

MINUTES
Norco Academic Senate (Special Meeting) Minutes
October 31, 2016
1:30-3:30 ST 107

1. Call to Order: Meeting called to order by Peggy Campo

II. Attendance

Members:

Peggy Campo –	Senate President
Jim Thomas –	Senate Vice President
Kim Kamerin	Senate Secretary/Treasurer
David Payan	Social and Behavioral Sciences Department, Alternate Senator
Maria Barragan	ASNC Student Representative
Cameron Young	CTA Representative Senator
Charles Sternburg	Math and Science Department, Senator
Brian Johnson	Curriculum Committee Co-Chair
Melissa Bader	Professional Development Chair
Vivian Harris	Library Advisory Committee Chair
Quinton Bemiller	Arts, Humanities, and World Languages Department, Alternate Senator

Absentees:

David Mills	Communications Department, Senator
Kimberly Bell	Social and Behavioral Sciences Department, Senator
Tom Wagner	Business, Engineering, and Information Department, Senator
Jason Parks	Academic Planning Council Chair
Celia Brockenbrough	District PG & SL Committee Representative
Jan Muto	Distance Education Committee Chair
Teresa Friedrich Finnern	Math and Science Department, Alternate Senator
Alexis Gray	Program Review Co-Chair
Peter Boelman	RCCDFA/CCA/CTA/NEA
Sarah Burnett	Assessment Committee Chair-Assessment Coordinator

Guests:

Dr. Carol Farrar	Dean of Instruction
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III. Approval of Agenda:

Motion to approve agenda Kim/Jim **MSC**

IV. Approval of Minutes of 10/17/16

Motion to approve minutes Kim/David **MSC** 2 abstentions

V. Officer & Liaison Reports

A. President:

- 10/6/16 Several teams from Norco presented at the RP Groups Strengthening Student Success Conference in Garden Grove. Senate participated in the Completion Initiative presentation.
- 10/15/16 Attended the Area D meeting in preparation for plenary session, that is this Thursday-Saturday. If you would like to look at the upcoming resolutions packet that will be voted on, please go to:
<http://www.asccc.org/file/resolutions-packet-fal16-area-meetings-session-v2docx-0>
- 10/20/16 District Enrollment Management meeting update. Norco is 48 FTEs below target, MoVal 219, and RCC 514. Discussed marketing issues, including the fact that the district will interview over 17,000 students who applied to the college but did not enroll in any classes. The Winter '17 schedule of classes will no longer be a static PDF file but an embedded rolling file. It will be updated regularly, even daily if needed, with the information input into DataTel. This will allow everyone to mine for useful information, like how many courses are offered after 6 pm etc. Next will make this app friendly. A huge shout out to Darren Dong who is doing an outstanding job for the district. Multi-term and 365 registration was discussed as well.
- 10/21/16 DSPC meeting update. Approved RCC's revised mission statement. Had an update regarding the portal, with a small test group starting tomorrow. All new students in the summer will use the portal. Curricunet is now Curricunet Meta; any questions where your courses are contact Heather Edburg at Ext. 8879. Discussed the internet speed and compared to other districts in So. Cal.
- 10/22/16 Attended Curriculum institute.
- 10/24/16 DAS meeting update. The DAS is working on several BP/APs; all will come here next week for discussion.
- 10/27/16 First Study Abroad work group meeting. I am very optimistic that the program will be revamped and improved.
- 10/28/16 Attended RP group IEPI integrated planning regional convening group. Will discuss information obtained with ISPC.
- 10/29/16 Attended ASCCC MQs and Equivalency regional meetings. Will try to go to next APC meeting to share the information.
- Please make sure to attend the Presidential forums. Bring your questions.
- The next all faculty meeting will be held Tues. Dec. 6, 2016 during college hour. Place TBD.

B. Vice President:

- Email sent to all Associate faculty-no response.
- Talked about doing a hard copy to be placed in mailboxes and sent via email.
- Part Time Faculty Rep is a 2 year commitment.
- Jim will work with Cameron to assure better communication with Associate faculty.

C. Secretary/Treasurer-Kim Kamerin: No Report

D. Student Liaison-Maria Barragan:

- Friday's Harvest Festival was a great success with over 2000 attendees. 20 clubs participated.

- Area expanded to include upper level
- Work continues on Dreamers center
- Work continues on Angel Tree
- Cal Works/Honors to sponsor Thanksgiving meals

C. RCCDFA/CCA/CTA/NEA

- Meeting tomorrow. Phone bank set to promote Bill Hedrick.
- Darriush sent email to review the official CTA positions on the upcoming propositions.
- Mendoza Bill-currently looking at terminology with emphasis on priority vs preference
- Meeting with Associate Faculty at Norco to get a better understanding of the needs at Norco and to get to know Cameron as their CTA Rep.
- Change being discussed in Improvement of Instruction(IoI) for Associate Faculty. Darriush would like to consider adding another item, but that item has not been officially discussed.

VI. Norco and District Senate Committee Reports

Motion to amend order of agenda. Move Library Advisory Committee report to 4a, Curriculum Committee to 4b, and Professional Development to 4c Cameron/Vivian **MSC**

A. Library Advisory Committee (Harris) (+1, 10+1)

- Happy with their Statement of Purpose. Vivian will email to the committee. Please see submitted [report from the LAC](#).

B. Curriculum committee (Johnson) (#1, #2, 10+1)

- Committee very happy with the results of the survey. Brian will provide report out on assessment at next meeting.
- Brian will provide update on committee membership and submit a report as soon as possible.

C. Professional Development committee (Bader) (#8, 10+1)

- Review of Goals & Planning: The Professional Development Committee supports the following Norco College Strategic Goals and Objectives by providing activities and/or workshops during the flex calendar. All activities are available to faculty, staff, administration and students.
- Norco College Strategic Goals and Objectives
 - Goal 1- IMPROVE THE QUALITY OF STUDENT LIFE**
 - Obj 1:** Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).
 - Activities/Workshops:** Active learning opportunities; Career Con, GRIT, Read 2 Succeed, and Campus Safety workshops. Transition assistance for first year transfer students.
 - Goal 5 - STRENGTHEN STUDENT LEARNING**
 - Obj 5:** Increase the number of faculty development workshops focusing on pedagogy each academic year.
 - Activities/Workshops:** Anagoge - How to educate adult learners; Certificate to teach "men of color" by Dr. Nelson; Success Workshops; GRIT; Several FLEX training workshop opportunities that focus on assessment or pedagogy; FLEX Fridays; new course for Game Art; The study of Teaching and Learning'; ALLY training events; Legacy and Diversity training workshops.

Goal 7 - STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

Obj 1: Provide professional development activities for all employees.

Activities/Workshops: Open Campus; Lynda.com; Go2Knowledge training workshops.

Tentative Goal/Tasks For 2016-2017;

The PDC is creating a FAQ sheet to be distributed that covers the general questions about FLEX and how it applies to Faculty and Staff.

The PDC is creating a calendar of recommended events for the spring with the idea of creating a year calendar for 2017-2018. We would like to have these calendars displayed/distributed so everyone can plan for particular activities.

PDC chair is working with the staff to create recommended activities for skills building/resume building. Details pending.

Suggested: That PDC look at the workshops provided in Lynda.com to see which courses available that our committee can promote on a monthly basis. Just two or three courses highlighted to faculty that they are available. We can send out an email or post it to our website.

D. Academic Planning Council (Parks) (#10, 10+1)

- **No Report**

E. Assessment Committee (Burnett) (#5, #9, 10+1)

- Committee is satisfied with survey
- Welcome to new member Jose Sentmanat. See attached [NAC summary report](#).

F. Teaching and Learning Committee (Bemiller) (#5, 10+1)

- Next meeting is scheduled during the same time as our first Presidential Search Forum. Better to come late than not at all.
- TLC would like feedback and guidance from the Academic Senate on what they can and should be doing. What is the faculty's role? Peggy recommends looking at the Goals and Planning, specifically Goal 1.
- How do we get web page set up? Peggy will email the information to the District contact. They will link it to our Academic Senate website.
- See attached [TLC summary report](#).

G. Distance Education Committee (Muto) (+10+1)

- Still needs someone from mathematics
- Without committee leadership, the Academic Senate VP is required to step in.
- See attached [DE summary report](#).

H. District Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)

- Last day for applications.
- Sabbatical leave is still currently in the contact bending budget.

I. Program Review Committee (Gray) (#9, 10+1)

- The PRC committee has laid out the plans for the year, approved our mission statement, are currently reading admin program reviews and sent a survey out to get feedback from program review authors with an eye towards making the process more user friendly and more useful for our strategic planning process.

VII. Open Hearing

Motion to adjourn Kim/Chuck **MCS**

Next meeting Monday, November 7, 2016