



Minutes
Norco Academic Senate Meeting
May 16, 2022
1:30 - 3:30 PM via Zoom

Meeting called to order at 1:30 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Melissa Bader, Kimberly Bell, Michael Bobo, Peter Boelman, Courtney Buchanan, Sarah Burnett, Araceli Covarrubias, Vivian Harris, J. Marie Hicks, Kim Kamerin, Aneesa Kashif, Amy Kramer, Virgil Lee, Barbara Moore, Lisa Nelson, Dan Reade, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham

Guests: Juan Alvarez, Hayley Ashby, Greg Aycock, Quinton Bemiller, Torria Davis, Ashley Etchison, Susan Finley, Kevin Fleming, Rebecca Goldware, Monica Green, Mark Harley, Lisa Hernandez, Greg Ferrer, Samuel Lee, Adam Martin, Susan Mills, Gustavo Oceguera, Jason Parks, Aaron Roy, Timothy Russell, Kaneesha Tarrant, Lijuan Zhai

II. Approval of Agenda

M/M. Hicks, S/K. Kamerin; Approved by Consensus

III. Approval of [May 2, 2022 Minutes](#)

Approved by Consensus

IV. Open Hearing

- none

V. CTA Report- A. Covarrubias

- Etreive is gone, the process for part-time faculty to get paid will now go through Adobe Sign.
- Faculty Association will be providing beverages at graduation, wine and beer.
- Reminder that graduation is a contractual day for full-time faculty.
- District has proposed to do away with the vaccine mandate for graduation.
- The graduation option to attend via zoom has not been finalized.

Action Items:

VI. The Senate was asked to approve the RCCD [Drone Administrative Procedure](#) (AP) and [Drone Board Policy](#) (BP).

M/M. Hicks, S/K. Kamerin; Approved by Consensus

VII. The Senate was asked to consider the [Continuation of Virtual Meetings for the Senate](#).

M/L. Nelson, S/K. Kamerin; Approved by Consensus

VIII. The Senate was asked to approve the [Program Review Committee Charter](#).

Approved by consensus

- IX. The Senate was asked to approve the [Course Materials Affordability Committee \(CMAC\) Charter](#).
Approved by consensus
- X. The Senate was asked to approve the [Faculty Team Leads for Guided Pathways and Equity Project Team Leads for 2022-2024](#).
M/K. Kamerin, S/M. Hicks; Approved by consensus
- XI. The Senate was asked to approve the [Policy on Online Teaching Certification](#) language modification.
Approved by Consensus
- XII. The Senate was asked to approve the [Request to Change a Previously Approved Full-time Faculty Hire from Business to Biology](#).
Approved by Consensus
- XIII. The Senate was asked to approve a meeting schedule for the [Academic Senate in Fall 2022](#).
Approved by Consensus
- XIV. The Senate was asked to approve BPs in which no or only minor revisions are being suggested, which consist of the following BPs:
- [BP 2000 Academic Rank](#)
 - [BP 2005 Academic Senates](#)
 - [BP 2023 Minimum Class Size](#) (also replace “CTA” with “Faculty Association”)
 - [BP 2030 Academic Freedom](#)
 - ~~[BP 2050 Articulation](#)~~
 - [BP 2060 Delineation of Functions Agreements](#)
 - ~~[BP 2070 Course Auditing and Auditing Fees](#)~~
 - [BP 2106 Nursing Programs](#)
 - [BP 2226 Multiple and Overlapping Enrollments](#)
 - ~~[BP 2240 Academic Renewal](#)~~
 - ~~[BP 2270 Attendance Reporting](#)~~
 - ~~[BP 2300 Field Trips and Excursions](#)~~
 - [BP 2500 Accreditation](#)
 - [BP 2525 Institutional Effectiveness](#)
 - [BP 2630 Career and Tech Customer Fees](#)
 - ~~[BP 2710 Intellectual Property and Copyright](#)~~
 - ~~[BP 2720 Computer and Network](#)~~
 - [BP 2750 Use of Copyrighted Material](#)
- The remainder of the BPs will be presented to the Senates in Fall 2022.
M/K. Bell, S/M. Hicks; Approved by Consensus

- XV. The Senate was asked to approve the Mentor Selection Process for the Region 9 Rising Faculty Fellowship Program in accordance with [AP7200](#).
M/K. Kamerin, S/M. Hicks; Approved by Consensus

XVI. Officer Reports

- A. Secretary/Treasurer (Kim Kamerin)
- Kim gave thanks to the Senate after serving for nine years.
- B. Vice-President (Kimberly Bell)
- Senate was in conversation with the Executive Cabinet as to the request for restructuring of Counseling.
 - Concerns from Senate, identifying of the process that was already outlined
 - Fiscal impact was discussed with the Counseling department
 - Executive Cabinet approved the Counseling discipline to become its own academic department
 - There are steps that are still needing to be had as to how that's going to impact our governance structure and adding a senator to Academic Senate
 - Dan Reade has been elected as Vice President of Academic Senate.
 - Thank you, Virgil, for your leadership, you've done an amazing job!
- B. President (Virgil Lee)
- [Report](#)

XVII. College Reports

- A. ANSC Representative (Aneesa Kashif)
- Old Business:
- Discussion of violating Brown Act because someone unintentionally violated this act when talking about nap pods idea
 - Still unsure about nap pods idea
- New Business:
- Amended budget for upcoming school year
 - Goal is to spend down reserves because it's currently at \$550,000 and recommended amount is \$400,000
 - Added line item for Men of Color (\$10,000)
 - Amended Food Pantry/Hotel Vouchers line item from \$50,000 to \$70,000
 - Amended Scholarships line item from \$15,000 to \$45,000
 - Added line item for Norco College Esports team (\$2,000)
- Executive/Committee Reports:
- Activities: kickball event was a success & dodgeball event will be happening next week
 - Campus Organizations: ICC Banquet happening next Thursday

B. College President (Monica Green)

- Thank you, Virgil and Kim for their cooperation with the new department request proposal.
- We are getting ready for Commencement, Dr. Hartley will present on that.
- Would like to share some graduation stats:
 - As of May 5, 2022, we anticipate 1,276 students to graduate, slightly down from last year, but not much in comparison to our enrollment drop.
 - Of the 1276 students who are graduating, 2,435 associate degrees and 450 certificates will be awarded.
 - Auto-awards process include 26 certificates and 76 degrees.
 - A few of our California Rehabilitation Center students will be attending commencement here on campus.

C. Vice President of Academic Affairs (Sam Lee)

- Hiring progress was shared with the senators:
 - Communications, English (WRC), Chemistry, Sociology, Communication have all been completed.
 - Studio Art/Gallery Director, Librarian (Instructional Design), Ethnic Studies, Psychology are all in progress.
 - Counselor position has been posted.
 - Chemistry, Math (STEM) have been failed searches.
 - Electronics has been approved for later posting.
 - Business hire has been moved to BIO.
- Update on enrollment:
 - We are at 37.4% of our target, RCC is at 44% and MVC is at 30%.
 - NC is offering 208 sections (126 are online, 61% of sections being offered) and have 1,899 enrollments, of those enrollments, 1,846 headcounts.
 - 81% of our headcount is online, 39% (82 sections) are face to face, 7% are hybrid sections (34 sections).
- Thank you, Dr. Virgil Lee for your leadership.
- This is my last Senate meeting at this capacity, but will continue to come to the meetings in a different capacity.

XVIII. Standing Committees & Liaisons Reports

A. Academic Senate Liaisons Reports:

Professional Development

- Had our last PDC meeting for the year last week.
- Thank you to everyone who have sent in their ideas, and to those who have other ideas, please send them in.
- PDC has their own email, facultyPDC-NC@norcollege.edu, please send any PDC related messages to that email.

B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL
DEMC (Melissa Bader)

- The committee met last Thursday, two new different tools to querying people in our area who have indicated they are interested in going to college.

- Lots of planning on how to recapture the people we've lost over the pandemic- lots of support from the district office on that.
- May revise came out and it looks pretty good and favorable for community colleges with a fair amount of money for deferred maintenance.

Prison Education (Lisa Nelson)

- Attended the BA graduation for six of our former Prison Education Program students who just graduated from Pitzer.
- We have roughly 35-40 students graduating at the CRC and we're holding graduation there.
- We have between 10-15 students who graduated in the beginning of Covid until this year who will be attending our graduation on the 10th.

Guided Pathways (Melissa Bader)

- Guided Pathways had their final large meeting and had our final reports:
 - Our project teams in equitable assessment and decision-making guided pathways and anti-racism, racial and cultural competency and the student success network, whose reports will be posted online on the Guided Pathways page.
 - On May 23rd will be having our last lunch and learn on pillar four, and we will have our final podcast with Ashley Johnson. We'll be talking about the project team that she led and investigated on the STEM Center and ensuring learning at the STEM Center and how we can institutionalize more of those practices.
- Thank you for approving the other two project teams.
- If you missed any of the Lunch and Learns, the links to those and the links to the podcasts will be posted on the website.
 - For those who attended, the names have been passed on to Nicole Brown.

XIX. The Senate discussed the DRC is experiencing space limitations in meeting student test-accommodation requests with Greg Ferrer.

XX. The Senate discussed the 2022 Norco College Commencement and the details of the first in-person commencement ceremony since the beginning of the pandemic with Mark Hartley.

XXI. The Senate discussed and reviewed the results of the [2022 Survey of Effectiveness for the Academic Senate](#).

XXII. Introduction of Student Equity Plan Project Team discussion has been tabled for a future Senate meeting.

XXIII. Meeting adjourned at 3:09 PM.