



DIVISION OF ARTS AND CULTURAL PROGRAMS

FLEX DAY DIVISION MEETING

FRIDAY, 8/16/2019

The primary mission of the Arts & Cultural Programs Division at Rio Hondo College is to assist our students in earning an Associate of Arts or Associate of Science degree and to prepare students for upper-division study at a four-year college, university, or art institution. Secondary objectives include vocational training, portfolio preparation, and the opportunity to obtain a career placement in the arts. We are committed to adding to the cultural and artistic quality of the campus and surrounding communities and to providing our large service area with accessible life-long learning opportunities within the foundational fine and performing arts.

Arts & Cultural Programs Division Meeting (B11)

- I. Introductions
- II. Events for 2019/2020
- III. Division Business
 - a. Committee Membership
- IV. Student Support
- V. Hiring
- VI. Facilities
 - a. Wray/Music Building Project
 - b. Arts Building Design FPP
 - c. Classrooms Needs
- VII. Budget
- VIII. Program Planning
- IX. Announcements

Break

Outcomes workshops

Important Upcoming Dates

Fall Division Meetings and Deadlines

9/20/19, 11:00am	Division Meeting
10/18/19, 11:00am	Division Meeting
10/18/19, 5:00pm	Program Plans & Program Reviews Due
11/15/19 11:00am	Division Meeting

Academic deadlines for "normal" classes

Last day to add class: 9/2/19

Last day to drop with a refund: 9/2/19

Last day to drop without a "W": 9/13/19

Last day to drop with a "W": 11/8/19

Grades Due: 12/13/19 by 5:00pm

Fall Arts Events

9/3/19-10/3/19	SUR:biennial Había una vez...
9/19/19, 7pm	SUR:biennial Reception
9/16/19, 11:30am & 1pm	Nuestras Raices Music Master Classes
9/20/19, 7:30pm	Nuestras Raices Dance Concert
10/10-11/7/19	Día de los Muertos Altar Building
10/2/19, 11am-1pm	Self Help Graphics Workshop
10/10/19, 1 and 7pm	Works in Progress Dance Concert
10/14/19-11/14/19	WORMHOLE
10/15/19, 7pm	WORMHOLE Reception
10/16/19, 12:30-2pm	Hood Herbalism: Radical Interventions with Plant Medicine
10/16/19, 11am-1pm	Tongva Indigenous Dance
10/30/19	Words+Images+Music]
11/6/19, 11am-1pm	Nuestras Raices Dance Workshop
11/7/19-11/10/19	Fall Theatre Production
11/12/19, 7:30pm	Frank and Friends Guitar Concert
11/13/19, 11am-1pm	Xipe Totec Danzantes Aztecas Indigenous Dancers
11/20/19, 7:30pm	Workman Mill Industrial Orchestra
11/21/19, 7:30pm	Choir Concert
11/25-11/27/19	Holiday Student Art Sale
11/26/19, 7:30pm	Electronic Music Showcase
12/6-12/7/19	Director's Short Play Festival
12/8/19	The Nutcracker



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Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.

Arts & Cultural Programs Division Meeting (<https://cccconfer.zoom.us/j/93057462280>)

- I. Welcome
- II. Support and Information – Arts [Google Voice](#) Number: (562) 273-2325
- III. Registration, Enrollment, Grading
- IV. Hiring
- V. Facilities
 - a. Wray/Music Building Project
 - b. Arts Building Design FPP
- VI. Budget
- VII. Supply Distribution
- VIII. **Outcomes**
- IX. Program Planning

Fall Division Meetings and Deadlines

9/18/20, 11:00am	Division Meeting
9/25/20, 5:00pm	Program Plans Due
10/16/20, 11:00am	Division Meeting
11/20/20, 11:00am	Division Meeting

Academic deadlines for “normal” classes

Last day to add class: 8/29/2020
Last day to drop with a refund: 8/29/2020
Last day to drop without a "W": 8/29/2020
Last day to drop with a "W": 11/28/2020
Grades Due: 12/11/2020 by 4:00pm



DIVISION OF ARTS AND CULTURAL PROGRAMS

FLEX DAY DIVISION MEETING

FRIDAY, 8/20/2021

Río Hondo College is an educational and community partner committed to advancing social justice and equity as an anti-racist institution that collectively invests in all students' academic and career pathways that lead to attainment of degree, certificate, transfer, and lifelong-learning goals.

Arts & Cultural Programs Division Meeting (<https://cccconfer.zoom.us/j/96357330018>)

- Welcome and Introductions
- Curriculum
 - Create Distance Education Addendum for MUST101, MUST 105, MUST 151
- Campus Return Plan and Open Forum
- Announcements/Reports

Division Meetings for 2021-2022

10/1/21, 11:00am	Division Meeting
11/5/21, 11:00am	Division Meeting
12/3/21, 11:00am	Division Meeting
1/28/22	Flex Day
3/4/22, 11:00am	Division Meeting
4/8/22, 11:00am	Division Meeting (first Friday is Spring Break)
5/6/22, 11:00am	Division Meeting

Academic deadlines for "normal" classes

Last day to add class: 9/6/2021

Last day to drop with a refund: 9/6/2021

Last day to drop without a "W": 9/17/2021

Last day to drop with a "W": 11/11/2021

Grades Due: 12/17/2021 by 4:00pm

RHC Business Division Flex Day Agenda

August 16, 2019

Division Meeting 1:00pm – 2:00pm, Room B119

Outcomes Meeting 2:00pm – 3:00pm, Room B118 & B119

- **Welcome & Introductions**

- *Visitors: Trustee, Pres. Reyes & VP Ramirez*
- *Team Updates – Fall 2019*
 - *Margaret Fernandez, SWP Project Manager (CIT)*
 - *Shane Beatty, Adjunct Business Management (high school)*
 - *Edan Epstein, Adjunct Business Management*
 - *Rick Kim, Adjunct Business Law*
 - *Gary Kueh, Adjunct CIT (high school)*
 - *Ken Maxfield, Adjunct Business Management*
 - *Gil Muro, Adjunct Accounting*
 - *John Sandoval, Adjunct Business Management*
 - *Milton Strausberg, Adjunct Finance*
 - *Vicky Tryon, Adjunct Logistics*
 - *Vanessa Chavez, PT Counselor*
 - *Delmis Alvarado, PT Counselor*
 - *Igor Daza, PT Counselor (Spring only)*
 - *Andrea Bustamonte, Student Worker*
 - *Javier Ramirez, Student Worker*
 - *Front Office Reorganization*
- *Sign In & Load Sheets*

- **Enrollments & Awards**

- | | |
|--|---|
| - <i>Fill Rate/Seats Filled (Source: Tableau 8/13)</i> <ul style="list-style-type: none">○ <i>Fa'19 = FR 82% / SF 2695 [+4.4%]</i>○ <i>Fa'18 = FR 77% / SF 2581</i> | - <i>Program Awards (Source: DataMart 6/7/19)</i> <ul style="list-style-type: none">○ <i>2017-2018 = 367 [+37%]</i>○ <i>2016-2017 = 267 [+7%]</i> |
| - <i>District Comparisons (Source: Tableau 8/13)</i> <ul style="list-style-type: none">○ <i>Fa'19 = FR 61% / SF 43,415 [+3.3%]</i>○ <i>Fa'18 = FR 54% / SF 42,014</i> | - <i>Program Awards (Source: DataMart 6/7/19)</i> <ul style="list-style-type: none">○ <i>2017-2018 = 4,163 [+139%]</i>○ <i>2016-2017 = 1,739 [+2%]</i> |

- **HS Outreach**

- 7/15 - 7/26 – CampRio Coding (middle school)
- 7/29 - 8/2 – Entrepreneur Camp Rio / NFTE (high school)
- St. John Bosco High School – Fa '19 Dual Enrollment, MGMT 130
- Rosemead High School – Fa '19 Dual Enrollment, CIT 111

- **Fall 2019 Faculty Evaluations**

- **Spring 2020 Schedule**

- **Program Plans & Program Review (Business Management) due 10/18**

- **Active Learning Classroom pilot (& Lab)**

- **OER – Approved Flex Activities**
 - Non-compensated research of OER related to discipline
 - Participation in workshops, webinars, or individual/small-group training on utilizing OER

- **Budget**
 - Title V – Deadline to spend / Gita’s signature = 8/31/19
 - SWP Round 2 Local Budgets – Deadline to spend / Gita’s signature = 9/13/19
 - ACCT - \$74K left
 - BUS MGMT - \$39K left
 - CIT Local - \$25K left
 - Perkins 2019-2020 – Deadline to spend / Gita’s signature = 11/8/19
 - Accounting - \$15.5K
 - Bus Mgmt - \$18.3K (Dept.)

- **Classroom Clean Up**
 - 2 weeks notice – Identify items to keep (file cabinets, etc.)

- **Faculty Orientation Documents**
 - Orientation / Start-Up Guide
 - Model Syllabus Template
 - Teaching Tips document
 - Questions on software?
 - Taskstream, Canvas, CurriQunet? Screencast-O-Matic?
 - **SLOs vs. Objectives**

- **SR. Instructional Assistants**

- **Committee Meeting Updates**

- **Vote**
 - N/A

- **Deadlines/Reminders**
 - 8/16/19 – Load Sheets & Revised Load Sheets
 - 8/19/19 - Syllabi emailed to Jan Duncan
 - Travel Documents – include Substitute request form (P Drive & OneDrive)

- **Open Comments / Announcements**

- **Outcomes – “Closing the Loop”**
 - **Outcomes meetings by Department**

Division Meetings held monthly on 2nd Thursdays, 1:30pm–2:30pm in B118 (except FLEX mtgs.)

September 12th October 10th November 14th December 12th

Full Time Faculty attendance at division meetings is mandatory. Absences will not be excused unless approved in advance by the Dean. Please do not meet with students at this time, as it will not be an excused absence.

RHC Business Division Flex Day Agenda

August 14, 2020 1:30PM – 3:00PM

Zoom Meeting ID

<https://cccconfer.zoom.us/j/96259711316>

- **Welcome & Introductions** (5 minutes)
 - *Team Updates – Fall 2020*
 - *Acting President/Superintendent, Teresa Dreyfuss*
 - *New Faculty*
 - *Steve Corbin, Adjunct CIT*
 - *Christian Teeter, Adjunct Business Management*
 - *Henry Tran, Adjunct Business Management*
 - *Cassie Wright Jr., Adjunct CIT*
 - *New Counselor*
 - *Igor Daza – not available in Fall*
 - *Moises Perez Martinez – new part-time counselor in Fall*
 - *Sr. Instructional Assistants – transferred to LRC*
 - *Student Workers – none*
 - *Team Efforts*
- **Business Division – Fall 2020 Enrollments 8/12/20, Tableau** (5 minutes)
 - Business Division: Seats Filled = 2,624 (+19.9%) | Fill Rate = 75.82% (+8.36%)
 - Accounting: Seats Filled = 839 (+41.5%) | Fill Rate = 78.63% (+14.66%)
 - Business Management: Seats Filled = 1,072 (+5.7%) | Fill Rate = 71.71% (+2.26%)
 - CIT: Seats Filled = 713 (+22.5%) | Fill Rate = 79.31% (+11.48%)
 - District: FTES Filled = 38,830 (-11.0%) | Fill Rate = 56.85% (+3.64%)
- **Departmental Breakout Summary & Next Steps on Equity** (15 minutes)
 - Care strategy Fall 2020, survey
 - *Refresher: Equity Commitments from Spring 2020*
 - *Revise Syllabus Template to be more open: attendance, multiple ways to earn grade, etc.*
 - *Faculty bio on syllabi*
 - *Survey students' backgrounds, interests, & motivations for taking class (can use Canvas)*
 - *Canvas used in every class for grade progress at minimum*
 - *Additional ideas from breakouts*
 - Connection between care strategies and assessment cycles / CTL
- **Program Plans due 9/25** (10 minutes)
 - Strategic Planning as Division – Reassess priorities (Excel doc)
- **Curriculum / Vote**
- **Committee Meeting Updates**
 - PFC, Curriculum, Outcomes, Distance Ed, GP, ASO, Prof. Dev., Instructional Tech., Enterprise Systems
- **Reminders/Updates** (10 minutes)
 - Fall 2020 – All Remote for Business Division
 - Check Canvas Courses – Notify Distance Ed of issues
 - Compare against Access Rio roster
 - Publish Canvas courses!

- Non-active students to be called – let Gita/Jan know
 - COVID Training – 3 videos required prior to arriving on campus
 - Read COVID Plan – on HR website
 - Syllabi Check by Dean for Accreditation – FT & PT
 - Key components: Outcomes, textbook, grading system, weekly schedule of assignments, etc.
 - Labs moved to LRC & closed during COVID
 - Syllabi due to Jan by 8/14
 - **Outcomes Timelines due 8/28**
 - Faculty Evaluations Fall 2020 – pending list from HR
 - Student Evaluations Online – Dean forwards list to DE
 - Embedded Counseling available (flyer)
 - Grades Fall 2020
 - EW until Drop Deadline (EW is not a grade, find in Drop menu) – Petition needed afterwards
 - F grades will *not* automatically convert to EW
 - Flex Reporter – Temporary Link: <https://www.riohondo.edu/staff-development/flex-report/>
 - Website Updates – Faculty Photos/Bios (see website)
- **Outcomes** (30 minutes)
 - Timelines & Closing the Loop
 - Clarifications (PPT)
 - New Closing the Loop form (Word doc)
 - Updated Outcomes – (Excel doc)
 - **Current Outcomes on Syllabi – Accreditation standard**
 - Assignments (overloads and part-time) impacted
 - Departmental Breakouts – missing data & next steps
 - **Open Comments / Announcements** (5 minutes)

***Division Meetings held monthly on 2nd Thursdays, 1:30pm–2:30pm (except FLEX mtgs.) via Zoom
Sept. 10th, Oct. 8th, Nov. 12th, Dec. 10th.***

*Full Time Faculty attendance at division meetings is mandatory. Absences will not be excused unless approved in advance by the Dean.
Please do not meet with students at this time, as it will not be an excused absence.*

RHC Business Division Flex Day Agenda

August 20, 2021 1:00PM – 3:00PM

Zoom Meeting ID

<https://cccconfer.zoom.us/j/95607782984>

• **Welcome & Introductions**

- *Team Updates*
 - *New Faculty – Randy Rovegno, PT Business Management*
 - *Student Workers – Donna Amaya, Citlaly Rodriguez*
 - *PT Counselors – Vanessa Chavez, Moises Perez Martinez*
 - Flyer TBD
 - Video to post in Canvas TBD

• **Covid Classroom Preparations**

- Masks required at all times – Extras available for students w/o masks
- Hand sanitizers, desk disinfectant, paper towels in room
- Plexiglass at instructor stations – masks still required
- Max Capacity in each room revised – unavailable desks w/caution tape
- COVID Highlight Documents from VPAA Office
 - [Campus Reopening Highlights Quick Guide](#)
 - [PPT – Campus Reopening Highlights](#)

• **Business Division – Fall 2021 Enrollments (8/17/21)**

BUS	Seats Filled		FTES (Filled)	
Fall 2021	2,338	113.33%	238	110.70%
Fall 2020	2,063	13.66%	215	13.33%

ALL DIVISIONS	Seats Filled	Seats Compared 21-20	FTES (Filled)	FTES Compared 20-21
Fall 2021	31,853	99.67%	3,779	97.37%
Fall 2020	31,958		3,881	

• **Marketing Videos / Ads**

- Hulu, Spectrum, FB, IG, YT – Cyber, Cloud, Bus. Mgmt.
- K12 Dual Enrollment Video

• **Curriculum / Vote**

- Convert to distance education:
 - MRKT 172 Advertising and Promotion
 - MRKT 173 Principles of Selling
 - MRKT 174 Small Business Marketing and Advertising

• **Curriculum Updates Needed**

- Courses due for update (see [matrix](#))

• **Student Success Dashboard (see [Excel](#) doc)**

• **Construction update – 2026-2027**

- **Reminders/Updates**

- Fall 2021 –
 - Publish Canvas courses!
 - Check Canvas Courses – Notify Distance Ed of issues
 - Compare against Access Rio roster
 - Drop “no-shows” after Day 1
 - Non-active students to be called – let Gita/Jan know
 - Bookstore closed – students order online
- Syllabi due to Jan by or before Day 1 (Aug. 23)
 - Key components: Outcomes, textbook, grading system, weekly schedule of assignments, etc.
- Outcomes submissions
 - Noncompliance impacts assignments
 - First time teaching course #, email Jan for Taskstream access
- Faculty Evaluations Fall 2021 – pending list from HR

- **Committee Meeting Updates**

- PFC, Curriculum, Outcomes, Distance Ed, GP, ASO, Prof. Dev., Instructional Tech., Enterprise Systems

- **Open Comments / Announcements**

***Division Meetings held monthly on 2nd Thursdays, 1:30pm–2:30pm (except FLEX mtgs.) via Zoom
Aug. 20th, Sept. 9th, Oct. 14th, Nov. 11th, Dec. 9th.***

*Full Time Faculty attendance at division meetings is mandatory. Absences will not be excused unless approved in advance by the Dean.
Please do not meet with students at this time, as it will not be an excused absence.*



Division of Communications & Languages

August 16, 2019, 1-2 PM, LR128

- I. Call to Order & Approval of Meeting Minutes
- II. Plan:
 - a. Division Meeting (1-2)
 - b. Department Breakouts (2-3)
- III. Announcements:
 - a. New Hires: Faculty and Staff
 - b. New Lab – WRC 117
 - c. New Furniture
- IV. Institutional Updates:
 - a. Strategies for Adult Students
 - b. SLOs
- V. Area Updates:
 - a. English
 - b. ENLA
 - c. LAC
 - d. Languages
 - e. Mass Communications – motion curriculum approval
 - f. Reading
 - g. Speech/Forensics
 - h. Writers' Resource Center
- VI. Committee Updates:
 - a. Academic Senate
 - b. Curriculum
 - c. Online Education
 - d. Informational Technology
 - e. SLO Committee (PLOs) – motion for Osman to replace Carrera
 - f. PFC
 - g. RHCFA



Division of Communications & Languages

August 14, 2020 1:30 – 3:00 pm, ZOOM

- I. Call to Order & Approval of Meeting Minutes (5/14/20)
- II. Announcements:
 - a. New faculty: Rich Cameron and Aaron Martinez, JOUR
 - b. Canvas – are your courses correctly assigned?
 - c. DE Training
 - d. Covid and EW – 11/28
 - e. Faculty directory for students
 - f. Tutoring – Library
- III. Institutional Updates:
 - a. Our updated Guided Pathways website
 - b. Our “closing the loop” progress
- IV. Teaching and Learning
 - a. Flex experience – gleanings and ideas for collective efforts
 - b. Survey
- V. Area Updates:
 - a. English
 - b. ENLA
 - c. Languages
 - d. Mass Communications
 - e. Reading
 - f. Speech/Forensics
 - g. WRC
- VI. Committee Updates:
 - a. Academic Senate
 - b. Curriculum
 - c. Online Education
 - d. Informational Technology
 - e. SLO Committee (PLOs)
 - f. PFC
 - g. RHCFA



Division of Communications & Languages

August 20, 2021, 1:00-2:30 PM, Zoom

- I. Call to Order & Approval of May 13, 2021 Meeting Minutes
- II. Division Updates:
 - a. SLO's – Accreditation
 - i. Now on Banner
 - ii. Must match SLO language on your syllabus
 - b. Regular & Effective Contact
 - c. C&L Student Success Team
 - i. New members
 1. Faculty Liaison – Dana Vazquez
 2. Student Success Coach - Joseph Quintana
 - ii Fall Goal
 - d. ENLA and AB705
- III. Area Updates:
 - a. English
 - b. ENLA
 - c. LAC
 - d. Languages
 - e. Mass Communications
 - f. Reading
 - g. Speech/Forensics
 - h. Writers' Resource Center
- IV. Committee Updates:
 - a. Academic Senate
 - b. Curriculum
 - c. Online Education
 - d. Informational Technology
 - e. SLO Committee (PLOs)
 - f. PFC
 - g. RHCFA
- V. Adjournment

Mathematics, Sciences, and Engineering Division

16 August 2019

Agenda

1. Welcome

- President Arturo Reyes and Vice-President Laura Ramirez
- New Faculty

2. Announcements

- See the newsletter

3. Discussion

- Grades and Weighted Averages
- Canvas
- Supplemental Instruction
 - Encouraging Attendance

4. Business

- Hiring in Chemistry and Mathematics
- One-semester replacement for Erin Irwin on Senate
- Curriculum Committee election

5. Committees

6. Outcomes Dialogues (Department Meetings)

- Biological Sciences: BIOL 101, 125
- Environmental Technology: ET 150
- Mathematics: MATH 130, 190
- Physical Sciences: CHEM 120, GEOG 101, GEOL 150, PHY 211

Division Meetings

- Oct. 5, 2018
- Nov. 2, 2018 Unit Plan Review
- Dec. 7, 2018
- Jan. 25, 2019 FLEX Day
- Mar. 1, 2019
- Apr. 5, 2019
- May 3, 2019

Mathematics, Sciences, and Engineering Division

14 August 2020

Agenda

Zoom Link: <https://cccconfer.zoom.us/j/96436024603>

1. Welcome

- New Faculty

2. Announcements

- See newsletter

3. Discussion

-

4. Business

- CARE Strategy Survey

5. Department Meetings

- Closing the Loop

Division Meetings

- Sept 4, 2020 (if needed)
- Oct. 2, 2020
- Nov. 6, 2020
- Dec. 4, 2020 (most likely not)
- Jan. 29, 2021 FLEX Day
- Mar. 5, 2021
- Apr. 9, 2021
- May 7, 2021

Mathematics, Sciences, and Engineering Division

20 August 2021

Agenda

1. Welcome

- New Faculty

2. Announcements

- Faculty Hiring – 2 FT positions in math
- ASPEN Project
- Fall Semester COVID Protocols
 - Campus Reopening
 - Vaccine Mandate
 - N95 masks
- Reminder: Cameras
- Reminder: FERPA
- Curriculum Revisions
 - BIOL 105, 205, 222, 299A, 299B, 299C
 - PHY 120
 - ENGR 245
 - ET 251
- Course Size Memos
 - BIOT 130, 230
 - ENGR 100
 - ET 277
 - MATH 003
 - PHY 212, 213, 299
- Dropping Students
 - AccessRio
 - Official Roster
 - Drop Roster
 - Financial Aid Fraud
- Program Plans
- Program Reviews
 - Physics
 - Environmental Engineering
- **Outcomes in the Online Schedule**
- Accreditation Spring Visit
 - Regular and Effective Contact
- Linda Hawley Scholarship and Opportunity Drawing

3. Business

- Motion: To assign PHY 160 to PHY and ENGR.
- Curriculum Committee Replacement

4. Discussion (time permitting)

- Engaging and Connecting
- STEM Completion

5. Department Meetings

Division Meetings

- Oct. 3, 2021; Nov. 5, 2021; Dec. 3, 2021; Jan. 28, 2022, FLEX Day; Mar. 4, 2022; Apr. 8, 2022 (2nd Friday in April); May 6, 2022