

**Rio Hondo College Academic Senate Minutes****March 3, 2015****Board Room****1:00 P.M.**

**Present: Alan Archambault, Jose Arroyo, Robin Babou, Michelle Bean, Robert Bethel, Ada Brown, Fran Cummings, Mike Dighera, Marie Eckstrom, Juan Fernandez, John Frala, Theresa Freije, Song Graham, Sergio Guzman, Kathleen Hannah, Dianne Holcomb, Mike Javanmard, George Kimber, Sheila Lynch, Jim Matthis, Carley Mitchell, Juana Mora, Steve Moshier, Tyler Okamoto, Shelly Poetter, Vann Priest, Kathy Pudelko, Rudy Rios, Kevin Smith, Adam Wetsman, Jon Whitford, Colin Young**

**I. Call to Order**

The meeting was called to order at 1:01.

**II. Approval of Minutes**

- February 17th minutes
- The minutes were accepted without revision.

**III. President's Report**

- **Faculty Tenure**
  - At the Board meeting on March 11, the board will recommend tenure for the following faculty: Alan Archambault, Michelle Bean, Libby Curiel, Marius Dornean, Juan Fernandez, Song Graham, Steve Johnson, Jeannie Liu, Moises Mata, Gregory Miller, Tyler Okamoto, Mariano Zaro. Congratulations to all!
- **Tentative Class Schedules**
  - Last meeting, there was a discussion regarding some concerns about faculty assignments showing on the schedule of classes far in advance. After discussion with administration, it was decided that there will be no names attached for future semesters. The names that are attached to classes that are already on the schedule (through Spring 16 in some divisions) will not be removed though.
- **AccessRio Problems**
  - Some faculty have reported issues accessing drop rosters. Contact Mary Becerril in Admissions and Records if you are having issues.
- **Equipment Fund**
  - The 1st Vice President reported that the PFC subcommittee, charged with prioritizing classroom equipment requests will be sending their recommendations to PFC at the next meeting.
- **Taskforce on Student Success in the Classroom**
  - An all faculty e-mail was sent describing brainstorming sessions that are sponsored by the Academic Senate. The purpose of the sessions is to come up with ideas that can be incorporated into the next writing of the Title V grant. The discussion may include which ideas we might want to use from the first year pathway program at PCC. They will be Tuesday, March 17 from 3-4 and

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Thursday, March 26 from 1-2. Location is TBD. See future emails for more information.

- **AP 4021 Program Discontinuance**
  - This AP will be coming before the Senate for review in the near future. The current AP only covers vocational programs and, for accreditation, we need one that covers all programs. The AP also has to include the process for what to do with students that are in the program when it gets discontinued and how they will finish the program.
- **Distinguished Faculty Award**
  - Applications/Nominations are due to R Bethel by March 13. The email describing the application process went out on February 17. He will be looking to get a committee of Senators together to review the applications and make the decision.

#### **IV. Unfinished Business**

#### **V. New Business**

- **Student Learning Outcomes**
  - The SLO coordinator discussed that there will be a meeting at RHC Friday for individuals involved in the SLO process at other colleges. Close to 70 people will be coming. Faculty were reminded that all full time faculty should be doing SLO assessments and entering data at least once a year according to the contract. Additionally, faculty need to have some sort of “higher level” SLOs for courses. These need to be assessed and, in some cases, they may need to be developed as well. In many cases, the GE SLOs can be used for the “higher level” SLO that gets attached to a course. Email the SLO coordinator if you have questions.
- **Nominations for Senate Officers**
  - Nominations are open for one week. Voting takes place at next Senate meeting. Senators must be present to vote unless you contact Adam one week in advance of the election and request a ballot in advance. There will be write in candidates as well.
  - Nomination for President
    - Robert Bethel (nominated by K Smith)
  - Nomination for 1st Vice President
    - Kevin Smith (nominated by R Bethel)
  - Nomination for 2nd Vice President
    - Katie O’Brien (nominated by S Lynch)
  - Nomination for Secretary
    - Michelle Bean (nominated by J Matthis)
  - Nomination for Parliamentarian

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- Sheila Lynch (nominated by A Brown)
  - Nomination for ASCCC Representative
    - John Frala (nominated by V Priest)
- **Fellow of the College Nomination**
  - BP 1500: Nominees are K Koos, D Harvey, L Eddington
  - Ballots were circulated and Karen Koos received the most votes.
    - C Young (seconded by M Javanmard) moved to affirm the vote of the Senate that Karen Koos is the Senate nominee for the Fellow of the College.
    - Motion Passed Unanimously
  - Our nomination will be forwarded to a committee to make the final decision.
- **Changes to the By-Laws**
  - The Senate was presented with changes to the election procedures part of the By-Laws. Last year, there was a tie in the officer elections. The changes proposed are for what to do in that case.
    - MOTION: The Academic Senate accepts the proposed changes to the election procedures of the By-Laws. (F Cummings, 2nd by J Frala)
    - Motion Passed Unanimously
  - The Senate was presented with changes to the duties of 1st Vice President. The 1st VP shall also function as legislative liaison.
    - MOTION: The Academic Senate accepts the proposed changes to the duties of the 1st Vice President (J Frala, 2nd by R Bethel)
    - Motion Passed Unanimously
  - The Senate was presented with changes to the duties of the 2nd Vice President. The 2nd VP shall also function as liaison to the ASRHC.
    - MOTION: The Academic Senate accepts the proposed changes to the duties of the 2nd Vice President. (S Lynch; 2nd by J Frala)
    - Motion Passed Unanimously

**VI. Committee Reports**

Academic Rank: Recommendations for changes in rank have gone to the Board.

Basic Skills: None

Bookstore: None

Curriculum: The curriculum chair and articulation officer discussed some issues with the C-ID process. After June 30, 2015, all courses that are part of an AD-T that have possible C-ID matches must be fully approved for the C-ID designation. Otherwise, the degree will be sent back. Currently, conditional approval is enough. Faculty were encouraged to submit degree changes sooner rather than later, as this may delay approval of those changes.

FLEX/Staff Development: None

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IEC: The committee is looking at new planning software. The change won't take place for next Fall, so Plan Builder will be used for another year. Also, one new faculty member will need to be added to IEC.

ITC: The ITC chair discussed lighting in some classrooms and changes that could be coming. The district may be replacing all classroom lighting with LED fixtures that may be dimmable. Also, faculty should look for a forthcoming survey regarding what types of IT issues people have in their classrooms. Finally, the ITC is looking at the feasibility of leasing computers on campus, rather than purchasing them.

DE: The DE chair reported that the committee decided yesterday that the other two training modules will be out March 27. Also, the committee has discussed the ACCJC recommendation and how the college can ensure faculty initiated contact in online classes. Maybe this should be part of the peer review process? The DE committee is going to form a subcommittee to examine this further.

Program Review: The program reviews are completed. The results were presented to PFC last week and they will be discussed at Leadership retreat on April 17.

Safety: Cameras are being placed on campus. They will be in parking lots in areas that are not out in the open. Also, the reviews of tapes will be completed after after an incident occurs. There will not be someone constantly/actively reviewing the footage.

SLOs: None

## **VII. Announcements**

**K Pudelko:** There is a Board meeting tomorrow.

**A Wetsman:** Congrats to Jeannie Liu. The tax prep program was a huge success.

**A Brown:** The Senate/Union newsletter deadline is March 22. Please forward articles to Ada about teaching or anything of value that we can share about what we do. Also, the purpose of this newsletter is to promote faculty.

## **VIII. Public Comment**

## **IX. Adjournment**

The meeting was adjourned at 2:02