

# NORCO ACADEMIC SENATE REPORT

## Fall 2017

### COMMITTEE STATEMENT OF PURPOSE

#### Norco Academic Senate Mission:

The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code B. The Academic Senate shall concern itself with making recommendations to the College President and the District Chancellor and the District Academic Senate, and the College Vice President for Academic Affairs with respect to policy development and the implementation of matters in the following areas:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles
7. faculty roles and involvements in accreditation processes, including self-study and annual reports
8. policies for faculty professional development activities
9. processes for program review
10. processes for institutional planning and budget development
- +1. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

#### NAS PURPOSE:

The purposes of the Academic Senate shall be (1) to participate in the formation of policies and procedures in academic and professional matters; (2) to coordinate communication from the Riverside Community College District Academic Senate and the Academic Senates of the Moreno Valley, and Riverside City Colleges; and (3) to facilitate communication between the administration, faculty, students, and the Board of Trustees in all matters relating to community college education.

### SUMMARY OF SENATE ACTIVITY Fall 2017:

#### *Information items:*

- President Reece updated the senate regarding the creation of a second access road onto campus.
- NAC Chair, Dr Burnett, informed the senate of a new matrix for scheduling course and program assessments on a six year cycle with the use of TracDat (Improve).
- Arezoo Marashu and Albert Jimenez informed faculty regarding the opportunity to participate in an SI training conference at Mt. San Jacinto College.
- Assoc. Vice-Chancellor, Information Technology & Learning Systems Chris Blackmore updated the NAS on our enterprise resource platform (ERP) Colleague and the district's efforts to change to a new ERP.
- Dean of Admissions and Records, Mark DeAsis and JFK Middle College H.S. Principal Petria Gonzales presented to the senate the successes obtained after 2 years of providing on-site services at JFK Middle College H.S.
- ISPC Faculty Co-Chair, Melissa Bader presented the timeline for the completion of the new 2018-2023 Strategic Plan.
- Placed into the agenda a permanent item within Administrative Reports for the College President to provide the senate with updates at every meeting.

*Discussion items:*

- Reviewed the proper use of the recommended syllabi shells and clarified what is required and what is recommended for use.
- Discussed the need to request more instructional support for faculty and for better communication regarding matters that impact instruction.
- The Dreamers' Club Advisors and President discussed the senate's support in the creation of a Diversity Center at Norco College.
- Dr. Mustain, Dean of Community Partnerships and Workforce Development discussed with senators the opportunity to offer community education courses at Norco College.
- Dr Parks would presented and received feedback from the Senate regarding the cohorts we would like to start in the Fall 2018 Semester in the Next Phase program.
- Discussed feedback for the District Budget Advisory Committee (DBAC) regarding the updated BP/AP 6307. The Debt Issuance and management policy is critical and must be in place before the next bond issuance or refund.

*Action items:*

- Approved Quinton Bemiller as ASCCC Guided Pathways Liaison.
- Selected Barbara Moore to be the senate representative on the Academic Affairs Prioritization Subcommittee.
- Approved the International Baccalaureate (IB) Equivalency chart to award units toward RCCD GE in designated areas in red. In the past the district has awarded IB higher level credits towards CSU GE and IGETC as approved by the CSU and UC systems.
- Approved Kris Anderson (Accreditation faculty co-chair) to serve on ISPC to ensure the proper number of faculty on ISPC, since the Chair of Chairs and the ISPC faculty co-chair is the same person.
- Forwarded to the district Norco College's intention to increase the number of units accepted for military credit.
- Norco College Academic Senate selected the Five-to-Thrive presentation at the November 21, 2017 BoT regular meeting. The joint project between Loma Linda University and the NC STEM/Engineering clubs gave an outstanding presentation regarding the creation of a prosthetic hand using a 3D printer.
- Approved the SSSP/SE/BSI Integrated Plan Goals and Activities.
- ISPC and COTW voted to make Norco College a smoke-free campus, therefore the senate updated the Administrative Policy (AP3570) currently in place. It is currently at the district's legal office for review.
- Approved the Norco College Style Guide.
- Approved the CCC Guided Pathways Self-Assessment Report.
- Approved the concept for implementing year-round registration for students.
- Approved the Full Stack Web Development program outline of record.
- Approved the Chair of Chair duties.

The NAS sponsored an All-Faculty meeting to discuss the photonics center proposal. Discussions were fruitful and addressed faculty concerns and the need to distribute information in a more timely fashion. Therefore a FAQ regarding the photonics proposal was created and a Senate Brief is being sent out bi-weekly.

**STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:**

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. This report will only mention goals and objectives that were addressed this semester and reported out by committee chairs (missing DE Committee).

## **Goal 2: Improve the Quality of Student Life**

### **Objective 1: (Professional Development Committee) Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).**

- FLEX Days Fall 2017 focused on instruction and faculty related needs
  - Day 1: Growth Mindset Guest Speaker, Distance Education Best Practices, Faculty Advisement, Canvas Training, Working with Millennials and Gen Z, Teaching DRC Students.
  - Day 2: Student Life and CARE Network Panel, Study Skills Instruction, Active Learning Strategies, What the LRC has to offer, meetings within Schools (formerly meta-majors).
  - Day 3: State of the College and Administration, Rolling out the Completion Initiative, Discipline Meetings.
  - Fall Flex Feedback: After each Flex presentation, attendees completed a survey to provide feedback about the content and usefulness of the presentation. Overall, attendees were very satisfied with the talks that they attended. The Growth Mindset speak was especially well-received, and attendees were pleased that they were given concrete ways to communicate growth mindset to their students.
- New Faculty Retreat Planning
  - A price quote for the New Faculty Retreat is pending approval from Vice President of Academic Affairs, Dr. Lee.
  - If approved, the retreat will take place at Lake Arrowhead Resort in January and meeting/discussion topics would relate to equity, instruction, and building a culture of community.
- New Faculty Orientation and First Friday Meetings
  - At Orientation, new faculty met with or visited:
    - President Reece and Vice Presidents
    - Deans of Instruction, Student Life, and Technology and Learning Resources
    - Senate President & CTA Representatives
    - LRC, Library, Campus Police, DRC, CRC, and bookstore
    - All IDSs
    - Key and key card pickup
  - First Friday Meetings are ongoing training/mentoring of new faculty to assist in their transition to Norco College. This semester's activities include:
    - September: Norco College history, strategic planning, and acronym Bingo with Melissa Bader; professional goals and preparing for I of I.
    - October: Assessment training with Dr. Sarah Burnett; evaluating part-time instructors.
    - November: Equity, teaching a diverse classroom, and avoiding burnout.
    - December: Learning Communities, DRC, campus resources and role-playing scenarios when students need referrals with Kimberly Bell.
- FLEX Days Spring 2018 planning is in progress. The primary theme is "Working with Special Populations."
  - Tentative topics: Teaching Men of Color/Microaggressions, DACA Students, Veterans, Canvas Training, and Hire Me! Workshop for Part-time Faculty.

## **Goal 5: Strengthen Student Learning**

### **Objective 2: (Norco Assessment Committee) Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.**

- Ongoing trainings on the use of TracDat (Improve) and methods of assessment
- Feedback on Annual Program Review and the Key Indicator Analysis
- Re-sharing of documents regarding ways to assess at the SLO and PLO level
- Collaborate with TLC to identify professional development needs of all faculty

**Objective 3: (Norco Assessment Committee) Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.**

- Enact emergency assessment plan to ensure as many programs as possible are assessed fall 2016
- Plan to have all disciplines generate a 2 year plan of assessment in fall 2017 in preparation for reaccreditation in 2020
- Revise the college cycle of assessment matrix to avoid unnecessary overlap of assessment for multiple disciplines e.g., math, Anth, Psych end up doing a lot of assessment due to their involvement in multiple AOE, English is always involved in either ADT, AOE, or GE assessment.

**Objective 4: (Norco Assessment Committee) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.**

- Meet with new DE chair to collaborate on this goal especially with the move to Canvas

**Objective 5: (Professional Development Committee) Increase the number of faculty development workshops focusing on pedagogy each academic year.**

- FLEX Days Fall 2017 focused on instruction and faculty related needs
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**Goal 7: Strengthen our Commitment to our Employees**

**Objective 1: (Professional Development Committee) Provide professional development activities for all employees.**

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**Objective 4: (Library Advisory Committee) Increase participation in events and celebrations related to inclusiveness.**

- The Dean of Technology and Learning Resources sends numerous email blasts to the college community about the Read 2 Succeed, Poetry Performance, & Celebrate Books and Libraries events each semester. He also distributes flyers both in person and via mailboxes and makes announcements at meetings to spread the word about these important library events. In addition, copies of our Read 2 Succeed book are distributed to faculty, staff and students so they can more fully participate in the activities of the college-wide read. The fall Read 2 Succeed book is Slavery by Another Name by Douglas Blackmon, and is a partnership with our Umoja students. The author will be coming to campus to speak on November 16, 2017. The spring 2018 Read 2 Succeed book will be The Lonely Soldier by Helen Benedict and will be a partnership with our student Veterans. The author will be speaking on campus on May 24, 2018. This semester, the Library Partners advocacy group that provides members the opportunity to increase participation in events and celebrations was promoted through the distribution of brochures and a Norco-all e-mail blast.

**ACTION PLANS**

The senate will continue to work diligently to fulfill its mission and purpose.

**HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?**

The NAS provides the curriculum, programs, certificates, and degrees for students to accomplish their academic goals.

## **CHANGES**

We will have a new Assessment Coordinator and Library Advisor Committee Chair in the Spring. We are in need of a DE Committee Chair. Marie Hicks was selected as the new Part-Time Representative Senator and will begin her duties in the spring. The CTA signed a new MOU to grant part-time senators a 0.1 reassign time for their service.

## **ASSISTANCE NEEDED FROM ISPC:**

- Strategic planning goals and objectives map to committees should be reviewed and revised. For example, the Curriculum Committee has been assigned 4 Strategic goals/objectives it feels it is not responsible for.

## **2016-2017 NAS VOTING MEMBERS:**

Peggy Campo – Senate President  
Jim Thomas – Senate Vice President  
Kim Kamerin-Senate Secretary/Treasurer  
Quinton Bemiller – Arts, Humanities and World Languages Dept. Senator  
Judy Perry – Business, Engineering, and Information Technology Dept. Senator  
Rex Beck- Business, Engineering, and Information Technology Dept. Alternate  
David Mills – Communications Dept. Senator  
Mark Lewis– Communications Dept. Alternate  
Barbara Moore – Math and Kinesiology Dept. Senator  
Virgil Lee- Math and Kinesiology Dept. Alternate  
Kimberly Bell – Social and Behavior Science Dept. Senator  
David Payan- Social and Behavior Science Dept. Alternate  
Bob Prior- Math Dept. Senator  
Elysa Chung- Math Dept. Alternate  
Cameron Young – Part-time Faculty Representative

## **SENATE REPORTS**

Maria Barragan – ASNC Representative/Student Liaison  
Melissa Bader – Academic Planning Council Chair  
Sarah Burnett – Assessment Committee Chair-Assessment Coordinator  
Brian Johnson – Curriculum Committee Co-Chair  
VACANT –Distance Education Committee Chair  
Nikki Capps– Library Advisory Committee Chair  
Kara Zamiska and Tim Russell – Profession Development Committee Co-Chair  
Alexis Gray – Program Review Committee Co-Chair  
Quinton Bemiller –Teaching and Learning Committee Chair  
Celia Brockenbrough – District PG & SL Committee  
Gail Zwart –CTE Liaison  
Cameron Young – FA/CTA

December 8, 2017