![NORCO COLLEGE]

Norco College Academic Senate
October 21, 2019, 1:30 p.m. – 3:30 p.m.
Brenda & William Davis Center for Student Success, CSS-217

Minutes

1:30 p.m.   I. Call to Order, Roll Call/Sign-In

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Barbara Moore, Celia Brockenbrough, Michael Bobo, Quinton Bemiller, Kim Kamerin, Dana White, J. Marie Hicks, Jody Tyler, Vivian Harris, Melissa Bader, Jan Muto, Bob Prior, Starlene Justice, Daniel Reade, Kimberly Bell, Sara Gadalla

Members Absent: Dominque Hitchcock, Ashlee Johnson, David Mills, Elisa Chung, David Payan, Laura Adams, Alexis Gray, Brian Johnson, Timothy Russell, Kara Zamiska, Peter Boelman

Guests: Gustavo Oceguera, Jason Parks, Samuel Lee, Monica Green, Michael Collins

II. Approval of Agenda
Motion to approved agenda: Kim Kamerin; J. Marie Hicks 2nd, motion passed unanimously

III. Approval of Minutes of October 7, 2019
Motion to approve the minutes for October 7, 2019, with the changes, requested: Kim Kamerin; Jan Muto 2nd. Passed unanimously.

ACTION ITEMS

1:40 p.m.   IV. First Reads:
                 A. RCCD Summary of Regulations for Distance Education
                    (S. Pisa/M. Bobo)
                    • The first document has been circulated as a summary of regulations. This summary cannot be edited because it is a direct policy related to Distance Education from ACCJC and Title V.
                    • This tool that will be included in the faculty handbook to disseminate across the district to explain what Distance Education is and what's mandated.
                 B. RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education (S. Pisa/M. Bobo)
                    • Curriculum and District Education committees at the three colleges have approved the document. The Academic Senate at all the colleges will be the third body approving the document.
                    • This document is another tool that the district will be including in the faculty handbook or training manual. The document includes

what faculty need to know about accreditation and contact between faculty as well as students.

- Several sections include the word 'regular' which refers to the expectations in the syllabus. Ideally, this language needs to be included in the syllabus. Some of the expectations are when faculty assigns and grades within days, weeks or however they define it on the syllabus. This also includes contact with students, and faculty email response times (ex. will reply within 48 hours to emails, etc.)
- Some sections of the document have been updated along with tools such as ConferZoom, which is a web conferencing tool. Also regulations within Title V. However, the changes are not substantial.
- The document has to be approved by the senate so it can go to the board of trustees.
- All faculty hires are provided with this documents for their information.
- The changes to this document have been included in the DE regular update and Flex.
- We should come up with a practice to highlight changes to documents and provide them to faculty. Assign a chair to be responsible to inform their faculty.
- Encouraged for faculty to read it.
- In every single CANVAS training, this topic is emphasized.

These documents are an update to versions approved by Curriculum Committees in 2014, reflecting changes to ACCJC standards and Title 5 regulations.

Notes: BP/AP 4040 Library and Learning Services will be brought back at a later date, as changes needed to be made due to new legislation passed earlier month (AB1313). The Guided Pathways position(s) will be brought back in November.

REPORTS

2:00 p.m.   V. Liaisons
        A. ASNC President (S. Gadalla)
- The Harvest Festival event will be this Friday on October 25th
- The student body requested clarification regarding four student parking spaces that were requested for four veterans through BFPC. It was indicated that this motion was passed and approved by BFPC. The planning council approved 18 parking spaces. ASNC was not involved in the process.
- It was commented if we are looking at other student populations as well to provided parking spaces.
- Due to the student fees increase, ASNC are looking at doing vouchers for housing for a nearby hotel for students in need.

- The liability issue was brought up regarding students using this service.
- A task force is being develop for housing and security. They will create a procedure to issue vouchers, hotel fees, and other services. There will be multiple funding sources and ASNC would be one of them if it is approved. Also, the State of California Chancellor approved to use the equity and achievement funding to also contribute towards housing and other needs for students. After the procedure is developed, it will be presented to the Academic Senate.
- Art mural: ASNC will be hiring a Norco college alumni artist. They want to make it a learning experience for students. They want students to be able to shadow the artist. A location that they are thinking about is outside the CSS building. They want a location that will not be affected by the Facilities Master Plan.
- It was mentioned that when there is a big building project, it is typical for 1% to go to art funds.
- It was suggested to review board policy about murals and the process.
- We need to figure out who decides the location of the mural.

B. CTE (G. Zwart)
- No report provided.

C. Guided Pathways (M. Bader)
- Guided Pathways is working on several projects this semester. The projects are more of project management level right now.
- They are working on Pathway updates with Dr. Parks and getting our pathways redeveloped for the suggested electives.
- Working on success teams and the engagement center is opening in a week.
- We have some initial data on our pathways. One data point that changed from fall 2018 to fall 2019 is that the first time college student average units went from 9.6 to 11.2 (attempted units).
- PRT Visit on November 1st

D. RCCDFA/CCA/CTA/NEA (P. Boelman)
- No report provided

2:15 p.m.   VI. Officers
A. Secretary/Treasurer (K. Kamerin)
- No report provided

B. Vice President (V. Lee)
- Entertainment committee has changed its name to Faculty Unification and Networking committee.
- First event on Dec. 5th called Trivia Night.

C. President (Q. Bemiller)

- October 12th attended the Academic Senate DE meeting. Chancellor Ortiz Oakley was present and supported the online community college.
- This is fundamental that the online college did not go through the process. This makes everyone nervous. The state senate and unions are already looking into this and faculty association have brought up the issue. Also, the statewide academic senate is very important and is pushing back.
- The online school is supposed to offer courses that are not being offered anywhere else.
- There are two requirements to hire full time faculty: Education, Master's degree and second demonstration sensitivity to diverse populations. Faculty who are on a hiring committee ensures the new faculty has both of these components.
- HR is asking to have diverse committees.
- The issue is that District HR still is limiting themselves to understand diversity and its rights. This is very problematic. The legislation says that when employees updated an application they were supposed to provide an opportunity to self-identify in the LBTQ+ category. We don't know if this has been done.
- On the Board of trustees meeting last Tuesday it was reported out on the resolution of condemnation to the chancellor and that it was voted down. A point was made that there are faculty who still have concerns and those concerns were outline to be included in the resolution. As a result of his comments, Trustee Hedrick thank him for presenting the resolution in way that as not disrupted or adversarial. After the meeting, he said he will welcome an invitation from faculty to come to Norco College to speak to us and answer questions. He does stand behind the chancellor and believes he is doing a great job.
- It was suggested to invite Trustee Hedrick at a faculty meeting.
- The senate needs a faculty rep for Norco College for the district Facilities Recognition and Naming Committee. The committee will meet on an annual basis to review policy and on an ad hoc basis when proposals are received. If you are interested please let Q. Bemiller know.
- Q. Bemiller will bring the name to the senate so they can ratified it.

2:20 p.m.   VII. College Administration
    A. Vice President, Academic Affairs (S. Lee)
- We submitted our 2020 ISER draft. This draft is going to the District Strategic Council on Friday.
- Two improvement plans: One is to implement the new Governance handbook and to develop a needs survey for our students.

- QFE will have two plans in the ISER: One to Implement professional development and support equity in guided pathways. Second is to develop a student engagement center.
- The College will be hosting an associate faculty appreciation week possibly on November 6th. It is the same date for the grand opening of our faculty office space at the LRC.
- PRT Team visit on November 1st and a schedule was sent out. It's an open meeting. Everyone is welcome to participate.
- We are planning to move forward with Stokoe Center. They will be renovating the center. This project includes UCR, Riverside County, Cal State San Bernardino, and RCC. Also involves developing a pathway to a bachelor degree and credentials in education and dual enrollment.
- Academic Affairs is working with Alexis Gray on clarifying the program review process and resource request procedure.
- The CA virtual campus OEI was mentioned. Students can use this resource for online classes. We might considered participating on the exchange. He just wanted for faculty to be aware that this option exists.
- 57 colleges are participating on the OEI.
- The college has to be approved.

B. College President (M. Green)
- No report provided

2:30 p.m.   VIII. Budget Update (M. Collins)
Vice President Collins will give an overview of the district and college budgets, the Budget Allocation Model (BAM) and answer questions.
- Presented the budget allocation for 19-20
- General Fund 11- 83.3% 19/20 budget-salaries and benefits
- General Fund 11-16.7% of 19-20 budget non-salary
- Restricted Fund 12- 40% of 19/20 budget salaries and benefits
- Restricted Fund 12- 60% of 19/20 budget-Non-salary expenses
- 24.1% of Norco budgeted salaries and benefits are funded with restricted funds
- We are under budget in the first quarter
- The district is primarily funded through apportionment
- The revised BAM is being developed using the concept of "FTES as currency"
- The BAM will use the FTES "Exchange rates" that are developed to allocate resources to the colleges.
- Revised BAM will be implemented in the 2020-21 fiscal year
- Procedural steps in 2018-19
- Disciplines were group into the following categories to derive consistency and comparability among the college:
  - STEM

- o Liberal Arts
- o Career and technical education
- o Unique (define as discipline only offered at one college)
- There will be a potential for an increase based on this model.
- We are making a local decision to have courses tough by part-time faculty.
- Analyze and justify "Unique" disciplines
- Develop a treatment for District operations costs
- Establish the "Exchange Rate" (median) for disciplines categories
- Analyze/implement budget development improvements that allow for planning
- Analyze strategic programs/considerations that impact the cost of FTES
- Prepare for implementation of the revised BAM in 2020-21 budget year
- The Senate would like to see a PIE chart indicating how much money goes to administration, etc.
- On November the board of trustees will decide if they will go for the bond or not. The actual allocation has not being specified yet.
- The chancellor cannot specify how much will be allocated to each college. However, his intention is that a lot of the bond money will go to Moreno Valley and Norco College.
- We need to be as truthful as possible with the public.
- Motion to extend the meeting for 10 min: Bob Prior moves; Kimberly Bell 2nd. Motion Passed.
- We always look at the three prior years for the next year's budget.

DISCUSSION

2:50 p.m. IX. Proposed changes to the composition of the faculty membership of ISPC and the process by which they are selected. (B. Moore/V. Lee)
- Table for next meeting

3:00 p.m. X. Organization and timing of Senate agenda items, aimed at resolving the issue of not having enough time to discuss issues within the allotted time periods. (B. Moore)
- Table for next meeting

3:10 p.m. X1. RCCD Curriculum Handbook (Bemiller)
- Updated "program development process" p. 34. The link to the old 2011 process will be taken out after approval.
- "Program approval process" p. 36. Step 1 was changed to include the development process as the first step.
- District Academic Senate will vote to approve; feedback requested.
- Table for next meeting

3:15 p.m. Open Hearing

3:30 p.m.   Adjournment 3:40 p.m.

Fall 2019 Schedule	**Spring 2020 Schedule**
~~September 9, 2019~~	March 2, 2020
~~September 16, 2019~~	March 16, 2020
~~October 7, 2019~~	April 6, 2020
October 21, 2019	April 20, 2020
November 4, 2019	May 4, 2020
November 18, 2019	May 18, 2020
December 2, 2019	June 1, 2020

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