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
November 7, 2023 1:00 p.m.
Locations: 3600 Workman Mill Road, Room LR128, Whittier, CA/3000 San Gabriel Blvd., Rosemead, CA 91770/ 7226 Hamner Ave, Eastvale, CA 91752/840 East Whittier Blvd, La Habra, CA. 90631/ 18 W Sierra Madre Blvd # A, Sierra Madre, CA 91024/ 214 W Rt 66, Glendora, CA 91740/ 101 The City Dr., Orange, CA 92868/ 1370 Veteran Avenue # 104, Los Angeles, CA 90024

1. Call to Order
2. Approval of Minutes from October 17, 2023
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
      ii. Curriculum, Elizabeth Ramirez
      iii. Distance Education, Kenn Pierson-Geiger
      iv. Instructional Technology (ITC), Dana Arazi
      v. Open Educational Resources (OER), Sheila Lynch
      vi. Outcomes, Sean Hughes
      vii. Staff Development/FLEX, Katie O'Brien
   b. Planning & Fiscal Council Committees
      i. Facilities, Scott Jaeggi
      ii. Institutional Effectiveness (IEC), Julio Flores
      iii. Planning and Procedural Council, Rudy Rios
      iv. Program Review, Marie Eckstrom
      v. Safety, Brian Brutlag
   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, Julio Flores
      vi. Student Success and Support Services Program (SSSP), Bill Curington
      vii. AI Taskforce, Oyenbhen Omotese
      viii. Institutional Ethics, Civility, and Anti-bullying Policies Taskforce
5. President's Report

    a. Announcement: Email feedback on ASCCC Resolutions Packet to Farrah Nakatani by November 14th at 12pm.

    b. Announcement: Please hold division elections of new Senators (who will begin in Fall 2024) on spring FLEX Day.

6. Vice President's Report
    a. 1st Vice President, Kelly Lynch
        i. Nominator should plan to write the application.
        ii. ASCCC Hayward Award, due in mid-December-Appendix A
        iii. ASCCC Norbert Bischoff Faculty Freedom Fighter Award, due February 5-Appendix B
        iv. ASCCC Stanback-Stroud Diversity Award, due early February-Appendix C
        v. RHC Fellow of the College, due in late January-Appendix D
        vi. RHC Distinguished Faculty Award, due in late January-Appendix E
    b. 2nd Vice President, Aditi Sapra

7. Unfinished Business
    a. None

8. Guest Report
    a. ZTC Plan for $180K, Michelle Pilati-Attached

9. New Business
    a. None

10. Announcements

11. Adjournment

Appendix A-Hayward Award

Established in 1989 and sponsored annually by the Foundation for California Community Colleges, the Hayward Award honors full-time and part-time community college faculty who are selected by their peers for demonstrating the highest level of commitment to their students, college and profession. Award recipients, who are nominated by their college and selected by representatives of the Academic Senate for California Community Colleges, must have a record of outstanding performance of professional activities as well as a record of active participation on campus.

This application is due in mid-December 2023

Appendix B-Norbert Bischof Faculty Freedom Fighter Award

The Norbert Bischof Faculty Freedom Fighter Award (NBFFF) is presented to faculty leaders who have exhibited exceptional leadership skills by helping to maintain a healthy and functional system of governance or by having demonstrated exceptional courage and effectiveness in support of the adopted principles and positions of the Academic Senate. In 2009, the Executive Committee renamed this award after the Senate's founding father Norbert Bischof

Candidates for this award will have demonstrated skillful, effective and courageous leadership that has a lasting positive impact on the California Community Colleges, both locally and statewide, by supporting and strengthening the principles and values of the Academic Senate for California Community Colleges. Nominees will have demonstrated determination and poise in a variety of settings, while continuing to successfully advocate for faculty, and despite facing individuals and institutions opposing their efforts.

Appendix C-Regina Stanback Stroud Diversity Award

This award seeks to honor the cadre of committed faculty who consistently rise to meet the challenges our students face. Serving the most diverse student population of any higher education system in the country, the California Community Colleges System is largely comprised of demographic groups that have traditionally faced barriers to education. It is the challenge and responsibility of California community college faculty to demonstrate the sustained attention and support necessary to fully engage and excite these students. This prestigious award acknowledges an individual or group that is exceptional in contributing to the advancement of intercultural harmony, equity, and campus diversity at their college.

Appendix D Fellow of the College

Each year, by March 1, Prior to the first regular April Board Meeting, a committee composed of the Superintendent/President of the College, the president of the Board of Trustees, the president of the Academic Senate, and the president of the Associated Students of Rio Hondo College, and a CSEA representative will meet to recommend, if appropriate, to the Board of Trustees an individual or individuals who may be presented with the Fellow of Rio Hondo College Award at the next following commencement, subject to the approval of the Board.

1. This award is reserved for those who have made outstanding contributions to the District (e.g., employees, Board Members, and others) for the progress and development of Rio Hondo College. An appropriate plaque containing the Rio Hondo College seal will be presented to the recipient of the award, and a permanent plaque will be kept at the College honoring each of the "Fellows."

Appendix E-Distinguished Faculty Award

This award from faculty to faculty recognizes those who have consistently demonstrated excellence in and outstanding dedication to teaching and/or counseling, their discipline, and service to the college and the larger community.

1. Eligibility - All current and retired Rio Hondo College faculty are eligible with the exception of current members of the Senate Executive Committee. In addition, former faculty colleagues who are serving as administrators are also eligible.

2. Nominations - Any current or retired faculty member, or current student may submit nominations. Nominators must complete the nomination form which consists of:

a. A description of the nominee's excellence in and dedication to teaching and/or counseling (300 words maximum)

b. A description of the nominee's enthusiasm for his/her discipline (300 words maximum)

c. A description of the nominee's superb service to the College and the community (300 words max)

d. Other materials the nominator wishes to submit (e.g., letters of support from students)

3. Nominators must submit the nominations to the Senate 1st Vice President by noon on the third Friday in February.

4. Selection Process - A subcommittee of the Academic Senate will serve as the selection committee for the award. The Academic Senate Executive Committee Members will select the members of the selection committee. A subcommittee composed of the Superintendent/President of the College, the President of the Board of Trustees, the President of the Academic Senate, and the President of the Associated Students of Rio Hondo College will affirm the choice of the selection committee, which will then be forwarded to the Board for final approval.

5. Award Presentation - The award will be presented at the first Board meeting in May. The awardee will be given a small plaque, and a permanent Distinguished Faculty plaque will be prominently displayed on campus.

Rio Hondo College ZTC Program - Proposed Tiered Zero Textbook Cost (ZTC) Funding Structure

Reviewed by the ZTC Program Planning Workgroup October 16, 2023 and updated October 23, 2023.

To increase the establishment of zero-textbook-cost (ZTC) course sections and encourage faculty exploration and innovation in finding new, better, and less costly ways to deliver quality learning materials to students, Rio Hondo College is using ZTC funds to provide professional development support and incentives for faculty to convert courses currently using traditional textbooks to use resource that do not have a cost, most commonly open educational resources (OER). In addition to supporting adoption of ZTC by individual instructional faculty, the funding structure is intended to encourage scaling of ZTC adoptions in order to impact a significant number of students.

The details below are intended to inform the use of the $180,000 Implementation Grant that the college has already received as well as delineate the parameters of the faculty compensation that will be included in the budgets for any Acceleration Grant applications the college submits. All 115 degree-granting colleges received Implementation Grants and are required to submit their plans for using those funds by October 31, 2023. Acceleration Grant Applications are due November 15, 2023.

Implementation Grant funds must result in the completion of a ZTC pathway (associate degree or career technical education certificate) by Fall 2025 and Acceleration Grants by Fall 2026. The college can submit as many Acceleration Grant applications of up to $200,000 as it wants.

It is noteworthy that:

- It is expected that all awardees will use the materials associated with awards when teaching the course or courses the materials were developed to support.
- Faculty may only receive one project-specific award per course (Categories 1 and 2 are not project-specific).
- The initial determination regarding funding approval will be made by TBD. (a funding approval process will be needed for the use of the Implementation Grant funds once they have been used to complete a pathway or the funds remaining identified; a formal approval process is not needed for the Acceleration Grant application process as the college can submit all feasible projects identified)
- Faculty receiving funds to establish a course as ZTC agree to offer that section as ZTC for at least 5 years.

Eligibility

This award is available to all instructional faculty (full-time and part-time) at Rio Hondo College. All faculty are eligible to submit an application under any category.

To Apply

1. Review the information for the selected category.
2. Complete all sections of the application, including your signature.

Funding Categories

1. OER Exploration – Identification and review of an available OER for a course.
   a. $300 paid upon submission of a review of the resource considered.
2. OER and Accessibility Training - Faculty members who are selected for an OER Award in categories 3 – 6 must complete the ASCCC OERI's OER Basics and Accessibility Basics courses in Canvas and all other faculty may apply to receive this training and the associated stipend. Successful completion of all training is a requirement prior to working on any category of the funding activities listed below. Faculty members who are already teaching ZTC sections using OER are still eligible to participate in the training and receive the stipend. The goal is to develop a large community of OER and accessibility-trained faculty members who may serve as mentors, both formally and informally.
   a. Faculty will receive a $500 stipend for successfully completing both courses:
      i. $300 for OER Basics and
      ii. $200 for Accessibility Basics.
3. Adopting and/or Updating Existing OER/ZTC Material - Faculty members may replace their existing commercial textbooks and digital homework systems with openly licensed course materials to bring the overall cost of their course materials down to zero. Faculty who have already adopted OER or have created a ZTC course can elect to make minor changes and updates to make the content current, address IDEAI (inclusivity, diversity, equity, and anti-racism) concerns, and/or align their course to the CVC-OEI rubric. Faculty are urged to research already-existing options before they consider remixing or creating new materials.
   a. Adopting – replacing an existing, traditional textbook with an existing OER textbook. Faculty who are adopting and not updating must delineate the additional work involved in making the adoption possible. Compensation can only be received if the work involved in adoption is above and beyond the work involved in any text transition.
   b. Updating existing OER/ZTC Material – This may include updating assigned readings, PowerPoint Slides, and/or lecture material to include IDEA elements. Updating to improve course layout and content based on CVC Peer Online Course Rubric.
   c. Awards of $500 – $5,000 per faculty per course, based on complexity and anticipated time commitment. Although not required, collaboration is encouraged.
4. Revision or Remix of Existing OER and/or Creating New Ancillary Resources - Revising or remixing results in new OER. Examples of this would include editing existing chapters, adding new materials from other sources, removing sections, and bringing together several openly licensed sources to create a new

work. Creating new supplemental materials to augment an adopted OER also results in new OER. Examples of this would include creating test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials.

    a. Revising/Remixing includes the work involved with revising, remixing, or creating new supplemental/ancillary materials that would be suitable for the course under consideration and adopting and using the newly created OER.

    b. Awards of $2,000 - $10,000 per faculty per course.

5. Creation and Development of New OER Material(s)/ZTC Materials(s) - Creating substantially new OER where it is demonstrated that quality OER resources are not currently available to meet learning objectives.

    a. Creation and Development includes the work involved in writing, developing, creating open textbooks, or creating an entire course content with curated materials that is sustainable and, if applicable, accompanying supplemental materials such as test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials.

    b. Requires a peer-reviewer in the subject area; peer-reviewers will be paid a $500 stipend.

    c. Awards of $5,000 - $20,000.

6. Creation of New OER Material (entire course text and ancillaries) - Creating a new OER text that meets the course learning objectives and content as identified in the course outline of record. This funding category requires collaboration between faculty at Rio Hondo or beyond. Teams will submit a budget with their proposal.

    i. Creation and Development – This includes the work involved in writing, developing, creating an open textbook, and accompanying supplemental materials such as test banks, PowerPoint presentations, videos, images, lectures, lab manuals, and other supplemental materials.

    ii. The amount eligible for OER Creation and Development is $10,000-$40,000 depending on the scope of the project.

    iii. Requires peer-reviewers in the subject area; peer-reviewers will be paid a $500 stipend

All completed projects must meet the following requirements

1. Learning materials created for the project will be aligned with the course objectives delineated in the COR.
2. All original material created by author(s) must carry a [Creative Commons](#) [license](#)—either CC BY or CC BY-NC, unless neither is compatible with the resources employed. Both CC BY and CC BY-NC assure that the author is credited. CC BY-NC prevents the resource from being used in a commercial manner, i.e., charging for it.
       a. See https://creativecommons.org/licenses for more information.
3. All adopted or adapted components of the completed project will be properly attributed using [Creative Commons best practices for attribution](#); for materials in the

public domain, the [Creative Commons Public Domain Mark](#) will be applied.

4. All resources must be accessible and not in violation of existing copyright laws. Per the funding source, colleges are required to "ensure compliance with the federal Americans with Disabilities Act (Public Law 104-197) and the federal Copyright Act of 1976 (Public Law 94-553).

5. The entire completed project must be made available to the general public, with appropriate protections for assessments. The ZTC legislation requires resources to be available in [COOL4Ed](#).

Participation Requirements

If selected, awardees will commit to the following:

- Meet with the XXX to finalize project plans.
- Complete required training and additional training as necessary.
- Teach the course using ZTC and/or OER in all assigned sections.

RHC Potential ZTC Projects
November 3, 2023

RHC's Currently Available ZTC Pathways

Award Type	Title
AA	Animation
AA	Chicana/o/x Studies
AA	General Studies with an Emphasis in Arts and Human Expression
AA	General Studies with an Emphasis in Social Behavior and Self-Development
AA	General Studies with an Emphasis in Social Sciences
AA	Studio Arts
AA-T	Art History for Transfer
AA-T	Communication Studies 2.0 for Transfer
AA-T	Psychology for Transfer
AS	General Studies with an Emphasis in Science and Mathematics
CoA	Graphic Design: Advertising Design
CoA	Graphic Design: Branding Identity & Design
CoA	Graphic Design: Website Design
CoA	Preschool Teacher

Single Courses Completing One or More ZTC Pathways

Identifier	Title	Pathways Completed	Interested Faculty
ART 124	Color Theory	Graphic Art and Design AA	S. Lynch
CD 213	Care and Education for Infants and Toddlers	Infant/Toddler Specialization CoA	K. Lynch
CD 228	Early Childhood Education Practicum	ECE AS-T, Child Dev AS-T, Child Dev AS, Child Dev CoA	K. Lynch
CD 229	Literacy Development for Children	Language and Literacy Specialization CoA	R. Vargas
EGGS 130	Introduction to LGBTQ+ Studies	SJS - LGBTQ+ Studies	S. Stamps; H. Arakelyan
HIST 170	Women in American History	History AA-T (6 other courses could also meet this need)	I. Valdivia
HUSR 111	Human Services in Contemporary Society	Social Work and Human Services AA-T	K. Barman – Funding with implementation grant funds.

ADTs Needing Two – Three Courses to Achieve ADT Status

ADT (team identified)	Course 1	Course 2	Course 3
AJ	AJ 106 (Criminal Law)	Two of: AJ 102 (Criminal Procedures), AJ 104 (Legal Aspects of Evidence), AJ 105 (Community Relations/Multicultural Issues Within Public Service), AJ 207 (Juvenile Law and Procedure), or AJ 208 (Principles of Investigation)	
ANTH (Pfeiffer, Schulz)	ANTH 101L (Physical Anthro Lab)	ANTH 103 (Intro to Archaeology)	ANTH 104 (Intro to Language and Culture)
ECON (MATH - Ryan and Hsiao; CIT - Liu)	MATH 170 (Elements of Calculus) or MATH 190 (Calculus I)	ACCT 101 (Financial Accounting), ACCT 102 (Managerial Accounting), or CIT 101 (Intro to Computer Information Technology)	
ENGL	LIT 102 Approaches to Lit)	Two of: LIT 112A (Am Lit through 1865), LIT 112B (Am Lit after 1865), LIT 144A (World Lit: Antiquity through the 16th C), LIT 144B (World Lit: 16th Century to the Present), LIT 146A (British Lit through 1785), or LIT 146B (British Lit after 1785)	
POLS	Two of: POLS 128 [Intro to Political Philosophy, POLS 130 (Comparative Government), or POLS 140 (International Relations)		
SOC	SOC 102 (Major Social Problems)	SOC 114 (Marriage, Family and Intimate Relationships), SOC 116 (Power, Oppression, and Privilege: Race and Ethnic Relations), SOC 120 (She, He, They: Intersections of Gender), or SOC 127 (Intro to Criminology)	SOC 105 (Intro to Human Sexuality), SOC 110 (Human Sexuality from a Cross-Cultural Perspective), or SOC 130 (Intro to Disability Studies)
SPAN	SPAN 102 (Spanish II)	SPAN 202 (Spanish IV)	FR 101, 102, 201, 202 (French I – IV), HIST 122 (History of Mexico), HUM 125 (Intro to Mexican

			Culture), HUM 130 (Contemporary Mexican-American Culture), LIT 117 (Mexican Lit in Translation), LIT 149 (Intro to Chicana/o/x Lit)