

NORCO COLLEGE

Minutes

Norco Academic Senate Meeting

November 16, 2020

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

Call to Order: 1:38 pm

I. Roll Call:

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

Laura Adams, Kimberly Bell, Quinton Bemiller, Michael Bobo, Courtney Buchanan, Sarah Burnett, Alexis Gray, J. Marie Hicks, Vivian Harris, Dominique Hitchcock, Ashley Johnson, Brian Johnson, Kim Kamerin, Virgil Lee, Barbara Moore, Lisa Nelson, David Payan, Dan Reade, Tim Russell, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham

Absent:

Guests: Meghan Chandler, Michael Collins, Greg Ferrer, Kevin Fleming, Monica Green, Azadeh Iglesias, Pamela Kimbrough, Samuel Lee, Barbara May, Damon Nance, Gustavo Ocegüera, Mitzi Sloniger

II. Approval of Agenda

III. Review of [Minutes of November 2, 2020](#)

IV. **Action Item, Second Read: [AP2105 Distance Education](#) (S. Burnett)**

Academic Senate approved Administrative Procedure for Distance Education

M/B. Moore, S/Hicks, Approved w/ Edits

V. **Action Item, Second Read: [BP/AP2040 Library Services](#) (V. Harris)**

Academic Senate approved Board Policy/Administrative Procedure for Library Services.

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

VI. **Action Item, First Read: [BP2235/AP2235 Credit for Prior Learning](#) (Q. Bemiller/S. Lee)**

Academic Senate discussed on Board Policy/Administrative Procedure for Credit for Prior Learning.

- There is a deadline of December 30th or 31st this year to update our board policy on Credit by Examination, which has been expanded to include Credit for Prior Learning.
- This expands on Military Articulation Platform.
- If students receive Credit by Exam, then it can transfer to the other colleges.

- These are to be done on a college-by-college basis if it is a course that's only offered at a particular college in our district. (i.e. Electrical course is only offered at Norco College, so Norco would have to be the approving college)
- This modification seeks to find other ways to give students college credit.
- Approval on this item will be sought at the next Academic Senate meeting.

VII. **Action Item, First Read: [Charter for Professional Development Coordinating Network](#) (G. Ocegüera)**

Academic Senate will discuss and give recommendations on the first draft of the Charter for the Professional Development Coordinating Network (PDCN).

- This Charter was developed by The Future Structure to Support Professional Development workgroup.
- That work group was chartered in June and has met once a month through the Fall.
- Workgroup includes the chair of the Academic Senate, co-chairs of the Professional Development Committee, co-chairs of the TLC Committee, representatives from CSEA Professional Development Committee, MLA representative, and the ISPC faculty co-chair.
- Workgroup tasked with delivering a formal recommendation to both the Academic Senate and President's Office regarding future structure and scope of a potential advisory group for all the College's professional development activities.
- The PDCN will be tasked with helping to coordinate and maximize resources for professional development of all constituent groups including those associated with Guided Pathways and equity frameworks
- This network will provide a forum for constituent bodies to discuss common professional development needs of constituent groups.
- Approval on this item will be sought at the next Academic Senate meeting.

VIII. **Action Item, First Read: [Job Description for Proposed Learning Resource Center \(LRC\) Faculty Coordinator](#) (D. Nance)**

Academic Senate discussed the proposed LRC Faculty Coordinator position.

- Job description should be about the position and not the person.
- Workload should be modified to say "up to .6".
- Job is not intended to solve the coverage problems of the LRC, it's just one part of it.
- Approval on this item, as well as the LRC plan, will be sought at the next Academic Senate meeting.

IX. **Action Item: ISPC Faculty Advisors (V. Lee)**

Academic Senate voted to approve the terms of Institutional Strategic Planning Council (ISPC) faculty advisors through Spring 2021, as they are currently set to terminate at the end of Fall 2020.

- Earlier this year, faculty representation on ISPC was changed to include six department representatives and three other representatives based on their positions in the college.
- While the Senate had requested two additional seats on ISPC, it was agreed that ISPC would include two additional faculty advisors on ISPC until the reorganization was complete, the target date of which was the end of Fall 2020.
- Since the reorganization completion date has been extended through Spring, the Senate leadership is now requesting that the Senate agree to keep the faculty advisors through the end of Spring 2021.
- There was no objection to this proposal.

X. Action Item: Norco College Academic Senate Bylaws (V. Lee)

Academic Senate vote on changes to its Bylaws: [Current](#), [Redlined](#), [Clean Edit](#).

- The changes to the Academic Senate Constitution that were previously approved by the Senate will be submitted to the full-time faculty this week for a vote, since full-time faculty approval is required to change the Constitution. However, once the Constitution changes are approved, the Bylaws will be out of date.
- Thus, Virgil proposed interim Bylaw revisions including changing “members” to “Voting Members” in various places within the Bylaws to make them consistent with the revised Constitution. Virgil proposed, and M. Hicks seconded, these Bylaw changes contingent upon faculty approval of the proposed changes to the Constitution. The motion was unanimously approved.
- Virgil also proposed, and K. Bell seconded, changing the name of APC from the “Academic Planning Council” to the “Academic Planning Chairs” following an early action taken by the Senate. The motion was unanimously approved.

XI. Discussion: Committee of the Whole (Q. Bemiller/V. Lee)

Academic Senate will discuss the future of Committee of the Whole (COTW).

- The College is reconsidering whether the COTW should be part of the College’s strategic planning process.
- There seems to be consensus that some type of town hall venue is necessary to allow all constituency groups to come together to discuss items that impact the college.
- This can potentially rename or repurpose Committee of the Whole to be that and take away the formality of the vote.
- The fate of the COTW is being discussed in ISPC and action on this matter is scheduled to be taken on Wednesday.
- It has been proposed that the COTW take place at the beginning of the process, rather than at the end.
- COTW is functioning more of a forum instead of functioning as a committee.
- Some College constituents are scared to speak at these meetings, so a forum might be more inviting.

XII. Information/Discussion: SPGM Approval Timeline (K. Fleming)

Academic Senate was updated on the proposed timeline for the modification and approval of the Strategic Planning and Governance Manual (SPGM).

- Second draft with summary of changes was sent out November 2nd.
- After faculty feedback, the final draft will go out November 30th.
- Final draft will be also provided in track changes format to allow the edits from the last draft to be easily seen.
- First read will come to Academic Senate on December 7th and to ISPC on December 9th.
- Second read will come to Academic Senate March 1st, ISPC March 3rd, Committee of the Whole meeting on March 9th, DSPC on March 19th, and Board of Trustees in April (hopefully).
- Appointments and elections for the various committee and councils will be done in the Spring for implementation the Fall 2021.

XIII. Information: Budget Report (M. Collins)

Dr. Michael Collins, Vice President for Business Services gave an update on the 2020/2021 Adopted Budget.

[NC 20-21 Adopted Budget Overview](#)

XIV. 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 and Dr. Lee thanked the Academic Senate leadership for their participation in last week's State Chancellor's Virtual Listening Tour and wished all Academic Senate members an amazing and relaxing Thanksgiving week break.

XV. Liaison & Standing Committee Reports

**A. Academic Senate Standing Committees
Program Review (Gray)**

- There are no more meetings for the remainder of the semester.
- Any votes that are necessary will be done electronically.
- If there are any issues, Alexis asked that they be submitted by emailed so that she can bring them before the committee.

B. Academic Senate Liaisons

- Update from Lisa Nelson:
 - We are moving ahead with Social Justice ADT in SBS and hopefully launching a Social Justice discipline in COM.

XVI. Officer Reports

A. Secretary/Treasurer (K. Kamerin)

- No Report

B. Vice-President (V. Lee)

- There are three amazing nominees for election of the Faculty Commencement Speaker: Ammanda Moore, Dana White and Dominique Hitchcock
 - Ballots have been sent to faculty and are due by this Friday.

- Since Dominique cannot participate in the Nominations Committee, Virgil proposed that Barbara Moore take her place for this election. No objection was expressed.
- A vote to approve the proposed Constitution changes will be going out this week.

C. President (Q. Bemiller)

- [Report](#)

XVII. Open Hearing/Good of the Order

- The SBS Department voted to move the ECE and ADJ disciplines into BEIT.
- BEIT will vote on this tomorrow.

XVIII. Adjournment: 3:32 pm