

# NORCO COLLEGE

## Academic Planning Chairs

March 11, 2022

8:30am - 11:00am

[Zoom](#)

### Present Committee Members (15)

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences  
Peter Boelman-Lopez, Social & Behavioral Sciences Department  
Araceli Covarrubias, Arts, Humanities & World Languages  
James Finley, Business, Engineering, & Information Technology Department  
Teresa Friedrich Finnern, Science & Kinesiology Department  
Alexis Gray, Social & Behavioral Sciences Department  
Kim Kamerin, Arts, Humanities & World Languages Department  
Farshid Mirzaei, Business, Engineering & Information Technology Department  
John Moore, Social & Behavioral Sciences Department  
Jeff Mulari, Mathematics Department  
Ana-Marie Olaerts, Communications Department  
Jason Parks, Schools of Business & Management and STEM  
Dan Reade, Communications Department  
Suzanne Witmer, Science & Kinesiology Department  
Patty Worsham, Business, Engineering, & Information Technology Department

**Absent:** Jody Tyler, Science & Kinesiology Department  
Steff Warsinski, Mathematics Department

**Visiting:** Samuel Lee, Juan Alvarez, Katrina Pantig, Carlos Vasquez

### 1. Call to Order

- 1.1 Approval of Agenda with changes M/K. Kamerin, S/J. Moore, approved unanimously
- 1.2 Approval of Minutes (12/03/2021) M/P. Worsham, S/K. Kamerin, approved unanimously
- 1.3 Motion to strike #5 APC charter from Agenda – M/J. Finley/K. Kamerin, approved unanimously
- 1.4 Add discussion item - Counseling Dept. - D. Reade/J. Moore, approved unanimously

### 2. Action Items

- 2.1 New Faculty prioritization process (First Read)  
Requesting:
  - 1) put in program review
  - 2) Data narrative, requesting data analyzed by department and out to chairs in advance
  - 3) faculty ranking meeting/5-minute Q & A.

- One or two flex sessions for Faculty to be aware of the process/standard dashboard? Parks to make discussed changes and email.

### 3. Standing Committee & Dean Reports

#### 3.1 Academic Senate (see attached)

- Ally scores/Sarah Burnett - Distance Education. 80% score back in May; how is that score determined? Who has access? P. Boelman to bring up concern to CTA

#### 3.2 ISPC- No Longer/Now College Council

#### 3.3 District Enrollment Management

- will use 5-year averages for fall 22/23 targets.
- 3% increase each year for non-credit.
- Discussion of mix/mode (Hybrid 60/40 guide) of fall schedule; what will meet student demand. De-couple summer/fall enrollments?
- Summer schedule questions - Filling FTF and online. District is planning to possibly remove the mask/booster mandate to “recommended” (22FALI). Need to stay aligned w/district.

#### 3.4 Program Review Committee - Update posted on program review site.

#### 3.5 CTA

- Etrieve, some faculty getting paid months out. District trying to make process easier.
- Board of trustees reconsidering booster/mask mandate.
- 24-hour flex requirement/8hours need to be devoted to equity.
- I of I forms being updated by District.

#### 3.6 Dean’s Report(s)

##### (Parks)

- New Juneteeth holiday.
- Partnership with Analytical Chemistry at La Sierra University.
- AB705 final steps/Math 35 on summer schedule.
- Ashley Etchison Permanent CTE Dean
- Melissa Olivieri Permanent IDS.

##### (Bemiller)

- Program review requests being fulfilled.
- PSY screening in progress.
- ART SOC COM just closed, ETS and ENG are in approval process; to be announced soon.

##### (Alvarez)

- 150 laptops distributed at CRC.
- Back FTF 3/14. 8-week summer sessions.
- Minimum dual enrollment for 22SUM.
- Students following Norco Schedule not HS.

#### **4. Discussion Items**

- 4.1 Summer/Fall Scheduling
  - Currently in progress
- 4.2 Pathmaker
  - advancing forward. IDS's being trained. Not 100% ready, looking at 23WIN.
- 4.3 Simple Syllabus (Dr. Lee)
  - Standard syllabus to be updated to cover info for FTF/online information. Revisit in April for a task force.
- 4.4 Revised Program Process
  - Draft; look over and come back in April to finalize w/revisions.
- 4.5 Counseling Department
  - Approved for stand-alone Department. APC supports decision.

#### **5. Information Items**

- 5.1 HOTEPE Presentation
  - Katrina Pantig, presented key findings from equity audit and policies at Norco.
  - Katrina @hotepeconsultants.com/ Equity mindedness and diversity within an institution. S.E.T Framework.
  - Key findings - Focus on Equity and social justice, Improving student community and connection.
  - Equity workshops, Umoja, Puente and CalWORKs are all working and making a difference.
  - Areas of growth opportunity: Communication to students. Looking for more feedback and ways to engaging for students?
- 5.2 Brown Act & Remote Meetings
  - will meetings remain remote? Need to maintain consistency with Academic Senate.
  - Members to meet in person/non-members can continue remote/Hyflex (effective April 1<sup>st</sup>)
- 5.3 May Retreat
  - Faculty/Chair retreat, May 4<sup>th</sup>-6<sup>th</sup> - Temecula Winery
- 5.4 APC Charter
  - finished and discussed 12/21
- 5.5 EMP Goals
  - Dr. Fleming coordinating/assigning specific people for the task force.

#### **6. Good of The Order - (10:59am)**

**Next meeting**  
**April 8, 2022**  
**8:30AM - 11:00AM**

### Academic Senate Meeting 3/7/22

**1:40 PM IV. CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative; Peter Boelman, Norco College Faculty Association Vice President)

1. The Etrive system where associate faculty report their professional development activities. Lots of emails from associate faculty regarding how long it takes for them to get paid after entering their request to be paid for their. If Associate faculty have issues refer them to Diana Campazona.
2. Email sent out last Friday regarding the equity flex requirement. There's still some problems to work out on how to keep an accounting system regarding equity flex and non-equity flex. Part of the problem is a reporting issue and the other part of the problem is the lack of universality of what constitutes equity related FLEX.

**1:45 PM V. Discussion Item: Ally Score Issues** (Sarah Burnett, Co-Chair of the Norco College Distance Education Committee)

The Senate will discuss some issues regarding Ally scores in Canvas shells.

Sarah: The ally score issue. 2 things that are concerning: 1) March 2020 we were introduced to Ally. A random score was chosen (80%). Sarah has access to a dashboard which indicates everyone's score. Having this information is not appropriate for Sarah and she feels it isn't appropriate for her to be asked to reach out to individual faculty whose scores are below 80%. Not faculty's purview. District DE meeting has had conversation about this and concern about putting this in writing. 2) Sarah has access to fill rates for every faculty member. We need to be aware of what power and what people have access to- these are Dean issues and belong in their purview not faculty's purview.

Kim: the letter of the law is all about effort and not a score and this is part of the struggle and conflict with being given an arbitrary score to adhere to.

Lots of discussion on this issue. Virgil is going to take this to district senate and ask that we involve the union and get a side-letter on this. Would not want this data weaponized against a faculty outside of their lol.

**1:55 PM VI. Discussion Item: Presentation of Action Plan Framework** (Starlene Justice, Co-Chair of TLC, and Dana White, Co-Chair of FPDC)

The Action Plan Framework that was put together by the District Call to Action Professional Development Workgroup will be presented and discussed.

Star and Dana: Looking for feedback on this action plan from Senate. This workgroup was formed in the fall of 2020 after the George Floyd killing. Several workgroups formed and this one was formed on cultural competency and equity mindedness.

Question: this onboarding applies to new faculty but what about current faculty- how do we get this training to them.

**2:05 PM VII. Action Item: Drafts of the Adult Education, Noncredit, and RCCD: Status, Outlook, and Planning for 2022- 2027 and Noncredit Planning Timeline (VLee) (second read)**

Follow up from Dr. Mill's and Associate Vice Chancellor Zhai's presentation in the last Senate meeting about the draft of the RCCD noncredit strategic plan (2022-2027) and noncredit planning timeline. The Senate is now being asked for comments/suggested changes to these documents. It is anticipated that approval of these documents will be sought at the March 21, 2022, meeting of the Academic Senate.

This group is asking us for feedback on these documents (presented at the last Senate meeting). Documents linked here. If there are any comments on these documents, Virgil will take them back to the district.

Kim Bell: Curious to know why the disability is not a part of this plan. Virgil will ask.

**2:10 PM VIII. Action Item: Consideration of the [APC Charter](#)** (Patty Worsham, Chair of APC) (*second read*)

APC is asking the Senate to approve the charter document the committee created and approved. Approved with some typo revisions. Final copy sent to Kevin Fleming for posting on the college's website.

**2:15 PM IX. Action Item: Reorganizing the Counseling Discipline Into the Counseling Department** (John Moore, Co- Chair of the Social and Behavioral Sciences Department, and Kimberly Bell, DRC Counselor and Academic Senate Vice President.

The Counseling discipline at Norco College is seeking approval to become its own Department and will give a presentation on the current status of the Counseling discipline.

Presentation given by John Moore deliniating the services provided by counseling and the volume of students they work with. Great working relationship with their department but need to be seen as not part of one School or Academic Department, but all. Counseling has one of the largest adjunct faculty pools (227) and one of the most active full-time faculty groups which creates a bit of scheduling issue. More leadership is needed. Consistency in working on building up Counseling. Better representation of Associate Counseling Faculty who oversee key campus programs (i.e. JFK, MOC CRC, etc). Guidance continues to expand due to Dual Enrollment, CRC, and anticipate future increased emphasis on Career focus (GP).

**2:30 PM X. Action Item: Overview of [Norco College's Guided Pathways Scale of Adoption Assessment \(SOAA\)](#)** (Melissa Bader, Academic Senate Guided Pathways Liaison, and Tenisha James, Dean of Student Services) Guided Pathways representatives will present Norco College's Guided Pathways Scale of Adoption Assessment (SOAA) for approval. This assessment tool captures the scaling efforts of our Guided Pathways implementation of Norco College across the four pillars.

Melissa gave this presentation (link here in slides). Senate signed off on this.

**2:50 PM XII. College Reports**

1. A. Associated Students Senator of Finance (Aneesa Kashif). Discussed the analytics of the app. Around 25 people are opening the app every day. 8-12 students will be receiving the Student of Distinction scholarship.
2. B. President (Monica Green). Just returned from a state-wide symposium. Discussed barriers in our system, cyber attacks but will share with our next Senate report.
3. C. Vice President of Academic Affairs (Sam Lee). No report.

**2:55 PM XIII. Standing Committees & Liaisons Reports**

1. A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC. Collectively- no reports.

2. B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL. CSEA appointed to representatives to the facilities committee.

**3:05 PM XIV. Discussion Item: Rising Nine Faculty Fellowship** (Kimberly Bell, Academic Senate Vice President, and Monica Green, President of Norco College)

The Rising Nine Faculty Fellowship program (an organization whose goal is to increase the number of faculty of color in the region) will be discussed. The College will consider supporting this program if one or two faculty members are willing to serve as faculty mentors.

**3:15 PM XV. Discussion Item: Patriot Front Stickers That Were Placed on Faculty Doors** (Lisa Nelson, Senate Member) Stickers from the Patriot Front (a nationalist, white supremacist organization) were recently left on a faculty member's door, which will be discussed by the Senate.

Lisa Nelson led this discussion. It wasn't just random stickers found on campus but rather this was an attempt to silence inclusive speech on campus by this neo-nazi group. They are actively recruiting students. So while we're seeing stickers on campus this is probably the tip of what we're seeing with students on campus and we're clearly being targeted by Patriot Front. Courtney has an outside door and this is what she found on her. Doesn't feel safe on campus at Norco. The college has been very responsive and supportive but she still feels unsafe. This is upsetting. Just a general email was sent out. Faculty with secluded offices should have been contacted. All faculty with vulnerable office locations should be reached out to and made to feel safe. Lots of discussion on this. There are spaces on campus that are isolating and not safe. This is not a condemnation of administration. It is illegal to post these stickers- they are not authorized and violate our board policy. Ask that a message be sent out to the college community sharing details and safety efforts. Request for a flyer on how you ask for an escort to your car. Just a reminder- a sort of if you see something say something. We all need a reminder and who we can contact. As we return to campus these are our procedures, etc...

#### Academic Senate Meeting 2/28/22

**1:35 PM III. CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative; Peter Boelman, Norco College Faculty Association Vice President).

Union minutes from last week it was mentioned that there were stickers found around campus from a radical right wing organization. They were found 1/31. Police were notified, stickers removed. Sick leave- they are working to get faculty an accumulated sick leave on 1/31 pay check. This didn't happen and they are still working on this by sometime in April. The governor has signed an extended COVID leave. There was training last Friday on the contract. This session was recorded and should be available this week.

**1:40 PM IV. Discussion Item: Drafts of the [Adult Education, Noncredit, and RCCD: Status, Outlook, and Planning for 2022-2027](#) and [Noncredit Planning Timeline](#)** (Susan Mills, former Vice Chancellor of Educational Services of RCCD and Lijuan Zhai, Associate Vice Chancellor, Educational Services and Institutional Effectiveness of RCCD)

Dr. Mills and Associate Vice Chancellor Zhai will present a draft of the RCCD noncredit strategic plan (2022-2027) for the Senate's review and discussion.

Presentation given on the status of non-credit. Fall 2019 a non-credit workgroup was formed (3 colleges and district office). Non-credit is a part of adult ed. A scan was done to look at different groups and sub-regions of our regions. Percentage analysis. Gap analysis (see attached document).

**2:05 PM VII. Action Item: Approval of CTE Faculty Appointments to the IETTC Visioning Group** (V. Lee and Monica Green, Norco College President)

During the Winter break, Virgil appointed Sigrid Williams and Patty Worsham to the IETTC Visioning Group at the request of President Green. The Senate is now being asked to approve these appointments.

Voted and approved.

**2:10 PM VIII. Action Item: Approval of Dominique Hitchcock as the NC Senate Representative to the RCCD Diversity, Equity, and Inclusion Committee** (V. Lee)

During the Winter break, Virgil appointed Dominique Hitchcock as the Senate's representative on the District's Diversity, Equity, and Inclusion Committee. The Senate is now being asked to approve this appointment.

**2:15 PM IX. Action Item: Consideration of the APC Charter** (Patty Worsham, Chair of APC) *(first read)*

APC is asking the Senate to approve the charter document the committee created and approved. First read presented. No issues. Will come back next week for second read and vote. Virgil reminded groups to remember to include equity section.

**2:20 PM X. Action Item: Selection of Norco College's Next Five to Thrive Presentation Topic** (V. Lee) *(first read)* Norco College is [scheduled](#) to give its next *Five to Thrive* presentation to the RCCD Board of Trustees on April 19, 2022, and a topic/presenter needs to be selected.

Seeing a lot of grant opportunities in the area of apprenticeships. We can build something unique and big for our college here.

**2:25 PM XI. Action Item: Extension of Charter Due-Date Deadline for Senate Subcommittees** (V. Lee)

Some Senate committee Co-Chairs have reported that their committees will have difficulty submitting their charters to the Senate by the March 21, 2022. Thus, the Senate will consider extending this deadline.

Propose that extend the charter deadline to April 4. Approved.

**2:30 PM XII. Officer Reports**

1. A. Secretary/Treasurer (Kim Kamerin) No report
2. B. Vice-President (Kimberly Bell) A call for nominations for commencement speaker for 2021-2022. Thank you everyone who sent forward candidates. 4 candidates accepted nomination and a call for vote will be going out soon.
3. C. President (Virgil Lee) a. [Clarification on the Legality of Virtual Meetings in Spring for the Senate and Its Subcommittees](#). All voting members of the committee have to be in the same room- per the Brown Act. And that room is open to the public. But could use the Owl so that people can view the meeting from the outside.

After March 31 we will be back to in person meetings. We will no longer be able to do any votes online. Question- what about those who have accommodations?

Also, a Senate subcommittee cannot do a vote outside of the

committee. Administrative and faculty co-chairs must be approved by the Senate.

Next Senate meeting next week.

4. b. Dominique Hitchcock [Nomination Letter](#) for the *Regina Stanback- Stroud Diversity Award* .

### **2:40 PM XIII. College Reports**

1. A. President of the Associated Students (Gerlene Ariel Aquino). Aneesa will be sitting in for Gerlene for the rest of the semester. 4 new members appointed to ASNC. Looking at hosting a Student Services fair with an In-N-Out truck. Held to student activities this past month.
2. B. College President (Monica Green). Spring enrollment- at one point we hit 70% of our target. As of this morning we are at 68% of our target. Some issues with late enrollment and booster requirement. 2024/2025 will be an issue with funding and we will be held responsible for this but this is the first time in 30 years that we've seen a decline in enrollment. We know we're not alone but we're in a growing service region.
3. C. Vice President of Academic Affairs (Sam Lee) ACA conference and was in a session asking how many have had significant loss due to COVID. Santa Ana college not impacted because they're paying students \$50 / unit to attend school. Not sustainable but building back enrollment is top of the list. What we believe might be following student demand is a 60/40 split. 60% F2F and 60% OL.

Happy to see 20 faculty have signed up to complete OER in their courses and will receive a stipend for participating in this focus group (thank you Dr. Burnett) Training faculty on how best to use OER.

Right now we're 42% F2F. Question is why do we think students will want 60% F2F in the fall if they're 42% right now. Lots of discussion ensued. PT faculty hurt by this. Ratios driven by district.

### **2:50 PM XIV. Standing Committees & Liaisons Reports**

1. A. Academic Senate Standing Committees: APC: no report, haven't met yet, Assessment, Curriculum, DE and TLC are going to put together a hyflex handbook, FPDC: some faculty have emailed Dana concerned about approved FLEX activities. Any ideas on FLEX activities to Dana. Sometimes it feels like there's not a lot of participation on committees so please engage, LGBTQ+:working on charter, Library/LRC: will convene next Tuesday. No report. Program Review, TLC
2. B. Academic Senate Liaisons: Accreditation, CSEA (see minutes), CTE, DBAC, DEMC, Guided Pathways, Prison Education Program, Equity, OER, PGSL

### **3:00 PM XV. Discussion Item: Recent Changes In Network Security** (Susan Ma, Director of IT, Infrastructure, & Systems; Michael Collins, Vice President of Business Services)

District IT team leaders will give a [presentation](#) about recent changes to network security, the impact of multi-factor authentication, and answer any questions that the Academic Senate has on the transition and implementation of a higher level of network security.

Presentation given. See link.

### **3:15 PM XVI. Discussion Item: Ally Score Issues** (Sarah Burnett, Co-Chair of the Norco College Distance Education Committee)

The Senate will discuss some issues regarding Ally scores in Canvas shells.

## Academic Council Meeting 2/24/22

**3.1 Review of AC Charges and EMP Objectives.** Worked though list and identified points of contact for collecting data. Patty will email POC's. Ashley will setup SharePoint for POC's to post their findings. Whatever we produce meets inclusive and equity concerns within the college.

**3.2 Call for workgroup members to explore potential baccalaureate degree .** Dr. Lee indicates an opportunity in the area of Game Industries and E-sports Studies as a possibility. Would like to form a workgroup under the AC that would research and recommend next steps and options for this degree. Ashley Etchison and Sigrid Williams will head up this group. Also will reach out to James Finely, Andy Robles and Jessiah Ruiz. Ashley will reach out.

### 4.1 Reports

- Academic Senate - no report (haven't met yet)
- Academic Planning Chairs - no report (haven't met yet)
- Office of Instruction - no report (DOIs are at a conference).
- CTE, Apprenticeship, Noncredit: Perkins is coming to a close and almost fully expended. Strong Workforce money is being utilized, updating labs and updating CTE programs. Just received \$500K apprenticeship grant for creating a pathway with high schools to college. Paula Berra has joined the team as the Employment Placement Coordinator. Working on getting the word out on non-credit. Getting a lot of interest from employers in in sending their employees to taking this programs. CADENCE is being managed by Adam Martin.
- Distance Education: First meeting yesterday. Have some concerns is getting a recertification course finalized. Had meetings in the fall and taking a while to get it finalized. DE chairs across the district are unified as to what they would like to see for this recertification. Looking to see how we can make Hyflex work for faculty and will take this to Senate on Monday. Norco's Ally score across the district is around 90%. Tasked with reaching out to faculty who's score is under 80%. Not sure who the appropriate person is for contacting faculty and there needs to be a Board Policy as to what the expected ally score should be. Will take this to Senate for support/guidance.
- ZCT/OER: Damon- we are hiring a new librarian position to help with this. These have now been absorbed into the course materials affordability committee. Running a trial training from the OER basics. Have 16 people who are going to go through it. It's up and running. By the end of the semester it will be up and running for the fall semester FLEX credit.
- Education Partnerships, Dual enrollment, Prison Education: No report
- Library LRC: wonderful to see good number of students back in the LRC and library. It's really encouraging seeing them there. Thank you to ASNC because they have really partnered with the library and LRC. Tall study tables coming in next week and will have a new study area in the library next week. ASNC is also funding the textbook loan program. Many students have been taking advantage of that. ASNC is also funding snacks.

### 5. Good of the Order:

-Rochelle: Club Rush is March 15 and 16 from 11:00AM - 1:30PM. Will have a BBQ and it will open to faculty, staff and students.

-Sarah: At what point do we have conversation about kind of college we want to be and how we schedule our course offerings. As the AC we may want to be the ones leading this conversation. At some point we should think about identifying our identity and who we want to be on the other side of COVID. How do we balance our F2F with our OL that best supports the needs of our students. Suggested that Senate take on this discussion as a way of including everyone