

**RIO HONDO COMMUNITY COLLEGE DISTRICT  
PLANNING FISCAL COUNCIL MINUTES  
Tuesday, April 23, 2019, 2:30 p.m., Board Room**

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**Members Present:** Laura Ramirez (Co-Chair and VPAA), Michelle Bean (Co-Chair and President, AS), Henry Gee (VPSS), Adam Wetsman (1<sup>st</sup> VP, AS), Jill Pfeiffer (President, RHCFA), Brian Brutlag (Faculty), Robin Babou (Faculty), Michelle Pilati (Faculty), Sandra Hernandez (CSEA), Lisa Sandoval (CSEA), Jim Sass (CSEA), Rebecca Green (Mgmt, AA), Melba Castro (Mgmt, SS)

**Members Absent:** Yulian Ligioso (VPFB), Jorge Huinquez (2<sup>nd</sup> VP, AS), Dorali Pichardo-Diaz (Secretary, AS), Mike Dighera (Parliamentarian, AS), Gerson Montiel (ASCCC Rep), Robert Bethel (Past President, AS), Matthew Mangoba (President, ASRHC), Diana Lopez (Treasurer, ASRHC), Tiffany Nunez (Secretary, ASRHC)

**Additional Staff Members Present:** Caroline Durdella (Dean, Institutional Research & Planning), Abbie Perry (Faculty / Institutional Effectiveness Coordinator), Markelle Stansell (Recorder/Sr. Admin. Asst. to VPAA)

- I. **Call to Order** – The meeting was called to order at 2:36pm.
- II. **Approval of Minutes** – The April 9, 2019 minutes were accepted as presented.
- III. **Superintendent/President’s Report** – No report.
- IV. **Public Comments** – None.  
*Persons wishing to address the Planning and Fiscal Council on any item on the agenda or comment on any other matter are allowed three minutes per topic. Pursuant to the Brown Act, the Planning and Fiscal Council cannot discuss or take action on items not listed on the agenda. Matters brought before the Planning and Fiscal Council that are not on the agenda may, at PFC’s discretion, be placed on the next agenda.*
- V. **ASRHC Report** – None.
- VI. **Guided Pathways** – None.
- VII. **Co-Chair’s Report** – Dr. Ramirez applauded the efforts of Behavioral and Social Sciences counselor, Angelica Martinez. A week prior to the graduation petition deadline, Angelica visited classes in her division to assist students. She developed a form for the student to fill out with their information, then she went back to her office and petitioned on their behalf. She returned to class later in the week to confer with the student and to clear up any questions. Not only did this take the onerous process of applying to graduate off the student’s shoulders, it likely resulted in a much higher number of awarded degrees/certificates. As a result, 28 students received degrees or additional degrees. Eighteen of the students had already petitioned for a degree, so whatever Angelica petitioned on their behalf was probably not going to be awarded otherwise. Eight transfer degrees, 48 local degrees, and 33 certificates were awarded through this process.
- VIII. **Unfinished Business** –
  - A. **Revision of Board Policies (2) and Administrative Procedures (4) – (Total of 6) –**  
*Revisions proposed by CCLC and/or Academic Senate*
    - **AP 4102 – Career and Technical Education Programs** – In paragraph III, add “completion of certificates and degrees” after “entry level employment.” In paragraph VII,

- remove “The chair of the advisory committee should be a member of industry and should serve a minimum of one year,” as the committee felt this was too restrictive. Instead, replace it with “The advisory committee should be comprised of business or industry professionals to serve as liaisons between industry and school officials.” Add “Education Code Sections 51226 et seq., and 53086” to paragraph X (reference). – **CONSENSUS**
- **AP 4220 – Standards of Scholarship** – Add “SP” to paragraph III. In paragraph VII, remove “weeks one through five” and replace with “the first four weeks [...], or thirty percent (30%) of the course, whichever is less.” Edit subsection A so the first sentence now reads, “A student who withdraws from class between the end of the fourth (4<sup>th</sup>) week and the last day of the twelfth (12<sup>th</sup>) week or seventy-five percent (75%) of the course, whichever is less, will receive a “W” grade symbol. Remove “than semester length classes.” In subsection B, change the word “may” to be capitalized (“MAY”) to add emphasis. Add paragraph VIII re: EW: Excused Withdrawal. See attached for language. In paragraph X, add, “Grades are posted to the student’s record and may be viewed in the student portal in ACESSRIO.” In paragraph XII subsection A, change “fifth week” to read “fourth (4<sup>th</sup>) week, or thirty percent (30%) of the course, whichever is less,” and remove “(by end of first week of summer school).” In subsection B, strike the first sentence and replace with, “All units earned on a pass/no pass basis shall be counted toward satisfaction of community college curriculum requirements.” Add “pass/no pass” after “letter grade.” In XIII subsection A, add “as a Rio Hondo student” after “currently enrolled,” and change “staff personnel” to read “faculty.” In paragraph XVII, add “Students are not permitted to enroll again in a course if the student received a satisfactory grade in the course, unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation. Further guidelines can be found in Administrative Procedure 4225. Remove ALL subsections of XVII, as they appear in AP 4225 and are more appropriate in an AP. In XVIII, remove “and Student Development” after “Dean of Counseling.” - **CONSENSUS**
  - **BP 4225 – Course Repetition** – Add “(total of three attempts)” in paragraph I Sentence I to clarify that this includes the original attempt. Add the letter grade of “D” to the first sentence. In paragraph IV, strike “(CCLC)” in the references. - **CONSENSUS**
  - **AP 4225 – Course Repetition** – Leigh Ann Unger’s edits in red were accepted as presented with minor edits. Remove “non-evaluative symbol” in paragraph I and remove “MW”. In paragraphs B through H, add a colon after the first portion of the sentence and move the second portion of the sentence down, and capitalize it. In Paragraph C, add “and MW” after “EW.” - **CONSENSUS**
  - **BP 4250 – Probation, Dismissal, and Readmission** – Original consensus at 4/9/19 meeting but workgroup that was editing AP 4250 thought it may need to be brought back for further edits. It was brought back to PFC on 4/23/19. CCLC edits were accepted as presented. In paragraphs A-D, change all references to “students” back to the singular form (e.g. “A student”). Add “F” and remove “NC” from paragraphs B and D. – **CONSENSUS**
  - **AP 4250 – Probation** – In paragraph I, change all references to “students” back to singular. In paragraph B, strike the sentence that reads “If a student is placed on academic probation, the student must receive approval by a counselor prior to registering for classes in the following semester.” Move portion of item F to paragraph B. In paragraph D, remove “enrolled in a total of” and replace with “attempted”. Remove the word “semester.” Change “enrolled” to “attempted,” add the grade of “F” and remove “NC” and replace with “NP”. Add a comma after “recorded.” Strike “the number of units with other grades” to read “50 percent of all attempted units.” Move the last sentence to the new item F. In paragraph E, use the heading “Removal from Progress Probation,” add the grade “F,” remove “NC and” and replace with “NP.” Strike “the number of those with other grades” and replace with “50 percent of all units attempted.” Item F re: the probationary

letter was moved and incorporated into item B. The new paragraph F should read “Subject to Dismissal – At the end of the third semester for which the student is on academic and/or progress probation, a notice that the student is subject to dismissal will be sent to the student.” In paragraph G, remove “NC” and replace with “NP.” – **CONSENSUS**

## IX. New Business –

**A. Faculty Staffing Committee** – Dr. Ramirez and Michelle Bean requested five faculty (5) volunteers from PFC to serve on the 2019-2020 Faculty Staffing Committee, per the make-up in the Governance Manual. The first meeting was scheduled for Friday, April 26, but will be rescheduled to Friday, May 3 to accommodate the schedules of the participants. Michelle will send an email to solicit volunteers.

## B. Revision of Administrative Procedures (Total of 8) –

*Revisions proposed by CCLC and/or Academic Senate*

- **AP 4022 – Course Approval** – The group feels that this AP is unnecessary; all elements are addressed in AP 4020. AP 4022 does not contain adoption-ready language. – **CONSENSUS to REJECT ADOPTION because all elements are addressed in AP 4020.**
- **AP 4103 – Work Experience** – The group agreed to bring this back to the May 7, 2019 PFC meeting after Mike Slavich (Dean of Career & Technical Education) and Mike Dighera review it. – **BRING BACK**
- **AP 4021 – Program Discontinuances** – Senate edits in green were accepted as presented. In item I, paragraph 3, change “vocational” to “career and technical education.” In item V subsection A, change “vocational” to “Career and Technical Education.” In VIII subsections D and G, change “3” to reference item “C.” – **CONSENSUS**
- **AP 4025 – Philosophy and Criteria for Associate Degree and General Education** – In Item I, subsection B number 2, change “use mathematics” to “employ quantitative reasoning.” In item II subsection A, make “Education” in “General education” lowercase. – **CONSENSUS**
- **AP 4026 – Philosophy and Criteria for International Education** – Adam Wetsman will review and bring back to May 7, 2019 PFC meeting. – **BRING BACK**
- **AP 4227 – Repeatable Courses** – In item B, change “Intercollegiate Athletics” to be lowercase: “intercollegiate athletics.” In item C, change “Intercollegiate Athletics” to be lowercase: “intercollegiate athletics.” Change “Vocational Competition” to be lowercase: “vocational competition.” – **CONSENSUS**
- **AP 4231 – Grade Changes** – PFC accepted the Academic Senate edits in green (changing “Academic Services” to “Academic Affairs”) as presented. – **CONSENSUS**
- **AP 4232 – Pass/No Pass** – No Academic Senate edits and no PFC edits. – **CONSENSUS**

## X. Committee Reports

- **Safety/Facilities** – The Safety Committee is in the process of determining when their next meeting will be. The by-laws say they only need to meet once per semester (twice a year), but the committee has decided to meet quarterly.

• **IEC** – Abbie Perry (faculty / Institutional Effectiveness Coordinator) and Dr. Caroline Durdella (Dean, Institutional Research and Planning) presented on the RHC Local Goals 2016-17 to 2021-22. In fall 2018, the college was notified by the Chancellor's Office that it would need to set local goals for five of the six goals identified in the Vision for Success legislative initiative. At that time, colleges were informed that they would need to utilize a new online dashboard, yet to be completed, in order to analyze their local data and set local goals. In late January 2019, colleges were notified that they would need to set and submit their goals to the CCCCCO by May 31, 2019.

The first release of the Student Success Metrics dashboard was in late January 2019. As practitioners in the field began to use the dashboard, a number of technical issues surfaced, which were addressed through subsequent releases. The final release of Vision for Success data occurred on March 25, 2019. This release specifically addressed disproportionately impacted groups.

In January 2019, the IEC met to discuss the requirements and the deadline of setting RHC local goals for the Vision for Success. Because some of the Vision goals required additional input from academic areas such as CTE and math, and overlapped with Student Equity and Achievement goals, the committee agreed that it would be wise to temporarily expand the committee during the goal setting process. Input was solicited from content area experts.

IRP prepared the data for the committee to review, which included historical trends as well as some basic descriptive statistical calculations. The temporarily expanded committee reviewed historical college data as well as data from two peer colleges, specifically Long Beach City College and Cerritos College, and data from the state. They reviewed the trends and made comparisons to other data as well as the state expectations for progress. Consensus regarding the targets was achieved. The targets were also presented at the Institutional Planning Retreat held on April 12, 2019. Participants at the planning retreat were asking to rate each of the targets as not ambitious enough, about right, or too ambitious. Overall, the consensus was that the targets developed by IEC were about right. The recommended goals are as follows:

### **Rio Hondo College Goals**

*1.1 RHC will increase the number of students completing associate degrees (including ADTs) from 1,230 in 2016-17 to 1572 in 2021-22, an increase of 28 percent.*

*1.2 RHC will increase the number of students completing Chancellor's Office approved certificates from 525 in 2016-17 to 1,682 in 2021-22, an increase of 220 percent.*

*2.1 RHC will increase the number of students completing Associate Degrees for Transfer {ADTs} from 508 in 2016-17 to 686 in 2021-22, an increase of 35 percent.*

*2.2 RHC will increase the number of students who transfer to a UC or CSU from 847 in 2015-16 to 993 in 2021-22, an increase of 17 percent.*

*3.1 RHC will decrease the average units earned per completed associate degree from 92 in 2016-17 to 89 in 2021-22, a decrease of 3 percent.*

*4.1 RHC will increase median annual earnings of exiting students from \$32,056 per year in 2015-16 to \$35,744 per year in 2021-22, an increase of 12 percent.*

*4.2 RHC will increase the number of exiting students earning a living wage from 51 % in 2015-16 to 56% in 2021-22.*

*4.3 RHC will increase the percent of exiting CTE students who report being employed in their field of study from 62% in 2014-15 to 65 % in 2021-22.*

*5.1 RHC will increase the number of disabled students who transfer to a UC or CSU from 33 in 2015-16 to 54 in 2021-22, an increase of 64 percent.*

*5.2 RHC will increase the number of foster youth who transfer to a UC or CSU from 0 2015-16 to 15 in 2021-22.*

*5.3 RHC will increase the number of disabled exiting students earning a living wage from 30% in 2015- 16 to 38% in 2021-22.*

*5.4 RHC will increase the number of foster youth exiting students earning a living wage from 25% in 2015-16 to 27% in 2021-22.*

*5.5 RHC will increase the number of economically disadvantaged exiting students earning a living wage from 38% in 2015-16 to 56% in 2021-22.*

*5.6 RHC will increase the number of Latino exiting students earning a living wage from 42% in 2015-16 to 56% in 2021-22.*

*5.7 RHC will increase the number of first generation exiting students earning a living wage from 43% in 2015-16 to 56% in 2021-22.*

- **Program Review** – None.

- **Staff Development** – None.

- **Basic Skills** – The Basic Skills Committee is moving forward with implementation of new curriculum to align with requirements of AB705 for math and English. Marketing materials are being dispersed on campus. Deans and Faculty are working to make sure all students are informed of options and choices. The Chancellor's Office is requiring us to provide a document to students that they will sign to acknowledge they are aware of their options.

Faculty at Citrus College have agreed to have an open house and have extended an invite to RHC faculty. They are ahead of the game in their implementation of AB 705, and are willing to share the pitfalls, challenges, and issues with implementation so neighboring colleges can learn from their experiences. RHC is committed to offering opportunities for faculty to get out there and see what's being done at other institutions.

- **Outcomes** – We are making progress on Outcomes, but are still struggling with certain elements of Taskstream. Other components may be available for purchase to augment what we have in place, but Dr. Caroline Durdella (Dean, Institutional Research and Planning) recommends getting a business process in place re: cycle of assessment and what that looks like. The last thing we want to do is purchase additional software and try to fit our process into platform.

- **Online Education (OEC)** – The Online Education Committee went through the process of formally changing its name to Distance Education Committee. Their next meeting will be on May 13. They are working on submitting a grant proposal to the California Virtual Campus-Online Education Initiative (CVC-OEI) called *Improving Online CTE Pathways*. This grant funding is intended to support existing California Community Colleges in accelerating innovative online learning opportunities.

- **Student Equity** – None.

- **SSSP** – None.

**XI. Announcements** – A Taste of Rio is Friday, April 26.

**XII. Adjournment** – The meeting was adjourned at 4:03pm.