

**MINUTES**  
**Norco Academic Senate Minutes**  
**October 3, 2016**  
**1:30-3:30 ST 107**

**1. Call to Order:** Meeting called to order by Peggy Campo.

**II. Attendance**

• **Attendees:**

**Peggy Campo – Senate President**  
**Jim Thomas – Senate Vice President**  
**Kim Kamerin – Senate Secretary/Treasurer**  
David Mills Communications Department, Senator  
Charles Sternburg Math and Science Department, Senator  
Kimberly Bell Social and Behavioral Sciences Department, Senator  
David Payan Social and Behavioral Sciences Department, Alternate Senator  
Tom Wagner Business, Engineering, and Information Department, Senator  
Cameron Young Part-time Faculty Senator  
Jason Parks Academic Planning Council Chair  
Brian Johnson Curriculum Committee Co-Chair  
Melissa Bader Professional Development Chair  
Celia Brockenbrough District PG & SL Committee Representative  
Maria Barragan ASNC Student Representative

• **Absentees:**

Alexis Gray Program Review Co-Chair  
Vivian Harris Library Advisory Committee Chair  
Jan Muto Distance Education Committee Chair  
Peter Boelman RCCDFA/CCA/CTA/NEA  
Quinton Bemiller Arts, Humanities, and World Languages Department, Alternate Senator  
Sarah Burnett Assessment Committee Chair-Assessment Coordinator

• **Guests:**

Dr. Monica Green College President  
Kris Anderson Accreditation  
Dr. Diane Dieckmeyer Academic Affairs  
Jeff Warsinski Math and Science, Assistant Faculty

**III. Approval of Agenda:**

Motion to approve agenda David/Jim **MSC**

**IV. Approval of Minutes:** Motion to approve the minutes from:

May 23, 2016 Jim/Jason **MSC** 3 abstentions

September 19, 2016 Kim/Kim **MSC** 1 abstention

## **V. Officer & Liaison Reports**

### **A. President:**

- 9/22/16 District Enrollment Management meeting update. Norco has met it's FTES; the other two colleges have not. Discussed how to meet target FTES across the district and need for more strategic planning when distributing FTES to the colleges throughout the district. Discussed marketing strategies.
- 9/23-9/25/16 New faculty retreat was held at the Temecula Creek Inn. Over 30 faculty and administrators were in attendance to discuss college issues and to get to know one another better. These types of activities help to create a culture of community that was genuinely felt at the retreat. Thank you Melissa, Diane and Laurie for organizing such a great even.
- 9/26/16 The BoT held a special meeting where Trustee Miller stepped down and VP of the board.
- 9/26/16 First DAS meeting of the year. Discussed many issues that will have to come to this body throughout the year.
  - Updating BP/AP 7120a and 7120b- Academic and Classified Administrators Recruitment and Hiring and Classified and Classified-Confidential Recruitment and Hiring
  - Updating BP/AP4100- Graduation Requirements for Degrees and Certificates
  - Updating BP/AP4026-Philosophy and Criteria for International Education
    - District Study Abroad taskforce will have Buck Stevens and I serving on it.
  - DE taskforce: Jan Muto will serve on this important committee. Need one more faculty for this important district committee. Tom Wagner volunteered today to be on the District committee. Dr. Rolando Regino is the new District Open Campus Director. Derrick Moore and others from IT will all be on the committee.
- Discussed equivalency and MQs handbook. RCC is holding an all day training on October 29, 9:00am-3:00pm. Sign up at ASCCC.org. This is a free training. Peggy will submit request to the PDC for FLEX Credit.

### **B. Vice President: No report**

### **C. Secretary/Treasurer-Kim Kamerin: No Report**

### **D. Student Liaison-Maria Barragan:**

- Work is on-going for the Harvest Festival
- Working on a Dreamers Resource Center- This will create a safe environment for dreamers. Looking for support from faculty and administrators to serve as mentors
- Peggy recommended making a formal presentation to the Academic Senate so that it can be voted on.

### **E. RCCDFA/CCA/CTA/NEA**

- Election conference this weekend. Seven delegates for the District Academic Senate. No official Associated Faculty Representative. Mark Seleck indicated that it could possibly be paid from the district

funds.

- Associate faculty/student behavior issue discussed. Is it a faculty or Dean of Student issue? Associated faculty association has not come to a final decision on the protocol. Will send out a reminder once a final decision is made.
- Discussed the extensive time it is taking to get classroom doors opened. Email was sent to all Associate faculty. Received only a few responses from Norco.

## **VI. Old Business- None**

### **A. Resolution 01-2016-17 Vote of No Confidence in Trustee Nathan Miller-Action Item (Campo)**

Resolution read aloud. Kim B/Kim K MSC

Discussion

- Peggy brought to the committee a recommendation made by Virgil Lee to take out ANY political mention or names. These were removed from the original draft.
- Chuck still thinks it should mention that it is from a political account. Isn't the real issue about violence?
- Arts, Humanities and World Languages would be happy with even stronger language
- M&S 8-5 vote
- COM 12-3 vote
- BEIT did not discuss.
- It is important to note that faculty were encouraged to vote in their department meeting on this resolution.

### **B. Revised Syllabus Shell – Action Item (Gray)**

Postponed. If you have not had time to review the syllabus shell please do so prior to our next meeting.

## **VII. New Business**

### **A. Midterm Report-First reading (Dieckmeyer, Anderson)**

- Reviewed the district recommendations (2), Norco College recommendations (4) and the Actionable Improvement Plans (AIP) (5)
- Technology-respond to the tech report (District)
- Implement OPEB-Employment Benefits (District)
- Evaluate all parts of our planning process (Norco)
- SLO's-be consistent (Norco)
- Business Services and Program Review-Service Area Outcomes (Norco)
- Technology replacement plan including effective use, and cost of ownership (Norco)
- All 5 AIP's have been addressed and resolved. Report shows how they were resolved and how they are being sustained.
- Timeline
  - Second reading mid-October
  - Completed by end of semester in December
  - Goes to district committees in February 2017
  - Due ACCJC March 15
  - No visit is required
- Required

- Our fiscal annual report (Beth)
- Trend Report-New-reflects the trends of our March annual reports since 2013. The report is not done, but we are working on reviewing the trends. No specifics given on what “trends” they are looking for. No model provided. We will do our best to provide a report showing as many trends as possible. This could be a move toward a new style of midterm reporting.
- Dr. Green suggests looking back at our minutes and adding them as evidence.
- Second reading in two weeks
- Norco is ahead of schedule.

## **B. College Promise Programs – Discussion item (Green)**

### **Discussed out of order in error**

Full program can be reviewed at <http://relwest.wested.org/resources/221>

Discussion

- Conceptualized as a tuition free program for first 2 years.
- January 19, 2016 the Board passed resolution.
- August 30, 2016 a two-person team (Dr. Dieckmeyer and Dr. Uesugi) attended the California Promise Event in Oakland. They brought back the Survey of College Promise Programs. The programs varied:
  - free tuition for a specific amount of time
  - Preferred enrollment
  - Stipends paid to students.
- September 22, 2016 AB1741 Established grant program-Pathways between K-12 Community College University
  - \$15M allotted in state budget has not rolled out yet.
  - Executive team formed and started to bring the conversation to Norco.
  - Feeder is CNUUSD with JFK, Summer Advantage and Upward Bound
  - How do we fold this together with our Completion Initiative?
  - Currently in the silent phase-seeking \$4M/\$2M in scholarships
  - Who is eligible?
  - The Cal States need to embrace our ADT’s
  - Tom asked what can we do as faculty to help?
- Problems with Spanish ADT at CSUSB. Faculty reached out to CSUSB to find out what was needed.
  - Send donors our way
- Variety is important if we want to reach the most students.
  - Financial aid approved for use at one institution. This will allow for more variety.

## **C. Survey of Effectiveness Report – Discussion item (Campo)**

Questions and answers from the survey were reviewed and discussed- Please see survey attached

Discussion:

- Q2
- Opening the bylaws did help provide a clear picture.

- Retreat may have added to our clarity when asked this question.
- Consider holding first meeting the 2<sup>nd</sup> week of September because first week is a holiday.
- Q3
- Minutes & Agendas – all good
- Q4
- How can we do all that needs to be done? Are we OK with the results of 55/45%?
- Are we getting to what is important?
- We typically unpack and deliberate as needed.
- It is the nature of the senate to expand the agenda. We have to be flexible.
- Peggy runs a good meeting.
- Historically many people do not attend and report out

#### **Recommendations:**

- Come to meetings better prepared
- Utilize consent items for pre-approval
- Q5
- All good
- Q6
- 73% actively involved. In alignment
- Q7
- 83% yes

#### **Recommendations:**

- Have a spot on your agenda to share communications from the Academic Senate in your department meetings.
- Send copy of the Academic Senate minutes to the chairs and senators separately as well as to nor-all.
- Q8
  - See written comments in attachment
- Q9
- See written comments in attachment

#### **Recommendations**

- **Fewer surveys**
- **Make suggestions more specific instead of generalized**

## **VIII Norco and District Senate Committee Reports**

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

- Committee will be meeting on Thursday.
- Working on Mission Statement.

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

- **No Report**

### **C. Professional Development committee (Bader) (#8, 10+1)**

- Had our retreat with 19 new faculty, three second- year faculty, mentors assigned to new faculty, Academic Senate President and the Department Chairs.
- Retreat included our Friday mixer, full day Saturday centered around equity and active learning, and active learning strategies on Sunday. It was a really good retreat.
- Our second First Friday is schedule for this Friday, October 7-Student Management with Kimberly Bell.
- Working on a year long calendar

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

- Vivian was unable to attend but wanted to report that there is a new & improved library website <http://norcocollege.libguides.com/home>). Any feedback can be sent to Vivian or Damon Nance.

### **E. District Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)**

- Attended district meeting
- Next PG&SB meeting is Thursday October 6.
- What are we doing to do when Dr. Anderson leaves at the end of November? Chancellor Burke is trying to make sure we have people in place that can do multiple jobs.
- Temporary clerical support-Gabriella Toro
- Breakup of PG&SL? Recommend making Sabbatical leave college specific.
- Riverside has representation from each discipline but only two from each college should be attending the DAS meetings.
- October 31 is the deadline for professor applications.

### **F. Distance Education Committee (Muto) (+10+1)**

- Committee still needs faculty

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

- Switching to META (updated version of Curricunet)
- rccd.curricunet.com
- password ChangeMe1
- User name- (your name) @ rcc.edu
- Meta Camp - October 20 12:30-2:30 in the NOC. If your department has things they need to go through Brian recommends attending. FLEX credit is available.
- We support program level eventually, but not in use yet.
- META has option for Course Outline Objectives
- Title V says we MUST have objectives (SLO's)
- Curriculum committee is missing reps. Please ask if someone could volunteer. Brian will send announcement to everyone.
- AHWL has only 1 rep
- BEIT missing 1 rep

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

- No Report

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

- Holding second meeting on Friday
- Winter went well
- Adding to spring
- Next meeting we will work on faculty and equipment ranking.
- PT evaluations are ongoing. Peggy and Jason will touch base pending Medina Bill AB1690/SB1379 Ranking for PT faculty. Would that be addressed as an MOU? It will change the way we hire PT faculty.

#### **IX Open Hearing**

- District Enrollment Management covered in Presidents Report
- FTES District Down total of 300 Fall/summer
- Riverside down total of 200
- Prior to census Norco was up about 80

What are we going to do about this trend? Pedagogically, if you can bring on students, feel free to do so. Our efficiency is dropping. Please do not add over your cap unless you want to.

- We are losing many students due to the applications closing early in fall and summer. How do we help students with the application?
- DE classes (online) are costing us. Kim would like to know what classes specifically.

- Kim thanked the ASNC for supporting their 45h annual retreat in Idyllwild.

Meeting adjourned 3:30

**Next meeting Monday, October 17, 2016**