

NORCO COLLEGE

Minutes

Norco Academic Senate Meeting

October 19, 2020

1:30-3:30 p.m. Zoom

Call to Order: 1:32 pm

I. Roll Call:

Officers, Senators, Alternates, and Committee Chairs & Liaisons:

Laura Adams, Kimberly Bell, Quinton Bemiller, Michael Bobo, Sarah Burnett, Alexis Gray, J. Marie Hicks, Vivian Harris, Dominique Hitchcock, Samia Irfan, Brian Johnson, Kim Kamerin, Virgil Lee, Lisa Nelson, David Payan, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham, Cameron Young

Absent:

Guests: Melissa Bader, Kevin Fleming, Monica Green, Samuel Lee, Jason Parks,

II. Approval of Agenda: M/Lee S/Hicks Unanimous, one abstention (K. Kamerin)

III. Review of [Minutes of October 5, 2020](#)

IV. Action Item: Standing Committee Name Change (P. Worsham) Academic Senate is asked to approve a change in the name of Academic Planning Council (APC) to “Academic Planning Chairs” (APC).

- APC was asked to consider changing its name because it closely aligns with the newly established Academic Council on the Strategic Planning and Governance manual.
- APC agreed to change its name to Academic Planning Chairs to preserve the APC acronym.

K. Bell moves to accept the change of name from Academic Planning Committee to Academic Planning Chairs, S/Hicks- Approved unanimously.

V. Action Item: Noncredit Certificates (documents) (J. Parks/B. Johnson)

Academic Senate is asked to endorse new Noncredit Certificates:

- Noncredit [CTE certificate document](#) and [ESL certificate document](#)

M/Hicks, S/V. Lee, Approved Unanimously

VI. Action Item: Syllabi Language Recommendation (P. Worsham)

Academic Senate is asked to endorse the suggested language:

[Sample Syllabus Language Regarding Email/Pronto Communication](#)

- Based on student concerns brought on by student representative Samia Irfan-Patty Worsham, Alexis Gray and Sarah Burnett proposed language to recommended to faculty for use in their syllabi related to faculty response to student inquiries.
- They proposed that faculty be asked to respond within 48 hours excluding weekends allowing grace and will ask for a 72-hour turnaround time.
- Expectation is that faculty check their email regularly
- Faculty can also set their Canvas settings to push student inquiries to their email.
- Pronto was also mentioned in the recommendation because some faculty prefer to use Pronto.
- It was envisioned that a template would be provided to faculty from which they could draft a response statement for their syllabi. (This is an example)
- After discussion, no action was taken.

VII. Action Item: Guidelines in Response to [Executive Order 2020-21](#) (Q. Bemiller)
Academic Senate will discuss the most recent executive order from the California Community College Chancellor's Office (CCCCO) and approve recommended language/policy for the current academic year (EW and Pass (P) No Pass NP. *(I'm not sure what this is trying to say with regard to these grading options.)*)

- Some language will be changed based on faculty recommendations.
- The two other Academic Senates and the district administration will also review document.
- Item will be further discussed on a later date.

VIII. Action Item (Second Read): [Administrative Procedure \(AP\) 6120a](#) (Q. Bemiller)
Academic Senate will consider AP 6120a – Hiring for Academic and Classified Managers – as a second read.

- New language:
 - If any one of them or members of the stakeholder groups feel that changes are needed, then the posting requests the item be sent back to the hiring manager and the appropriate stakeholder groups with a rationale for the changes and direction for subsequent discussion.
 - Pointing out that the stakeholder groups will have faculty to give their input.
 - This item will be sent to the District administration once the three district Academic Senates have given their feedback.

- IX. Information: Regular Update (L. Adams)
Dr. Laura Adams, Faculty Co-Chair, Accreditation, will review the purpose and function of the Regular Update, including the Regular Update Form.
 - Dr. Laura Adams and Diana Meza have updated the Regular Update.
 - New Microsoft entry form has been created to collect information, which is linked to the Regular Update page.

- Entry form has different elements that are linked to the Educational Master Plan.
- There is also a place to celebrate employee accomplishments.
- Items are archived and can serve a purpose on the next accreditation cycle by being linked to strategic goals and objectives.
- Faculty can refer to the Educational Master Plan Executive Summary to see where their requests falls under the strategic plan.
- Regular Update is now more user friendly.

X. College Reports

A. Associated Students of Norco College (A. Calderon, S. Irfan)

No Report

B. College President/Vice-President Academic Affairs (M. Green/S. Lee)

Dr. Green's Update:

- State chancellor's Office will be doing a virtual tour on Tuesday, November, 10th from 4:30 – 5:30pm.
 - Various group speaking w/ the Chancellor's Office
 - Dr. Green to speak to Quinton and Virgil about participation
- Call to Action District Group, there is a professional development functional area:
 - An effective district-wide professional development structure with a common framework and create additional professional development opportunities that strengthen cultural competency and inclusive mindset for all employees that lead to creating equitable learning opportunities for all students and our faculty at Norco College that are on this group include Kara, Tim, Starlene and Peter. Also made up of Administrators and classified staff.
- Virtual Veterans Center ground breaking being taped tomorrow and scheduled to go out November 10th. Construction will start as soon as it has been approved by the Board of Trustees.
- Expected completion of this project is Fall of 2021, at which time the grand opening and ribbon cutting will be take place.

Dr. Lee's Update:

- The face-to-face classes that are currently being taught on campus are going well.
 - Students are all following protocols, and Faculty are working with them in a safe way.
- A report was submitted to the Chancellor on an audit of face-to-face labs.
- Should Riverside County return to purple tier, we should be able to continue our face-to-face classes with 25% capacity but will have to take a look at capacity guidelines.

- We are using a new method for proctoring exams for DRC students and it seems to be working well. Dr. Lee gave kudos to the DRC, faculty and staff.
- Working on expanding face-to-face offerings for Biology, Chemistry, Music and Music Industry Studies. Department Chairs and Deans of Instruction are working on this.
- Also working on possibility of Spring face-to-face midterms and finals based on course-specific needs.
- Shade structure will be underway soon and should open in the spring and will provide additional outdoors study space. May be able to be used for test taking opportunities.
- Also looking at the possibility of opening a single study space for students to use computer during the day at a reserved time and place. (Still in discussion phase)
- We do not anticipate opening the library or the LRC, but has not been decided yet.
- For COVID contact tracing, the District is using the Rave Guardian App to screen individuals coming on to campus. That asks questions regarding coming to contact with someone with COVID and/or if they have any symptoms.
- Employees are required to let their supervisor know when you plan to go to campus and to have Rave Guardian App installed on your phone.
- If a student(s) becomes infected and we are able holding classes on campus, the student needs to follow protocols from the Health Department.

XI. Officer Reports

A. Secretary/Treasurer (K. Kamerin)

No Report

B. Vice-President (V. Lee)

- Will soon call for nominations for the 2020-2021 Faculty Commencement Speaker, which is to be elected Fall, as per the bylaws.
- Nominations will be taken and an election will be conducted before end of semester.

C. President (Q. Bemiller)

- [President's Report](#)

Academic Senate Liaisons

APC (P. Worsham)

- Patty Worsham gave update on CRC IOIs.
- Also, deans are compiling a list of faculty who may want to work out of their office.

Program Review (A. Gray)

- With Gail Zwart retired, Program Review has lost the only CTE member on the committee.
- There is math representation, but science is underrepresented and looking for CTE faculty member to represent.

DE (S. Burnett)

- Dean of DE is sharing a lot from District.
- DE has been asked to look at IOI document.

Racial Justice Taskforce (D. Hitchcock)

- Drs. Hitchcock and Nelson are working in a focus group (education portion of call to action)
- Focusing on identifying courses for area F, which is ethnic studies.
- Looking at updating the course and possibly embedding elements of equity in the SLOs.
- Working on an ADT/AT in Social Justice.
- As for the Norco College racial justice force goes, it's divided into three groups. Lisa group focuses on curriculum, Sigrid's group is reviewing police practices on campus, and Dominique's group is focusing on cultural literacy.
- All groups have been very active
- A survey went out 10 days ago to African American students, and 58 have answered.
- Groups are meeting weekly to extract topics that will lead discussion groups during the month of November.
- A lot of students who answered the survey mentioned that they were interested in participating in groups that will convene in November.
- There are concerning comments in the student responses that really need to be addressed.
- Dr. Hitchcock introduced a virtual even that will be taking place on Tuesday, October 27th at 5 p.m. "A Moment within a Movement: Why Young People Should Vote in the 2020 Election" with speakers, Dr. John Dobard and Sky Allen.
- Faculty are asked to encourage students to participate.
- The NC Racial Taskforce has reached out to black faculty colleagues at RCC and MVC to help out and have come together to work on this cause.

CTE (S. Williams)

- CTE wording is not included in the draft job description that was presented at APC. It was clarified that it was presented to APC members for their comments. Once APC has reviewed the document, it will come before the Academic Senate.
- CTE services over 12 million secondary and post-secondary students across the United States.

- CTE promotes high wages, high skills demand careers, and leads to college credit and industry certifications.
- It should be put forth in Dual Enrollment.
- It was clarified that this document was presented to APC members for their comments. Once APC has reviewed the document, it will come before the Academic Senate.

XII. Open Hearing/Good of the Order

- Language for Regular Meet and Occasional Meet classes was brought up by Dean Melissa Bader.
- AS President to discuss with the other two Senate Presidents.
- Dr. Nelson announced film viewing conversation with filmmaker Troy Williams being presented on November 12th from 4-6 pm and will run as a webinar. Event is titled “The Prison Within”.
- Students must rent it before the event, but can be reimbursed with a gift card.
- David Payan asked how many courses will come underway for ethnic studies requirements. Dr. Gray recommended he speak with Nick Franco for the list.

XIII. Adjournment- 3:17 pm