



November 7th, 2023

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

Attendance: Kevin Barman, Marissa Berru-Licon, Brian Brutlag, Libby Curiel, Bill Curington, Melanie Fierro, Shari Herzfeld, Jorge Huinquez, Erin Irwin, Shirley Isaac, Steve Johnson, George Kimber, Michael Koger, Vic Kowalski, Young Lee, David Lindy, Cynthia Lewis, Jeannie Liu, Kelly Lynch, Sheila Lynch, Marina Markossian, Angelica Martinez, Carley Mitchell, Gerson Montiel, Farrah Nakatani, Katie O'Brien, Oyenbhen Omotese, Sandra Obenberger, Tyler Okamoto, Dorali Pichardo-Diaz, Angela Medina Rhodes, Rudy Rios, Mutsuno Ryan, Aditi Sapra, Diego Silva, Kevin Smith, Shelly Spencer, Diana Valladares, Viviana Villanueva, George Wheeler

Ad Hoc Members Present: Diana Valladares, Elizabeth Ramirez

Members Absent: Wendy Carrera, Mike Hinze, Dianna Reyes

Guests: John Frala

1. Call to order
 - a. Meeting called to order at 1:02pm
2. Approval of Minutes from October 17th, 2023
 - a. Moved by K. Smith/Second by D. Lindy
 - i. M. Koger reported there were no requests to amend the Minutes
 - b. Minutes approved unanimously
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. M. Koger made a public comment providing Senators with some background information on the previously discussed BP/AP on Ethics, Civility, and Anti-bullying
 - b. K. Smith noticed that there was no update on the agenda regarding cybersecurity
 - c. S. Lynch raised the issue of fraudulent students. While the Dean of Student Affairs did report to Senate about steps the college has been taking to attempt to identify fraudulent students, and she also reminded faculty about key dates for dropping

students that are not participating, Senate needs to hear from Institutional Effectiveness about what the College plans to do to adjust for the effect this huge increase in fraudulent students has on our success and retention rates and upon program planning, in general. If you are able to drop fraudulent students before census, the course enrollment appears to be low. If you aren't able to drop fraudulent students until after census, the success rate plummets. Either way, the data is skewed. S. Lynch and one of her colleagues in Art History both have online classes this semester where half the enrolled students are fraudulent. S. Lynch believes 8-week online classes are being especially targeted by fraudulent students because the census date is less than a week after the class begins, making it easier for these fake students to go by undetected. This surge in fraudulent students has the very likely potential of decimating our success and retention rates in online classes. S. Lynch would like Senate to ask Institutional Effectiveness to speak to Senate on this matter.

4. Committee Reports

a. Senate Committees

i. Academic Rank, Frank Sotelo

1. The application for Academic Rank is due December 3rd

ii. Curriculum, Elizabeth Ramirez

1. No report

iii. Distance Education, Kenn Pierson-Geiger

1. The DEC has met three times during Fall 2023 semester. While our focus has been on finalizing a recommendation for the course merging process in *Canvas*, several other Distance Education-related topics need to be tackled this term. We are calling for a special meeting on Nov. 27th, in addition to our regular meeting next Monday, Nov. 13th, to allow the DEC to weigh in on proposals regarding:
 - pre- and post-term access to *Canvas* for students
 - implementation of a *Canvas* communication tool called *Canvas Impact*
 - a campus process for LTI (learning tool interoperability)
 - identifying a single test proctoring service from two services currently in use at our campus
 - a possible DEC task force for reviewing distance education certification requirements in relation to student success rates in DE courses
 - a recent request from Academic Senate to “create a mechanism for identifying fraudulent students”
 - a debrief of campus communications surrounding the recent cybersecurity breach

2. Over the next few weeks, DEC will take action on these topics as we conclude our semester-long observance of "25 years of distance education at Rio Hondo College."
 3. S. Herzfeld asked what is "course merging". A. Rhodes gave an example of a faculty member having multiple sections of the same course. They could be merged into one shell
 4. S. Lynch added that course merging allows the instructor to "toggle" between separate sections of the same course in a single Canvas shell, while taking steps to ensure that students are not able to see students from the other sections
- iv. Open Educational Resources (OER), Sheila Lynch
 1. The OER Committee did not hold its regularly scheduled meeting on November 2nd. A poll has been sent out to determine when the next meeting will be held to discuss important topics
 - v. Outcomes, Sean Hughes
 1. No report
 - vi. Staff Development/FLEX, Katie O'Brien
 1. Announcements on Winter offerings are coming soon. Staff Development wanted to see if there was enough interest to hold a ChatGPT workshop. Approximately 40 people expressed interest and will be held Wednesday, January 24th. The event will be in person/on campus. Flex credit is available. More details to come
 2. A Culturally Responsive teaching course will be offered again in Winter. Flex and/or stipends may be available. Details to come
- b. Planning & Fiscal Council Committees
 - i. Facilities, Scott Jaeggi
 1. A. Rhodes provided an update on the Science Building re-roofing. The company that was awarded the contract has abandoned the project to work on a higher-paying contract. There is an item on the Board agenda asking for more time/money to complete the job. Facilities Director is in negotiations to get the job done in a quick fashion
 - ii. Institutional Effectiveness (IEC), Julio Flores
 1. No report
 - iii. Planning and Procedural Council, Rudy Rios
 1. PPC had a productive meeting and worked through a number of BPs (approximately 20). Since BPs are broad and have CCLC language, a lot of it is just copy and pasting language that was relevant or better for an AP. R. Rios predicts some APs might prove more challenging
 - a. A. Rhodes shared that AP 7217 and are carefully going through the AP to ensure faculty voices are not limited on hiring committees
 - b. The next meeting will be in February

- c. S. Lynch asked if the AP in its current form stands. A. Rhodes confirmed that no changes have been made affecting the AP. Any changes that are made will need to be vetted by relevant committees
 - iv. Program Review, Marie Eckstrom
 - 1. B. Curington reported for M. Eckstrom.
 - 2. Program Review orientations for the participants in the reviews will take place on Thursday, November 9th, at 3:00pm and again on Tuesday, November 14th, at 9:00am
 - a. Participants should have received an invitation to the orientations from Alyssa Barbosa
 - v. Safety, Brian Brutlag
 - 1. The meeting has been pushed back to November 30th
- c. Additional Committees
 - i. Enterprise Systems Advisory, Colin Young
 - 1. No report
 - ii. Foundational Skills & Instructional Support, Tyler Okamoto
 - 1. T. Okamoto wanted Senate to be aware of issues with the LAC budget. There has been a major discrepancy with the budget provided by the college which affected hiring and operations in the LAC. T. Okamoto and M. Garabedian met with VP Kibui to figure out a solution to the problem
 - a. K. O'Brien wondered if this should be sent to PFC. T. Okamoto said he would talk with M. Garabedian about this
 - b. A. Rhodes shared her support of the FSIS in their efforts. A. Rhodes then shared that there has been another incident of money being misplaced after being requested
 - iii. Online Education Initiative (OEI), TBD
 - iv. ASCCC Open Educational Resources Initiative (OERI), Sheila Lynch
 - 1. Nothing much to report. There are OER resolutions coming up for the ASCCC Fall Plenary. S. Lynch will contact F. Nakatani with a list of OER-related resolutions to support
 - v. Student Equity, Julio Flores
 - 1. No report
 - vi. Student Success and Support Services Program (SSSP), Bill Curington
 - 1. High school counselor breakfast is scheduled for Friday, December 8th. Counselors are asking faculty who would like to promote their academic programs to attend the breakfast. Those who are interested should contact their Deans.
 - 2. L. Curiel asked who is managing dual enrollment. A. Rhodes replied that she believes it is Tam Contreras
 - vii. AI Taskforce, Oyenbhen Omotese

1. The first meeting was held on October 18th with the next meeting November 15th. Four topics were discussed:
 - a. Example syllabus statements
 - b. Looking at other colleges' policies
 - c. How AI can aid student learning
 - d. How AI can aid in faculty learning
 2. B. Brutlag asked if there was discussion about purchasing AI Detection software. A. Rhodes replied that TurnItIn has an AI detector
- viii. Institutional Ethics, Civility, and Anti-bullying Policies Taskforce
 1. A meeting was scheduled and then re-scheduled. A poll has been sent out
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 Professional Development Day
 - i. Senate Exec elections are the second meeting of Spring semester. Senators who begin in the Fall may vote in the Exec elections
 - ii. K. O'Brien asked if there is a census of Divisions and Senators. A. Rhodes replied that yes there will be and now wonders if she should send the request to the Deans for Census after the December Board meeting instead of January to see how the Golden Handshakes shake out. Senator Representation is determined once a year during Division census. Y. Lee suggested that if it may be useful to hold Census earlier. D. Pichardo-Diaz echoed the sentiment. The Census will be requested from the Deans before the end of the semester
 1. There was discussion about the Division census process
6. Vice President's Report
 - a. 1st Vice President, Kelly Lynch
 - i. A series of emails will be going out for various awards. Nominator should plan to write the application.
 1. ASCCC Hayward Award, due in mid-December (Appendix A)
 - a. F. Nakatani nominated John Frala
 - b. S. Lynch asked if notice needed to be given to make nominations so that any person wishing to nominate from the Floor could be there. L. Curiel added that since nominees can be sent via email, that might not be necessary. A. Rhodes agreed and added that there is something of a time element since the Hayward Award nomination is due sooner
 2. ASCCC Norbert Bischoff Faculty Freedom Fighter Award, due February 5th (Appendix B)
 3. ASCCC Stanback-Stroud Diversity Award, due early February (Appendix C)

4. RHC Fellow of the College, due in late January (Appendix D)
 5. RHC Distinguished Faculty Award, due in late January (Appendix E)
 - b. 2nd Vice President, Aditi Sapra
 - i. No report
7. Unfinished Business
 - a. None
8. Guest Report
 - a. ZTC Plan for \$180K, Michelle Pilati (Attached). M. Pilati was unable to attend Senate, so S. Lynch offered to walk Senate through the plan
 - i. The deadline to submit the Implementation Grant was October 31st with the Acceleration Grant Applications due November 15th
 1. The college can apply for as many Acceleration Grants as they want. The attached information details what the requirements are. Details are also included on creating OER
 - ii. Work on the Implementation Grant must be completed by Fall 2025. Work on Acceleration Grants must be completed by Fall 2026
 - iii. Rio Hondo College has seven AA/AS degrees or ADTs where all but one course in their degree has at least one section that is offered at zero-textbook cost to the student. These seven degrees are listed in the appendix to today's agenda. The Zero-Textbook-Cost Program Planning Workgroup intends to submit an Acceleration Grant for each of these seven degrees
 - b. Discussion
 - i. O. Oyenbhen sought clarification on the ZTC pathway. It's not that the degree has only one course that is ZTC, it's that a degree program is missing one more course to declare a ZTC pathway
 - ii. L. Curiel asked if there are any funds to promote existing ZTC pathways and increase visibility. S. Lynch replied that there is discussion going on how to use the funds and coordinating outreach efforts has been part of that discussion.
 - iii. K. O'Brien asked about the Implementation Grant. S. Lynch replied that is for the Human Services degree pathway
 - iv. L. Curiel asked where can we advance the question of how we are going to make the existing pathways public so that students can know about these offerings. A. Rhodes replied that she'll relay it to M. Pilati. S. Lynch said that Administration and the District need to know since they control the budget. A. Rhodes added that M. Pilati is working with M. Brehm on the grant(s) and the conversation should start there
 - v. A. Martinez asked if Guided Pathways could use this information to help with mapping the ZTC pathways
 - vi. E. Ramirez added that she and M. Pilati responded that yes this can be integrated into the developing mapping
 - c. Motion: Support the ZTC Program Pathway Tier ZTC Funding Structure
 - i. First G. Montiel/ Second S. Lynch

- ii. Discussion: L. Curiel asked that promoting visibility be implemented into the plan. S. Lynch said that she will bring this up at the next meeting
- iii. Motion passes unanimously

9. New Business

- a. None

10. Announcements

- a. K. O'Brien announced that there will be one graduation petition deadline in Spring. There have been two in the past, but there has been a desire to streamline the process. K. O'Brien is concerned that this will cut off three weeks for students to petition and does not want to unintentionally reduce the number of graduation applicants
- b. A. Rhodes announced that there is no additional information from Administration on the cybersecurity breach and what information was taken. A. Rhodes recommends staff/faculty change their personal passwords. A. Rhodes has been making this issue known to President Dr. Flores each time a faculty member has emailed her
 - i. S. Lynch commended A. Rhodes in sharing this information with Senate
 - ii. K. Smith expressed concern regarding the lack of information from those who are expected to give information
 - iii. G. Montiel asked why there has been nothing done regarding credit watches/freezes. A. Rhodes said Administration replied that they will do that if they receive information to that end. Information currently being held for Ransom will be sold on November 20th
 - iv. K. Barman added that he was unable to access his Canvas account and that could be evidence of a compromised account
 - v. Faculty are encouraged to submit public comments at the next Board meeting on Wednesday
- c. D. Valladares sent an email for the Holiday Luncheon and wants to ensure a good turnout. The luncheon is November 29th at Whittier College. There will also be a Faculty vs Managers volleyball tournament. Volunteers are needed. CSEA will also be holding a raffle
- d. G. Wheeler shared there's a CSEA dinner at El Tepeyac on Thursday. Interested parties should contact S. Rivera

11. Adjournment

- a. Meeting adjourned at 2:18pm
- b. A recording of this meeting can be viewed at the following link: