

NORCO COLLEGE

Minutes

Norco Academic Senate Meeting

October 5, 2020

1:30-3:30 p.m. Zoom

Call to Order: 1:33 pm

I. Roll Call:

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

Laura Adams, Kimberly Bell, Quinton Bemiller, Michael Bobo, Peter Boelman, Courtney Buchanan, Sarah Burnett, Alexis Gray, J. Marie Hicks, Samia Irfan, Virgil Lee, Barbara K. Moore, Brian Johnson, Vivian Harris, Dominique Hitchcock, Lisa Nelson, David Payan, Dana White, Sigrid Williams, Patty Worsham, Cameron Young

Absent: Kim Kamerin

Guests: Kevin Fleming, Monica Green, Samuel Lee, Jason Parks

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

III. Approval of [Minutes of September 21, 2020](#)

IV. College Reports

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

- Coming up with creative writing contest
- October Trivia

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

- Quick reminder about Giving Week, with goal set at \$25k (Dr. Green)
- Funds being raised goes towards the student emergency fund at Norco College
- Please get announcement out to your contacts
- Senate support greatly appreciated

Faculty concerned about exam security met with department chairs and deans of instruction (Dr. Lee)

- Discussion has started so please expect something from department chairs to request any interest to have some sort of face to face exam opportunity
- Trying to identify where the needs are

V. Officer Reports

Secretary/Treasurer (K. Kamerin)

- No Report

Vice-President (V. Lee)

- No Report

President (Q. Bemiller)

- [AS President Report](#)

Academic Senate Liaisons

DE (S. Burnett)

- Working on a few documents districtwide, intended to help for Spring.
- DE has been asked to try to find modifying language for the Improvement of Instruction documents (DE has the blessing from the union and has been discussed with AS President) to make modifications based on what's being seen inside of observations in CANVAS and the current IOI documents for p/t faculty. Also (hopefully) generate a document for f/t faculty using the senate language as well.
- Sarah will be meeting with MVC's DE lead and Laura Adams and ACCJC equivalent at MVC
- They've created a support CANVAS site (DE Den)
- A lot of collaboration going on
- If you have suggestions, please send them to Sarah Burnett
- How programs and apps are identified?
- End of contracts are coming and some will not be renewed by the Chancellor's Office
- We don't have a list of the different programs that are available to faculty through CANVAS (i.e. Cranium Café)
- Kim Bell has requested that DRC be involved in conversations.

LGBTQ+ Advocate Committee (C. Young)

- Committee has only met once this semester
- Visibility at the forefront for LGBTQ student
- Trying to bring the concepts of the Unity Zone to an online CANVAS shell format where students can self enroll and be able to access the resources and support services offered in the Unity Zone
- Hoping to build a coalition of a volunteer network where faculty can log into CANVAS shell and direct students in real time and help with questions.
- Looking at trying to create an ALLY training into more of an online training

CTA/Faculty Association (P. Boelman)

- Faculty have regained the ability to add individuals to their CANVAS shell
 - There will be four designations
 - As a teacher, co-taught
 - As a TA- good option for student tutors
 - Designer- can build content in CANVAS but cannot view grades or course analytics
 - Observer- same as student role as long as the observer is not assigned to a specific student (Currently being used for IOIs)
- Faculty being evaluated can has the ability to turned off the “Observer” feature as soon as observation is over
- Contract expires this year, keep an eye in your emails. Something will be sent out requesting faculty feedback.

Program Review (A. Gray)

- Working on the template
- This year there will be a rubric associated so that scoring mechanism way in advance of writing it.

VII. Action Item: Proposed Changes to NCAS Constitution (V. Lee)

Action on the proposed changes to the Constitution of Norco College Academic Senate. Documents: [Original Const.](#), [Redlined Const.](#), and [Clean Edit Const.](#)

M/V. Lee, S/M. Hicks to accept changes to the constitution to put it before the faculty and have them vote on it.

Approved unanimously, 1 abstention

- Constitution revision took place (above)
- Modify bylaws minimum amount so that it matches constitution so that when it goes to faculty for vote, bylaws are in sync
- Will then talk about extensive changes to bylaws that Virgil will present at next meeting.
- Discussion will start and will set the direction for modifying the bylaws then Virgil will work on modifications over Winter.

VIII. Discussion/Information: [Executive Order 2020-12](#) (Bemiller) Academic Senate will discuss the most recent executive order from the California Community College Chancellor's Office (CCCCO).

- Initial COVID board policies involving P/NP, EW were only valid through SUM '20 but Chancellor Eloy Oakley is requesting that all districts extend policy.
- Some faculty feel students use COVID policies as an excuse to misuse P/NP, EW
- Other faculty feel it should be extended regardless of the misused to give students who really need the assistance the opportunity
- There are students who have been impacted by COVID and seems extreme for students to provide documentation for that.
- Students who are using COVID circumstances should be required to drop all classes so that they may focus on their personal matter.
- Some students are able to handle some classes, perhaps not all due to circumstances and should not be required to drop all classes.
- Sometimes students need to maintain some of their classes for financial aid reasons.
- Caution should be used when giving students granting P/NP due to transfer requirements
- Cal State has said Spring and Summer they would be accepting P/NP, but Fall they are looking for letter grades.
- AS President Bemiller to report back to the other three colleges Senate Presidents, the Chancellor and VC Dr. Kim

IX. Discussion (First Read): [Administrative Procedure \(AP\) 6120a](#) (Bemiller)

- Academic Senate will consider AP 6120a – Hiring for Academic and Classified Managers – as a first read.
- Document was ignored by HR at District level
- Discussed at District Academic Senate
- Hiring academic and classified administrators in this district and those roles interact with the academic side, these hiring committees should have faculty members
- In the past, hiring committee members have not been given the opportunity to give their input when it comes to minimum qualifications
- Section 1. a. although highlighted, has been ignored.
- Virgil suggested language be added for both scenarios, if there are no changes or if there is changes (should be added between b. and c. in section 1.

X. Discussion/Information: Proposal for a District Faculty Initiative for Formerly Incarcerated Students (L. Nelson)

Academic Senate is asked to endorse the conceptual proposal for this instructional initiative.

- No report

XI. Discussion/Information: Honors Advisory Committee (C. Buchanan)

- Seeking the Senate's guidance on creation of a standing Honors Advisory Committee to oversee the Honors Program's charge.
- Courtney is seeking guidance in forming a formal body for an advisory group
- Dominique suggested the body should include more than just the faculty who teach honors courses
- Forming an ad hoc committee similar to what is being considered for the Prison Education Program
- If a charter form was filled out, this would most likely go to the Leadership Council and the Senate. (K. Fleming)
- AS President suggested Courtney speak to the faculty who teach in the Honors Programs and others who were mentioned in the discussion.
- Should be steered away from being a standing committee of the Senate
- Put together a group that can help establish what is needed this year then next year determine what type of group this should be. (V. Lee)

XII. Open Hearing/Good of the Order

- Samia is requesting that department chairs speak to faculty regarding lack of communication with students.
- Michael Bobo suggested reminding faculty about indicating turnaround time on email communication.

XIII. Adjournment- 3:14 pm