

NORCO
COLLEGE
Norco Academic Senate Meeting
Nov. 20, 2017
1:30-3:30 ST207
Minutes

1:30 I. Call to Order 1:30 p.m.

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Barbara Moore, Bob Prior, Jim Thomas, Cameron Young, Kim Kameron, Peggy Campo, Virgil Lee, Rex Beck

Reporting members: Melissa Bader, Maria Barragan, Celia Brockenbrough

Guests: Dr. Kevin Fleming, Dr. Jason Parks, Dr. Samuel Lee, Dr. Monica Green, Mark DeAsis, Tenishia James, Ruth Leal, , Dr. Greg Aycock, Dr. Bryan Reece

III. Approval of Agenda

Kim Kameron moves; Kimberly Bell 2nd, motion passed (No abstentions)

IV. Approval of Minutes of 10/30/17 Special Meeting

Jim Thomas moves; Kimberly Bell 2nd, motion passed (Two abstentions)

Approval of Minutes of [11/6/17 Meeting](#)

Kimberly Bell moves; Barbara Moore 2nd, motion passed (Four abstentions)

1:45 V. Old Business

A. Overview of [SSSP/SE/BSI Integrated Plan](#), [Goals and Activities](#) – Action Item (Oceguera, James)

Dr. Oceguera and Dr. James will introduce the latest version of the goals and activities that were developed for the Student Success and Support Program (SSSP), Student Equity (SE), and Basic Skills Initiative (BSI) Integrated Plan.

- The draft plan was presented with the revision of goals three and four. The word transition was deleted from both goals and grammatical edits were made on the rest of the document.
- The integrated plan will be send to the chancellor’s office by January 31, 2018.
- The 2017-19 Integrated Plan will cover two years.
- Feedback provided on the last meeting was incorporated in the plan.
- Colleges are encourage to align integrated program plans with their college and district strategic plans/education master plans.
- Motion to approve the triple SSP Plan. Kim Kamerin moves; Kimberly Bell 2nd, motion passed (No abstention.)

B. Norco College Style Guide-Action Item- (Leal).

Ruth Leal will present the recommended new style guide for the college.

- Motion to approve the style guide: Kim Kamerin moves, Kimberly Bell 2nd, motion passed, (No abstentions.)
- Ms. Leal presented the new style guide that will be utilized by the college. A logo will be created for branding and marketing purposes.
- The students will help create the new logo.
- The Norco college style guide includes a color palette that will have to be use by everyone. The guide includes graphic elements samples, heater and footers for documents, guidelines for the web, photos, social media and the approval process. Templates will be available for everyone to use.

2:00 VI. New Business

A. CCC Guided Pathways Self-Assessment CCC [Guided Pathways Self-Assessment](#) – Action Item, First Read (Green, Bader)

The State of California's 2017-2018 budget includes a one-time investment of \$150million over a 5-year period to all 114 California community colleges meeting the eligibility requirements. Dr. Green and Melissa Bader will present the Self-Assessment report that is a required component for eligibility.

- Motion for the first reading for the CCC Guided Pathways Self-Assessment Plan: Kim Kamerin moves; Kimberly Bell 2nd, motion passed (no abstentions.)
- Dr. Green provided an overview of the key elements and scale of adoption briefly explaining the reason for selecting each rating.
- New CCC Guided pathways implementation initial funding will be on April 2018 for 5 years. The total five-year allocation is for \$874,300 and an initial 25% reimbursement during the first year.
- The plan is modify each year and people can provide input on the modifications.

B. [Updated Registration Timeline proposal](#)-Concept Approval- Action Item (DeAsis, Parks)

Mr. DeAsis and Dr. Parks will present the proposed timeline for implementing year-round registration for students.

- Motion for concept approval; Kimberly Bell moves; Quinton Bemiller 2nd, motion passed (No abstentions.)
- Mr. DeAsis presented the concept proposal for a year round registration process with a three-phase approach to start summer 2018.
- Having one registration cycle before the fall. Two half-year registration process.
- Schedules will need to be completed prior to registration. The registration process will begin with the smaller terms first.
- There is a fourth phase to the plan. They will advertise to High school students so they can register a year in advance. They will be working with different departments to outreach to the high school students.
- The concept proposal can changed depending on what works better.

C. JFK Updates- Information Item (DeAsis, Parks)

Mr. DeAsis and Dr. Parks will present JFK updates based on the senate's feedback.

- Dr. Parks provided to JFK the senate feedback about the concept of bringing 9th grades. JFK will try to mitigate any concerns regarding the program.
- The college will offer a guidance class to 38 students on the fall semester that will be at JFK.
- Counseling will be offered to students as well.
- The 9th graders will not be coming to the college to take classes.
- Theater-3 will be offer on the spring term for freshman students, the class will be at the college. This section will be reserve only for those students.
- JFK presented the initiative to the board of directors and they are supportive.
- Twenty-seven students could have received an AA degree if 9th grade was offer last year at JFK.

D. Next Phase Planning Update- Discussion Item (Parks).

Dr. Parks would like to present and solicit feedback from the Senate regarding the cohorts we would like to start in the Fall 2018 Semester.

- A sociology associate degree and transferrable section will be offer.
- They are estimating a cohort of 40 students with a two-year commitment.
- A template is ready for the program. In addition, would like to request commitment by the faculty to participate.
- Completion of the program will result in a sentence decrease of 51 weeks.

E. Updated [BP/AP 6307](#), Debt Issuance and Management- Discussion Item (Beck)

The District Budget Advisory Committee has asked the senates to provide any feedback 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.

- Government code section 5852.1 requires disclosures prior to issuance of bonds to Community colleges.
- Required disclosures prior to issuance of bonds includes the following: true interest cost, finance charge, accounting for the proceeds of the bonds, and the total payment amount.
- Input was solicited to the academic senate. Send any comments via email to Rex Beck.

3:00 VII. Officer & Liaison Reports

A. RCCDFA/CCA/CTA/NEA

- The Faculty Association has negotiated with the current district administration to rollover of the labor contract for another three years. This would include a 2%+COLA increase for full-time faculty and 2.5%+COLA for part-time faculty per year and all current MOUs would remain in place. The FA is looking for faculty support for this proposal; ballots should go out sometime in early December.

B. Student Liaison

No report

C. Secretary/Treasurer

No report

D. Vice President

E. President

- Denise Terrazas is in charge of the Nor-all, Nor-faculty, Nor-staff, and Nor- PT faculty list serves. If you see anyone is missing from these lists, or fear certain people have been left off, please contact Denise.
- The Chancellor search committee fulfilled its task and has submitted its recommendations to the Board of Trustees, who will discuss in closed session tonight the search committee's results. The process included board members, staff, faculty, administrators, students, and community members and followed the appropriate procedures efficiently and effectively. I have served on several high administrative committee searches and this was the most goal oriented and productive. The committee's recommendations were the result of unanimous agreement among all committee members.
- Governor Brown has tasked Chancellor Oakley to look into the creation of an entirely online California community college; the program is called FLOW (Flex Learning Options for Workers). The Academic Senate for California Community Colleges (ASCCC) is requesting feedback from faculty. The creation of a 115th community college without faculty or administrative overview is deeply concerning for many. If you would like more information and to supply feedback please go to:
<http://doingwhatmatters.cccco.edu/ForCollegeLeadership/FlexLearningOptionsforWorkers.aspx>
- We brought forward to District Academic Senate (DAS) the Military Credit Policy the NAS passed, only made one minor grammatical revision; replaced "military training" with "Military Credit" in the last paragraph. Waiting on the other two colleges for approval.
- Faculty are offering extra credit for supplying candy for the Harvest Festival. If faculty do so, they must offer an alternative assignment for students who cannot afford donating candy. Since Harvest Festival has gotten so big, the senators recommend we should look into corporate sponsorship instead of students for donations.

3:15 VIII. Norco Senate Committee Reports and District Committee Reports

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

1. TLC submitted an application to Leading From the Middle (PR Group) to participate in its 2018 Institutes (Feb., June and Oct. dates—nine days total). The proposal was to connect Teaching & Learning with Guided Pathways. They will be notify in December if they were accepted.

2. TLC forum was held on 11/14/2017. Topics discussed included:
 - A. Making the IOI/tenure process more effective and authentic.
 - B. Faculty desire to have a Professional Development/Flex session focused on entirely on Improving Instruction, or as one faculty stated, *The Art of Teaching*.
 - C. The need to share resources more among faculty, such as lesson plans; having a shared drive/website for faculty to share.
 - D. Mentorships/internships to prepare future Norco College faculty; recruiting
 - E. Can Institutional Service be reported/posted? Some faculty want the college to be more accountable of faculty's institutional service, as the amount of service fluctuates widely among individual faculty. Some colleges ask faculty to report on their service annually.
 - F. A CALSTRS workshop on our campus has been requested—it has been a long time since one was held.
 - G. Pay for Faculty Advising was discussed. Some faculty are interested in advising, however, they do not want to enter into it until a model for compensation has been established. On the other hand, some faculty are already incorporating advising into their office hours, and have always done so because it is what students wanted and needed. Isn't the precedent to document workload, and if/when the work load increases, stipends or reassign time can be negotiated? Right now, Faculty Advising is strictly optional, and the Completion Initiative Workgroup, Guided Pathways Team and others will need make plans as we move forward. What is the model at RCC? Aren't they currently doing Faculty Advising?

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

No report

C. Professional Development Committee (Russell/Zamiska) (#8, 10+1)

No report

E. Library Advisory Committee Report (Brockenbrough) (+1, 10+1)

No report

F. District PG&SL (Brockenbrough) (+1, 10+1)

No report

G. Distance Education Committee Report (VACANT) (+1, 10+1)

- The senate is in need of a DE Committee chair. This position currently has a 0.2 reassign time.

H. Curriculum Committee (Johnson) (#1, #2, 10+1)

No report

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

No report

K. Academic Planning Council (Bader)(#10, 10+1)

- Norco College was granted 3 new full-time faculty hires and one sabbatical for next year. If the state allots additional funds for full-time faculty hires, we will be able to add an additional 2 positions. The Academic Planning Council (APC) as ranked the faculty requests from program reviews and has forwarded its prioritized list to administration. The Equity and Diversity in Hiring Work Group has updated our job descriptions template (JDs) to include a diversity/equity lens. More information and downloadable application forms for sabbaticals can be found at:

<http://www.rccd.edu/faculty/Pages/SabbaticalLeave.aspx>

IX. Open Hearing

- Extend the meeting of five minutes; Kimberly Bell moves, Kim. Kamerin 2nd, motion passed (No abstention.)

X. Adjournment 3:45 p.m.

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DHRER at 951-222-8039.