

**RIO HONDO COMMUNITY COLLEGE DISTRICT
PLANNING FISCAL COUNCIL MINUTES
Tuesday, September 8, 2015, 2:30 p.m., Board Room**

Members Present: Dr. Kenn Pierson (Co-Chair and VPAA), Robert Bethel (Co-Chair and President, AS), Henry Gee (VPSS), Myeshia Armstrong (VPFB), Dr. Kevin Smith (1st VP, AS), Katie O'Brien (2nd VP, AS) Michelle Bean (Secretary, AS), John Frala (ASCCC Rep, AS), Dr. Adam Wetsman (Past President, AS), Jeannie Liu (Faculty), Mark Littrell (Faculty), René Tai (CSEA), William Ashby (ASRHC), Sean Burton (ASRHC), Dr. Vann Priest (Mgmt. AA), Loy Nashua (Mgmt. SS)

Members Absent, Sheila Lynch (Parliamentarian, AS), Dr. Sergio Guzman (President, RHCFA), Sandra Rivera (President, CSEA), Suzanne Frederickson (CSEA), Herzon Alfaro (ASRHC)

Staff Members: Howard Kummerman (Dean, IRP), Miguel Pina-Torres (ASRHC), Reneé Gallegos (Recorder)

- I. **Call to Order** – Kenn called the meeting to order at 2:34 pm.
- II. **Acceptance of Minutes** – August 25, 2015 – One minor edit on page three. [Consensus to accept.](#)
- III. **Co-Chair's Report** – Robert reported that the Academic Senate has met once. We are off to a slow start but will pick up the pace very soon.
- IV. **New Business**
 - **ACCJC Annual Report** – Howard reported on the correspondence that was sent out from ACCJC regarding the enhanced monitoring letter Adam spoke to at the last meeting. This letter is generated from the report that we submit every March that includes data and specific benchmarks that we are reaching along with descriptive process on SLOs. Something new this year is the enhanced monitoring of the annual reports. There are 15 colleges that received this type of letter. There are general recommendations and there is one recommendation that we are doing the follow up on in addition we are taking on this issue separately. It was after the last PFC meeting where President Dreyfuss, Howard, Adam and Kenn (via conference call) met and made some decisions on where we are heading. Adam took back to the SLO committee. Much of this is related to the assessment of the SLOs.

Kenn reported that after the SLO committee meets that he will be talking to the Academic Deans and the use of the SLO person assigned in each division. The strategy is for the Deans to work with staff in their own Division along with the SLO person to look more closely at the SLO assessments. In April 2016, we will have an increased SLO assessment. Kenn will be rolling this out to the Deans tomorrow. We have to decide how that is going to work and our goal is to increase our percentages.

Adam reported that only 50% of courses have been assessed which is the biggest issue here. The program assessment will not be as challenging because we have fewer programs.

Kenn reported the last ACCJC report collected data from fall 2014 and we still have spring, summer and fall 2015 data plus the new strategy to demonstrate that we are enhancing our monitoring.

Howard reported that the IRP is including the questions related to SLO assessment in the planning software this year. They will also discuss this at the Program Review orientations and workshops.

There were no further reports or questions.

Mission Statement Revision Update – Howard reported that at the IEC today the committee made a recommendation to update the mission statement in recognition of the four year degree. Howard apologized that his handout did not say draft on it. The only change is removing the word associate. This revised statement demonstrates our ability to offer four year degrees in the future.

Katie reported that her concern is not directly related to taking out the word associate but just in regards to enrollment. An associates degree should be one of the options that a student can select in CCC Apply? If you were only taking the Fitness Center, in CCC Apply, there is no choice for the option such as lifelong learning. In any case, Katie got stuck when she was signing up for the Fitness Center and then had to choose something else, it was inaccurate. Katie thinks that lifelong learning should be an option in the software. For a regular student it is cumbersome for someone who wants to take a class at their leisure.

Henry reported that Leigh Ann Unger is on the Statewide CCC Apply committee and he will pass this concern on to her to follow up.

Howard reported that changes in CCC Apply have to start for people to advocate for the change at the state level.

Kenn having served on the original Mission statement the key phrase was life-long learning it was important to keep that intact and have it be multifaceted. The proposed revised Mission statement is listed below.

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

Kenn reported that in regards to the Mission Statement is there a need for further discussion? You have been updated. Would you like to consense on this item since the IEC reached consensus on this? It should go forward to the Superintendent/President and then to the Board of Trustees. Robert reported that he will also take this to Academic Senate.

[PFC reached consensus on the proposed revised Mission Statement.](#)

V. **Unfinished Business** - Robert reported on the BPs/APs that have come through PFC or Academic Senate and are still incomplete, incorrect, poorly written or in the old template, etc. Each item will be handled separately. Senate will begin to address next week. Robert asked Senate Exec members to look at 3510, 4222 and 4610. Adam was working on 7211. Robert and Kenn to discuss status of 4610 Instructional Service Agreements. In short order, hopefully, they will be coming back to PFC soon.

- AP & BP Updates
- BP 7211 - Faculty Service Area Minimum Qualifications and Equivalency – Kenn reported that this was talked about in May and according to the notes, Kenn, Yolanda Emerson and Robert were to work on this AP in the summer. Since Kenn was out on medical leave this summer none of us were able to meet. We will pick up where we left off. Kenn will

research his notes. There was a subcommittee and Sandy Sandello will be scheduling this group. Adam excused himself from this workgroup.

- AP 4222 – Remedial Coursework – Robert reported that he and Fran are working on this AP now.
- AP 4225 – Course Repetition – Kenn reported that this is under the purview of Academic Senate.
- AP 4610 – Instructional Service Agreements – Kenn reported that this is under the purview of Academic Senate.

VI. **Committee Reports**

- Update on Committee Rosters – Kenn reported that at the last PFC meeting, Robert called for updated rosters in an effort to help fill any vacancies on these committees. The Safety Committee and the SLO Committee had vacancies. René Tai reported that she will find a replacement for her position and let Jim Poper know. Adam contacted the Deans to find faculty to fill vacant spots.

Howard reported that there are vacancies on the IEC as well.

PFC Sub-Committees

- Safety – No report.
- Staffing – No report.
- IEC – Report below.
- Program Review – No report.
- Facilities – No report.
- Equipment & Technology – No report.

Other Committees

- Staff Development – Report below.
- Basic Skills – No report.
- SLO – Report below.
- Distance Education (DEC) – No report.

IEC – Howard reported that IEC is focused on two things. One is related to the makeup of the IEC. We are going to make a proposed change to the Governance Manual. Making a proposed change to membership to include the Program Review Coordinator and SLO Program Coordinator as an ex-officio member. Those would be in addition to the current IEC membership.

The second item is we are putting the timeline together for the Educational Master Plan, including an environmental scan, program schematic and the Institutional Goals and Objectives. Adding the four year degree, SSSP and Student Equity components, we will be able to evaluate and see how everything fits together. We will run this by all the constituent groups.

Kenn asked if there were any concerns in that the IEC is a subcommittee of the PFC. The IEC will increase from 11 to 13 if approved. Kenn read directly from the Governance Manual the makeup of the committee which as of now is three Faculty Representatives, three Classified Staff Representatives, three Administrative Representatives.

Howard circulated the Program Review sheet looking for volunteers. There are several openings that need to be filled. As members of the IEC, SLO, Faculty, Classified and/or Administration, we need the volunteers for the Program Review Committee. There is one more orientation left this week. All of the programs have not yet signed up for a particular date. Hopefully, people will want to serve no matter what program is under review.

Staff Development – Katie reported that Staff Development Committee is working on the All Staff Retreat in November. Katie has confirmed that the Clarke Estate is available. The

activity will be similar with some twists. More information and the save the date will be coming out shortly. President Dreyfuss responded to Katie that she can communicate to all managers to please rotate staff if they attended last year and there is interest by multiple employees in the same office/division.

SLOs - Adam reported that the SLO Committee met last week to discuss the letter and other items related to SLOs. What we discussed were the highlights of the letter and to ensure that every effort is made in regards to assessments of SLOs.

VII. **Announcements**

William reported that on Thursday, September 10 at 8:30 am ASRCH will sponsor the 9/11 Remembrance. The agenda includes guest speakers from the Army and the VA. ASRHC is selling bracelets with all proceeds going to the Wounded Warrior Project. To date ASRHC has sold 200 bracelets. The committee is working with new Vocal Instructor Kellori Dower and is hoping to have members of the RHC Choir on hand to sing the National Anthem. It would be helpful if faculty can mention to colleagues even if a little extra credit can be given to students who attend the event.

John announced that a group will be visiting from Kentucky tomorrow touring and looking at the assessment of our Auto students as part of the NSF. This group has traveled a long way and even experienced flight cancellations while on their journey to Southern California. One of the grants that we got funded for is the AET Grant that 1,500 Community Colleges competed for across the US. AET is the new vision and that is associated with the technician side of Fuel Cells. Steve Tomory and John went to Portland to attend a conference and many schools are looking to partner with RHC. Others are curious as to how we are making our students so successful in the marketplace. We are part of a national survey and are the only college on the west coast to be a part of this. Rio Hondo is participating with several other colleges and we are the only west coast community college to be included.

VIII. Public Comment – No public comments were made.

IX. Adjournment – The meeting adjourned at 3:08 pm. The next meeting will be held on September 22, 2015, 2:30 – 4:00 p.m., Board Room.