

MINUTES

Norco Academic Senate

September 21, 2015

1:30-3:30 ST107

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

II. Attendees:

Peggy Campo – Senate President

Jim Thomas-Senate Vice President

Tom Wagner – Business, Engineering, and Information Technology Representative

Melissa Bader – Communications Representative

Zina Chacon – Counseling, Social and Behavior Sciences Representative

David Mills – Communications Representative

Sarah Burnett - Assessment Committee Chair-Assessment Coordinator

Celia Brockenbrough – PG & SL Committee

Brian Johnson – Curriculum Committee Co-Chair

Jason Parks-Academic Planning Council Chair

Charles Sternburg – Math and Sciences Representative

Vivian Harris – Distance Education Chair & Library Advisory Committee Chair

Kim Kamerin— Arts, Humanities and World Languages Representative

Absentees:

Vacant– Senate Secretary/Treasurer

Kimberly Bell- Social and Behavioral Science Representative

Alexis Gray – Program Review Co-Chair

Gail Zwart – Professional Development Co-Chair

Vacant – Social and Behavior Science Representative

Absent– ASNC Representative

Vacant – Part-time Faculty Representative, CTA Representative

Guests: Diane Dieckmeyer, Kevin Fleming, Gustavo Ocegüera, Kris Anderson, Dean Hines

III. Approval of Agenda: Motion by Melissa Bader, second by Jason Parks to approve today's agenda. Motion unanimously approved.

IV. Approval of Minutes: Motion by Tom Wagner, second by Jim Thomas to approve the minutes from the June 1, 2015 meeting. Motion approved with three abstentions.

V. Officer & Liaison Reports

A. President (Peggy Campo)

- Held our first Senate retreat this past Friday, Sept. 18. Constructive discussions took place. General agreement seemed to be found among participants to review our by-laws to update the membership of the senate and faculty participating on college and district committees. Jim and I will be getting together this week to formulate a comprehensive review of what was discussed to bring back to the senate at our next meeting.
- BoT meeting held on Sept. 15, 2015, where the budget for the 2015-2016 year was approved. Norco presented a Five-to-Thrive highlighting the Welcome Day Norco had. Over 300 students and family members were invited to the college to receive helpful information at booths, tours of the college and labs, and Q&A sessions with faculty and students. Overall, Norco College's inaugural Welcome Day was a huge success. December will be Norco's turn again to present Five-to-Thrive, so start thinking of possible faculty accomplishments to bring attention to.
- Friday, Sept. 12, 2015 attended the DSPC meeting. Heated debate took place regarding the budget that the district presented to the BoT. It would seem that the DBAC formulated a budget without any input from the three colleges, their presidents, vice-presidents, or faculty. The Chancellor has promised this will never happen again. As a result, Norco College will get the traditional proportion of FTEs from the district and will be paid less per FTE than its sister colleges. The District's budget is still greater than Norco's and Moreno Valley's budget. Tom Wagner attended this past Friday's DBAC meeting and he reported back to the Senate that they made a pledge to honor our efficiency.
- Compiled a summary report of our Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees. Will be posted shortly onto the Strategic Planning Website if anyone is interested in reviewing. New survey will be going out in October.
- Several changes of administrators have taken place over the summer. The Vice-Chancellor of Academic Affairs was let go and a new Vice-Chancellor of Human Resources and Employee Relations, Dr. Terry Hampton, was hired.

B. Vice President (Jim Thomas)

- Part time nominations for academic senate. Will need to conduct elections to nominate and elect a part-time senator.
- Also faculty Distinguished lecturer nominations in 2 weeks for voting.
- Workshop went well.

C. Secretary/Treasurer

- We need a rep. The Senate cabinet is composed of the president, vice-president, and the treasurer; meet 1 time per month.

D. Student Liaison (Vacant)

- Absent.

E. RCCDFA/CCA/CTA/NEA

- The CTA is working on its by-laws since they are outdated. Still not in alignment with having three colleges in the district. When those are completed they will go out to faculty for approval.
- Issues regarding the syllabus shells were clarified by the CTA. Norco administrators quickly replied to the CTA's suggestions. Became clearer that the shells are not required of faculty to use, but highly recommended to remain in compliance.

VI. Ongoing Business

A. Application for Educational Assistants (Peggy Campo)

- Educational Assistants will be available for winter and spring of 2016. Take back to your departments. Individual faculty can fill out forms available on the Academic Senate website and apply for it. Deadline not out yet, will be decided at the District Academic Senate meeting held next Monday.

VII. New Business

A. Minor Revisions to Assessment Rotation Schedule (Sarah Burnett)

- Moved by Jim Thomas, second by David Mills. Sarah Burnett explained the minor changes to the assessment rotation schedule and the reasons for the changes. Unanimously approved.

B. Approval of Kris Anderson as Faculty Accreditation Co-Chair-Action Item (Diane Dieckmeyer).

- Moved by Sarah Burnett, second by Tom Wagner. Motion approved with one abstention.

C. Distance Education Faculty Guide – 1st Reading (Vivian Harris)

- Motion by Jason Parks, second by Tom Wagner. Vivian Harris presented the DE Faculty Guide for Senate approval created by the DE Committee in the spring. Will vote on it at next meeting. The committee was thanked for their efforts.

D. Selection Process for Distinguished Faculty Lecturer and PT Senate Representative (Jim Thomas)

- Already discussed in VP report.

E. Vacancies on Norco Academic Senate and District Committees

a. NAS Treasurer

- b. **NAS M&S Senator**
- c. **NAS AHWL Senator**
- d. **NAS Part-time Senator**
- e. **District Academic Standards Committee (Need 2 faculty members)**
- f. **District Gen Ed Senator**

- Discussion ensued. Will bring back to departments to find out if interested in reducing the numbers of senators from each department. Discuss as well how to make faculty membership in college committees more strategic and efficient.

F. Discussion regarding re-instating a Student Success Committee under Senate-Information Item (Peggy Campo)

- Senate agreed unanimously to create an ad hoc committee to investigate the possibility of creating a standing sub-committee under the Senate to deal with student success, pedagogy, teaching and learning. The ad hoc committee is composed of Peggy Campo, Jim Thomas, Melissa Bader, and David Mills.

VIII. VI. Norco and District Senate Committee Reports

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

- No report.

B. Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)

- Apply for professor Oct 31st deadline.

C. Professional Development Committee (Zwart, #8, 10+1)

- No report.

D. Library Advisory Committee (Harris) (+1, 10+1)

- Read 2succeed will be this Thursday. On Nov. 20 will have a 4 hour meeting with the author from 9am-1 pm. This has been approved by the PD committee for flex hours.

E. Distance Education Committee (Harris) (+1, 10+1)

- Peggy looking at committee memberships and coverage and present to your departments before re-configuring by-laws and restructure of senate
- Put on Agenda on revision of by-laws and further discussion(Thomas)

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

- Training camp October 20, 2015 1:30-4:30, in the NOC. Any department that has questions can bring curriculum and launch directly at the camp onto CurricuNET with the aid of curriculum chair/committee members.
- Need skills experts for AB4260. Nikki Capps will serve for English, Mitzi Sloniger for Reading, and Brian Johnson for Math.

- Next curriculum meeting is Tuesday 9/22/15 issue with ADT physics problem with CID, physics ADT will be lost at Norco College.
- Difference between SLOs and objectives on COR was discussed. Sarah added that input is needed for Trac Dat from CurricuNET and support to cross over information
- General Education Workgroup needed and counselor Rep needed, will follow up with Nick.
- Questions regarding when is the latest a course can be placed in the following year's catalog: 1st week of November is the deadline for courses to be in catalog for next year.

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

- Trac Dat video training updated. Had to cancel first Trac Dat training of the year due to low enrollment, but many are signed up for tomorrow's training. Sarah highlighted the fact that she was willing to have 1-on-1 training sessions with faculty who still are not comfortable with Trac Dat. It is essential all assessments be entered into Trac Dat to have accurate data regarding number of courses and programs assessed.
- Video on training updated
- Collaborate with chairs
- This week the Assessment Committee will look at Program reviews and GE and AOE reports from the spring.

H. Academic Planning Council (Parks) (#10, 10+1)

- APC is working on Faculty hiring rankings. Ran into issues regarding ranking counselors hired with categorical funds.
- Winter scheduling is done, spring scheduling has started.
- Minor adjustment (15 min) to the grid was made.
- We are ahead of our projected FTEs.

IX. Open Hearing

- Dr. Dieckmeyer mentioned the plans to continue with the Completion Initiative which was started over the summer. Looking at ideas that will help students progress successfully through our programs. Especially our disadvantaged students. Will be holding a Brown Bag Lunch series to discuss topics such as meta-majors and faculty advisement. Be on the lookout for an email from her with the specific dates, times, and topics to be discussed. Equity issues and what works best for those groups less successful were discussed.
- Dr Ocegüera mentioned that the Equity Plan Revision is due on December 18, 2015 and he needs volunteers from faculty to review, revise, reduce, or enhance the plan. Please contact him if you are interested in participating. Involvement of all constituencies is important.

X. Adjournment-3:35 pm

Zina Chacon (Minutes Recorder for the meeting)