



March 21, 2023

Location: <https://us06web.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, Farrah Nakatani, Fran Cummings, George Kimber, Jeannie Liu, Juana Mora, Katie O'Brien, Kelly Lynch, Kevin Smith, Libby Curiel, Margaret Griffith, Marina Markossian, Marissa Berru-Licon, Martin Covarrubias Michael Koger, Mutsuno Ryan, Razvan Stoian, Rebecca Green, Rudy Rios, Shari Herzfeld, Sheila Lynch, Shelly Spencer, Shirley Isaac, Steve Johnson, Tanja Baum, Tyler Okamoto, Victor Kowalski, Viviana Villanueva, William Curington, Young Lee

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Members Absent: Frank Accardo, Robin Babou, Wendy Carrera, Jorge Huinquez, Erin Irwin, Greg Miller, Diego Silva

Guests: Adam Wetsman, Alicia Kruizenga, Caroline Durdella, Julio Flores, Lucha Arevalo, Heba Griffiths, Marie Eckstrom, Vann Priest, Vivian Miu

1. Call to order
 - a. Meeting called to order at 1:00pm
2. Approval of Minutes from March 7, 2023
 - a. Moved by K. Smith/Second by D. Pichardo-Diaz
 - i. There were no requests to amend the minutes
 - b. Minutes approved (24 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.
 - a. No public comment
4. Guest Report
 - a. Student Discipline Process, Dean Alicia Kruizenga
 - i. There have been multiple recent incidents regarding student safety on campus. Senate Exec invited Dean Kruizenga to share the student discipline process with Academic Senate

- ii. AP 5520 stipulates “removal from class” to exclude a student by an instructor for the day of the removal and the next class meeting
 - 1. Student Removal may happen immediately and does not require approval from Dean Kruizenga
 - 2. AP 5500: Examples for Good Cause for Discipline are included in the AP. Examples are: Disruptive behavior, lewd conduct, engaging in expression which is obscene, or persistent misconduct
 - 3. The process begins with a reporting to the Dean of Student Affairs who will then contact the student to inform them of the allegation and set up a meeting. Students may call witnesses if necessary. The Dean of Student Affairs then determines any code violations and what, if any, sanctions are necessary. A letter may be sent to the student informing them of any violated codes, their sanction, and what is the appeal process
 - 4. Sanctions include a short-term (1 or more classes up to 10 consecutive days of instruction) or long-term suspension (for the remainder of the term) with an ultimate sanction of expulsion from the college
 - a. Expulsion is based on a recommendation to the President who then brings it to the Board of Trustees who make the ultimate call to expel a student
 - 5. Request for Hearing: Students may request a hearing within five days of receipt of letter. A formal request must be made in writing. The Dean of Student Affairs then has 10 days to hold a formal hearing
 - iii. K. Smith thanked Dean Kruizenga and asked when student behavior crosses a line that may require law enforcement. What is the guidance? Dean Kruizenga replied that de-escalation training will be held soon. The Behavioral Intervention Team is also working through cases as they come up. During the incident, if faculty feel they or somebody is being threatened, they are instructed to call 911. If it is not life threatening, 911 is not necessary depending on the situation
 - 1. K. Smith followed up if there was a “zero-tolerance” policy for anything. Dean Kruizenga replied that she is able to immediately suspend students in certain instances (especially if there are weapons involved) while they prepare a more formal process for handling the student after the incident
- b. Report: Alternative Energy Program Discontinuance Task Force: Kevin Smith
 - i. Per AP 4021, a task force convened to determine if Alternative Energy should continue, continue with qualifications, or be discontinued
 - ii. The task force looked at labor market data, enrollments and other data. Regarding this instance, there were some issues with obtaining data, especially consistent data. Part of the problem is Alternative Energy is often paired with Electronics, so no Program Review data were obtained

- iii. The task force recommended the program continue with qualifications to (among other things) submit a specific program review, update curriculum, engage in marketing and hold committee meetings
- iv. Motion: The Academic Senate supports the recommendations from the task force
 - 1. Moved by S. Lynch/ Second by A. Martinez
 - 2. Motion passes (29 aye/1 nay/2 abstain)

5. President's Report

- a. Announcement: Election Results, Dorali Pichardo-Diaz
 - i. Parliamentarian: Angelica Martinez
 - ii. ASCCC Rep: Farrah Nakatani
 - iii. Secretary: Michael Koger
 - iv. 2nd VP: Diana Valladares
 - v. 1st VP: Kelly Lynch
 - vi. President: Angela Medina-Rhodes
- b. Announcement: Spring-Zoom; Fall-In Person
 - i. Senate meetings will continue on Zoom for the rest of the semester with in-person meetings to follow in the Fall
 - ii. President Rhodes is working with HR and multiple agencies for Senators with accommodations. According to the Brown Act, a person may only be remote twice in one year, but this does not mesh with RHC's stated mission to be an Accessible campus. More details to come
- c. Announcement: Complete the review of the Accreditation Response by 3/24
 - i. Dr. Durdella requested faculty and staff to review the Accreditation response. Comments are due by March 24th
- d. Discussion: College Hour
 - i. There have been discussions about college hour with regards to block scheduling. In conversations with Dr. Flores, she asked if Senate could put forth a motion stating whether it supports college hour or not
 - 1. There are positives and negatives. A College Hour can be used for designated meeting times, but this also means no classes may be offered during that time which may not help students
 - 2. ASRHC voted to not support college hour
 - ii. K. Smith asked if we need a motion to have a discussion and what would the specific days/times be for the college hour (how many days a week, what times?). A. Rhodes replied the administration is looking at Tuesdays and Thursdays from 1:00 – 2:15
 - iii. Motion to discuss if the Academic Senate does not approve the college hour
 - 1. Moved by D. Lindy/ Second by K. Smith
 - 2. Discussion

- a. D. Lindy commented that CTE has many classes that take place during this proposed time. This may also affect certain Public Safety program
 - b. K. O'Brien added that while the idea is good for faculty/professional development, the student voice is important. K. O'Brien asked if there was a possibility for an alternative plan
 - c. S. Lynch shared that the Arts and Cultural Programs division has talked about this. The Division unanimously agrees that the college hour would be devastating to their classes due to lengthy lab sessions that would likely have to be cut in order to satisfy the college hour agreement. S. Lynch continued that she is unsure regarding the impetus for the college hour. While Rio Hondo had something similar in the past, this would not be equitable for all staff/faculty and students
 - d. S. Spencer agreed with the previous comments. Biology courses would be cut and certain classes could not be offered. This may also result in a separation of lecture from lab. Students would have to wait through the "dead hour" for their lab
 - e. L. Curiel asked if admin thought of any alternatives, especially considering students are not in favor of the plan. A. Rhodes replied that she was not in a position to answer that question
- 3. Motion Passes: (24 aye/2 nay/6 abstain). The Rio Hondo College Academic Senate does not approve of the college hour
- e. Discussion: ZTC Workgroup Approval
 - i. The Chancellor's Office awarded \$20,000 to colleges interested in developing career pathways utilizing ZTC materials. The next phase is to develop a plan for a ZTC degree to utilize the \$180,000 that the college is scheduled to receive in March 2023 with a work plan to be completed by the October 2023 deadline established by the Chancellor's Office
 - ii. K. Smith moves to create the ZTC Planning workgroup per the recommendation from the OER Committee/ Second by S. Lynch
 - 1. Discussion
 - a. K. O'Brien commented that the proposed workgroup is rather large and if a person is absent, will that prevent a meeting from beginning? S. Lynch replied that one of the first orders of business would be to determine ground rules, along with establishing meeting days/times
 - 2. Motion passes: (29 aye/1 nay/3 abstain)
- 6. Vice President's Report
 - a. 1st Vice President, Kelly Lynch
 - i. Distinguished Faculty Award

1. Sheila Lynch was awarded by her peers for this year's Distinguished Faculty Award. S. Lynch thanked her colleagues for keeping her going, especially the folks in the Arts and Cultural Programs Division but also the many colleagues she has worked with including many present in the Senate meeting and on projects and initiatives she as involved with such as First-Year Seminar, *River's Voice*, learning communities, OER, and more
 - b. 2nd Vice President, Angelica Martinez
 - i. ASRHC did not meet this week. Elections will be underway soon as well as looking at making a designated Uber/Lyft dropoff location. ASRHC is also requesting HEERF funds for educational supplies for students
7. Unfinished Business
 - a. Update: Title 5 Regulation Change
 - i. This was originally discussed in Senate during Fall 2023. Students may elect until the "last day of instruction" to file for pass-no pass. "The Last day of instruction: has been established as the last day of Finals Week. Dates have been updated on class rosters
 - b. Update: Testing Disproportionate Impact when removing PSAIT and Apprenticeship Students, Dr. Durdella and Vivian Miu
 - i. This was also originally discussed in Senate during Fall 2023 for a presentation on disproportionately impacted students. In that original report, White males were identified as a disproportionately impacted group. PSAIT and Apprenticeship students were removed from the study, and, as a result, White males were *not* disproportionately impacted
 1. L. Curiel what percentage of the data was represented by those students? Dr. Durdella replied that in the current report, there were only approximately 100-200 students who were excluded from the report
8. New Business
 - a. None
9. Committee Reports
 - a. Senate Committees
 - i. Academic Rank, Frank Sotelo
 1. Recommendations have been forwarded to the President and HR for the next Board agenda
 - ii. Curriculum, Elizabeth Ramirez
 1. No report
 - iii. Distance Education, Jill Pfeiffer
 1. Appendix C
 - iv. Guided Pathways, Lydia Gonzalez
 1. Appendix D
 - v. Instructional Technology (ITC), Dana Arazi

- vi. Open Educational Resources (OER), Sheila Lynch
 - 1. Today's discussion during the President's Report about the request to form a ZTC Planning Workgroup came from the OER Committee
- vii. Outcomes, Sean Hughes
 - 1. Appendix E
- viii. Staff Development/FLEX, Katie O'Brien
 - 1. Appendix F
- b. Planning & Fiscal Council Committees
 - i. Facilities, Scott Jaeggi
 - 1. No report was given but the Facilities Director position is moving forward
 - ii. Institutional Effectiveness (IEC), Julio Flores
 - 1. April 28th is the planning retreat to go over the planning process
 - iii. Planning and Procedural Council, Rudy Rios
 - 1. No meeting last week
 - iv. Program Review, Marie Eckstrom
 - 1. There were a number of institutional recommendations:
 - a. Problems with technology in the classroom and who to contact. Tech Support was recommended for review
 - b. Embedded Counselors. Not all Divisions have embedded counselors and/or enough support
 - c. Technology Plan. This has to be published so faculty/staff know the cycle of replacement
 - d. College Operations. There are issues with technologies used in different areas of the college which don't "talk to each other"
 - 2. The committee also felt the college needs to be better about fulfilling recommendations
 - v. Safety, Brian Brutlag
 - 1. Two members of the Safety Committee are on the Facilities Director hiring committee with interviews happening soon. There is a substantial focus on safety for the interview questions
- c. Additional Committees
 - i. Enterprise Systems Advisory, Colin Young
 - 1. We had an ESAC meeting last week and the highlight was that by Fall, we should have implemented the program that connects Banner (Access Rio) and Canvas, so that when students add, drop, or are dropped by the instructor in Access Rio, their status is automatically changed in Canvas. Currently, Zulma and Gabriela in the Office of Online Education have to manually add and drop students in Canvas based on their status in Access Rio, leading to delays.
 - ii. Foundational Skills & Instructional Support, Tyler Okamoto

1. No meeting since the previous Senate session. English workshops will begin after Spring break in the LAC
- iii. Online Education Initiative (OEI), TBD
- iv. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch
 1. Funded projects from the RFP-V include Chemistry, Communication Studies, Early Childhood Education, Ethnic Studies, Geology and more
 2. These programs have one year to become fully developed. It is unknown if any of these programs are from Rio Hondo
- v. Student Equity, Juana Mora
 1. Dean Garabedian sent an email regarding the collaboration between Whittier Reads and Cafe Con Libros. The book selection is *Solito* by Javier Zamora. There are no more free copies available, but faculty and staff are encouraged to attend one of the many events sponsored by Whittier Reads.
- vi. Student Success and Support Services Program (SSSP), Bill Curington
 1. No report

10. Announcements

- a. The Got 60 Campaign is underway this week to help students file to graduate. Volunteers are needed for Thursday
- b. There is a small delay in publishing *River's Voice* due to the Writes of Spring being on hiatus

11. Adjournment

- a. Meeting adjourned at 2:18
- b. A recording of this meeting can be viewed at the following link:
<https://us06web.zoom.us/rec/share/3bluzfw4qcrc8dqxyKG8iaCbIRdXbPIb71hbqrCPIIOOVuggS8PW-9ZdXQ5gcwWt.LeWgKaSah-QM9BZQ?startTime=1679428838000>

Appendix A Zero Textbook Cost Workgroup

OER COMMITTEE REQUEST TO FORM A SENATE ZTC PLANNING WORKGROUP

PURPOSE: The purpose of the Zero Textbook Cost (ZTC) Planning Workgroup is to develop a plan for utilizing ZTC Program funds provided by the Chancellor's Office in order to benefit our students by creating ZTC degree pathways and ZTC CTE certificate pathways.

CHARGE: The charge of the ZTC Planning Workgroup is to develop a comprehensive plan for the use of ZTC Program funds through analysis of ZTC data, ZTC resources available, discipline faculty interest, and the legal specifications of the source of these funds (California Education Code 78052).

The Workgroup will develop a preliminary plan for the college that consists of objectives, goals, actions, and a timeline for the development of ZTC degrees and ZTC CTE certificates, including proposed ZTC pathways as the college's initial focus by the June 30, 2023 reporting deadline associated with the initial \$20,000 disbursement received by the college.

After vetting of this initial plan, the Workgroup will expand the proposed pathways into a work plan for the use of the \$180,000 that the college is scheduled to receive in March of 2023. The work plan will be completed by the October 2023 deadline to be established by the Chancellor's Office.

RECOMMENDED COMPOSITION OF THE ZTC PLANNING WORKGROUP (20 members)

● OER Committee members (11 faculty reps, 1 student representative, 1 classified representative, 1 OER informed resource, and the Dean of Library & Instructional Support = 15)

There is one faculty representative from each academic division, one of which is the OER Committee Chair, one of which at present is the OERI Liaison, one of which is a Librarian)

● OER Committee Chair (included under OER Committee members)

● OERI Liaison (at present, included under OER Committee members)

● RHC's ZTC Degree Program Grant Leads (of the 4 leads, all participate in the OER Committee)

● Librarian involved with OER

● VP Academic Affairs (1)

● Academic Senate President (1)

● ASRHC President or designee (1)

● Articulation Officer and Curriculum Committee Chair (currently the same person serves in both capacities) (1)

● Faculty & Staff Development Coordinator (professional development will be included in what this the CO's ZTC grant funds) (1)

Submitted by Sheila Lynch

Appendix B- Revision to Title 5

§ 55022 PASS-NO PASS GRADING OPTION

(2) Courses in which each student may elect until the last day of instruction, as established and published by the districts, whether the basis of evaluation is to be “pass-no pass” or a letter grade.

“The last day of instruction” has been established by Rio Hondo College as the last day of Finals Week. This will allow students and Admissions and Records to have one specific deadline for pass-no pass applications. The dates have been updated on class rosters.

Appendix C-Distance Education Committee Report

Distance Education Committee Report 3/13/23 meeting

I. The proposed Distance Education Department reorganization was passed by the Board of Trustees. The PO CR Coordinator DAP has been created with 40% reassigned time and the DE Coordinator DAP has been updated and has 40% reassigned time.

II. The Distance Education Committee is seeking a DE Coordinator for the 2023-2025 term. Next year the DE Coordinator position has 60% reassigned time approved. Since no one from the committee stepped up to be coordinator the process will be moved to a campuswide DAP interview. Interested full-time faculty should apply when the position is flown.

III. Professional Development hosted by Jill Pfeiffer

A. "Are You a Bot or Not?" Round Table discussion meetings on fraudulent students and ChatGPT artificial intelligence bot. Bring your tips and tricks.

§ Monday March 20th, 5-6 pm see Flex Calendar for info.

§ The PPT for the presentation will be uploaded to the FRC and DE Faculty Learning and Resources Canvas shell by March 27th along with a video highlighting AI uses. B. Online Teaching Conference to be held at the Long Beach Convention Center June 21-23rd, 2023. Funding is available for 20 faculty to attend and travel expenses paid. Contact Jill Pfeiffer jpfeiffer@riohondo.edu if interested in attending.

14 spots are still available!

IV. Peer Online Course Review- PO CR Club Report

A. A total of 28 PO CR courses have been OEI aligned at Rio Hondo College. There are several others in the queue.

B. A Stipend of \$500 for reviewing areas A-C and \$500 for area D for PO CR reviews are being offered now to PO CR Club faculty members who want to review asynchronous courses for OEI Rubric alignment.

**Contact Jenni Hoshijo-Tanaka for information regarding PO CR Club training and membership. Jtanaka@riohondo.edu

Submitted by Jill Pfeiffer

Appendix D-Guided Pathways Committee Report

RIO HONDO COLLEGE GUIDED PATHWAY STEERING COMMITTEE

Friday, March 10, 2023

10:00 a.m.-11:00am

Location: <https://us06web.zoom.us/j/88957414400>

Attendees: Alice Mecom, Vann Priest, Caroline Durdella, Sally Wisely, Katie O'Brien, Jim Sass, Veronica Holbrook, Dana Vazquez, Eric Olsen, Angelica Martinez, Viviana Villanueva, Brandy Thomas, Marissa Young, Mike Slavich, Albert Bretado

MEETING NOTES

1. Update on Spring 2023 GP and Student Success Team activities

Institute #4: Teaching and Learning as a Key Strategy to Ensure Equitable Student Outcomes (3/22-24)

Institutional Outreach Timeline – outreach to students with no or old ed plans

Rio Roundup Announcements will include items from the outreach timeline

Canvas AOI courses and AOI projects

Career Destinations: Friday, June 2 (working date) Veronica said JPL and MOOG may come to us since students can't really go to the places due to security checks; Dana V said C&L is looking at a PR Agency; BSS is considering Loretta Sanchez's office.

2. Guided Pathways 2022-2026 Workplan – the committee reviewed the content of the plan and began to fill out the first section about the rate of students registering for courses after applying to be students. We noted that much of the content required in this plan is likely in the SEAP, so Dr. Durdella recommended we confer with Dean Rocha. We also discussed assigning each question category to the appropriate committee.

3. Discussion regarding the purpose and charge of the GPSC

Has our work changed in any way that our charge should be updated? Professor Olsen responded that in the beginning it was laying the groundwork and defining the pillars, the websites, the SSTs, the outreach timeline. Now we are maintaining and analyzing the success and improving the framework. Committee has done what it's set out to do. Can feel repetitive. Dana Vazquez agreed.

The committee decided we should meet once or twice a semester to ensure integration. At our next meeting, we will decide if the constituency groups should change as well as the reporting structure.

Notes taken by Alice Mecom. Submitted by Lydia Gonzalez.

Appendix E-Outcome Committee Report

The Outcomes Committee has not met since our last report several weeks ago and so there is no "new" information from any regular Committee discussions. However, in accordance with several Committee modifications completed during that meeting, we have initially reviewed all 41 courses with requested CLO items. Some of these courses have had their new or adjusted outcomes statements approved while others have been returned to the originator with minor modification suggestions. This work is being accomplished by the various Committee faculty members in representation of their respective divisions and in alignment with our recently approved review processes. Additionally, as agreed on in our last Committee meeting, we have incorporated BoardDocs into our standard meeting format. We have also requested that each Committee member consider the questions posed by the PFC Taskforce and participate in the discussion of them at our regularly scheduled meeting at 3:30pm today (3/21/23). Finally, several representatives were involved in a meeting with the IEPI to discuss their views on our current and continuing Outcomes work. The thoughts and ideas brought up at that meeting will also be a topic at the Outcomes Committee meeting later today.

Submitted by Sean Hughes

Appendix F-Staff Development/FLEX Committee Report

Summary of Flex Day Spring 2023 Evaluation

- Out of a total of 261 responses, 51% were full-time faculty, 31% were adjunct, 14% were staff and 4% were management/confidential
- 77% of respondents either strongly agreed or agreed that the configuration of this spring FLEX Day effectively met their needs, 10% disagreed, and 12% had no opinion. (In spring 2022, 85% agreed the day met their needs, and in spring 2019, 92% agreed it met their needs.
- For the Appreciative Inquiry Discussion
 - 75% thought the session provided value information
 - 72% thought they could implement that the learned in their work
 - 71% said stated that reviewing relevant data was useful in this discussion
 - 81% agreed that department meetings were valuable and useful to their work.
 - 77% thought closing down the college to be more inclusive was a positive change, 3% disagreed, and 20% had no opinion

FLEX Committee comments/recommendations based on data and qualitative remarks:

- Continue to consider whether having the entire campus shut down for the day is the wisest choice the day before the semester begins for all areas
- Get out notifications for RSVPs for a more extended period of time
- Intentionally seek topics/speakers that resonate with the work of all employee groups
- Determine the role of Classified and Management in planning for the day, seeking keynotes, securing breakouts...
- Consider how to both have offerings that apply to the entire campus, as well as leaving room for more focused topics (i.e. pedagogy...)

Submitted by Katie O'Brien