be a separate modality and instead to help students who are experiencing attendance issues because of work/life conflicts. Karen added that this is for student emergencies. This is an in-person class with a flexibility option
      4. K. Lynch moved developing a work group to discuss the RioFlex option
         1. Second by R. Rios
         2. S. Lynch asked if there is a timeline. Rudy replied that he would love to see this implemented beginning in Fall but understands that may be unlikely. Since this will be more likely to roll out in Spring, S. Lynch is in favor of developing the workgroup
         3. Motion approved (34 aye/2 nay/2 abstain)
6. Vice President’s Report
   1. 1st Vice President, Kelly Lynch
      1. No report
   2. 2nd Vice President, Angelica Martinez
      1. ASRHC Board Elections begin today
      2. Coming events:
         1. RioPalooza April 12thVagina Monologues April 13thBasic Needs Clothing Exchange April 17th-21st Earth Day April 18thPride Event April 22ndDenim Day April 26th
7. Unfinished Business
   1. None
8. Guest Report
   1. Maximum Units-Winter and Summer, Dr. Earic Dixon-Peters
      1. Maximum units proposed is 7 units for Winter and 15 units for Summer
      2. This does not mean students cannot take more than the maximum units. They may enroll in more with counselor approval
      3. K. O’Brien commented on the “short nature” of Winter session and if a student is taking 7 units, that would equal over 60 hours of work a week. K. O’Brien recommended something closer to 4 units. Dr. Dixon-Peters replied that there was a robust debate on this very issue because some students may be able to take two courses over Winter
      4. E. Ramirez asked if there were data on student unit-loads and success rates. Dr. Dixon-Peters replied that IE is currently busy with other research requests, but this will be examined
      5. D. Pichardo-Diaz wanted clarification that Summer would remain at 15. This is just establishing max units for Winter. Dr. Dixon-Peters confirmed
      6. S. Lynch asked for students whose are in programs where they need to be enrolled FT, how will the Winter term be counted? Would those units count for Spring or Winter? S. Lynch agreed with K. O’Brien that 7 units seems very high. Dr. Dixon-Peters replied that students will provide feedback on the unit load. Dr. Dixon-Peters continued that financial aid has different regulations for what constitutes “full-time”. This would be for A&R processes for the specific term
      7. K. Smith asked if faculty from multiple divisions were represented in the discussions. Dr. Dixon-Peters replied that that was why he was here. The early conversations were purely “operational”
      8. D. Silva supports the idea to take two classes if they wish without permission. Counselors may not be able to keep up with requests to enroll above a maximum number of units if Counseling is not fully staffed during Winter session. L. Unger replied that so far there has only been one “Winter” session where hundreds of students registered for more than nine units, but some were fraudulent students. Changes to decisions can be made once more data is gathered
      9. D. Reyes asked if she heard correctly, that Dr. Dixon-Peters will explore the "data" of success rates for Winter at interval units? If this is so, why would the data not be evaluated prior to decision-making outcomes? Dr. Dixon-Peters said their request is currently “in the queue”
      10. S. Lynch understood D. Silva’s point about being in favor of students taking two courses in Intersession, but it depends on how many units/hours of class0time being spent. S. Lynch has a grid illustrating the math of the units a student might take, combined with hours needed for sleep, and general hours in the day. It all depends on the math
      11. D. Pichardo-Diaz looked at surrounding colleges, and the unit range for Winter is anywhere from 6-9units but was unsure as to the length of their respective sessions
      12. Dr. Dixon-Peters and the college need to make a decision by May 12th. A. Rhodes will continue the discussion with the Senate Exec team and perhaps form a work group or task force to look into this issue
   2. Number of units for full time-Winter and Summer, Dr. Earic Dixon-Peters
      1. How many units constitute “full time” status for these semesters and how might this impact Financial Aid?
      2. “Full-time” status for Winter will be 3 units and 6 units for Summer. This is separate from financial aid full time status as that is regulated by the Federal government. This would provide enrollment verification (e.g., for child support or insurance purposes)
      3. D. Pichardo-Diaz moved to support the definitions of full-time status as 3 units for Winter and 6 units for Summer
         1. Second by K. O’Brien
         2. S. Spencer asked if a 4-unit class done in the first 5 week session, would that count as full-time status? They are similar in length L. Unger replied that if the definition is 6 units, it would not be considered full-time because a student has more opportunities based on the term-length. For example, if they add a 3-unit class during a separate session, that would meet the requirement for “full-time” status
         3. Motion approved (26 aye/3 nay/3 abstain)
   3. ASCCC Area Meeting, Farrah Nakatani
      1. Moved to the next meeting due to time constraints
9. New Business
   1. AB361 Motion (Appendix A)
   2. Moved by W. Carrera/ Second by S. Spencer
      * 1. Motion approved (32 aye/0 nay/0 abstain)
10. Announcements
    1. A. Rhodes congratulated the Got 60! Campaign on a very successful turnout in helping students complete their graduation petitions
11. Adjournment
    1. Meeting adjourned at 2:20pm
    2. A recording of this meeting can be viewed at the following link: <https://us06web.zoom.us/rec/share/GTgYHwwvj36M8v9NrydteACCZ5-iN4UGMgGSiQo1XHyV6N9DexQiNIScso3Vff4I.Cm81SevZKN1wl_Xr?startTime=1680638402000>