



MISSION STATEMENT REVISION PROCESS AND RESULTS

June 2014

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MISSION STATEMENT REVISION TIMELINE

Task Force Committee Members: Kenn Pierson, Howard Kummerman, Lydia Gonzalez, Beverly Reilly, Jim Sass, Gina Bove, Sandra Rivera, Mike Munoz, Valeria Guerrero, J.J. Magallon, Darinka Becerra, Christopher Santana

| | |
|---------------------|---|
| April 5, 2013 | Educational Master Plan Kick-off at Institutional Planning Retreat <ul style="list-style-type: none">• Mission Statement Review• Educational Philosophy/Strategic Directions• Institutional Standards |
| May 7, 2013 | PFC Meeting <ul style="list-style-type: none">• Establish Mission Statement Task Force |
| July 22, 2013 | First meeting of the Mission Statement Task Force <ul style="list-style-type: none">• Discussion on decision to revise Mission Statement or not• Key concepts to include in Mission Statement |
| August 8, 2013 | Second meeting of the Mission Statement Task Force <ul style="list-style-type: none">• Actual revision of Mission Statement |
| August 21, 2013 | Third meeting of the Mission Statement Task Force <ul style="list-style-type: none">• Finalized draft of revision of Mission Statement |
| August 27, 2013 | Review of draft Mission Statement by PFC |
| September - October | Roll out and review of proposed draft Mission Statement <ul style="list-style-type: none">• ASRHC - September 16, 3:00pm, SS305• Academic Senate - September 17, 1:05pm, Board Room• President's Advisory Committee - September 26, 8:00am, Board Room• Campus Open Review Sessions - September 26, 12:00-2:00pm and 4:00-6:00pm, SS305• President's Council – November 5, 2013, 8:30am, Board Room• Administrative Council - October 1, 2013, 10:30am, Board Room• CSEA Executive Committee – September 25, 2013• Board of Trustees Workshop - October 19, 2013 |
| October 15, 2013 | Mission Statement Task Force Review |
| October 29, 2013 | Mission Statement Task Force Review |
| November 12, 2013 | PFC review and recommend draft Mission Statement to the President |
| December 11, 2013 | Board of Trustees review and approval of revised Mission Statement |



MISSION STATEMENT TASK FORCE COMMITTEE MEMBERS

Kenn Pierson

Howard Kummerman

Lydia Gonzalez

Beverly Reilly

Jim Sass

Gina Bove

Sandra Rivera

Mike Munoz

Valeria Guerrero

J.J. Magallon

Darinka Becerra

Christopher Santana



MISSION STATEMENT TASK FORCE

MONDAY, JULY 22, 2013

AGENDA

- I. Welcome
- II. Mission Statement Timeline
- III. Discussion on decision to revise Mission Statement
- IV. Key concepts to include in Mission Statement
- V. Other

RIO HONDO COLLEGE

VISION

Rio Hondo College strives to be an exemplary California community college, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations.

MISSION

Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community.

VALUES

1. *Quality teaching and learning*
2. *Student access and success*
3. *Diversity and equity*
4. *Fiscal responsibility*
5. *Integrity and civility*



Accreditation Standard I: Institutional Mission and Effectiveness

The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.

A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

- What does the institution's mission statement say about its educational purposes? Are these purposes appropriate to an institution of higher learning?
 - Who are the college's intended students? How does the institution determine its intended population? Is the identified population a reasonable match for the institution's location, resources, and role in higher education?
 - What processes does the institution use to foster college wide commitment to student learning? Does the mission statement express this commitment?
1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
 - Have discussions been held among key constituents regarding the relevance of the mission statement to student learning?
 - What statements about student learning are included in the mission statement? How do these statements make explicit the purposes of the institution?
 - How does the institution know that it is addressing the needs of its student population?
 - What assessments of institutional effectiveness are undertaken?
 2. The mission statement is approved by the governing board and published.
 - When was the current mission statement approved by the board?
 3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
 - How effective is the institution's process for periodic review of the mission statement? Does the process allow for incorporating the interests of the institutions' stakeholders?
 - How does the institution know that the way the mission statement is developed, approved and communicated to all stakeholders is effective? What circumstances prompt changes to the statement?
 4. The institution's mission is central to institutional planning and decision making.
 - How effectively does the mission statement prompt planning and decision making? To what extent is the mission statement central to the choices the college makes?



INSTITUTIONAL RESEARCH AND PLANNING
2013-2014 PLANNING PROCESS
INSTITUTIONAL PLANNING RETREAT
APRIL 5, 2013



MISSION/EDUCATIONAL PHILOSOPHY - FEEDBACK

- SUGGESTION TO ADJUST CURRENT MISSION: RIO HONDO COLLEGE IS A (STUDENT-CENTERED CAMPUS DEDICATED TO PROVIDING) INNOVATIVE, CHALLENGING, AND QUALITY EDUCATIONAL OFFERINGS FOR ITS DIVERSE STUDENTS AND COMMUNITY.
- MISSION STATEMENT REVIEW: WE CAN LIVE WITH OUR CURRENT MISSION STATEMENT, BUT FEEL WE CAN EXPAND AND CONTINUE TO GROW AND PROVIDE QUALITY SERVICE TO OUR STUDENTS AND COMMUNITY.
- SHOULD INCLUDE SOMETHING ABOUT STUDENT SUCCESS
- REMOVE THE REFERENCE TO A COLLABORATIVE CENTER OF LIFELONG LEARNING
- SHOULD BE A GRAND STRATEGY SUCCINCTLY STATED
- HELP STUDENTS ACHIEVE THEIR PERSONAL, SPECIFIC EDUCATIONAL GOALS.
- PROVIDE THE PATHWAY THAT EACH STUDENT NEEDS TO ACHIEVE THEIR PERSONAL GOALS.
- LIFELONG LEARNING = CONTINUING EDUCATION???
- LIFELONG LEARNER = CAREER IN HIGHER EDUCATION WE ARE ALL LIFELONG LEARNERS
- ALWAYS INQUISITIVE
- INSTEAD OF LIFELONG LEARNING = "ONGOING, VOLUNTARY, AND SELF-MOTIVATED" PURSUIT OF KNOWLEDGE
- PASSIVE STATEMENT - STUDENT SUCCESS IS MISSING???
- RIO HONDO COLLEGE DEVELOPS.....
- NURTURE, FOSTER
- LIFELONG INTELLECTUAL GROWTH
- RIGOROUS VERSUS CHALLENGING
- INNOVATIVE ??? WHAT DOES IT MEAN TO BE INNOVATIVE? TECHNOLOGY, LEARNING STYLES
- THE FACT THAT THE STATE AND ACCREDITATION ARE PUSHING FOR US TO BE A DEGREE AND TRANSFER INSTITUTION WE QUESTION IF WE ARE STILL A LIFELONG LEARNING INSTITUTION

FOR THE COMMUNITY. THE INSTITUTIONAL GOALS 1 & 2 ARE NOW FOCUSED ON DEGREE AND TRANSFERRING AS WELL AS CAREER AND JOB PLACEMENT.

- ARE WE IN DANGER OF LOSING THE LIFELONG LEARNING AREA? BECAUSE OF BUDGET CUTS, REPEATING CLASSES IS DISCOURAGED. PE IS NOT A REQUIREMENT FOR AST DEGREE, IT IS CONSIDERED AN EXTRA UNIT AND AFFECTS THEIR FINANCIAL AID. ADD SAFETY WORDING OR SAFE LEARNING ENVIRONMENT.
- “RIO HONDO COLLEGE IS A COLLABORATIVE CENTER OF LIFELONG LEARNING WHICH PROVIDES INNOVATIVE AND CHALLENGING EDUCATIONAL OFFERINGS FOR ITS DIVERSE STUDENTS AND COMMUNITY IN A SAFE LEARNING ENVIRONMENT”
- MAYBE ADD: WE ARE A REFLECTIVE, COLLABORATIVE CENTER..... (WHICH IS SUPPOSED TO BE ONGOING AS PART OF THE ACCREDITATION PROCESS.
- MAINTAIN THE ABILITY TO OFFER LIFELONG LEARNING.
- SAFE ENVIRONMENT
- REFLECTIVE
- LIFELONG LEARNING APPROPRIATE?

WHAT IS RIO HONDO’S COMMITMENT TO ACHIEVING STUDENT LEARNING?

- ACCESS: TO PROVIDE INNOVATIVE, CHALLENGING, AND QUALITY EDUCATIONAL OFFERINGS. SUPPORT: TUTORING SERVICES, TECHNOLOGY, SAFETY; ONGOING EVALUATION: OF PROGRAMS, INSTRUCTIONS, ETC.
- RIO HONDO SUPPORTS THE ACHIEVEMENT OF STUDENT LEARNING BY PROVIDING EDUCATIONAL OPPORTUNITIES LEADING TO DEGREES AND CERTIFICATES, TRANSFER, CAREER AND LIFELONG LEARNING ADVANCE.
- GOOD QUESTION: DO WE USE THIS AS A GUIDING QUESTION IN ALL DECISION MAKING?
- ONLINE COURSES TO MEET DIVERSE LEARNING NEEDS.
- CONTINUED GRANTS AND OPPORTUNITIES.
- MANDATING ASSESSMENT FOR APPROPRIATE COURSE PLACEMENT.
- DEVELOPING, ASSESSING, AND REFINING S.L.O.S.
- OFFERING STUDENT SUCCESS PROGRAMS (E.G., SUMMER BRIDGE, FYE, LEARNING COMMUNITIES, GATEWAY TUTORING) TO PROVIDE SUPPORTIVE LEARNING ENVIRONMENTS.
- ACCESSIBILITY AND PERSONAL GROWTH.

- SUPPORT TO FACULTY TO INNOVATE.
- REMEDIATION, GROWTH, SAFETY, AND ACCESS.
- EXTRACURRICULAR LEARNING OPPORTUNITIES THROUGH STUDENT LIFE
- DEGREES ALIGNED WITH INDUSTRY NEEDS
- FACULTY UNDERGOES CONTINUING PROFESSIONAL DEVELOPMENT
- UP-TO-DATE COURSES WITH CURRENT, RELEVANT CONTENT
- OFFER ONLINE COURSES
- DEGREES, TRANSFER, CAREER PREP

WHAT ARE RIO HONDO'S EDUCATIONAL PURPOSES?

- IMPROVE SOCIETY
- ACCESS TO EDUCATION AND TRANSFER
- STUDENT SUCCESS
- QUALITY EDUCATION
- OFFER QUALITY INSTRUCTION
- OPEN ACCESS BASIC SKILLS
- PREPARE STUDENTS TO SUCCEED AT TRANSFER INSTITUTIONS
- TO OFFER INNOVATIVE, CHALLENGING AND QUALITY EDUCATIONAL OFFERINGS FOR STUDENT AND COMMUNITY
- TO PROVIDE OPPORTUNITIES FOR STUDENTS TO GAIN THE KNOWLEDGE-SKILLS REQUIRED TO MEET THEIR EDUCATIONAL GOALS
- TO PROVIDE QUALITY EDUCATION FOR ALL INDIVIDUALS ENCOURAGING TRANSFER SUCCESS
- TO PROVIDE ADEQUATE AND QUALITY STUDENT SUPPORT SERVICES.
- ASSIST STUDENTS IN MEETING THEIR EDUCATIONAL GOALS.
- PREPARE STUDENTS TO MEET THEIR CAREER GOALS WITH QUALITY PROGRAMS.
- INFORM
- PROMOTE CONTINUOUS LEARNING
- PROMOTE QUALITY INSTRUCTION

- CHALLENGE STUDENTS
- PROVIDE STUDENTS WITH RIGOROUS CURRICULUM ALLOWING FOR TRANSFER POSSIBILITIES.
- SUPPORT STUDENT'S CONTRIBUTIONS TO THE COMMUNITY.
- HELP STUDENTS REACH THEIR GOALS.

WHO ARE RIO HONDO'S INTENDED STUDENTS?

- INCOMING FRESHMEN (RECENT HIGH SCHOOL GRADS)
- VETERANS
- WORKFORCE DEVELOPMENT (ENHANCING SKILLS)
- ALREADY ACCOMPLISHED STUDENTS WHO WISH TO CONTINUE ACCELERATED LEARNING (HONORS) AS THEY PREPARE FOR TRANSFER
- RESIDENTS OF OUR SERVICE AREA (ALTHOUGH WE DO SERVE MANY OUTSIDE OF OUR SERVICE AREA)
- ETHNIC DIVERSITY
- HIGH SCHOOL DROPOUTS
- NURSING/HEALTH SERVICES STUDENTS WHO WANT TO TRANSFER TO 4-YEAR SCHOOL OR WANT NURSING DEGREE
- PUBLIC SAFETY STUDENTS
- ANYONE INTERESTED IN LEARNING
- COMMUNITY MEMBERS INTERESTED IN PERSONAL ENRICHMENT
- STUDENTS WHO WANT TO TRANSFER TO A 4-YEAR SCHOOL WITHOUT AN ASSOCIATE'S DEGREE AND/OR TRANSFER
- RETURNING STUDENTS
- CTE
- RE-ENTRY STUDENTS (CHANGING CAREERS)
- 4-YEAR UNIVERSITY STUDENTS WHO NEED COURSE CREDIT
- SINGLE PARENT MOM OR DAD (5 CHECKS)
- A WIDELY DIVERSE POPULATION INCLUSIVE OF ALL SEEKING KNOWLEDGE AND BETTERMENT (16 CHECKS)

- ANYONE WILLING TO LEARN (24 CHECKS)
- ANYONE WHO IS ALIVE (8 CHECKS)
- RESIDENTS OF RIO HONDO DISTRICT (2 CHECK)
- HIGH SCHOOL STUDENT FROM RHC FEEDER SCHOOLS (1 CHECK)
- HIGH SCHOOL STUDENTS
- CTE TRAINING IN AREAS SUCH AS AUTOMOTIVE, FIREFIGHTING, AND EMERGING FIELDS (7 CHECKS)
- “RE-ENTRY” STUDENTS WHO ARE PURSUING NEW GOALS (2 CHECKS)
- RESIDENTS WHO LIVE OUT OF DISTRICT BOUNDARIES (1 CHECK)
- STUDENTS WHO INTEND TO TRANSFER OR EARN AN AA/AS OR CERTIFICATE (2 CHECKS)
- EVERYONE (5 CHECKS) AND A CAT

WHAT ARE THE NEEDS OF RIO HONDO’S STUDENT POPULATION?

- CERTIFICATES FOR ENTRY LEVEL JOBS 14
- OPPORTUNITY TO PARTICIPATE IN STUDENT LIFE ACTIVITIES, EVENTS AND GOVERNMENT 3
- BASIC SKILLS 8
- INTERNSHIP/JOB PLACEMENT 8
- PARKING 8
- MENTAL/EMOTIONAL 6
- DEVELOPMENT OF PERSONAL; ACADEMIC HABITS, ATTITUDES THAT PROMOTE SUCCESS 13
- STUDENT NEEDS: SUPPORT TO BECOME COMPETENT STUDENTS (WORK HABITS, RESPONSIBILITY) AND ACTIVE CITIZENS 12
- COUNSELING AND TUTORING 15
- SERVICES THAT ARE PROVIDED WITH PATIENCE, WITH COMMITMENT AND THAT ALL INDIVIDUAL FOCUS, SUPPORTIVE AND MOTIVATING 6
- EDUCATIONAL SUPPORT 10
- CLASS OFFERINGS 13
- EARN A DEGREE 8

- ADVANCED TECHNOLOGY BASED EDUCATION 8
- TO ACHIEVE SUCCESSFUL CAREER, WHETHER TO TRANSFER TO HIGHER EDUCATION OR COMMIT TO A CAREER
- ENHANCE COMMUNITY WITH KNOWLEDGE AND SKILLS ATTAINED
- ACT AS A MENTOR
- KNOWLEDGE/PERSONAL GROWTH
- PERSONAL/PROFESSIONAL DEVELOPMENT, TRANSFER, DEGREE/CERTIFICATE COMPLETION

WHAT IS THE INTENDED OUTCOME FOR STUDENTS WHO ATTEND AND EXIT RIO HONDO COLLEGE?

- TO MEET THEIR EDUCATIONAL AND CAREER GOALS
- PREPARE AND COMPLETE THEIR EDUCATIONAL GOALS
- GET A JOB
- INCREASE INDIVIDUAL SELF-AWARENESS TOWARDS THE SUCCESSFUL DEGREE, TRANSFER, OR CAREER/JOB PLACEMENT
- TO BECOME CONSCIOUS OF WHO THEY ARE AND WHAT THEY WANT IN LIFE. TO GAIN THE KNOWLEDGE AND SKILLS TO MAKE DECISIONS TOWARDS THESE GOALS.
- MEET CAREER AND EDUCATIONAL GOALS 14
- BECOME A PERSONALLY AND CIVICALLY RESPONSIBLE INDIVIDUAL 2
- HAVE A PERSONAL SATISFACTION WITH ONESELF 0
- MAKE MEASURABLE PROGRESS 5
 - IN COURSE COMPETITION
 - CERTIFICATE/DEGREE/TRANSFER
- STUDENT FOR STUDENTS TO HAVE REACHED/ACCOMPLISHED THEIR GOAL- NOT NECESSARILY CERTIFICATE, DEGREE OR TRANSFER "REMEMBER COMMUNITY COLLEGE" 5
- TO TRANSFER AND ACCOMPLISH DEGREE TO ACQUIRE SUCCESSFUL CAREER 4
- THE OUTCOME IS TO EARN A DEGREE, CERTIFICATE, OR ENOUGH UNITS TO TRANSFER 3



MISSION STATEMENT TASK FORCE

AGENDA

Wednesday, August 21, 2013

10:00am-11:30am

- I. Welcome**

- II. Educational Master Plan**

- III. Revision and Finalize Mission Statement**

- IV. Decision on How to Present Information to Campus**

- V. Complete Timeline**

- VI. Adjourn**



MISSION STATEMENT TASK FORCE

AGENDA

Tuesday, October 15, 2013

2:30pm – 3:30pm

- I. Welcome**

- II. Review of Mission Statement Review Sessions Feedback**

- III. Review of Survey Feedback**

- IV. Preparation for Board of Trustees Meeting on October 19, 2013**

- V. Adjourn**



MISSION STATEMENT TASK FORCE

AGENDA

Tuesday, October 29, 2013

2:30pm – 3:30pm

- I. Welcome**

- II. Final Review and Make Recommendations of Mission Statement**

- III. Recommendations for a Timeline for Regular Review and Evaluation of Mission Statement**

- IV. Adjourn**

RIO HONDO COLLEGE
MISSION STATEMENT TASK FORCE
MONDAY, JULY 22, 2013 - 1:30 PM, ROOM L402
MINUTES

Members Present: Howard Kummerman, Lydia Gonzalez, Kenn Pierson, Beverly Reilly, Sandra Rivera, Jim Sass

Members Not Present: Mike Munoz, Gina Bove, Janira Colmenares (Student)

| AGENDA ITEM | DISCUSSION | FOLLOW UP |
|---|--|---|
| <p>I. Welcome</p> | <p>Howard called the meeting to order at 1:35 pm.</p> <p>Howard welcomed and thanked the group for serving on the Task Force.</p> <p>The group decided that it would be a good idea to invite two students to future meetings to ensure student participation should one not be able to attend. Also the group decided to include the ASRHC president.</p> | <p>Extend invitation to next Task Force meeting to an additional student, as well as the ASRHC president.</p> |
| <p>II. Mission Statement Timeline</p> | <p>There was discussion about Teresa Dreyfuss presenting the revised Mission Statement to the President’s Advisory Committee (which includes community representation) during the roll out and review phase. Howard will discuss this possibility with Teresa. There was also discussion about Mike Munoz presenting to educational partners and Russell Castaneda-Calleros presenting to political partners. More discussion on this will follow.</p> <p>The group agreed that a revised Mission Statement would be available for the Board of Trustees’ review and approval at the November Board meeting.</p> | |
| <p>III. Discussion on decision to revise Mission Statement</p> | <p>The current Mission Statement falls short of ACCJC requirements and does not accurately reflect how we serve Rio Hondo College. All agreed to revise the current Mission Statement.</p> <p>Kenn suggested that starting from scratch may be the best way to proceed. All were in favor of following Kenn’s suggestion.</p> | |

| | | |
|--|--|---|
| <p>IV. Key concepts to include in Mission Statement</p> | <p>Jim suggested including terminology that addresses Accreditation Standard 1 requirements (listed below): “The institution has a statement of mission that defines the institution’s broad educational purposes, its intended student population, and its commitment to achieving student learning.”</p> <p>The group wrote a first draft of the Mission Statement, and will continue to work on it at the next Task Force meeting.</p> | <p>Howard will review Title V and see what it states about Mission Statements.</p> <p>Howard will send the draft along with meeting minutes to the group.</p> |
| <p>V. Adjourn</p> | <p>The meeting was adjourned at 2:55pm. Next meeting of the Mission Statement Task Force is scheduled for Thursday, August 8, 2013.</p> | |

RIO HONDO COLLEGE
MISSION STATEMENT TASK FORCE
THURSDAY, AUGUST 8, 2013 - 1:30 PM, ROOM L402
MINUTES

Members Present: Howard Kummerman, Lydia Gonzalez, Kenn Pierson, Jim Sass, Gina Bove, Valeria Guerrero, J.J. Magallon (in place of Janira Colmenares)

Members Not Present: Beverly Reilly, Sandra Rivera, Mike Munoz

| AGENDA ITEM | DISCUSSION | FOLLOW UP |
|--|---|------------------|
| I. Welcome | Howard called the meeting to order at 1:40 pm. It was decided to proceed with the meeting with the number of people in attendance, as opposed to rescheduling to another date/time. | |
| II. Discussion on revision of Mission Statement | The group continued to work on the first draft of the Mission Statement. The group drafted three more versions which Howard will send to the group for further review. | |
| III. Adjourn | The meeting was adjourned at 2:40 pm. A future meeting of the Mission Statement Task Force will be scheduled prior to Flex Day. | |

RIO HONDO COLLEGE
MISSION STATEMENT TASK FORCE
WEDNESDAY, AUGUST 21, 2013 – 10:00AM, ROOM L402

MINUTES

Members Present: Howard Kummerman, Lydia Gonzalez, Kenn Pierson, Jim Sass, Beverly Reilly, Christopher Santana (ASRHC VP), Darinka Becerra (ASRHC Treasurer)

Members Not Present: Sandra Rivera, Mike Munoz; Gina Bove

| AGENDA ITEM | DISCUSSION | FOLLOW UP |
|---|---|------------------|
| I. Welcome | Howard called the meeting to order at 10:10am. | |
| II. Educational Master Plan | Howard reminded the group that the Educational Master Plan was kicked off at the Institutional Planning Retreat in April. Howard explained how the Mission Statement fits into the Educational Master Plan. | |
| III. Revision and Finalize Mission Statement | Howard explained how the different versions of the Mission Statement came about. There was discussion as to whether one final draft should go to the various constituent groups, or two versions to gain feedback to help improve the Mission Statement. If more than one version, then a focus group is needed. This way people will feel they have a voice in the final decision. Lydia suggested that it's best to only have one version because of the tight timeline. Kenn recommended going forward with only one version. All were in agreement. | |
| IV. Decision on How to Present Information to Campus | Howard stated that information should be presented to the campus in a strategic way. Background information should be given, Task Force members should attend when presenting to groups. The final draft version will be sent to PFC in advance of their 8/27/13 meeting. It is very likely that PFC will revise this version. Guidelines will be provided to PFC when they review the draft statement, and will include feedback from the Institutional Planning Retreat and ACCJC language. | |
| V. Adjourn | The meeting was adjourned at 11:30. A future meeting date will be scheduled. | |

RIO HONDO COLLEGE
MISSION STATEMENT TASK FORCE
TUESDAY, OCTOBER 15, 2013 – 2:30PM, ROOM L402
MINUTES

Members Present: Howard Kummerman, Lydia Gonzalez, Kenn Pierson, Jim Sass, Sandra Rivera, Gina Bove
Members Not Present: Mike Munoz, Beverly Reilly, Christopher Santana (ASRHC VP), Darinka Becerra (ASRHC Treasurer), Valeria Guerrero (ASRHC President)

| AGENDA ITEM | DISCUSSION | FOLLOW UP |
|--|--|------------------|
| I. Welcome | Howard called the meeting to order at 2:30pm. | |
| II. Review of Mission Statement Review Sessions Feedback | Howard reported that a total of four staff members reviewed the draft Mission Statement during the two Review Sessions on September, 25. Howard also shared feedback from the various constituent groups that reviewed the draft Mission Statement. These groups included: CSEA Exec, Academic Senate, ASRHC, President’s Council, Administrative Council, and President’s Advisory Committee. | |
| III. Review of Survey Feedback | Howard reviewed the survey feedback with the committee. A total of twenty surveys were completed. Howard suggested that the survey be sent to all staff. Jim recommended asking different questions on the survey. | |
| IV. Preparation for Board of Trustees Meeting on October 19, 2013 | | |
| V. Adjourn | The meeting was adjourned at 3:30pm. | |

RIO HONDO COLLEGE
MISSION STATEMENT TASK FORCE
TUESDAY, OCTOBER 29, 2013 – 2:30PM, ROOM L402
MINUTES

Members Present: Howard Kummerman, Lydia Gonzalez, Kenn Pierson, Jim Sass, Sandra Rivera, Darinka Becerra (ASRHC Treasurer), Valeria Guerrero (ASRHC President)

Members Not Present: Mike Munoz, Beverly Reilly, Christopher Santana (ASRHC VP), Gina Bove

| AGENDA ITEM | DISCUSSION | FOLLOW UP |
|--|---|------------------|
| I. Welcome | <p>Howard called the meeting to order at 2:30pm.</p> <p>Task Force members are encouraged to attend PFC on Nov. 12 at which time the draft Mission Statement will be reviewed and presented to Teresa Dreyfuss.</p> | |
| II. Final Review and Make Recommendations to Mission Statement | <p>Howard reported that the Board liked the Mission Statement overall. Howard shared the Board’s feedback (Gary Mendez via Skype, Madeline Shapiro, and Angela Acosta-Salazar).</p> <p>All Task Force members present agreed to the Board’s recommendation to change wording to “career and technical pathways”.</p> <p>There was discussion whether to change the word “dynamic” to another word or to leave as is. All Task Force members present agreed to leave as is.</p> <p>Based on the Board’s feedback regarding broadening “community”, Kenn recommended changing the word community to “communities”. All Task Force members agreed to the change.</p> | |
| III. Recommendation for a Timeline for Regular Review and Evaluation of Mission Statement | <p>Lydia recommended revisiting at the Planning Retreat. Jim recommended tying with the Educational Master Plan – 1, 3, and 5 years.</p> <p>IEC will write recommendations and will present to President’s Council, PFC, etc.</p> | |
| IV. Adjourn | The meeting was adjourned at 3:30pm | |

Howard Kummerman

From: Howard Kummerman
Sent: Tuesday, October 01, 2013 8:44 PM
To: AAA--Administrative Council
Cc: Rebecca Rayas
Subject: Proposed Draft Mission Statement Survey

Thank you for your input at Administrative Council on the Proposed Draft Mission Statement. Please provide any further feedback for the Mission Statement at the link below.

Thank you!

Howard

<https://www.surveymonkey.com/s/rhc-draftmission-survey>

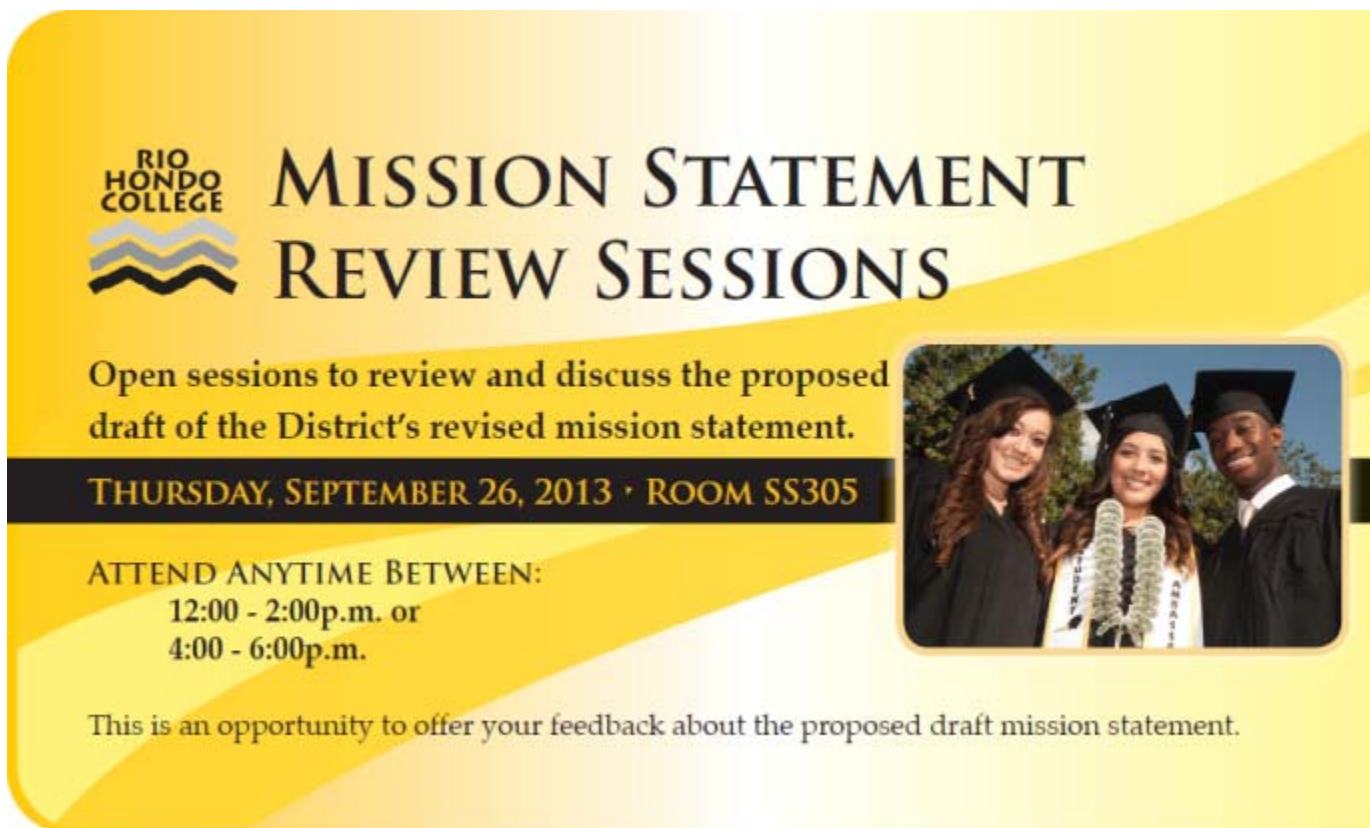
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Howard Kummerman

From: Howard Kummerman
Sent: Thursday, September 26, 2013 4:18 PM
To: AAA--All Staff
Subject: REMINDER - Review the Proposed Draft Mission
Attachments: Draft Mission Statement Open Session Flyer 9-26-13.pdf; Proposed Draft Mission Statement Materials.pdf; MISSION STATEMENT REVISION TIMELINE 9-16-13.pdf

REMINDER - Join us right now in SS305 to review the Proposed Draft Mission Statement and enjoy a delicious cookie.

Provide your input on the Proposed Draft Mission Statement during one of two open review sessions tomorrow, September 26. You may attend anytime between 12-2 p.m. or 4-6 p.m. to offer your feedback. With manager approval, classified staff members may receive 10 minutes of release time to go and provide input on the Missions Statement during either of the scheduled sessions tomorrow.



**MISSION STATEMENT
REVIEW SESSIONS**

Open sessions to review and discuss the proposed draft of the District's revised mission statement.

THURSDAY, SEPTEMBER 26, 2013 · ROOM SS305

ATTEND ANYTIME BETWEEN:
12:00 - 2:00p.m. or
4:00 - 6:00p.m.

This is an opportunity to offer your feedback about the proposed draft mission statement.

JAC/OP 22.23

*Howard Kummerman
Dean, Institutional Research & Planning (IRP)
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Rio Hondo College
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IRP: 562-908-3412

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www.riohondo.edu/research

www.riohondo.edu/foundation



MISSION STATEMENT REVIEW SESSIONS

Open sessions to review and discuss the proposed draft of the District's revised mission statement.

THURSDAY, SEPTEMBER 26, 2013 · ROOM SS305

ATTEND ANYTIME BETWEEN:

12:00 - 2:00p.m. or

4:00 - 6:00p.m.



This is an opportunity to offer your feedback about the proposed draft mission statement.

1. What do you like about this draft Mission Statement?

| | Response Count |
|-------------------|----------------|
| | 20 |
| answered question | 20 |
| skipped question | 0 |

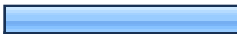


2. What do you not like about it?

| | Response Count |
|-------------------|----------------|
| | 18 |
| answered question | 18 |
| skipped question | 2 |

3. What parts do you not understand?

| | Response Count |
|-------------------|----------------|
| | 15 |
| answered question | 15 |
| skipped question | 5 |

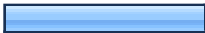







4. If you had to vote today, would you...

| | | Response Percent | Response Count |
|--|---|-------------------|----------------|
| Accept it as is. |  | 35.0% | 7 |
| Accept it with minor edits. |  | 30.0% | 6 |
| Send it back to the committee for revisions. |  | 35.0% | 7 |
| | | answered question | 20 |
| | | skipped question | 0 |

5. What additional feedback do you have about the draft Mission Statement?

| | Response Count |
|-------------------|----------------|
| | 13 |
| answered question | 13 |
| skipped question | 7 |

6. Please indicate the group meeting where you discussed the draft Mission statement:

| | | Response Percent | Response Count |
|--------------------------------------|--|-----------------------------|---------------------------|
| Planning Fiscal Council (PFC) |  | 30.0% | 6 |
| President's Council |  | 5.0% | 1 |
| Administrative Council |  | 20.0% | 4 |
| Academic Senate |  | 5.0% | 1 |
| CSEA Executive Committee | | 0.0% | 0 |
| President's Advisory Committee |  | 5.0% | 1 |
| Board of Trustees Workshop | | 0.0% | 0 |
| Open Session Review |  | 10.0% | 2 |
| ASRHC Meeting |  | 10.0% | 2 |
| I did not attend a meeting |  | 15.0% | 3 |
| | | answered question | 20 |
| | | skipped question | 0 |

Q1. What do you like about this draft Mission Statement?

| | | |
|----|--|-----------------------|
| 1 | It is brief and to the point. It uses words like: committed, success, diverse, and lifelong learning. | Oct 2, 2013 12:37 PM |
| 2 | I am very happy that a concise statement was created that kept lifelong learning as a key component. | Oct 2, 2013 10:50 AM |
| 3 | Covers everthing | Oct 2, 2013 8:41 AM |
| 4 | It's inclusive and brief. | Sep 30, 2013 9:17 AM |
| 5 | Easy to understand | Sep 28, 2013 10:20 PM |
| 6 | The statement is straight forward and to the point. It states what Rio Hondo stands for and for whom we provide educational services for. | Sep 27, 2013 2:26 PM |
| 7 | I believe that it is comprehensive and an accurate description of what RHC stands for. | Sep 27, 2013 11:41 AM |
| 8 | It is concise | Sep 26, 2013 3:30 PM |
| 9 | In my opinion it is too long. Frankly, I would prefer something like "RHC's mission is "to ensure the academic and professional success of our students," or "helping students achieve their dreams," etc. How you go about achieving your mission is secondary. (Consider that Disney's mission statement is "to make people happy.") | Sep 26, 2013 3:13 PM |
| 10 | Straight Forward | Sep 26, 2013 1:57 PM |
| 11 | I think the last one was much better. I do like that "resources" is included in this version. | Sep 25, 2013 10:38 AM |
| 12 | simple langage | Sep 24, 2013 1:39 PM |
| 13 | The opening of the statement. | Sep 17, 2013 8:31 PM |
| 14 | It contains all of the key titles (degrees, etc.) by being precise and concise. | Sep 17, 2013 7:50 PM |
| 15 | most everything | Sep 16, 2013 8:14 AM |
| 16 | I think it is mostly very good. It is succinct and it covers all four major areas of CC services. | Sep 11, 2013 1:56 PM |
| 17 | I like how it emphasizes "education" as well as the list of all the possibilities when it comes to degree completion. | Sep 11, 2013 10:26 AM |
| 18 | It seems to include all the general issues and audiences | Sep 11, 2013 9:51 AM |
| 19 | its comprehensive and specific | Sep 11, 2013 9:39 AM |
| 20 | The draft statement is good and does a good job summarizing who we are and what we do. | Sep 11, 2013 9:01 AM |

Q2. What do you not like about it?

| | | |
|----|---|-----------------------|
| 1 | The word: dynamic seems out of place. Someone suggested "progressive". | Oct 2, 2013 12:37 PM |
| 2 | I am concerned that it is not specific enough about the target population to satisfy the accreditation standard. | Oct 2, 2013 10:50 AM |
| 3 | Educational opportunities do not lead to a career and technical education. It doesn't follow. | Oct 2, 2013 8:41 AM |
| 4 | I think the word "diverse" is no longer necessary. | Sep 30, 2013 9:17 AM |
| 5 | n/a | Sep 28, 2013 10:20 PM |
| 6 | I do not like the part that reads, "That lead to associate degrees, certificates, transfer, career and technical education, basic skills proficiency, and life long learning. I recommend a shorter statement that says the same thing, but in a more concise manner. | Sep 27, 2013 2:26 PM |
| 7 | As with all Mission Statements, it seems a bit wordy. | Sep 27, 2013 11:41 AM |
| 8 | Fluff words often used in all mission statements | Sep 26, 2013 3:30 PM |
| 9 | When you start to expand the statement you introduce jargon and cannot possibly cover all current and future programs you offer. | Sep 26, 2013 3:13 PM |
| 10 | Explain the word transfer? Perhaps it should read - transfer to four year colleges. | Sep 26, 2013 1:57 PM |
| 11 | It is worded awkwardly. Also, "Dynamic educational opportunities" doesn't really mean anything. The last mission statement read, "innovative, challenging, and quality educational offerings." I think that is a much better description of what we try to do. | Sep 25, 2013 10:38 AM |
| 12 | do we need to list "degrees, certificates, transfer" etc? | Sep 24, 2013 1:39 PM |
| 13 | The last portion of the statement listing the different academic achievements possible at Rio. | Sep 17, 2013 8:31 PM |
| 14 | It is more of a list. I'd like for it to include more details. | Sep 17, 2013 7:50 PM |
| 15 | the phrase "lifelong learning"----- kind of ambiguous | Sep 16, 2013 8:14 AM |
| 16 | I'm not sure that the words "lead to" fit properly with all components of the sentence string. (e.g. "career and technical education") | Sep 11, 2013 1:56 PM |
| 17 | the use of the word "dynamic" is vague here but I understand why it was included | Sep 11, 2013 9:51 AM |
| 18 | its fine | Sep 11, 2013 9:39 AM |

Q3. What parts do you not understand?

| | | |
|----|---|-----------------------|
| 1 | None | Oct 2, 2013 12:37 PM |
| 2 | It is easily understood. | Oct 2, 2013 10:50 AM |
| 3 | It's clean and concise. | Sep 30, 2013 9:17 AM |
| 4 | I understand the Mission Statement | Sep 28, 2013 10:20 PM |
| 5 | I understand it all. | Sep 27, 2013 2:26 PM |
| 6 | None | Sep 27, 2013 11:41 AM |
| 7 | I understand the statement, its just that in my own community-based organization we have a long mission statement that I end up having to abridge for every single funding proposal and marketing piece that I develop. | Sep 26, 2013 3:13 PM |
| 8 | Transfer | Sep 26, 2013 1:57 PM |
| 9 | "committed to the success of its diverse students and community"-- I know what is meant but I think "diverse" should be dropped from this statement and the diversity issue placed somewhere else in the statement. | Sep 25, 2013 10:38 AM |
| 10 | dynamic | Sep 24, 2013 1:39 PM |
| 11 | N/A | Sep 17, 2013 8:31 PM |
| 12 | N/A It's easy to understand. | Sep 17, 2013 7:50 PM |
| 13 | Every part is understandable. | Sep 11, 2013 10:26 AM |
| 14 | It seems rather straightforward | Sep 11, 2013 9:51 AM |
| 15 | got it | Sep 11, 2013 9:39 AM |

Q5. What additional feedback do you have about the draft Mission Statement?

| | | |
|----|--|-----------------------|
| 1 | None | Oct 2, 2013 12:37 PM |
| 2 | Good job! | Oct 2, 2013 10:50 AM |
| 3 | Good job. | Sep 30, 2013 9:17 AM |
| 4 | none | Sep 28, 2013 10:20 PM |
| 5 | I appreciate the efforts by all staff. It is a thoughtful document. | Sep 27, 2013 11:41 AM |
| 6 | The above said, I think shortening the statement when it is opened up to a huge committee is not likely to happen. I would consider maybe limiting the committee of setting forth some criteria of what you want and don't want in the statement. | Sep 26, 2013 3:13 PM |
| 7 | very thorough | Sep 26, 2013 1:57 PM |
| 8 | should be short and concise enough to resite from memory | Sep 24, 2013 1:39 PM |
| 9 | Listing every single accomplishment students can achieve at Rio takes away from making the statement sound moving and makes it sound a list of things. | Sep 17, 2013 8:31 PM |
| 10 | Although I don't think that it should be a paragraph long "wordy" statement. I do think that precise details should be added such as "how".... | Sep 17, 2013 7:50 PM |
| 11 | Not sure whether it's possible to find a better replacement for "lead to" (foster, facilitate, generate, etc.), but we may be able to modify "career and technical education" by adding a word such as "pathways" or something else that makes it read better. | Sep 11, 2013 1:56 PM |
| 12 | Please consider having "adult education" in the Mission Statement if it is necessary. | Sep 11, 2013 10:26 AM |
| 13 | none | Sep 11, 2013 9:51 AM |



INSTITUTIONAL RESEARCH AND PLANNING
2013-2014 PLANNING PROCESS
INSTITUTIONAL PLANNING RETREAT
APRIL 5, 2013



AGENDA

NOTES

- 8:00 **Continental Breakfast**
- 8:30 **Welcome**
- 8:45 **Opening Activities**
- Retreat Logistics
 - Table Group Warm-up
- 9:30 **Institutional Planning Process Reports**
- Program Review Recommendations
 - Resource Allocation Results
 - Area Strategic Directions / Accomplishments
- 10:30 **Break**
- 10:45 **Educational Master Plan Kick-off**
- Mission Statement Review
 - Educational Philosophy / Strategic Directions
 - Institutional Standards
- 12:15 **Lunch**
- 1:00 **2012-2013 Assessments**
- Institutional Goals & Objectives
 - RHC Institutional Fact Book
 - Student Success Scorecard (formerly ARCC)
 - RHC Student & Employee Climate Survey
- 1:45 **2013-2014 Institutional Goals & Objectives**
- Update Goals
 - Update/Create Measurable Objectives
- 2:45 **Wrap up & Retreat Evaluation**
- 3:00 **Adjournment & Refreshments**



INSTITUTIONAL RESEARCH AND PLANNING
2013-2014 PLANNING PROCESS
INSTITUTIONAL PLANNING RETREAT
APRIL 5, 2013



MISSION/EDUCATIONAL PHILOSOPHY - WORK PRODUCT

- SUGGESTION TO ADJUST CURRENT MISSION: RIO HONDO COLLEGE IS A (STUDENT-CENTERED CAMPUS DEDICATED TO PROVIDING) INNOVATIVE, CHALLENGING, AND QUALITY EDUCATIONAL OFFERINGS FOR ITS DIVERSE STUDENTS AND COMMUNITY.
- MISSION STATEMENT REVIEW: WE CAN LIVE WITH OUR CURRENT MISSION STATEMENT, BUT FEEL WE CAN EXPAND AND CONTINUE TO GROW AND PROVIDE QUALITY SERVICE TO OUR STUDENTS AND COMMUNITY.
- SHOULD INCLUDE SOMETHING ABOUT STUDENT SUCCESS
- REMOVE THE REFERENCE TO A COLLABORATIVE CENTER OF LIFELONG LEARNING
- SHOULD BE A GRAND STRATEGY SUCCINCTLY STATED
- HELP STUDENTS ACHIEVE THEIR PERSONAL, SPECIFIC EDUCATIONAL GOALS.
- PROVIDE THE PATHWAY THAT EACH STUDENT NEEDS TO ACHIEVE THEIR PERSONAL GOALS.
- LIFELONG LEARNING = CONTINUING EDUCATION???
- LIFELONG LEARNER = CAREER IN HIGHER EDUCATION WE ARE ALL LIFELONG LEARNERS
- ALWAYS INQUISITIVE
- INSTEAD OF LIFELONG LEARNING = "ONGOING, VOLUNTARY, AND SELF-MOTIVATED" PURSUIT OF KNOWLEDGE
- PASSIVE STATEMENT - STUDENT SUCCESS IS MISSING???
- RIO HONDO COLLEGE DEVELOPS.....
- NURTURE, FOSTER
- LIFELONG INTELLECTUAL GROWTH
- RIGOROUS VERSUS CHALLENGING
- INNOVATIVE ??? WHAT DOES IT MEAN TO BE INNOVATIVE? TECHNOLOGY, LEARNING STYLES
- THE FACT THAT THE STATE AND ACCREDITATION ARE PUSHING FOR US TO BE A DEGREE AND TRANSFER INSTITUTION WE QUESTION IF WE ARE STILL A LIFELONG LEARNING INSTITUTION

FOR THE COMMUNITY. THE INSTITUTIONAL GOALS 1 & 2 ARE NOW FOCUSED ON DEGREE AND TRANSFERRING AS WELL AS CAREER AND JOB PLACEMENT.

- ARE WE IN DANGER OF LOSING THE LIFELONG LEARNING AREA? BECAUSE OF BUDGET CUTS, REPEATING CLASSES IS DISCOURAGED. PE IS NOT A REQUIREMENT FOR AST DEGREE, IT IS CONSIDERED AN EXTRA UNIT AND AFFECTS THEIR FINANCIAL AID. ADD SAFETY WORDING OR **SAFE LEARNING ENVIRONMENT**.
- "RIO HONDO COLLEGE IS A COLLABORATIVE CENTER OF LIFELONG LEARNING WHICH PROVIDES INNOVATIVE AND CHALLENGING EDUCATIONAL OFFERINGS FOR ITS DIVERSE STUDENTS AND COMMUNITY IN A SAFE LEARNING ENVIRONMENT"
- MAYBE ADD: WE ARE A **REFLECTIVE, COLLABORATIVE** CENTER..... (WHICH IS SUPPOSED TO BE ONGOING AS PART OF THE ACCREDITATION PROCESS.
- MAINTAIN THE ABILITY TO OFFER LIFELONG LEARNING.
- **SAFE ENVIRONMENT**
- REFLECTIVE
- LIFELONG LEARNING APPROPRIATE?

WHAT IS RIO HONDO'S COMMITMENT TO ACHIEVING STUDENT LEARNING?

- **ACCESS:** TO PROVIDE INNOVATIVE, CHALLENGING, AND QUALITY EDUCATIONAL OFFERINGS. **SUPPORT:** TUTORING SERVICES, TECHNOLOGY, SAFETY; **ONGOING EVALUATION:** OF PROGRAMS, INSTRUCTIONS, ETC.
- RIO HONDO SUPPORTS THE ACHIEVEMENT OF STUDENT LEARNING BY PROVIDING EDUCATIONAL OPPORTUNITIES LEADING TO DEGREES AND CERTIFICATES, TRANSFER, CAREER AND LIFELONG LEARNING ADVANCE.
- **GOOD QUESTION:** DO WE USE THIS AS A GUIDING QUESTION IN ALL DECISION MAKING?
- **ONLINE COURSES** TO MEET DIVERSE LEARNING NEEDS.
- **CONTINUED GRANTS AND OPPORTUNITIES.**
- **MANDATING ASSESSMENT** FOR APPROPRIATE COURSE PLACEMENT.
- **DEVELOPING, ASSESSING, AND REFINING S.L.O.S.**
- **OFFERING STUDENT SUCCESS PROGRAMS** (E.G., **SUMMER BRIDGE, FYE, LEARNING COMMUNITIES, GATEWAY TUTORING**) TO PROVIDE SUPPORTIVE LEARNING ENVIRONMENTS.
- **ACCESSIBILITY AND PERSONAL GROWTH.**

- SUPPORT TO FACULTY TO INNOVATE.
- REMEDIATION, GROWTH, SAFETY, AND ACCESS.
- EXTRACURRICULAR LEARNING OPPORTUNITIES THROUGH STUDENT LIFE
- DEGREES ALIGNED WITH INDUSTRY NEEDS
- FACULTY UNDERGOES CONTINUING PROFESSIONAL DEVELOPMENT
- UP-TO-DATE COURSES WITH CURRENT, RELEVANT CONTENT
- OFFER ONLINE COURSES
- DEGREES, TRANSFER, CAREER PREP

WHAT ARE RIO HONDO'S EDUCATIONAL PURPOSES?

- IMPROVE SOCIETY
- ACCESS TO EDUCATION AND TRANSFER
- STUDENT SUCCESS
- QUALITY EDUCATION
- OFFER QUALITY INSTRUCTION
- OPEN ACCESS BASIC SKILLS
- PREPARE STUDENTS TO SUCCEED AT TRANSFER INSTITUTIONS
- TO OFFER INNOVATIVE, CHALLENGING AND QUALITY EDUCATIONAL OFFERINGS FOR STUDENT AND COMMUNITY
- TO PROVIDE OPPORTUNITIES FOR STUDENTS TO GAIN THE KNOWLEDGE-SKILLS REQUIRED TO MEET THEIR EDUCATIONAL GOALS
- TO PROVIDE QUALITY EDUCATION FOR ALL INDIVIDUALS ENCOURAGING TRANSFER SUCCESS
- TO PROVIDE ADEQUATE AND QUALITY STUDENT SUPPORT SERVICES.
- ASSIST STUDENTS IN MEETING THEIR EDUCATIONAL GOALS.
- PREPARE STUDENTS TO MEET THEIR CAREER GOALS WITH QUALITY PROGRAMS.
- INFORM
- PROMOTE CONTINUOUS LEARNING
- PROMOTE QUALITY INSTRUCTION

- CHALLENGE STUDENTS
- PROVIDE STUDENTS WITH RIGOROUS CURRICULUM ALLOWING FOR TRANSFER POSSIBILITIES.
- SUPPORT STUDENT'S CONTRIBUTIONS TO THE COMMUNITY.
- HELP STUDENTS REACH THEIR GOALS.

WHO ARE RIO HONDO'S INTENDED STUDENTS?

- INCOMING FRESHMEN (RECENT HIGH SCHOOL GRADS)
- VETERANS
- WORKFORCE DEVELOPMENT (ENHANCING SKILLS)
- ALREADY ACCOMPLISHED STUDENTS WHO WISH TO CONTINUE ACCELERATED LEARNING (HONORS) AS THEY PREPARE FOR TRANSFER
- RESIDENTS OF OUR SERVICE AREA (ALTHOUGH WE DO SERVE MANY OUTSIDE OF OUR SERVICE AREA)
- ETHNIC DIVERSITY
- HIGH SCHOOL DROPOUTS
- NURSING/HEALTH SERVICES STUDENTS WHO WANT TO TRANSFER TO 4-YEAR SCHOOL OR WANT NURSING DEGREE
- PUBLIC SAFETY STUDENTS
- ANYONE INTERESTED IN LEARNING
- COMMUNITY MEMBERS INTERESTED IN PERSONAL ENRICHMENT
- STUDENTS WHO WANT TO TRANSFER TO A 4-YEAR SCHOOL WITHOUT AN ASSOCIATE'S DEGREE AND/OR TRANSFER
- RETURNING STUDENTS
- CTE
- RE-ENTRY STUDENTS (CHANGING CAREERS)
- 4-YEAR UNIVERSITY STUDENTS WHO NEED COURSE CREDIT
- SINGLE PARENT MOM OR DAD (5 CHECKS)
- A WIDELY DIVERSE POPULATION INCLUSIVE OF ALL SEEKING KNOWLEDGE AND BETTERMENT (16 CHECKS)

- ANYONE WILLING TO LEARN (24 CHECKS)
- ANYONE WHO IS ALIVE (8 CHECKS)
- RESIDENTS OF RIO HONDO DISTRICT (2 CHECK)
- HIGH SCHOOL STUDENT FROM RHC FEEDER SCHOOLS (1 CHECK)
- HIGH SCHOOL STUDENTS
- CTE TRAINING IN AREAS SUCH AS AUTOMOTIVE, FIREFIGHTING, AND EMERGING FIELDS (7 CHECKS)
- “RE-ENTRY” STUDENTS WHO ARE PURSUING NEW GOALS (2 CHECKS)
- RESIDENTS WHO LIVE OUT OF DISTRICT BOUNDARIES (1 CHECK)
- STUDENTS WHO INTEND TO TRANSFER OR EARN AN AA/AS OR CERTIFICATE (2 CHECKS)
- EVERYONE (5 CHECKS) AND A CAT

WHAT ARE THE NEEDS OF RIO HONDO’S STUDENT POPULATION?

- CERTIFICATES FOR ENTRY LEVEL JOBS 14
- OPPORTUNITY TO PARTICIPATE IN STUDENT LIFE ACTIVITIES, EVENTS AND GOVERNMENT 3
- BASIC SKILLS 8
- INTERNSHIP/JOB PLACEMENT 8
- PARKING 8
- MENTAL/EMOTIONAL 6
- DEVELOPMENT OF PERSONAL; ACADEMIC HABITS, ATTITUDES THAT PROMOTE SUCCESS 13
- STUDENT NEEDS: SUPPORT TO BECOME COMPETENT STUDENTS (WORK HABITS, RESPONSIBILITY) AND ACTIVE CITIZENS 12
- COUNSELING AND TUTORING 15
- SERVICES THAT ARE PROVIDED WITH PATIENCE, WITH COMMITMENT AND THAT ALL INDIVIDUAL FOCUS, SUPPORTIVE AND MOTIVATING 6
- EDUCATIONAL SUPPORT 10
- CLASS OFFERINGS 13
- EARN A DEGREE 8

- ADVANCED TECHNOLOGY BASED EDUCATION 8
- TO ACHIEVE SUCCESSFUL CAREER, WHETHER TO TRANSFER TO HIGHER EDUCATION OR COMMIT TO A CAREER
- ENHANCE COMMUNITY WITH KNOWLEDGE AND SKILLS ATTAINED
- ACT AS A MENTOR
- KNOWLEDGE/PERSONAL GROWTH
- PERSONAL/PROFESSIONAL DEVELOPMENT, TRANSFER, DEGREE/CERTIFICATE COMPLETION

WHAT IS THE INTENDED OUTCOME FOR STUDENTS WHO ATTEND AND EXIT RIO HONDO COLLEGE?

- TO MEET THEIR EDUCATIONAL AND CAREER GOALS
- PREPARE AND COMPLETE THEIR EDUCATIONAL GOALS
- GET A JOB
- INCREASE INDIVIDUAL SELF-AWARENESS TOWARDS THE SUCCESSFUL DEGREE, TRANSFER, OR CAREER/JOB PLACEMENT
- TO BECOME CONSCIOUS OF WHO THEY ARE AND WHAT THEY WANT IN LIFE. TO GAIN THE KNOWLEDGE AND SKILLS TO MAKE DECISIONS TOWARDS THESE GOALS.
- MEET CAREER AND EDUCATIONAL GOALS 14
- BECOME A PERSONALLY AND CIVICALLY RESPONSIBLE INDIVIDUAL 2
- HAVE A PERSONAL SATISFACTION WITH ONESELF 0
- MAKE MEASURABLE PROGRESS 5
 - IN COURSE COMPETITION
 - CERTIFICATE/DEGREE/TRANSFER
- STUDENT FOR STUDENTS TO HAVE REACHED/ACCOMPLISHED THEIR GOAL- NOT NECESSARILY CERTIFICATE, DEGREE OR TRANSFER "REMEMBER COMMUNITY COLLEGE" 5
- TO TRANSFER AND ACCOMPLISH DEGREE TO ACQUIRE SUCCESSFUL CAREER 4
- THE OUTCOME IS TO EARN A DEGREE, CERTIFICATE, OR ENOUGH UNITS TO TRANSFER 3



INSTITUTIONAL RESEARCH AND PLANNING
2014-2015 PLANNING PROCESS
INSTITUTIONAL PLANNING RETREAT
APRIL 11, 2014



AGENDA

NOTES

- 8:00 **Continental Breakfast**
- 8:30 **Welcome**
- 8:45 **Opening Activities**
- Retreat Logistics
 - Round Table Discussions
- 9:30 **Institutional Planning Process Reports**
- Resource Allocation Results
 - Area Plan Results
 - Program Review Recommendations
- 10:30 **Break**
- 10:45 **Educational Master Plan**
- New Mission Statement
 - Institution-Set Standards
 - Strategic Directions
 - Master Plan Outline
- 12:15 **Working Lunch – New Table Groups**
- 12:30 **2013-2014 Assessments**
- Student Success Scorecard
 - RHC Student & Employee Climate Survey
 - Institutional Goals & Objectives
- 1:15 **2013-2014 Institutional Goals & Objectives**
- Case Study
 - Update Goals
 - Update/Create Measurable Objectives
- 2:15 **Wrap up & Retreat Evaluation**
- 2:30 **Adjournment & Refreshments**



**Rio Hondo Community College District
SPECIAL MEETING OF THE BOARD OF TRUSTEES
MINUTES – November 18, 2013, 6:30 p.m.**

- Location:** Rio Hondo College Board Room
3600 Workman Mill Road, Whittier CA 90601
- Members Present:** Ms. Madeline Shapiro, President
Ms. Vicky Santana, Vice President
Ms. Angela Acosta-Salazar, Member
Ms. Norma E. Garcia, Member
Ms. Caroline Carroll, Student Trustee (arrived 6:42)
- Members Absent:** Mr. Gary Mendez, Clerk (excused)
- Staff Members:** Ms. Teresa Dreyfuss, Superintendent/President
Dr. Kenn Pierson, Vice President, Academic Affairs
Mr. Henry Gee, Vice President, Student Services
Mr. Phil Luebben, Interim Vice President, Finance and Business
Dr. Adam Wetsman, Academic Senate President
Ms. Sandra Rivera, CSEA President
Ms. Valeria Guerrero, ASRHC President
- Ms. Sandy Sandello (Recorder)

I. CALL TO ORDER

A. Call to Order

Ms. Shapiro called the meeting to order at 6:36 p.m.

B. Pledge of Allegiance

Pledge of Allegiance led by Sergio Guzman.

C. Roll Call

Ms. Caroline Carroll arrived at 6:42 p.m.; Mr. Mendez absent (excused)

D. Open Communication for Public Comment

Dr. Wetsman addressed the Board on recent comments made at the last Board Meeting by trustee Garcia regarding the decorum at the last PFC meeting.

BOARD OF TRUSTEES: Angela Acosta-Salazar, Gary Mendez, Vicky Santana, Norma Edith Garcia, Madeline Shapiro, Caroline Carroll, Student Trustee

Ms. Sandra Rivera addressed the Board on item IIIA4., Realignment/ Reorganization – Academic Affairs and Student Services. She indicated and quoted the PFC Handbook where she believed the review process for this reorganization was not followed.

Mr. Sergio Guzman, representing himself, addressed the Board indicating that he felt the review process for the student services realignment/reorganization was followed in that the student services division had input and were in agreement on the new structure that was before the Board.

II. STUDY SESSION

- **Accreditation Standard IV Update** – Standard IV Co-Chairs, Russell Castaneda-Calleros and Dr. Vann Priest gave an update on the last Standard IV committee meeting as well as the Standard IV Leadership meeting that was recently held on November 1, 2013. Both co-chairs recognized the progress that has been made with compiling evidence related to Standard IV.
- **Board Budget Guidelines** – President Dreyfuss reviewed the proposed Board budget guidelines – General Fund with the Board. The Board changed the order of the agenda and took the following action approving the Board Budget Guidelines.

III. ACTION ITEMS

A. President's Office – Taken out of Order.

3. Board Budget Guidelines

293. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to amend and approve the fifth guideline so that the budget priorities are aligned with the mission statement of the college. The approved budget guidelines are as follows:

- *Minimum 5%*
- *Balance budget*
- *Salary and benefits may not exceed 87% of total fund expenditures*
- *Continue to contribute retiree life time medical benefits*
- *Board determines the budget priorities are aligned with the mission statement of the college.*

STUDY SESSION (CONTINUED)

- **Review and Finalize Board Calendar** – The Board reviewed and finalized the Board Calendar for 2013-14. One item that was added to the January Board Retreat was to review the survey instrument for the Board of Trustees. In addition, the new Student Trustee Orientation was added to the June schedule.
- **Review Proposed Board Evaluation Process** – Howard Kummerman discussed the proposal for the trustees' self-evaluation for 2013-14 (see attached). The document proposes an evaluation design with three components: Board questionnaire, document review, and Board reflection.

IV. ACTION ITEMS

A. President's Office

1. Board Goals 2013-14

294. It was moved by Ms. Santana, seconded by Student Trustee Carroll and carried unanimously to approve the Board Goals for 2013-14 as follows (see attached):

- *Actively participate in Accreditation Self-Evaluation (Standard IV)*
- *Ensure Professional Board Development*
- *Review & support Student Success Task Force Implementation Plan annually*
- *Review Emergency Preparedness / Crisis Management plans annually*
- *Formalize Board responsibilities*
- *Support Implementation of campus-wide training for sexual harassment, code of ethics, and emergency preparedness.*
- *Establish budget guidelines to ensure Rio Hondo Community College District's financial stability*
- *Support and participate in campus process to create a new Rio Hondo College Educational Master Plan*

2. Rio Hondo College Mission Statement

295. It was moved by Ms. Santana, seconded by Ms. Acosta-Salazar and carried unanimously to approve the new College Missions 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 associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.*

3. Board Budget Guidelines – taken out of order

4. Realignment/Reorganization – Academic Affairs and Student Services

296. It was moved by Ms. Garcia, seconded by Ms. Santana and carried unanimously to approve the realignment/reorganization of the Academic Affairs and Student Services as follows:

a. **Academic Affairs Realignment/Reorganization**

- On a permanent basis - Mike Slavich, Dean of Career and Technical Education and current Interim Dean of Business, will assume administrative supervision of the Office of Instructional Operations, which includes serving as advisor to the Curriculum Committee for compliance with Title 5 and Education Code; recording articulation updates; preparing course and program proposals for local and state review and approval; filing state reports related to instructional data; setting the class schedule production timeline; overseeing publication of the course catalog; maintaining the class maximum size list; etc.

b. Student Services Area Realignment/Reorganization

- After conducting a Student Services Program Leadership Council workshop, followed by two division-wide meetings that had thirteen (13) faculty, thirty-three (33) classified and eight (8) administrators involved, the proposal for realignment and reorganization of the Student Services Area is the collective work from the SSPLC.

The Student Services Area shall be realigned and reorganized to: 1) meet the demands of the Student Success Initiative implementation; 2) provide well-coordinated services to our students; and 3) build monitoring and tracking systems to manage new cohorts of students. (See attached organization structure of the Student Services Area)

IV. INFORMATION ITEM

1. Summary of Board Evaluation on Presidential Search Process

V. CLOSED SESSION

Ms. Shapiro recessed the meeting to Closed Session at 7:37

Pursuant to Section 54957.6:

- **CONFERENCE WITH LABOR NEGOTIATOR**
Agency Negotiator: Teresa Dreyfuss
Employee Organization: CSEA, RHCFA

VI. ADJOURNMENT

Date of next regular meeting – Wednesday, December 11, 2013, 7:00 p.m. (Annual Organization / Election of Officers)



PROPOSAL FOR RHC TRUSTEES' SELF-EVALUATION 2013-2014

Standards, goal setting, assessment, and reflection are foundational to professional and organizational development. This applies to trustees as well as to educators. Ongoing board improvement involves reflecting on information relevant to trustees' roles and responsibilities. RHC Board Policy 2745 states: "The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning." In response to this board policy, the present document proposes an evaluation design with three components: board questionnaire, document review, and Board reflection.

Board Questionnaire

Each Trustee will complete a questionnaire assessing the Board's performance over the past year. The Institutional Research and Planning (IRP) office will develop a set of questions based on principles from ACCJC Standard IV (Leadership and Governance), the Community College League of California's *Trustee Handbook*, and RHC Board Policy section 2 (Board of Trustees).

The questions will include both Likert-type items (e.g., Strongly Agree to Strongly Disagree) and open-ended items. The Likert-type items will allow Trustees to offer ratings in an efficient manner that can be summarized numerically. The open-ended items provide an opportunity for Trustees to express their specific thoughts and perceptions. The questionnaire will be administered through a secure survey website. All responses will be confidential and not connected to any individual Trustee. IRP staff will provide a user-friendly summary of all ratings and responses.

Document Review

The Trustees are in the process of approving a set of goals for the 2013-2014 academic year. This component of the evaluation process will address the progress made toward accomplishing those goals. IRP staff members will review Board meeting minutes and other public documents to gather evidence of the work completed for each goal. The report of this review will summarize the progress on a goal-by-goal basis.

Board Reflection

Results of the board questionnaire and document review components provide important information for Trustees to consider when evaluating their development and effectiveness as a board. The third component of this evaluation process is an opportunity for the Trustees to reflect on these results and consider possibilities for ongoing improvement. The Dean of Institutional Research and Planning will meet with the Trustees to facilitate a conversation of reflection on their processes and accomplishments as a board. After a brief presentation of results from the board questionnaire and document review, the Dean will offer a series of open-ended questions to foster dialogue among Trustees.

Timeline

Holding the reflection session during a June 2014 retreat will support the Board in setting priorities for the 2014-2015 academic year. IRP will review documents and administer the survey during May, and have summaries ready by early June.

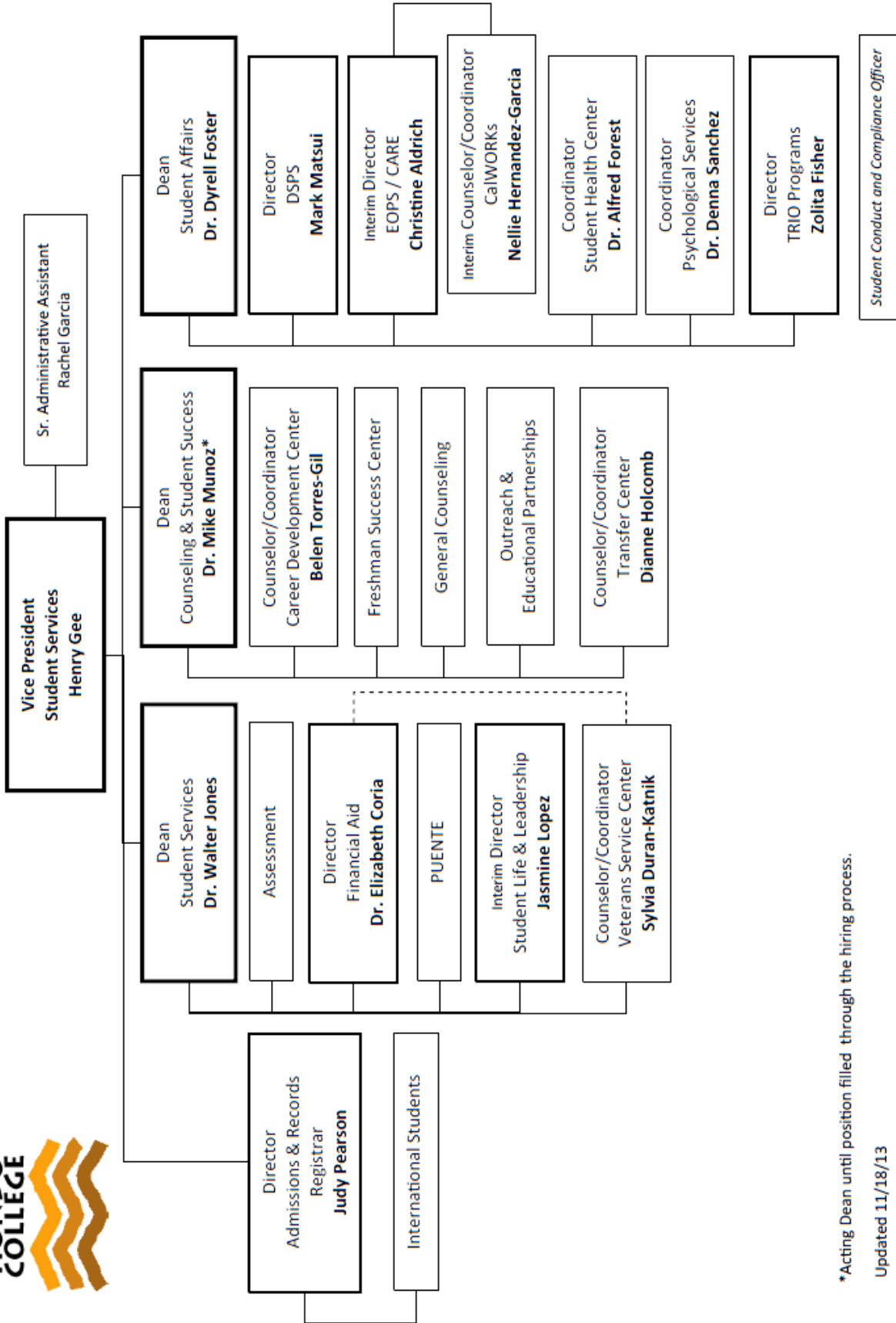


2013-2014 *Board of Trustee Goals*

- I. Actively participate in Accreditation Self-Evaluation (Standard IV).
 - A. Develop Board roles and responsibilities including Student Trustee.
 - B. Develop Board President roles and responsibilities.
 - C. Review Ethics policy.
 - D. Review protocol and put into practice strategies for the Board to work together as a unit.
 - E. Review the governance process in Standard IV Leadership and Governance - Section A. Decision Making Roles and Processes.
- II. Ensure Professional Board Development.
 - A. Establish areas of Board expertise and support with development.
 - B. Assure representation by Board at conferences.
 1. Share conference experience at Board meetings.
 - C. Support individual development in addition to conferences.
 - D. Strive to complete Community College League course in two years on how to be an effective trustee.
- III. Review & support Student Success Task Force implementation plan annually.
- IV. Review Emergency Preparedness / Crisis Management plans annually.
- V. Formalize Board responsibilities.
 - A. Review and implement Presidential evaluation process.
 - B. Assure Board participation at on-campus activities.
 - C. Review CCLC Trustee Handbook annually.
- VI. Support implementation of campus-wide training for sexual harassment, code of ethics, and emergency preparedness.
- VII. Establish budget guidelines to ensure Rio Hondo Community College District financial stability.
- VIII. Support and participate in campus process to create new Rio Hondo College Educational Master Plan.



Rio Hondo College Student Services Division



*Acting Dean until position filled through the hiring process.
Updated 11/18/13



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 associate degrees, certificates, transfer, career and technical pathways, basic skills proficiency, and lifelong learning.