I. **Call to Order:** Meeting called to order at 1:37 p.m. by Peggy Campo.

II. **Attendees:**

- **Attendees:**
  
  Peggy Campo – Senate President  
  Jim Thomas – Senate Vice President; Business, Engineering, and IT Representative  
  Jason Parks – Academic Planning Council Chair  
  Tom Wagner – Business, Engineering, and IT Representative  
  Melissa Bader – Communications Representative  
  Zina Chacon – Counseling, Social and Behavior Sciences Representative  
  Charles Sternburg – Math and Sciences Representative  
  Ben Vargas – ASNC Representative (left 3:10 for class)  
  David Mills – Communications Representative  
  Sharon Crasnow – Arts, Humanities and World Languages Representative  
  Brian Johnson – Curriculum Committee Co-Chair  
  Dorothy Reina – Part-time Faculty Representative, CTA Representative  
  Sarah Burnett-Assessment Committee Chair-Assessment Coordinator (Arrived at 3:00)  

- **Absentees:**
  
  Celia Brockenbrough – Arts, Humanities, and World Languages Representative, PG & SL Committee Chair  
  **Vacant** – Senate Secretary/Treasurer  
  **Vacant** – Math and Sciences Representative  
  **Vacant** – Counseling, Social and Behavior Science Representative  
  Andres Elizalde– Student Success Committee Co-chair  
  Alexis Gray – Program Review Co-chair  
  Ana-Marie Olaerts – Professional Development  
  Vivian Harris – Distance Education Chair & Library Advisory Committee Chair  

- **Guests:** Damon Nance, Gustavo Oceguera,

III. **Approval of Agenda:** Motion by Jason Parks, second by Jim Thomas to approve the agenda for today’s meeting. Motion approved.

IV. **Approval of Minutes:** Motion by Jason Parks, second by David Mills to approve the minutes from the March 2, 2015 meeting. Motion approved with two abstentions.

  *Motion by Sharon Crasnow, second by Jason Parks to move Item VII.A. to the beginning of the agenda under Item VI.A. - Ongoing Business. Motion approved.

V. **Officer & Liaison Reports**
A. President (Peggy Campo)

- Peggy attended the ASCCC Academic Academy on Friday and Saturday. Attended with a team from Norco College (Diane Dieckmeyer, Lorena Patton, Emile Bradshaw, and Marissa Jiscupidez). Main topics discussed were Student Success and Equity. Norco seems to be ahead of the curve regarding SSSP, but may be a little behind on equity. Brought back several ideas to improve equity measures. Gustavo Oceguera will be heading the Norco equity efforts. Information and handouts can be accessed at http://www.asccc.org/events/2015-03-13-070000-2015-03-14-070000/2015-academic-academy
- Formed and approved hiring committees for history, world languages (Spanish) and political science.
- District Strategic Planning meeting was on Friday. Working on revamping the purpose of the District Strategic Planning Council. What is its mission and what are the committee goals? Formed a workgroup to make recommendations for this committee’s charge; Melissa Bader will be on this workgroup. Approved the recommendation to decentralize the district micro-computer support area to each college.

B. Vice President (Jim Thomas)

- Opening nominations for commencement speaker. Nominations will closed on March 20th. Election will run from March 23 to March 27.
- Jim attended the CTA meeting for Peggy. Discussions included Improvement of Instruction and committee assignments.

C. Secretary/Treasurer

- No report

D. Student Liaison (Ben Vargas)

- The student government project currently being worked on is the CSS upper lounge. Remodel has been approved by the COTW. Currently waiting for the college to inform them of their contribution amount.
- Waiting for a response about the bus contract.
- There is a discussion about the add/drop deadline and the possibility of a change in order to accommodate late start classes.
- Suggestion to have a time capsule project with items from all departments at the college.
- Ben Vargas will sit in for the student trustee tomorrow. There will be elections for a replacement trustee. Regular elections for next year will also be held.

E. RCCDFA/CCA/CTA/NEA

- Union is currently discussing an MOU pertaining to syllabi being submitted by all faculty.

VI. Ongoing Business
A. Discussion of Academic Senate 2014-2015 Survey Results (Peggy Campo)

- Reviewed the survey results for the Academic Senate. (see attached)
- Would like to talk about communication with subcommittees, faculty departments and district meetings.
- Discussion on agenda preparation and sending out handouts in time for review by committee members.
- Suggestion to move reports from Norco and District committees higher on the agenda and to include 10+1 on each agenda item to better understand the senate’s responsibilities.

B. Discussion of Commencement Program (Peggy Campo)

- Need to have elections for the faculty speakers – will be held next week.
- Name readers last year were the 2nd and 3rd place faculty from the speaker elections but they had the option to decline this offer.
- If there aren’t three nominees, or one declines, Peggy will read names as she is already seated on the stage.
- Poem by Michael Cluff will be read at commencement. Dorothy Reina offered to read Mike’s poem. Motion by Sharon Crasnow, second by Jim Thomas to elect Dorothy to read Mike’s poem, unanimously approved.
- Discussion on future use of the page in the commencement program where Mike’s poem normally appears. Will be discussed at a future meeting in early fall. New page will begin next year.
- Request to discuss Alma Mater in the future.

Motion by Jason Parks, second by David Mills for the 2nd and 3rd place faculty speaker winners to be the Commencement name readers. Motion approved unanimously.

Motion by Melissa Bader, second by Sharon Crasnow to nominate Dorothy Reina to read Michael Cluff’s poem at the commencement ceremony. Motion approved unanimously.

C. Senate Recommendations for Institutional Set Standards Procedural Response – Action Item (Peggy Campo)

- First reading was done in the Fall and now need to vote (see attached).

    Motion by Sharon Crasnow, second by David Mills to send the recommendation forward to the ISPC. Motion approved unanimously.

D. AP 7120c Faculty Recruitment and Hiring-Revision (Peggy Campo)

- Change was made that the Academic Senate president does not need authorization from the respective college Academic Senate to approve hiring committee members. Minor strikeouts from approved AP7120c were brought as an information item only.

VII. New Business
A. District Strategic Technology Plan (Ruth Leal)

- Plan has been presented at the ISPC and the COTW for the first reading. There will be some changes before the final vote. Important that this document goes to the colleges as requested in one of the District ACCJC recommendations.
- Plan originated at the ISTC. Beth Gomez, Damon Nance and Ruth Leal are members. They are making sure that Norco’s voice is heard.
- If any feedback let Damon or other committee members know and they will be sure to take your comments back to the district.
- Includes future plan to cover disasters. Identified as the Continuity Plan. Also has a refresh plan that will need some information added.

B. Electrician Apprenticeship POR-Action Item

- POR has Curriculum Committee approval.
- This will be taught offsite.

Motion by Tom Wagner, second by Jim Thomas to approve the Electrician Apprenticeship POR. Motion approved unanimously.

C. History ADT POR-Action Item

- Discussion on course offerings. Committee made sure that all classes listed are in Norco’s catalog.

Motion by David Mills, second by Chuck Sternburg to approve the History ADT POR. Motion approved unanimously.

D. 3D Mechanical Drafting Certificate POR-Action Item

Motion by Tom Wagner, second by Jim Thomas to approve the 3D Mechanical Drafting Certificate POR. Motion approved unanimously.

E. Educational Assistants (Peggy Campo)

- Applications are due April 23. Peggy will send them via e-mail and they are available on the website (see attached).
- Please share this information with your departments.

VIII. Norco and District Senate Committee Reports

A. Curriculum (Brian Johnson)

- AA Degree students have to meet RCCD general education requirements. Students should have the option to take the IGETC, CSU-GE patterns to meet their graduation requirements. Replacing local general education requirements with either IGETC or CSU-GE. This has been approved by the Moreno Valley and Norco Curriculum Committees.
- Norco voted and approved that students coming to Norco with a regionally accredited bachelor’s degree will have met all graduation requirements.
• District Academic Senate has asked to reconvene the General Education Committee.

B. APC (Jason Parks)

• Put together the Summer schedule.
• Started the Fall schedule.

C. Enrollment Management Committee/ISPC (Melissa Bader)

• The committee is discussing how to handle the current enrollment growth. Where should we expand?
• Send any recommendations to Jason Parks, Melissa Bader, Kevin Fleming, Carol Farrar or Phu Tran.

D. Distance Education

• Putting together a handbook. Received several ideas from a Fall workshop.
• Experimenting with Google Hangouts for office hours.
• Working on something similar to C-ID numbers for on-line courses. This will make all on-line courses offered be the same.

E. Assessment committee (Sarah Burnett)

• The General Ed work group for the District is meeting again.
• Assessment committee has formed two groups to assess GE learning outcomes: global awareness and information competency. Assessment of these outcomes may not necessarily come from GE courses.
• Discussion on possibility of having comments included in offers to faculty for classes.

IX. Open Hearing

• 2015 On Course National Conference information from Dr. Green. Shared by Gustavo. Contact him if you are interested. (see attached) Please share this professional development opportunity to departments. Money is available to sponsor attendees.
• State Academic Senate has chosen vendors for assessment tools. Melissa Bader is on faculty development workgroup for statewide assessment that is coming through.
• New performance measures coming through that will be tied to funding.

X. Adjournment – 3:26 pm

Ruth Smith (Recorder)