

# NORCO COLLEGE

## Agenda

### Norco Academic Senate Meeting

Dec. 4, 2017

1:30-3:30 ST207

1:30 I. Call to Order

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Barbara Moore, Jim Thomas, Cameron Young, Kim Kameron, Virgil Lee, Judy Perry, Celia Brockenbrough, David Mills, Brian Johnson

Reporting members: Melissa Bader, Maria Barragan, Peggy Campo

Guests: Dr. Jason Parks, Dr. Samuel Lee, Dr. Monica Green, Dr. Lorena Newson, Dr. Bryan Reece, Colleen Molko

III. Approval of Agenda

Motion to amend and approved agenda: Kimberly Bell moves; David Mills 2<sup>nd</sup>, motion passed (No abstentions)

1:35 IV. Approval of [Minutes of 11/20/17 Meeting](#)

Kimberly Bell moves; Kim Kamerin 2<sup>nd</sup>, motion passed (Two abstentions)

1:45 V. Administrative Reports

A. College President: Strategic Plans

1. To increase student achievement and success.
  - Completion initiative and pathways attended conference in Bakersfield
2. Improve quality of student life: Would like for athletics to grow
3. Increase student access
  - Roll out veterans program
  - Partnerships with high schools dual enrollment programs
  - Next phase program in prison
4. Create effective partnerships
  - Naval Base /Initial Y.K.BAE Bay Corporation for photonics.
  - There was a grants proposal submitted for the photonics program to the national science foundation. If approved by the college it will be decided the way to go with the program.
  - Timeline on Photonics: four to five years for construction of building. An answer by the spring 2018 will be needed to get a budget by next year.
5. Strengthening student learning
6. Demonstrate effective planning process; Big budget workshop on the spring to present to the community, updating facilities master plan, accreditation, general obligation bond (spring 2020).
7. Strengthening commitment to our employees

1:55 VI. Officer & Liaison Reports

A. Vice President

- The election for part time senator was completed. Dr. Hicks won the election to beginning on spring 2018.

B. Student Liaison

- Extended the deadline for angel tree until Wednesday December 6, 2018
- Distributed 22 baskets to families for thanksgiving
- Chill-out event its open to the community and they will have snow on March 2<sup>nd</sup> (First Friday)

C. Secretary/Treasurer

No report

D. RCCDFA/CCA/CTA/NEA

- Faculty Association; Contract voting process is open until next Monday by 7:00 p.m.
- Please make sure to fill out the valet appropriately before submitting.

#### E. President

- The senate is in need of a DE Committee chair. This position currently has a 0.2 reassign time. If you are interested or know of anyone who might be, please email Peggy Campo and she will forward the duties assigned to this position.
- The senate also needs a Library Advisory Committee Faculty Co-chair for the spring.
- Charles Henkels is helping to coordinate the presentations and workshops at the upcoming ASCCC Conference on Apprenticeships.
- This Thursday, Dec. 7<sup>th</sup> will have the last DEMC meeting for the year. At the last DEMC meeting the charge for the committee was revised (thanks to Melissa and Sam) and was approved by DSPC. The three colleges seem on track to fulfill their assigned FTEs. Norco College agreed to rollover the same FTEs from this year to next (college yearly 7051.23).
- Last ISPC meeting was mostly dedicated to consolidate the staff and equipment request lists from AAPC, BFPC, and SSPC.
- Last DAS 11/27/17 had to be cancelled due to lack of quorum. Next Meeting until the spring semester.
- The BoT has conducted its interview for the new chancellor; they are working on his/her contract. Should know if and who our new chancellor for the district will be by Jan. 1. The BoT heard from almost all the members of the selection committee reaffirming their recommendation.
- The NC ISER (Institutional Self-Evaluation Report; i.e. accreditation report) had its first meeting and sub-committees have been created for each Standard. Faculty are in the process of being recruited by the sub-committee co-chairs to help forward the work. If you are interested in helping, please contact Kris Anderson.
- Extra credit for candy: Those who provide extra credit for candy to their students, informal rules, established years ago by Dimitrios, have been followed. We will make those formal guidelines in the spring so everyone knows about how that works. Grades are NOT sold and equity has always been at the forefront of what we do. The informal rules we set out are this: The extra credit should not be more than one assignment in the class and should be no more than 3% of the total grade. An alternative opportunity must be provided and it should be in writing and should be equal to the effort required to earn the money for the candy (in other words, don't ask for 5 volunteer hours, ask for no more than 3). Volunteering should directly benefit the community of Norco or the college in the same spirit as the candy. This year, I broke that a bit and allowed activities that would benefit Puerto Rico and Las Vegas such as blood donations and charity supply organization. These rules allow those with more money than time to do something for their community as well as those with more time than money. The emphasis is on giving back to the community that gives so much to us. As an instructor that participates in this endeavor, I find the exercise is really helpful in directing our student's attention to the importance of giving back to our local community and how much support this community provides them.
- For any questions or would like to help on writing a resolution to formalize the process please contact Peggy Campo.

#### 2:30 VII. Old Business

- A. CCC Guided Pathways Self-Assessment CCC [Guided Pathways Self-Assessment](#) – Action Item, (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 to approve the second reading for the CCC Guided Pathways Self-Assessment report: Kim Bell moves, Barbara Moore 2<sup>nd</sup>, motion passed (No abstentions)
- Report will go on the December Board of Trustees Meeting
- Accepting any suggestions

2:45 VIII. New Business

A. [Full Stack Web Development POR](#)- Action Item (Perry, Colleen)

The Full Stack Web Development Certificate of Proficiency is designed to prepare students for employment as a Full Stack Web Developer.

- Web design programs and mobile apps.
- Full stack web development accelerated program: 8 unit course during the summer, 9 weeks, 324 hours.
- Locally approved certificate
- Students can become employed as a full stack web developers and find a job right away
- No MOU required for faculty
- Will need 2-3 part-time faculty to split the course
- Focus on high school graduates to promote the program
- Motion to approved the Full Stack Web Development Program: David Mills moves, Quinton Bemiller 2<sup>nd</sup>, motion passed (No abstentions)

B. [Chair of Chair duties](#)- Action Item (Bader, Parks)

The chair of APC has begun receiving a 0.2 reassign time for which the senate needs to approve the outlined duties.

- Motion to approve the Chair of Chair duties: Kimberly Bell moves, Kim Kameran 2<sup>nd</sup>, motion passed (No abstentions)
- The chair is selected every two years up to four terms
- Co-chair APC meetings with the Deans of Instruction
- FTES planning and collaboration with deans
- Assist in setting APC annual calendar
- Act APC liaison to the Academic Senate
- Act as APC liaison to the ISPC
- Liaison with IDS regarding procedures and processes involving department chairs
- Leading/facilitating ad hoc workgroups or other projects as assigned

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

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

- TLC and professional development are submitting their application combined for the leading from the middle program.

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

- Program review deadline is in April 20, 2018

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

No report

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

- Last meeting on December 5<sup>th</sup>

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

- Last meeting on December 6<sup>th</sup> and the next meeting in March 2018
- Sabbatical leave request did not go to the committee, and they have been awarded already
- It was suggested to have a clear process on the sabbatical leaves and to require some kind of proposal to show accountability for the time taken off
- The committee is lacking membership of administrators
- Every sabbatical leave should be approved through the PG & SL

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

No report

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

- A district employee emailed the curriculum chairs the new deadline for the course catalog, November 20<sup>th</sup>.
- Notification was giving a week before the submission.
- Curriculum committee would like to have been part of the decision process for the new deadline.
- The course approval is submitted by the spring, therefore, the new deadline does not work
- Would like to request to the Senate president to take this to the district offices to request change of new deadline.

H. Assessment Committee Report (Burnett) (#5,#9, 10+1)  
No report

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

- APC meeting on January 18 & 19<sup>th</sup>
- Monday and Wednesday mornings are designated for classes of 4-5 units
- There's a new scheduling grid
- They will consider facilities space for scheduling
- They have begun working on the rubric for new faculty hiring process and will be presented on the next meeting in January 20<sup>th</sup>
- The district voted not to change Norco college FETS goals for next year.

X. Open Hearing

- During the spring, on April 20<sup>th</sup> a workshop on the veterans experience and how to interact with this student population will be offered college wide. It will be held from 2:00-4:00 p.m. Please Email Kimberly Bell for any questions.
- The Norco college choir will hold two performances: Thursday and Friday night both at 7:30 p.m.
- Reminder to attend the committee of the whole this Thursday at college hour

XI. Adjournment 3: 25 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.