

NORCO COLLEGE

[Norco College Academic Senate](#)

December 2, 2019, 1:30 p.m. – 3:30 p.m.

Brenda & William Davis Center for Student Success, CSS-217

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DRC at 951-372-7070.

Minutes

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

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Michael Bobo, Quinton Bemiller, Dana White, Jody Tyler, Melissa Bader, Jan Muto, Bob Prior, Kimberly Bell, Sara Gadalla, Barbara Moore, Celia Brockenbrough, David Payan, J. Marie Hicks

Members Absent: Dominique Hitchcock, Ashlee Johnson, Kim Kamerin, David Mills, Elisa Chung, Laura Adams, Alexis Gray, Brian Johnson, Timothy Russell, Kara Zamiska, Peter Boelman, Vivian Harris, Starlene Justice, Daniel Reade.

Guests: Samuel Lee, Barbara May.

II. Approval of Agenda

Motion to approved agenda: Jan Muto moves; Dana White 2nd. Approved. No abstentions.

Motion to table item VI and replace it with discussion of the Hayward Award: J. Marie Hicks moves; Jan Muto 2nd. Approved. No abstentions.

III. Approval of [Minutes of November 18, 2019](#)

Motion to approve the minutes for November 18, 2019: Virgil Lee moves; Bob Prior 2nd. Approved. No abstentions.

1:35 p.m. IV. Action Item: Approval of APC Recommended Faculty Replacement Hires (M. Bader)

About: Academic Senate approval is requested for the following six (6) confirmed retirements, which were unanimously approved for replacement by the Academic Planning Council (APC) on November 22, 2019:

1. Anatomy & Physiology
2. Business Administration (General)
3. Business (Business Law)
4. Computer Information Systems
5. Kinesiology
6. Mathematics

- Motion of the approval of APC recommended faculty replacement hires. Melissa Bader moves; Bob Prior 2nd. Approved. No abstentions.

- The retirees need to submit their paperwork in May
- The Office of Instruction will begin the process to hire for these faculty positions right away.

1:45 p.m. IV. Information: Accreditation 2020 Update (K. Anderson, R. Leal, S. Lee)

In preparation for the accreditation visit March 2-5, 2020, we will look at main themes arising from the [ISER Standards](#), discuss Standards [IIA](#) and [IVA](#), in particular, and pose some general questions that senators can use to prepare for the accreditation team's visit.

- The ISER will be presented to the board of trustees so it can be sent to the accreditation team.
- Standard IIA and IVA involves the academic senate.
- Please read the questions to be prepared for the accreditation visiting team.
- The accreditation team are looking for a sense of integrity and validating information.

2:00 p.m. V. Information: [Permission to Use Faculty-Developed Intellectual Property](#) (S. Pisa/M. Bobo)

About: This document is intended to protect faculty's intellectual property rights regarding online course material. Feedback from NC Academic Senate is requested.

- This is an internal process in which users will need to fill out a permission to use faculty-developed intellectual property form for online course material.
- Motion to approve this document for the permission to use faculty-developed intellectual property form; Jan Muto moves; J. Marie Hicks 2nd. Approved. No abstentions.

2:10 p.m. VI. Information Item: Community College Faculty Survey of Student Engagement (CCFSSE) Presentation (G. Aycock)

About: These are the 2019 results of the faculty version of the CCSSE that was given to all full & part-time faculty.

- 2020 Hayward Award Item: Most prestigious statewide award. Submission of application Dec. 13th
- Nominations: Sarah Burnett, Dominic Hitchcock, Gail Zwart. They all have accepted the nominations.
- The Hayward Award rubric was discussed
- A recommendation was made to make a nomination for this year. However, for next year they will establish a process for the nominations.
- Motion to nominate Gail Zwart: Virgil Lee moves; J. Marie Hicks 2nd. Motion approved. No abstentions.

2:25 p.m. VII. Information Item: Academic Senate/Standing Committees [Evaluation of Effectiveness, Spring 2019](#) (Q. Bemiller)

About: The results of the Evaluation of Effectiveness for Academic Senate and its Standing Committees was not reviewed in Spring 2019, and needs to be reviewed now. The survey will be conducted again in Spring 2020.

- Discussion about the survey proceeded

- We should be asking faculty if they are doing a good job.
- The reporting percentages is very low and they don't reflect the actual information.
- If we want this process to change we need to work with Dr. Aycock area or maybe do it in the retreat in the spring.
- We need more people to respond to the survey.
- Senate would like to have other questions ask and change the methodology of the assessment.

2:35 p.m.

VIII. Committee & Liaison Reports

A. ASNC (S. Gadalla)

- Hydration stations have been installed in IT and Little theater
- Plan to have three more stations: one in winter and two in spring. SSV, ATEC, STEM, and Soccer field.

B. [Distance Education](#) (M. Bobo)

- The committee membership has included ASNC representation this fall in addition to all 4 Schools.
- The committee has set the following **goals for 2019-2020** in response to the Strategic Planning Goals and pending changes with the new Educational Master Plan in mind:
 - Collaborate with District Distance Education administrators, faculty and staff to develop a District Distance Education plan in preparation for Accreditation 2020 visit.
 - Approve and endorse updated Guide to Recommended Best Practices and Summary of Regulations distributed with Teaching Assignments to all faculty online and Hybrid courses.
 - Support training of faculty in cooperation with RCCD Distance Education staff.
 - Support professional development, mentoring and training of faculty interested in online learning, including FLEX trainings, NetTutor Training and 3 Brown Bag Discussions.
 - Explore best practices in equity mindedness in support of the Student Equity Plan.
 - Support the Norco College goals to educate faculty in assessment, accessibility, and equity related to online learning with the creation of an Accessibility Team working on a District-wide Accessibility Plan.
 - Ensure student preparation for online learning in collaboration with ASNC through implementation of tools such as Quest for Success and Smarter Measure.
 - Promote Pilot Programs to Norco faculty as offered by RCCD Distance Education.
- DE Growth: Percentages of Full-Time Equivalent Students (FTES) enrolled in online (OL) classes rose about 1% each year from 2014-2017,

but increased 3% from 2017 to 2018 (from 7.57% in 2014 to 13.89% in 2018). Percentages of FTES in hybrid (Hyb) courses have also grown, but at a slower rate from 4.38% in 2014 to 6.06% in 2018.

- 3:00 p.m. IX. Officer Reports**
- A. President (Q. Bemiller)
 - District Strategic Counsel met on November 22nd. Education Master Plan was discussed. One of the items that was brought up was the role of the district Planning Counsel. A concern was mentioned that all voices need to be heard. There will be more discussions regarding this counsel. There was only language changes in the EMP. This will be presented at the Board of Trustees meeting tomorrow. They are fighting for the integrity of the EMP.
 - B. Vice President (V. Lee)
 - No report provided
 - C. Secretary/Treasurer (K. Kamerin)
 - No report provided

3:15 p.m. X. Open Hearing

3:30 p.m. XI. Adjournment

Fall 2019 Schedule

~~September 9, 2019~~
~~September 16, 2019~~
~~October 7, 2019~~
~~October 21, 2019~~
~~November 4, 2019~~
~~November 18, 2019~~
December 2, 2019

Spring 2020 Schedule

*February 24, 2020
March 2, 2020
March 16, 2020
April 6, 2020
April 20, 2020
May 4, 2020
May 18, 2020
June 1, 2020

*Special Meeting (Senate Workday/Retreat)