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February 7th, 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, George Kimber, Greg Miller, Jeannie Liu, Jorge Huinquez, Juana Mora, Katie O’Brien, Kelly Lynch, Kevin Smith, Libby Curiel, Margaret Griffith, Marina Markossian, Marissa Berru-Licon, Martin Covarrubias, Michael Koger, Mike Hinze, Mutsuno Ryan, Patricia Hughes, Razvan Stoian, Rebecca Green, Rudy Rios, Shari Herzfeld, Sheila Lynch, Shelly Spencer, Shirley Isaac, Steve Johnson, Tanja Baum, Tyler Okamoto, Victor Kowalski, Viviana Villanueva, Wendy Carerra, William Curington, Young Lee

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Members Absent: Carley Mitchell, Diego Silva, George Kimber, Matt Pitassi, Kevin Smith, Robin Babou, Tyler Okamoto

Guests: Adam Wetsman, Don Miller, Francisco Sotelo, Heba Griffiths, Melissa Rifino Juarez, Michelle Pilati, Mike Slavich, Sean Hughes

1. Call to order
   1. Meeting called to order at 1:01pm
2. Approval of Minutes from
   1. Moved by T. Baum-Low/Second by D. Lindy
      1. There were no requests to amend the Minutes
   2. Minutes approved (30 aye/0 nay/0 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. S. Spencer commented on an email from President Flores regarding safety on campus. S. Spencer relayed an account from a female student who was also attacked by a male student in one of the restrooms. The student informed their professor who then informed their Dean. The student did not feel comfortable remaining on campus. S. Spencer discussed this incident, as well as the previous incident, with students. Students were upset they did not receive any text messages or phone calls regarding these safety issues and were only informed via email. A text message sent to students could have helped prevent S. Spencer’s student from going to the restroom and avoiding an attack. S. Spencer asked if there is anything Senate, Senate Exec, and the campus community could do to resolve the current issue and prevent future instances
   2. T. Baum-Low was informed that there will be no heat in the Science building for the entirety of the semester. Because of building closures, more students are taking more classes in the Science building. Some of the classrooms are registering 60F. Space heaters are available but are more suited for offices and not classrooms. Students have expressed anger and frustration as funds are being spent on new construction rather than improving present infrastructure. T. Baum-Low wondered why the college has not purchased large, room-size appropriate heaters. There is also concern about a lack of air conditioning as the season warms up
   3. A. Rhodes commented that she will follow-up on both of these issues
4. Committee Reports
   1. Senate Committees
      1. Academic Rank, Frank Sotelo (Appendix A of the Agenda)
         1. Applications for Academic Rank have been received and reviewed by the Academic Rank committee. Any discrepancies in the applications were discussed by the whole committee, but there were no discrepancies in this round of applications. F. Sotelo brought the list of instructors to Senate for approval of Academic Rank of the candidates
            1. Once Academic Senate approves the list, it then moves to the President’s Office and then the Board of Trustees for final approval (ETA end of March with notification soon to follow)
         2. **Motion:** Approve the list of the approved candidates as presented by the Academic Rank Committee
            1. Moved by D. Pichardo-Diaz/ Second by W. Carrera
            2. Motion passes (33 aye/0 nay/0 abstain)
      2. Curriculum, Elizabeth Ramirez
         1. First meeting will be held tomorrow at 11:15. Curriculum meetings are open to all
      3. Distance Education, Jill Pfeiffer
      4. Guided Pathways, Lydia Gonzalez
      5. Instructional Technology (ITC), Dana Arazi
      6. Open Educational Resources (OER), Patricia Hughes
         1. S. Lynch reported an approval for the use of part of a $20,000 ZTC Planning Grant for a consultant. More information later in their report
      7. Outcomes, Sean Hughes
         1. First meeting will be held in two weeks
      8. Staff Development/FLEX, Katie O’Brien
         1. Brenda is working on inputting Flex Credit for PD Day. Staff are encouraged to refer to the PD Calendar for future events. Staff are also encouraged to offer a Rio Talk. Proposals are due by next week
         2. SanFACC Program has been “resurrected” and an email has been sent out. Those who are interested should attend the information session
         3. The first iteration of the Equity and Culturally Responsive Teaching cohort is wrapping up with the hope of being offered again in the Spring. More details to come
   2. Planning & Fiscal Council Committees
      1. Facilities, TBD
      2. Institutional Effectiveness (IEC), Julio Flores (Appendix B of the Agenda)
      3. Planning and Procedural Council, Rudy Rios
         1. There will be “dramatic changes” in PPC. A consultant is going to be hired to continue updating BPs and APs. Board Policies are the voice of the Board, and now the Board wants a “broader voice” on BPs. The Board will be developing a subcommittee to be more involved with BPs
            1. PPC is currently behind on reviewing BPs and APs
            2. The Consultant is to help speed up the review process
            3. R. Rios is skeptical of how much the consultant will help speed up the process and is concerned that faculty voice is “being taken away”
         2. The BPs and APs are set up in three categories: “Must Include” (by law; any amendments/changes need to be approved by a lawyer); Highly Suggested/Advised (these can be amended to accommodate the “flavor” of the college; e.g., gender neutral language in policies); Good Practice/Optional (these can be changed as needed)
         3. S. Spencer commented that some of the policies are out of compliance with Title V and should be given priority.
            1. R. Rios answered that those are being given priority status for review and is one of the reasons the consultant has been hired. This will also be the order moving forward
         4. D. Pichardo-Diaz asked if hiring the consultant means doing what the consultant recommends, or is it purely advisory?
            1. R. Rios answered, “yes and no”. It depends on the policy being reviewed
         5. F. Cummings asked if the CCLC has been left out of the process and what their role is
            1. R. Rios responded that CCLC documentation is “still in effect” and helps ensure compliance
         6. D. Pichardo-Diaz asked if a “trial” phase for policy changes could be implemented
      4. Program Review, Marie Eckstrom
      5. Safety, Brian Brutlag
         1. No report
   3. Additional Committees
      1. Enterprise Systems Advisory, Colin Young
      2. Foundational Skills & Instructional Support, Tyler Okamoto
         1. No report
      3. Online Education Initiative (OEI), TBD
      4. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch
         1. S. Lynch mentioned that requests for proposals (RFP-V) from ASCCC OEI is underway. All proposals are due by February 22nd
         2. S. Lynch will be sending out an announcement with all of the relevant information
         3. More information on RFP-V can be found at the following link: <https://asccc-oeri.org>
      5. Student Equity, Juana Mora
         1. RTLI Course Offerings will be expanding with an Advanced Equity course on Grading. Those who are interested should contact J. Mora
      6. Student Success and Support Services Program (SSSP), Bill Curington
         1. First meeting to be held in a week or two
5. President’s Report
   1. Academic Senate Executive Council Positions, Explanation, and Election Timeline, Steve Johnson (Appendices C and D of the Agenda)
      1. S. Johnson reviewed the positions for Senate Exec as well as the timeline for the election of Exec. Those who are interested or have questions about the positions are encouraged to contact current Senate Exec members
      2. S. Lynch asked if the timeline could be posted on the website/shared with the broader campus community
   2. Announcement: Faculty Hiring Memo
      1. President Dr. Flores sent a memo that listed positions currently in progress for hiring. Three additional areas will be hiring, despite the college meeting the FON requirement. This process was originally for the 2021AY. The resource allocation committee will begin for the 2022AY
   3. Announcement: SEA data will be available at the end of February for review
      1. Equity Planning Data were requested last semester from Dr. Durdella. The data will be available at the end of the month and likely reviewed by Senate in March
   4. Announcement: Psychological Services
      1. Dr. Denna Sanchez has resigned her position. A. Rhodes expressed concern about this to VP Dixon-Peters. President Dr. Flores indicated that practitioners/clinicians from Whittier College will be filling in for the meantime, with one on the Board agenda for February.
         1. K. O’Brien commented on the mental health crisis is real and a pressing matter and commended A. Rhodes for her advocacy
   5. Discussion: Academic Affairs Reorg Proposal
      1. VP Miller was invited to Senate but was told that the reorgs will “come through PFC” and not Senate. A. Rhodes thought it prudent to inform faculty ahead of time, unlike with the Student Services reorg request from last semester
      2. There are three proposals:
         1. Change two standing instructional assistants to instructional designers on a 12-month contract
            1. Because Instructional Designers have specialist knowledge, ADA and 508 Compliance language may be removed since they already have that knowledge
         2. Currently Distance Ed is housed in Arts and Cultural Programs. This proposal moves it to Institutional Effectiveness, reporting to Dr. Durdella
         3. There is a request for adding a senior secretary and Assistant Dean
      3. S. Lynch expressed concern over the change of instructional assistants to instructional designers which may involve an elimination of the ADA specialist. Rio Hondo is so backlogged in ADA Compliance and S. Lynch wants to advocate for maintaining an ADA Compliance specialist to help with the backlog
      4. S. Herzfeld expressed concern about it being put forth as “cost savings” despite the hiring of a secretary and assistant dean instead of more “worker bees”
         1. A. Rhodes replied that Public Safety had a vacancy they weren’t using, so the funding for that position was reallocated
6. Vice President’s Report
   1. 1st Vice President, Kelly Lynch
      1. K. Lynch sent an email requesting nominees for the Distinguished Faculty Award. Nominees are due to K. Lynch by February 17th
         1. S. Lynch asked about updates regarding Hayward awards. A Rhodes replied that there were no updates. Wendy Carrera was nominated by Rio Hondo College
   2. 2nd Vice President, Angelica Martinez
      1. An HR consultant has trained ASRHC on EEO to participate on hiring committees and student participants on hiring committees will now be compensated for their time serving on these committees
      2. VP Dr. Dixon-Peters presented on and asked for feedback regarding unit loads for Winter and Summer sessions. A formal vote will be held later this month
      3. Shared Governance committees are being set up
      4. More student involvement is needed for ASRHC. Faculty and staff are encouraged to spread the word and to direct any interested students to Shaina or current students in ASRHC
      5. Events: Make Your Own Valentine on Valentine’s Day in the Student Union Terrace; Queer Talks on February 14th in the Student Union Lounge and Club Rush on February 20th-21st in the Lower Quad
7. Unfinished Business
   1. None
8. Guest Report
   1. Block Schedule Solutions: VP Don Miller
      1. A. Rhodes shared the block schedule. The proposals were developed by the committee; the difference between the two is one proposal contains a college hour, and the other proposal does not. The proposals also include a passing period, but these do need to be fixed to iron out wrinkles, but there will be a passing period to allow students to get to their classes
      2. VP Miller reviewed the proposals and the differences between the two. The committee tried to honor the most popular and requested scheduling needs
         1. VP Miller noted that any block schedule is based on “standard” lecture/lab courses of 3-5 units, looking at the bulk of the courses rather than the unique/specialized courses with unique times or meeting locations. Some of these programs also have cohorts of students that are more “self contained”
      3. A. Rhodes commented that the college hour may not serve students in an effective manner.
         1. VP Miller commented that this was a practice in some Divisions in the past
      4. S. Herzfeld pointed out that students who have classes of varying lengths could have an issue because start times are “all over the place” and asked if there was a way to start longer classes earlier
         1. VP Miller replied that the committee is happy to take suggestions for adjustments. The alignment sought by the committee was based on the majority of course offerings, rather than the specialized offerings
      5. F. Cummings asked about Saturday courses going only to 3pm on the proposed schedule. There are lecture/labs on Saturdays that go to 5pm. Would these no longer be offered?
         1. VP Miller reiterated that unique scenarios such as these would likely receive exceptions
   2. Zero Textbook Cost Consultant Request: Michelle Pilati and Sheila Lynch
      1. **Motion:** To approve the request from the Open Educational Resources Committee to seek approval, via the Vice President of Academic Affairs, from the Board of Trustees to contract with a consultant who would automate the mapping of Rio Hondo College’s zero-textbook-cost (ZTC) sections to the college’s curriculum to determine the status of ZTC pathways at the college. Said consultant to be paid from the $20,000 already allocated to the college for the development of a ZTC plan.

The initial monetary commitment of $5,600 is for a one-year subscription beginning Spring 2023 for automated mapping results to be delivered by the end of Spring 2023. An option to increase the length of the subscription up to five years at a reduced yearly rate within a specific time period is included but will be vetted through the Senate before the contract is extended.

* + - 1. Moved by S. Lynch/ Second by R. Rios
    1. Michelle and Sheila presented to Senate Exec and Exec developed a motion
       1. T. Baum-Low asked if this would be available to all programs, and M. Pilati confirmed that all programs would be eligible
       2. S. Lynch commended Senate Exec for the language of the motion
    2. Motion passes (24 aye/2 nay/2 abstain)

1. New Business
   1. AB361 Motion
      1. Senate already voted to hold Spring Senate meetings remotely. This vote reaffirms the previous vote
      2. Moved by S. Spencer/ Second by W. Carrera
         1. Motion passes (29 aye/0 nay/0 abstain)
2. Announcements
   1. S. Lynch announced there is an opening in the art gallery tonight at 7pm by a former Rio Hondo student
   2. M. Covarrubias announced that the first Queer Talk will be held in the student union on Valentine’s Day with special guest VP Dr Miller
   3. S. Johnson mentioned Men’s and Women’s Basketball games this week tomorrow Wednesday 5pm and 7pm. Friday Homecoming 5pm and 7pm
   4. K. O’Brien announced there will be a full-day retreat in Sierra Madre in April. More details to come
3. Adjournment
   1. Meeting adjourned at 2:18
   2. A recording of this meeting can be viewed at the following link: <https://us06web.zoom.us/rec/share/veQixEyfFhMZxpSBnDJ94SjGZ4HAhoizp9X8eEDKWDRRKPE8B6yNiH7tSrGPzTWa.JYROLN8KXycuUpkI>