Minutes
October 16, 2018
Location: Board Room
1:00 p.m.


Members Absent: George Kimber, Shelly Spencer, Viviana Villanueva

Ad hoc members present: Michelle Pilati, Elizabeth Ramirez

GUESTS: Alyson Cartagenas, Felicia Johnson, Henry Gee

I. Call to Order: 1:02pm

II. Approval of Minutes: October 2, 2018 approved without corrections.

III. Public Comment – No Public Comment

IV. Guest: Felicia Johnson, Facilities Director Introduction

A. All quads have been power washed, removed gum from desks, working on restrooms
B. Background includes employment at United Way, was in charge of 57 locations for SC Edison, director of facilities at Caltech

V. Guest: Henry Gee, Rio Hondo College Foundation Update

A. Shared the mission of the foundation. Number 1 goal is to raise money for students.
B. Over last couple years for scholarship dollars, $66,675; $103, 675; Santa Rosa College gives over 1 million. Mr. Gee’s intent is to double the funding.
C. Closed scholarship applications for students, is recruiting scholarship reviewers. Sign-up sheet was passed around for senators to sign up.
D. 50th Anniversary of RHC fire academy. 1997 was the last time Rio Hondo College hosted a Homecoming. This year Friday January 11th RHC will host a homecoming. That day police academy and nursing will have an open house as well. There will be game booths for kids.
E. Encouraged everyone to submit mini grants, last year only 4 people applied
F. Save the Date: Friday April 26th Taste of Rio. Will add tables and chairs so that people have more places to sit and eat. Planning meeting will begin next week.
G. Trying to reach out to alumni to support events
H. Libby shared that the process of giving needs to be streamlined because she had people that wanted to give but the process took about 7 months.

I. Gerson, mentioned that in the summer, system does not let people donate.

I. Committee Reports

Senate Committees:
- Academic Rank – Apps due November 9th
- Curriculum – Revised deadline to be submitted by Monday November 19th by 12 noon to be considered for 19-20 catalog. Contact Michelle for more information.
- Guided Pathways Steering (GPS) – Names to be adopted will be on the next agenda as well as an update regarding General Education
- Instructional Technology (ITC) - No report
- Online Education (OEC) – No report
- Open Educational Resources (OER) - Finally have a student representative, Cynthia Ordonez. Are in the processes of revising checklist from Deans regarding ZTC materials. Hope to bring that to senate in November so it can be used for summer. Please ask your divisions their views on the ability for students to filter their searches in the online schedule to show only sections that bear the "Zero Textbook Cost" symbol.
- Shared with senators how to filter in the class schedule how to find ZTC only classes. A senator asked if there is any data about how fast those classes fill.
- Staff Dev./Flex – For spring, will have a workshop on April 5th with a focus on differentiated assessment while still maintaining rigor in the classroom. Week between spring and summer to have a project based learning.
- Outcomes – Shifting to task stream. First half goal is to complete mapping. Hard deadline is this coming Friday. Have done over 500 courses and are over 91% completed. Have had 12 training sessions. For 2nd half, outcomes committee will be Guinee pigs for inputting data into TaskStream. Will do initial testing this afternoon. In spring, 1st half will focus on entering data for 17-18 deadline of Friday before spring break, 2nd half of semester data for 18-19 deadline will coincide with deadline to turn in grades.

Planning & Fiscal Council Committees:
- Institutional Effectiveness (IEC) – Tried to work with chancellor’s office list of vision for success. Juana asked that Jim or Ceci be invited to share institutional goals.
- Program Review – will take place during finals week. Need 3 more faculty, Tuesday Dec 4th 8am to 12pm; Wed Dec 5th 12pm to 4pm, and Thursday Dec 6th 8am to 12pm.
- Safety – Talked to faculty members and will be ready to reconstitute safety committee next semester. On PFC will look at budget and hopes to advocate for funding specifically for safety.

Other Committees:
- Basic Skills – Yesterday a Team attended SEA (student equity and achievement). Most productive thing was that all sectors of SEA at RHC will be meeting do discuss a plan and vision for RHC.
- Bookstore – No Report
- Enterprise Systems Advisory – Now have Adobe sight license, just email the help desk, includes 20gigs of memory. 275 computers were upgraded this summer.
- Online Education Initiative (OEI) – No report
- Student Equity – Café con libros on October 27th, there is a canvas component for those that can’t attend the meeting. Dec 11th student equity summit in the campus inn or LR 128. Almost at capacity, so register quickly.
- Student Success and Support Program (SSSP) - Shared information about AB1805 to inform students of rights to transfer level coursework and post assessment results. New user-friendly degree planner was showcased.
II. President’s Report

A. SENSE Survey—thank you, Reading, English, and math instructors; 69 courses—over 1,500 students completed – 69 out of 75 courses.

B. Program Review—faculty committee members still needed – sign up sheet was passed around.

C. Clutter Email Folder—please find and accept/un-clutter Senate emails – Asked that everyone check on clutter and on right hand side there is a button to allow those emails to go to inbox.

D. ASCCC OER Committee Appointment—congratulations, Michelle Pilati

E. Plenary Pre-Resolutions—click here: https://asccc.org/file/resolutions-packet-f18-area-meetingsdocx-1

1. Will put hard copies in box outside of boardroom. Email Michelle Bean or Gerson Montiel if you have thoughts that you want shared regarding resolution.

2. Plenary is twice a year, Fall and Spring. Area meetings are where we discuss to go on consent agenda. Other resolutions go to the floor for affirmation. Others get pulled and have debates at the microphone. RHC is area C. Michelle often emails leads on campus for input if needed on Thursday night before voting. There is a resolution writing workshop that occurs Thursday nights as well. All are welcome to attend plenary, although there is limited budget. You can apply for a scholarship; Michelle Bean will forward it.

3. Its approximately $600 to attend.

4. Fall 2019 RHC will be hosting the Area C meeting, provided an email update on Friday October 12s regarding John Stanskas Presidential update.

5. Focus areas will be guided pathways, AB705, new funding formula, strong workforce.

F. Funding Formula at RHC Taskforce Update

1. Looking at funding formula, FTES, metrics looking at student income, 3rd is allocations based on degrees and certificates. Each certificate and degree can be worth thousands of dollars. Counselors split up divisions to see our degrees and how students can earn multiple degrees and certificates. This can create funding for things such as writing resource center. Perhaps will extend group to include people outside of faculty.

G. Academic Calendar Taskforce Update (joint taskforce with RHCFA)

1. Met yesterday afternoon to discuss 4 proposed changes to the calendar, 3 of which extended ending the semester June 11th. Unanimously voted to stay status quo. Acknowledged that courses that are offered now, students typically focus on one and do fairly well. Would like to monitor AB 705 implementation before the consideration of extending the intersession. Discussed having courses offered in intersession to repeat what they may have failed in Fall. Thought it might better serve students to develop an intervention with a supplemental course during the intersession to help students repeat the course in the spring. Lastly, entertained the idea of piloting 5 or 6 week intersession which would begin in December. Asked why there aren’t more transfer level
classes offered during intersession, or even online classes? Recommend that they stay with status quo until 2022 when they can revisit this item.

2. Another senator discussed other versions of course offerings such as three 6 week sessions.

3. Also discussed being competitive with other colleges. Group felt that having too much time off makes RHC less competitive. Jose Lara also shared the importance of having more course offerings during intersession to help students move through quickly.

H. Presidential Search Update

1. Consultant firm was elected by the board
2. Board interviewed 2 firms on October 10th PPL incorporated and ACCT were the firms. Board selected PPL.
3. Ratified that there will be 23 people on the search committee. Faculty will have 7 appointments. A profile, description and timeline will be determined at the special board meeting on October 24th. There are levels of confidentiality that will be maintained but will inform everyone as much as possible.
4. Committee Appointments:
   a. Authority: the senate president appoints all faculty to councils, committees and taskforces. (this is in the governance manual).
   b. The superintendent/president’s office, human resources office, or the chairs of committee’s notify the senate president of the need to faculty representation
   c. The senate president notifies all full-time faculty of the need for representation through the district distribution list
   d. The president may confer with the chair of any committee for which an appointment is being considered, prior to making such appointments.
   e. For committees, president notifies all interested faculty
   f. Taskforce senate president notifies senators of taskforce membership before any taskforce meetings or its business begins.
   g. All appointments of faculty to committees will take into consideration equity, diversity, cultivation of faculty leadership, and the rules by which the president is bound (see addendum B)
   h. Next step for president Search Committees. Bylaws say that the senate executive council should also serve on all hiring committees for superintendent/president and for Vice-Presidents of the college”
   i. Round 1: Appointments of 7 executive council members (will inform Michelle if they accept or decline their position). Round 2: any open seats email a call to entire full-time faculty asking for volunteers.

III. Vice Presidents’ Reports

A. 1st Vice President –
   1. Legislation comes in cycles and information typically comes in September.
   2. Discussed online college and shared that the board of governors will be the board for the 115th online college. Chancellor’s office cannot use prop 98 funds,
it needs to be given to senate or to another college. However, it can be given to the 115th college, which they also oversee. But they can give it to 115th college, which they also oversee.

B. 2nd Vice President
   1. Will email all faculty with a survey regarding graduation date

IV. Unfinished Business: None

V. New Business
   A. Exemplary Program Nominee—due November 5 (see Addendum A) –
      1. Motion to accept John Fraal’s Alternative Fuel program as RHC nominee for ASCCC Exemplary Program Award by Adam, 2nd by Sheila Lynch
      2. Motion Passes Unanimously
   B. Hayward Award Nominee—due December 17, 2018
      1. Motion to Nominate Lynette Nyaggah as RHC nominee for ASCCC Hayward Award 1st by Adam Wetsman, 2nd Robert Bethel
      2. Motion passes unanimously

VI. Announcements: No Announcements

VII. Adjournment: 2:19pm
### The Exemplary Program Award Application

Each response is limited to 200 words per prompt (including supplemental support or evidence)

<table>
<thead>
<tr>
<th><strong>Describe the indicators of overall program success (limit 200 words)</strong></th>
<th>The Alternative Fuels Program at Rio Hondo College is one of the premier programs in the nation. Awards for the instructor and program come from many state and national organizations. Our students are going into the workforce with skills that place them in advanced technician pay scales. Three programs make up the Alternative fuels degree and COA program. The first is the Alternative Fuels &amp; Advanced transportation Technology Degree and COA. This program is responsible for proving technicians to companies like LA METRO, City of LA fleets, Sempra Energy, and Los Angeles Department Water and Power for the past 20 years. Six transit agencies rely on our graduates to keep the buses moving. Second degree is the Electric Vehicle &amp; Fuel cell Technology Technician, placing students with companies like TESLA, Space EX, Proterra Bus, Faraday Future motors, American Honda and six transit agencies. The new TESLA technician COA is moving to the Chancellor’s office this month. This COA will be providing TESLA Technicians nationwide. Supported by two NSF/ATE grants, and numerous California Energy commission grants, this program is solely supported by grants and not district funding.</th>
</tr>
</thead>
</table>

### Supplemental Support or Evidence (optional— included in the 200 word limit):

<table>
<thead>
<tr>
<th><strong>Describe the identified need for the program and the innovative solution that was implemented (limit 200 words)</strong></th>
<th>Many surveys and employer needs have been conducted in the past 20 years. Key to the success is our capability to change with the needs of the industry technology. Using the needs assessment data, applying for State grants and CEC grants provide funding for equipment and training aids that give students real world training. American Honda and John Deere have provided training facilities across the US, (8 states). Instruction is provided as factory approved program giving incumbent and current students certification and licenses that only factory programs provide. The need for Electric vehicle and now Hydrogen fuel cell technicians prompted the need for a different type of technician. The National Science Foundation grant for this new technician was created and funded as the first alternative fuels technician grant for the NSF. The associates of science degree was formed to meet this need. NSF requires any grant to be shared with its</th>
</tr>
</thead>
</table>
network. From the ATE network a second grant created with Central Oregon Community college has been successfully funded to High-voltage safety standards. This will be a national safety standard when finished. We at RHC are working with community colleges and universities across the nation on safety standards.

Supplemental Support or Evidence (optional—included in the 200 word limit):

<table>
<thead>
<tr>
<th>Explain how the program collaborates with other programs on campus or within the community (limit 200 words)</th>
<th>The NSF requires Evaluation by an outside evaluator. The evaluation allow the program to make changes to meet the changing needs of technology. Key to the success is our capability to change with the needs of the industry technology. Using the needs assessment data, applying for NSF, State grants and CEC grants provide funding for equipment and training aids that give students real world training. To get the program accredited through the normal process was not valid due to the level of certification required for grant and employee recognition. The Association of Technology, Management, and Applied Engineering (ATMAE) has evaluated the program and did accredit the Alternative Fuels program. ATMAE accreditation is usually issued for university programs, RHC is the first and only Alternative fuels program accredited by ATMAE and has passed the two year review. From the NSF/ATE network of 260 colleges and universities in the US, a second grant created with Central Oregon Community college has been successfully funded to High-voltage safety standards. This will be a national safety standard when finished. We at RHC are working with community colleges and universities across the nation on safety standards.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Support or Evidence (optional—included in the 200 word limit):</td>
<td></td>
</tr>
</tbody>
</table>

7
### Describe how the program supports the principles of your college’s mission statement (limit 200 words)

**College Mission Statement**
Rio Hondo College is committed to the success of its diverse students and communities by providing dynamic educational opportunities and resources that lead to degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.

The goal of the Alternative Fuels and Advanced Transportation Technology, Electric vehicle & Fuel Cell technology and the newly created TESLA technician COA programs are to prepare the students and incumbent workforce for employment as Alternative Fuels Specialist within a transit facility, state or city maintenance facility, heavy equipment dealership, independent repair facility or operator. Through this education, the student will learn and develop the necessary competencies and skills for immediate entry-level employment. The courses listed in the Certificate of are a comprehensive list of job skills designed to assist the student as a technician in the emerging alternative fuels and advanced transportation sector. The skills developed during class will enhance the student’s ability to complete the industry recognized Automotive Service Excellence (ASE) Certification Tests. This Certificate of Achievement is designed to prepare an individual for entry-level employment as an Alternative Fuels Technician. The program has graduated and place some of the most highly qualified technicians in the workforce for over 20 years.

### Supplemental Support or Evidence (optional—included in the 200 word limit):

The Alternative Fuels Technology program at Rio Hondo College has won many awards and received recognition from the State of California Community College Association for Occupational Education (CCCAOE), including the Statewide Honor for Exemplary Automotive Technology Program. 2011 award from the Green California Community Colleges Leadership as Instructor of the year. 2011 Workforce Investment Board Partnership of the year. 2011 nominee for State of California Senate Outstanding Instructor and awarded the Outstanding 2012 College instructor from the California Automotive Teachers Association. Outstanding Green Instructor in California Community colleges, 2016 SCAQMD Clean Air Award for education, 2018 American Association of Community colleges Faculty Innovation award. We are working with The California Automotive Teachers Association and the ATE/NSF with over 260 colleges and universities to expand our program.

### Explain how this program can be a model for other community colleges addressing such issues as costs and replication (limit 200 words)

**Supplemental Support or Evidence (optional—included in the 200 word limit):**
ADDENDUM B:

Academic Senate
OCTOBER 16, 2018

- Approval of Minutes: October 2, 2018
- Public Comment

Welcome!

Guest: Felicia Johnson, Director of Facilities

President’s Report
- SONG Survey—Thank you, meeting, English, and math instructors: 91 courses—over 1,500 students completed
- Program Review—Faculty committee members still needed (see link on page)
- Other Thank You’s—please find and accept/Years/Senator/emails
- ASCCC GCE Committee Appointment—Congratulations, Michelle Pitt
- Prepara Project/Revenue—https://www.oua/Institution-project/DPP-
- House/meeting/7/—Prepara is over or moved by October 31
- Funding Formula at BNC Taskforce Update—Winter M
- Academic Calendar: Taskforce Update—Winter M

Committee Reports

ACADEMIC CALENDAR TASKFORCE:
1. Karen Robinson (chair)
2. Sarah Peterson-Diaz
3. Janet Pence-Oliver
4. Catherine English
5. Christine Moe
6. Lora Young
7. Joe Loe
8. Dave Wikstrom
9. Dave Cowings
10. Michelle Swan
11. Jon Pack

ASCCC Update
By: John Champ Noyes

- BNC Meeting Agenda Being Nicalized on Fall 18
- John Stanford’s Presidential Update emailed on Friday, October 22
- sent to all constituent groups via Ali, level of learners, system
- learners, CCCC, etc.
- 4 Area Districts: Guided Pathways, AA/AS, the new funding formula
- Strong Workforce
- “All through the lens of equity and justice while continuing to serve the
- students” (embraced)
- Faculty/curriculum accelerate up tempo

Presidential Search Update

Committee Appointments

Appointment

All appointments of faculty to committees will take into consideration equity, diversity, cultivation of
faculty leadership, advancement of the College goals
for student success, and any other institutional
authority by which the Senate President is bound.

Bean’s Philosophy Statement of

APPOINTMENT

PPL webpage: https://pplpress.com/
Next Step for Presidential Search Committee

- Senate Resolution:
  - The Senate Executive Council should also serve on all hiring committees for superintendents/deans and for vice presidents of the college.

- Round 1: Appointment of 7 Executive Council members
- Round 2: Any open seats—email call out to entire full-time faculty membership for volunteers
- USU statement following the member's statement on appointment

Unfinished Business: None

New Business:
- Exemplary Program Nominee: Alternative Fuel (see Addendum A)
- Hayward Award Nominee: Lynette Nyagah

Announcements

Adjournment

As faculty leaders, we should be leading the change of inclusion and diversity!

—John Staniskis, ASCC President
Annual Fall 2018 Meeting

Brown Act Review

Brown Act

- Academic Senate
  - Created by the Board of Trustees
  - Meetings regularly
  - Must comply with Brown Act
- Senate Committees
  - Created by Senate, Curriculum, CCC, ITC, Staff, CAS, CBE, GR,
    Academic Rank, Outcomes
  - Standing, regular meetings
  - Must comply with Brown Act

Caution on "Meetings"

- Occur with quorum or even a MAJORITY of membership
- To DISCUSS or decide action
- May not be on phone or ONLINE: in TEXT or EMAIL
- Information IMAY go out one way

AGENDAS

Brown Act

- Posted ONLINE and HARD COPY
- Timely notice in advance
- Indicate location and time
- All interested interested invited to public
- Descriptions of items
- No placarders
- Public Comment
- Before any voting
- May provide comments outside of our meeting
- Note Disability Access