

NORCO COLLEGE

Minutes

Norco Academic Senate Meeting

September 21, 2020

1:30-3:30 Zoom

Call to Order: 1:30 pm

I. Roll Call:

Officers, Senators, Alternates, and Committee Chairs & Liaisons:

Laura Adams, Kimberly Bell, Quinton Bemiller, Michael Bobo, Courtney Buchanan, Sarah Burnett, Angelica Calderon, Alexis Gray, J. Marie Hicks, Samia Irfan, Virgil Lee, Barbara K. Moore, Brian Johnson, Vivian Harris, Dominique Hitchcock, Lisa Nelson, Jethro Midgett, David Payan, Mitzi Sloniger, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham

Reporting Members:

Guests: Christopher Blackmore, Jessica Cobb, Mark DeAsis, Kevin Fleming, Monica Green, Daren Koch, Samuel Lee, Damon Nance, Barbara May, Maryanne Stefanous

II. Approval of Agenda: M/Kamerin S/Lee Unanimous

Action Items:

III. Action Item: [Draft Language for Catalog/Schedule](#)(Q. Bemiller)

Academic Senate provided recommendations on draft language for the delivery modalities of classes in the Winter/Spring 2021 catalog/schedule.

- Using “Synchronous” and “Asynchronous” is language required by Ed Code
 - Online, no meeting days (**Online, Asynchronous**)
 - Regular meeting, days have to be listed (**Regular, Synchronous**)
 - If faculty misses day of meeting, Absence Affidavit needs to be submitted
 - Students cannot be given points for attendance and cannot drop students for missing class (i.e. missing four days) but can be given credit for participation.
 - Schedules will differ
- Occasional meets should list specific dates (**Synchronous, No name for this yet**)

(Alexis Gray to share letters with language with department chairs to be shared with APC, and then all faculty after discussed)

- Language to be published for Winter (10/26) and Spring (11/06)

M/Hicks S/Nelson with changes mentioned above, 5 Yes, 1 no, 3 abstentions

IV. Action Item: Approvals

A. Standing Committee Name Change (V. Harris)

Academic Senate is asked to vote to approve the Library Advisory Committee's proposed name change: "Library & Learning Resource Center Advisory Committee".

B. Professional Development Committee Co-Chairs (K. Zamiska/T. Russell)

Academic Senate is asked to approve Dr. Kara Zamiska and Dr. Timothy Russell as Faculty Co-Chairs of the Professional Development Committee, for a term of one academic year (Fall 2020-Spring 2021).

M/Kamerin, S/Lee, Approved Unanimously

V. Report/Discussion: Faculty Association (P. Boelman)

Faculty Association Vice-President, Peter Boelman, gave updates and answered questions.

- Faculty Association working w/ District to come up w/ temporary fix for this year (*For what?*)
 - How online classes will be evaluated is up to Academic Senate
- Faculty Association monitoring face-to-face labs being taught this semester very closely
 - Norco has very few face-to-face
- Health care discussions to be held at Faculty Association retreat
 - COVID 19 testing and medication should be covered under PPO
- Proposal for 3 of the 24 hours of flex time each year to be focused on equity issues
 - Specific criteria/activities need to be clarified
- General timeline for opening negotiation of the contract (if necessary)
 - Negotiations typically take place in Spring
 - Some parts of negotiations need to be kept confidential
- Work is ongoing to determining the guidelines for IOI's during COVID

VI. Information: Project Nexus Update (C. Blackmore)

Christopher Blackmore, Associate Vice Chancellor, Information Technology & Learning Systems, gave an update Academic Senate on the District's new ERP (enterprise resource planning) Project.

- On boarding phase has been completed
- Official Project Kickoff is scheduled for September 25th from 10am to noon
 - Complete overview of the project will be given by vendor
 - Chancellor to speak as well
- Define Phase-Business Process Blueprint is scheduled for October 8th
 - Business Process Analysis Sessions for all functional areas
 - Higher education best practices model
 - BPA report from the spring of 2018 is the starting point
- About 40 individuals across the district are involved in project
 - Involved are faculty, staff, and administrators
 - Subject matter experts will be asked to be involved
- Monthly meetings take place with Steering Committee

VII. Information: Academic Senate Orientation (Q. Bemiller)

President Quinton Bemiller gave an [Academic Senate Orientation](#), to contextualize the role of Academic Senate, and reviewed the responsibilities of Academic Senators/Alternates.

- President Bemiller delivered a PowerPoint presentation (provided in link above)

VIII. Discussion: Review Extenuating Circumstance Petition Process (M. DeAsis)

Dean Mark DeAsis provided Academic Senate with a review of the Extenuating Circumstances Petition (ECP) process and grade changes, including removal of W grades.

- ECP is submitted by student for reasons such as getting a refund or changing their grade
- Current process splits:
 - Grade changes are reviewed by Deans of Instruction
 - “W” grades get reviewed by A&R
 - “EW” grades will no longer be offered in Fall with a particular deadline and are handled by A&R
- Procedures going back to pre-COVID

IX. Discussion: Potential Prison Education Workgroup (J.Dobson/J. Cobb)

Academic Senate discussed options for addressing needs of the Prison Education Community of Norco College (formerly known as Next Phase) program.

- Program running fully by correspondence (packets are assembled and delivered to prison)
- Over 15 instructors and quite a few classes running at the time
- There is a need to institutionalize the program
 - Address faculty and student needs
- Program in need of Academic Senate support to help evaluate the program and ask administration for support of growth, etc...
- Policies and procedures have been established by Jessica Cobb
- IEPI to come in and determine the needs (mini PRT)
- Pitzer started BA program and received approval for CANVAS access and a webcam
 - Something Norco College may be able to take advantage of this in the future
- Most other programs on campus have at least one dedicated administrative person, but this program doesn't have any administrative support
- Policies need to be in place for future planning

X. Information: Library/Learning Resource Center Update (D. Nance)

Dean Damon Nance will give a brief update on the Library/LRC

- Virtual Read to Succeed first event Thursday, September 24th 12:30-1:30pm
 - Discussing “*When We Rise: My Life in the Movement*” by Cleve Jones
- Still distributing computers and will have hotspots available for students
 - Students in need can contact Sabrina Sepulveda or Damon Nance

- Expanded charge for the Library Advisory Committee
 - New LRC workgroup will be formed (contact Vivian Harris or Damon Nance if interested)

XI. **Report: Review Minutes of the Joint Academic Senate/ISPC Strategic Planning Meeting, August 31, 2020 (Q. Bemiller)**

XII. **College Reports**

A. Associated Students of Norco College (A. Calderon, S. Irfan)

- a. Open forums will be decided this week
- b. Event for town hall will take place October 1st
- c. This week, ASNC will be promoting Club Rush

B. College President/Vice-President Academic Affairs (M. Green/S. Lee)

- a. Last meeting there was concern about accessibility of flyers, videos, etc., Dr. Ferrer has worked on an email that went out to Nor-all addressing concerns
 - i. Please let Dr. Green or Dr. Ferrer know if their needs have not been addressed
- b. Congratulations to Dr. Virgil Lee for being appointed Faculty Co-Chair of ISPC
- c. Last week there was a meeting with the state delegation, including Senator Roth, Assembly member Cervantes, Assembly member Medina
 - i. Legislative priorities were discussed
 1. Changes that were made to capital outlay
 - a. Impacted proposal 21/22 fiscal year Center For Human Performance and Kinesiology
 - b. Applied for the 20/21 under the hardship clause
 - c. End of Prop 51 budget funding and trying to get that project back on funded list
 2. Cal Grant reform
 - a. Addressing student housing needs, food insecurity issues, housing resources and mental health
- d. Offering two new late start classes in October, BIO 55 (Microbiology) Hybrid
 - i. Looking into starting a discussion to plan better future face-to-face offerings
 - ii. Proctoring needs and security
 - iii. Should be in the purview of the Senate to make recommendations that the three colleges can do in a consistent and aligned fashion to support students
 - iv. If conversations are taking place, Dr. Sam Lee would like to be involved
- e. No instructional equipment money, but there are CAREs Act funds
 - i. Conducting survey of faculty technology needs
- f. Moving ahead with Librarian Faculty Hire in the Spring
- g. Moving ahead with PRT to support Guided Pathways

XIII. **Officer Reports**

A. Secretary/Treasurer (K. Kamerin)

- a. Approved payment to ASCCC \$2,885.74
- b. Sent report last week after the meeting

B. Vice-President (V. Lee)

- a. No report

C. President (Q. Bemiller)

- a. Planning on speaking about course caps at District Academic Senate

XIV. Standing Committee Reports

A. Curriculum (B. Johnson)

- a. Emergency DE proposals due by October 23rd
- b. Deadline for standard DE proposal is September 25th

B. Distance Education (S. Burnett)

- a. Quest for Success is ready to launch
- b. Looked at Senate reporting document, will be coming back with feedback
- c. IOIs were discussed
- d. Some of the content in the Mission needs to be revised
- e. Lots of DE support for faculty
- f. Discussion about “Needs” survey for faculty and students through District
- g. Reached out to Drs. Tarrant and Ferrer, both made significant moves towards supporting faculty with documents and videos being ADA compliant (Props to them!)
- h. What to do about holding each other accountable so that everyone is engaging in best practices
- i. Possible collaboration with DE and TLC, DE and NAC
- j. DE now has representatives from every discipline/department

C. Library Advisory (V. Harris)

- a. No report

D. Professional Development

E. LGBTQ+ Advocates

F. Other

XV. Open Hearing/Good of the Order

Adjourned: 3:32 pm

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.