



Minutes
Norco Academic Senate Meeting
April 3, 2023
1:30 - 3:30 PM | CSS-217, HUM 107 & via [Zoom](#)

Meeting called to order at 1:34 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Hayley Ashby, Melissa Bader, Kimberly Bell, Courtney Buchanan, Araceli Covarrubias, Alexis Gray, Vivian Harris, J. Marie Hicks, Ryan Hitch, Daren Koch, Amy Kramer, Virgil Lee, Lisa Nelson, Dan Reade, Tim Russell, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham, Michael Bobo

Guests: Quinton Bemiller, Peggy Campo, Torria Davis, Monica Green, Jason Parks, Erin Spurbeck

II. Approval of Agenda

M/M. Hicks, S/A. Gray; Approved by Consensus

III. Approval of [March 20, 2023 minutes](#)

M/D. Reade, S/A. Gray; Approved by Consensus

IV. Comments from the Public

C. Buchanan- Board of Trustees will be voting on a land acknowledgment tomorrow; should be developed in collaboration with the local tribes; faculty with subject expertise were asked to work on a land acknowledgment in consultation with tribes; the Board of Trustees is moving forward with an acknowledgment without collaboration; the district was contacted regarding the lack of coordination; now working on a local Norco College acknowledgment that is more collaborative

V. CTA Report- A. Covarrubias, V. Lee

- Faculty Association President met with Vice Chancellor Few last week; currently, there is no process in place for a newly hired, full-time faculty member, who feels they have been placed on the incorrect pay scale, to appeal his/her/their placement; the Human Resources Committee will be working on creating a process; faculty may receive credit for being a teaching assistant
- Met with the District to negotiate the academic calendars; due to state regulations, the 2023-2024 academic calendar needs to be revised to move the celebration of Cesar Chavez Day to Monday, April 1, 2024, from Friday, March 29, 2024; once the calendar is adjusted, there will be three Monday holidays in the same month for that year; also received calendar proposals for 2025-2026, 2026-2027, and 2027-2028
- Jeff Rhyne will give the Distinguished Faculty Lecture at Norco College on April 25, 12:50-1:50pm, CSS 217
- The elections for faculty representatives are in progress; call for nominees has been sent out on all faculty listservs across the district

- Moving forward with negotiating a Golden Handshake agreement that will go to the Board of Trustees in April The State has included a diversity, equity, and inclusion standard for faculty improvement of instruction; this standard may result in changes to the contract in the future, but for now the District is bound by the current contract.

VI. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- No Report

B. Vice-President (Dan Reade)

- Accepting nominations for the 2024 Distinguished Faculty Speaker through the end of this week; faculty will vote after spring break

C. President (Kimberly Bell)

- Will be receiving a finalized resolutions packet soon; attended the regional meeting on March 25, 2023; new updates on AB 928 (Cal-GETC pathway), AB 927 (bachelor's degree), AB 1111 (common course numbering), AB 89 (modern policing degree), AB 1187 (supervised tutoring and access for all students); went through packets and most faculty are supporting the resolutions going forward; some discussion around diversity, equity, inclusion, and accessibility requirements for faculty
- Courtney Buchanan represented the issue with the land acknowledgement well; does not fall under Senate purview as it is not a 10 + 1 matter; intention is to focus on collaboration to develop the local Norco College acknowledgment

VII. College Reports

A. Associated Students Representative (Jack Harris)

- No Report

B. President (Monica Green)

- The District received planning grants for four housing projects with Norco College receiving one; the submission for the collaborative project between RCCD/RCC and UCR will go first; MVC's project will go in July; NC's project will move forward in June 2024
- General Obligation Bond coming and could be approved by the Board of Trustees next year for the November 2024 election cycle; all hands-on-deck approach starts now to build community relations and encourage students to vote and be involved; will help us grow the College and provide service to our entire service are; Facilities Master Plan calls for additional access roads; routes into the campus can impact access for certain service areas like Eastvale
- Had a meeting with Sonya Christian, the new state chancellor, on dual enrollment and the roll out of all ninth graders taking a college course on campus; courses discussed so far are guidance courses; first step before implementing on a wider scale

C. Vice President of Academic Affairs (Jason Parks)

- Memo came from Susan Mills and Rhonda Taube on equity FLEX requirement; no negative consequences for this year if faculty do not meet the 8-hour annual requirement; individual activities can count toward the equity requirement

- Second 8-week courses starting after spring break; enrollment for Summer and Fall Semesters begins May 1, 2023
- Norco Advantage date moved to May 6, 2023; seniors in Norco high schools will walk away with a full schedule of classes at Norco College
- MESA director working through the hiring process; Patricia Gill assigned to MESA program; 125 students enrolled in Fall 2023VIII. Standing Committees & Liaisons Reports:

APC (P. Worsham)

- APC will be meeting on Friday, April 7, 2023.
- Curriculum – Questions about unit load; committee will be working through survey related to common course numbering

Assessment (A. Johnson)

- Alternative calculation methods selected by disciplines are due by end of the spring semester for the 2023-2024 year; disciplines need to submit the form online; contact assessment committee representative or Ashlee Johnson for assistance
- Training is on-going for the new assessment process
- Ashlee Johnson will entertain invitations to department meetings

Distance Education (R. Hitch)

- Small workgroup met to discuss the POCR process; working on refining the process and internal/external communication; plans to bring a POCR process to a Spring 2023 or Fall 2023 Senate meeting
- Next meeting is April 6, 2023
- AP 2105 updates were discussed as an action item (see above)

Library/LRC (V. Harris)

- [Celebrate Books & Libraries](#) is on April 4, 2023, at 12:50-1:50pm
- [Read 2 Succeed Student Panel](#) is on April 18, 2023, at 12:50-1:50pm

Accreditation (H. Ashby)

- Accreditation co-chairs met on March 27, 2023
- Touched base on progress made in collecting evidence and information on the components of the Midterm Report
- Identified who will follow up on the Midterm Report items and who will be contacted
- Dr. Parks is putting together a shell template of the Midterm Report that the co-chairs will use to insert information

DEMC (M. Bader)

- A district-wide guided pathways and enrollment management retreat will be held on April 28, 2023

Guided Pathways (M. Bader)

- Guided Pathways Town Hall was held last week, and a recording link will go out via email
- Norco College leading the way on integrated department/schools structure

DBAC (C. Buchanan)

- Methodology on BAM updated that will allocate funds more equitably across the district and considers funding for special programs; contact Misty Griffin if interested in seeing the spreadsheet

- IX. **Action Item:** There were no Senate President appointments
- X. **Information Item:** IEGC asked the Senate to develop the Process for the addition of new academic departments/programs/schools. ([Current Norco College Procedure for the Restructure of an Academic Department](#))
- XI. **Action Item:** Continued discussion of the [Senate Bylaw Revisions](#) edited by former Senate President, Virgil Lee and current Senate Officers, Kimberly Bell, Dan Reade and Hayley Ashby; a [summary of changes](#) is provided for the Senators to review [additional proposed revision and feedback from the Senate](#); a student suggested that students from ASNC should serve on hiring committees; the Senate Vice President suggested adding this as a separate issue on a future agenda separate from the Senate Bylaws discussion; a second read and potential vote is scheduled for April 17, 2023
- XII. **Action Item:** First read of [AP 2105 Recommended Updates](#); the District DEC Chairs, in conjunction with the DE Dean and General Counsel, Keith Dobyms, have worked on revisions to AP 2105 in Winter/Spring 2023 based on Title 5 Changes and Federal Changes to 34 CFR 602.17 g & h; this has already been vetted through Norco DEC; discussion of Prison Education and the difference between distance education courses and correspondence courses (all Prison Education courses are considered face-to-face); a second read and potential vote is scheduled on April 17, 2023
- XIII. Meeting adjourned at 2:39 PM.



Minutes
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I. Attendees

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Guests: Quinton Bemiller, Lana Borissova, Peggy Campo, Erin Cole, Torria Davis, Ashley Etchison, Petria Gonzales, Monica Green, Lisa Hernandez, Ryan Hitch, Tenisha James, Ruth Leal, Gustavo Ocegüera, Jason Parks, Erin Spurbeck

II. Approval of Agenda

M/A. Gray, S/M. Hicks; Approved

M/J. Tyler, S/L. Nelson; Approved as amended

III. Approval of [March 6, 2023 minutes](#)

M/A. Gray, S/M. Hicks; Approved by Consensus

IV. Open Hearing

None

V. CTA Report- A. Covarrubias, V. Lee

- [Spring CCA Conference and Who Awards](#) in Costa Mesa coming up on April 28-30, 2023 and would like to send the maximum of 25 delegates; per the [conference agenda](#), to vote in any CCA elections held at the conference, delegates must be checked in by 9am on Saturday, April 29; email Vivian Harris with your name and personal email to request Board approval as a delegate; attendance (hotel and travel) will be fully funded but you must be present and sign in at the CCA Council session meeting from 9am-12pm on Sunday, April 30 to be eligible for reimbursement; can claim [FLEX credit](#) for attendance
- Per the Faculty Association Agreement, full-time faculty are to be provided a desk, desk chair, filing cabinet, bookshelves and side chair, computer, access to printers, and a phone; if faculty have outdated or damaged furniture in their office, reach out to the department chair to request a replacement and they will contact the dean
- Elections are coming for Full and Part Time representatives; nominations start March 24 - April 7 (two weeks) and then elections will be April 17 - May 1 (after spring break); results will be announced May 3; electronic voting facilitated by a third-party vendor

- VI. Officer Reports
- A. Secretary/Treasurer (Hayley Ashby)
 - No Report
 - B. Vice-President (Dan Reade)
 - Norco College will select the 62nd Distinguished Faculty Lecture for next year and the nomination email will be sent out soon
 - Roster of current senators and alternates was read out; no corrections noted
 - C. President (Kimberly Bell)
 - ASCCC Spring Plenary will be in April and first region meeting is this Saturday, March 25 to review resolutions packet; email sent with [Resolutions](#) for senators to review and provide feedback to the President; timeline for feedback will be sent out via email
 - Academic Senate Vice President sent out the [Survey of Effectiveness](#) via email for senators to complete.
- VII. College Reports
- A. Associated Students Representative (Jack Harris)
 - No Report
 - B. President (Monica Green)
 - First Annual President's Industry Breakfast and Awards Ceremony last Friday was well attended with over 100 visitors; recognized two businesses and alumnus of the year; broke out into industry councils
 - Attended CCLC CEO Symposium with topic areas on Strong Workforce; faculty are encouraged to send letters to Assembly Member, Marc Berman regarding AB 928; can also reach out to the Associate Degree for Transfer Intersegmental Implementation Committee
 - Cal Poly held a convening on 10% community college transfer to Cal Poly; conversations on multi-factor admission process; AB 132 Transfer Success Pathway required in 2023 for all UC and Cal States allows students graduating in 2023 to come to a community college and then enter into an agreement with a UC or Cal State to transfer within 3 years; Cal Poly is looking for feedback on what programs to offer; programs decided by May 2023, opportunity opened in August, and closed in September
 - C. Vice President of Academic Affairs (Jason Parks)
 - Associate Dean for Educational Partnerships, Tyee Griffith will start on Wednesday; she has a wealth of experience
 - Chancellor Isaac and the District Office have made progress on resolving the issues with the Data Science degree and Data Analytics certificate; they have passed at the state level
 - The new website is coming along; basic templates are on track; deciding on transition timeline
 - Enrollment for Summer and Fall Semesters is 6 weeks away (May 1st); department chairs asked to save the date for a district-wide Enrollment Management and Department Chair Retreat on April 28, 2023
- VIII. Standing Committees & Liaisons Reports:
APC (P. Worsham)

- Met March 10, 2023 and wrapped up year-round scheduling; chairs met and had a year-round scheduling retreat with an EduNAV demonstration; discussion of algorithms and how that populates students' EduNAV screens; Dr. Parks shared data that can be used to schedule based on student demand; email Leonard Riley to add associate faculty members names to the website; Program Review update should include any full-time faculty needs (due March 30)
- Curriculum – Questions about unit load; committee will be working through survey related to common course numbering
- Distance Education
 - Reviewed AP 2105 updates based on Title 5 changes and some federal changes; aiming to bring this to Academic Senate for a first read on April 3, 2023
 - Reviewed CVC/Exchange rollout
 - Reviewed the internal POQR proposal document that was developed in the 2021-2022 academic year and made plans for continuing prep work in Spring 2023 with the goal of bringing an official proposal document to Academic Senate in late Spring 2023 or early Fall 2023 depending on our internal progress in reviewing and finalizing the document
 - Established a need for DEC workgroup meetings with the first one scheduled for Wednesday, March 22, 2023, 3-4pm via Zoom
 - DE Committee meets 2nd Thursdays during college hour; next meeting is April 6, 2023

Curriculum

- Questions about unit load; committee will be working through survey related to common course numbering

DE (R. Hitch)

- Reviewed AP 2105 updates based on Title 5 changes and some federal changes; aiming to bring this to Academic Senate for a first read on April 3, 2023
- Reviewed CVC/Exchange rollout
- Reviewed the internal POQR proposal document that was developed in the 2021-2022 academic year and made plans for continuing prep work in Spring 2023 with the goal of bringing an official proposal document to Academic Senate in late Spring 2023 or early Fall 2023 depending on our internal progress in reviewing and finalizing the document
- Established a need for DEC workgroup meetings with the first one scheduled for Wednesday, March 22, 2023, 3-4pm via Zoom
- DE Committee meets 2nd Thursdays during college hour; next meeting is April 6, 2023

Library/LRC (V. Harris)

- 7th Annual Celebrate Books & Libraries event on April 4, 12:50-1:50pm; visiting author, [Cory Besskepp Cofer](#), poet, and storyteller, who blends originality and rich heritage into his sought-after writings and performances, will be discussing his latest poetic offering, “Dreaming Under Polka-Dot Stars;” attend the event live in the Wilfred J. Airey Library or register to attend via [Zoom](#)

- The Read 2 Succeed book selection for Spring 2023 is *The Velvet Rage: Overcoming the Pain of Growing Up Gay in a Straight Man's World* by Alan Downs; the student panel will be held on April 18, 12:50-1:50pm, CSS-217; you can also register to attend via [Zoom](#)

Program Review (T. Russell)

- Last day to submit is March 30; drop-in hour on Monday, March 27, 12-1pm on Zoom; the update is for anyone who needs to update and has a resource request, but is not mandatory; data has been requested from Institutional Effectiveness for some faculty position requests

Liaison Reports

Accreditation (H. Ashby)

- Provided an update on the Midterm Report at the Assessment Committee meeting; at the next meeting, NAC will be discussing 6.B. *Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards* (Section 1. SLOs)
- Reviewed Recommendations, Improvement Plans, and QFE items with Program Review Co-Chairs to identify whether any feedback was needed from PRC; no specific areas align with the PR charge and warrant additional follow up
- Met with Office of Institutional Effectiveness and reviewed Improvement Plan 1 that relates to student survey results; identified a list of potential evidence; reviewed II.A.7 in ISER to identify the gap; created folders in SharePoint to begin evidence collection and will start pulling meeting agendas, minutes, and survey data/reports; College has a solid process for 6.B.2 that relates to Institution Set Standards due to presentations at various meetings
- Will coordinate with the ALO on progress and evidence collection next week

CSEA (D. Koch)

- The Classified Professional Development Committee held its Dealing with Burnout Workshop featuring Health Services' Sheree Summers last Friday; it was a successful event with over 25 classified pros attending in a hybrid format
- Nominations for the Classified Professional of the Year have closed; the Classified Professional of the Year Committee is reviewing them with an announcement in the coming weeks; the recognition event will be held during Classified School Employees Week; more information is coming soon.
- The Norco College 2022 Classified Professional of the Year has been selected as the RCCD Classified Professional of the Year; board confirmation is scheduled to take place at the Board of Trustees meeting tomorrow; join CPROS in congratulating Leona Vassale as the 2023 RCCD Classified Professional of the Year

CTE (S. Williams)

- The Annual CTE Advisory meeting this past Friday was well attended by CTE faculty; individual discipline advisory boards are upcoming in April and May;

- Perkins Grant applications have been rewritten for the 2023-2024 academic year and will require additional time for faculty to learn the new process and complete

DEMC (M. Bader)

- The Enrollment Management and Department Chair Retreat will be on April 28, 2023

Guided Pathways (M. Bader)

- Continuing to meet about new schools proposal that will be coming to Senate in the next month; met with management and classified professionals; meeting with ASNC this week
- Town Hall will be held on March 30 discussing the new schools and structure; building a toolkit for resources and support
- New document due to the state on integration of pathways into schools
 - Please provide feedback if asked; the document will come to Senate on May 1 (first read) and May 15 (second read) and will go to the Board of Trustees
- Need a Fulbright Scholar Liaison or Fulbright Scholar Advisor appointment from the Senate; the Academic Senate President will talk to the college president about the appointment as an application appointing Gustavo Oseguera was already submitted based on an email she received.

Prison Education (L. Nelson)

- Excited about the hiring of a new Associate Dean for Educational Partnerships and new specialist position
- An 8-hour Rising Scholars voluntary training was held on Saturday and Norco College had the highest attendance with 14 members (part timers and full timers)
- Held inaugural meeting of the advisory committee last Monday

Equity (D. Hitchcock)

- Student Equity Plan delayed to ensure that we are ready for a better start; working with a consultant to design teams to do the work (students, faculty, admins, and classified professionals); more information coming on composition
- Professional development will take place during the summer with work beginning in the fall; a full report is due in Spring
- RJTF meeting on Monday focused on moving recommendations to specific committees and workgroups

PGSL (V. Harris)

- Vivian Harris and Susan Brucks will be facilitating a Professional Growth & Sabbatical Leave (PG&SL) Workshop for full-time faculty via [Zoom](#) (passcode: 200089) on Thursday, March 30, 12:50-1:50pm;
- Details will be provided about the application process and required [PG&SL](#) forms/documentation for Course Approval & Salary Reclassification/Progressing Upwards on the Faculty Pay Scale (Professional Growth); sabbatical leave; requesting the Rank of Professor
- Email requests to District Educational Services Reemployment Coordinator, Susan Brucks (susan.brucks@rccd.edu), by the following deadlines: March 23 - Course approval and reclassification requests for the PG&SL meeting on

April 6; May 15 - Sabbatical leave requests for spring 2024; October 31 - Rank of professor requests for the 2024/2025 academic year

- IX. **Action Item:** There were no Senate President appointments
- X. **Action Item:** The Senate approved the nomination of Dominique Hitchcock to replace Barbara Moore for the Nominations Committee
M/A. Gray, S/M. Hicks- Approved by Consensus
- XI. **Action Item:** The Senate approved the [Review of 2000 series Board Policies \(BPs\) and Administrative Procedures \(APs\) - Part 2](#)
M/A. Gray, S/D. Hitchcock; Approved by consensus
- XII. **Information Item:** The Senate was given a presentation by the Principal and Vice Principal of JFK that included [updates, success, and celebrations of the JFK and Norco College partnership.](#)
- XIII. **Information Item:** Concurrent Enrollment Registration
- The Principal and Vice Principal of JFK provided information on the Norco College and high school partnership
 - 2018-2019: 553 unduplicated students; 2023-2024: 700 unduplicated students (added two teachers and an additional counselor)
 - Increase in enrollment due to the addition of freshmen and outreach to Home Gardens and Auburndale
 - CDE Grant applications for Middle College Expansion that will allow deeper partnership through increased collaboration
 - AA/AS completion rates off the charts (2022-2023: 66 graduates; 41% of senior class earning an AA/AS; 230 degrees earned)
 - Academic Senate previously made some changes to concurrent enrollment and caps, but we will need to return to the prior cap practice due to problems with general student population course availability (no cap impacted online courses and certain disciplines); for Summer 2023/Fall 2023 will put the five cap back during priority registration which will be removed as of June 1 when the concurrent enrollment registration period starts; this will be the process for two registration sequences and then the caps will be re-evaluated; faculty should not provide add codes to students before they are able to register
- XIV. **Action Item:** The Senate approved the [2023-2024 Norco College Budget Priorities.](#)
M/A. Gray, S/M. Hicks; Approved by consensus to support allocations as Dr. James has laid them out.

Time extended by 10 mins. M/M. Hicks, S/D. Reade; Approved

- XV. **Information Item:** The Norco's Prison Education Community/Rising Scholars faculty share the following information:
- Data shared on state prison population
 - Information shared on the Rising Scholars Program and the challenges for men inside the CRC
 - CRC students are invisible and cannot engage in student life including student government
 - Students cannot access tutoring, food pantry, health services, library, and the Internet
 - No Program Review underway for the Rising Scholars Program with 430 students
 - Full and part-time faculty see the students and are aware of how much the students miss out
 - Launching a campaign of familiarity to address invisibility; events planned
 - Would like to make the CRC Advisory Committee a formal subcommittee of the Senate
 - Need disaggregated data that is currently not provided on the CRC
 - Proposing the submission of a Leading from the Middle Team to address the challenges for Rising Scholars students

Time extended by 5 mins. M/M. Hicks, S/A. Kramer; Approved

XVI. **Discussion Item:** [Senate Bylaw Revisions](#) were tabled until the April 17th meeting.

XVII. Meeting adjourned at 3:42 PM.

Norco College Procedure for the Restructure of an Academic Department

Academic departments may request to restructure to better fulfill the mission of the college. None of the resulting departments after restructuring can have fewer full-time faculty than the smallest academic department already in existence. For a department to restructure, a majority of the full-time faculty of the departments affected must vote in favor of doing so, as demonstrated in the minutes of a department meeting. Opportunities for input will be afforded to part-time faculty in the affected departments. The departmental vote will be reflected in the Annual Program Reviews of the affected departments. The Academic Planning Council, Norco Academic Senate, Institutional Strategic Planning Council, and Committee of the Whole must approve the departmental restructure before going to the Vice-President of Academic Affairs for final decision.

Approved Academic Senate 3.7.16

BYLAWS OF NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT/NORCO COLLEGE ACADEMIC SENATE

PREAMBLE

The Academic Senate of Norco College of the Riverside Community College District (herein referred to as the “Senate”) can change and amend its Bylaws by a minimum of 2/3 majority vote of its voting members present providing that (1) motions to change and amend the Bylaws are proposed in writing, (2) at least one week elapses between the making of a motion to amend and any vote to adopt the motion is taken, and (3) a quorum is present when the vote occurs.

ARTICLE I

Section 1. Senators represent areas of study. Areas of study are defined as departments for the purposes of these Bylaws.

Section 2. Regular Senate meetings are generally held on the first and third Monday of each whole month (contract holidays excepted) during the spring and fall semesters at a location and time announced by the Senate President or as otherwise scheduled by the Senate.

Section 3. Senate meetings and faculty meetings called by the Senate are conducted under the parliamentary guidance of *Robert’s Rules of Order, Revised*, unless otherwise stipulated.

Section 4. The Senate President shall establish the agenda for each Senate meeting, which must be approved by simple majority vote of the voting members present at the meeting. The agenda must be established in accordance with California laws and regulations. Any member of the Norco College faculty may submit an agenda item to the Senate. The established agenda may be abridged or amended by majority vote or by consensus of the members present.

Section 5. The Senate President may contact any Senator who misses two regularly scheduled meetings in a term to assess the attendance issue. If appropriate, the Senate President may contact the Senator’s Department Chair regarding such absenteeism with the hope of resolving the situation and avoiding underrepresentation. Such absentee Senator may be replaced by the Department.

Section 6. A special meeting of the Senate may be called by the Senate President or any five voting members of the Senate.

Section 7. All faculty members are encouraged to participate in Senate discussions.

ARTICLE II

Section 1. Duties and Responsibilities of Senators

Department representatives to the Senate (herein referred to as “Senators”) and their alternates, are accountable to all members of the Norco College faculty. Senators and their alternates shall:

- A. participate in regularly scheduled Senate meetings as active and informed representatives of their electoral constituencies;
- B. consider, and where the Senate agrees, ratify appointments made by the Senate President;
- C. consider, and where the Senate agrees, authorize the execution of contracts and other agreements entered into by the Senate;
- D. inform their constituents about general issues and concerns facing Norco College and specific matters coming before the Senate;
- E. inform the Senate about relevant issues and concerns facing their constituents;
- F. assist the Senate President in gathering data as needed for projects of the Senate;
- G. communicate with other Senator members, in adherence with State laws and RCCD Board Policies;
- H. inform potential or newly elected Senator members of Senate policies;
- I. serve when possible on the Senate's ad hoc committees and other committees as requested by the Senate President and/or the Senate; and
- J. encourage faculty members to become involved in the Senate and its committees.

Section 2. Duties and Responsibilities of the Senate President

The Senate President shall:

- A. develop agendas and conduct meetings of the Senate
- B. distribute, in compliance with relevant State laws and RCCD Board policies, agendas for upcoming regular Senate meetings at least 72 hours prior to the beginning of scheduled meetings.
- C. convene and preside over general meetings of the faculty (full and/or part-time) called by the Senate;
- D. serve as the official Senate spokesperson and advocate on academic and professional matters;
- E. meet regularly with the College President and the District Chancellor, and report the pertinent details of those meetings to the Senate;
- F. meet with other administrators and classified professionals as needed, and report the pertinent details of those meetings to the Senate;
- G. represent faculty matters within the purview of the Senate to the College President;
- H. represent the Senate at meetings of the RCCD Board of Trustees and before all appropriate College and District administrative groups;
- I. participate as requested in the evaluation of administrative staff;
- J. represent the Senate on appropriate Norco College and District administrative councils;
- K. represent the Senate as an ex-officio member of all standing committees of the Senate;
- L. meet with the representative(s) of the Faculty Association to both ensure that the academic and professional aspects of negotiable issues reflect Senate concerns and maintain open lines of communication and cooperation between the Faculty Association and the Senate;
- M. work with the leadership of classified professionals and student groups to maintain open lines of communication and cooperation between those groups and the Senate;
- N. register the Senate's endorsement of relevant documents sent to the state or other authorities;

- O. address academic and professional aspects of regulatory issues in the California Education Code and Title 5, as well as organize the Senate's response in a collegial and timely manner;
- P. serve as a member of the District Academic Senate and serve as the District Academic Senate President every three years on a rotational basis with the Academic Senate Presidents of Moreno Valley College and Riverside City College;
- Q. serve as the primary contact for the Senate of the California Community Colleges (ASCCC) and attend conferences, meetings, and seminars of organizations that relate to California community colleges;
- R. allocate Senate resources within the constraints of the Senate Budget;
- S. meet with new faculty members to familiarize them with collegial governance and Senate operations;
- T. appoint faculty members to Norco College and District committees, task forces, and work groups and have those appointments ratified by the Senate;
- U. appoint, when necessary, a Parliamentarian from among the Senators;
- V. communicate official Senate proceedings to the entire faculty; and
- W. perform such other functions that are necessary for carrying out the purposes and policies of the Senate;

Section 3. Duties and Responsibilities of the Senate Vice President

The Vice-President shall:

- A. act in the capacity of the Senate President in Senate meetings when the President is unavailable to serve;
- B. chair the Nomination Committee and all faculty meetings called to seek nominations for elections;
- C. conduct nominations and elections for the Senate under the provisions of Article VII of the Senate Constitution;
- D. maintain records of Senate appointments, including date of appointment, length of term, and other information as necessary.
- E. convene the first yearly meeting of any standing committee without a chair;
- F. participate with the Senate President in monthly meetings with the College President; and
- G. perform such other functions as the Senate and/or the Senate President reasonably assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A. keep minutes of Senate meetings when a classified professional is unavailable and make these records available to the entire faculty following Senate approval;
- B. maintain a file of all minutes and official documents of the Senate, including but not limited to dated copy of Constitution and Bylaws, expiration dates of all terms of office of officers, committee members, and members of the Senate;
- C. prepare and distribute meeting notes for Senate meetings to the entire faculty within five business days of the conclusion of said meeting;
- D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within five business days of the conclusion of said meeting;

- E. ensure the currency of all contact information for the Senate;
- F. ensure the currency of information on the Senate's website;
- F. keep, as necessary, the financial records of the Senate up-to-date and in good order;
- G. with the approval of the Senate President, make all properly authorized payments that are consistent with the Constitution, the Bylaws, or Senate orders, and which do not threaten the solvency of the Senate; and
- H. perform such other functions as the Senate or the Senate President assigns in carrying out the purposes and policies of the Senate.

ARTICLE III. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco College academic departments select Senators and Alternate Senators and shall inform the Norco College academic departments in a timely manner whenever a special need exists to fill a vacancy.

Section 2. Each of Norco College's academic departments shall choose one full-time faculty member as its Senator to serve on the Senate and one Alternate Senator to serve in Senate meetings when the primary departmental Senator cannot attend; in this case, the Alternate Senator shall assume all rights and duties the primary Senator including the right to vote in Senate meetings. It is recommended that tenured faculty members be given priority for these positions.

- A. Senators and Alternate Senators shall be chosen by a democratic process with each full-time faculty member of the department having one vote for each member to be elected. Faculty members with assignments in two or more departments will exercise their one vote in the department that houses their primary designated FSA.
- B. Senators and Alternate Senators shall serve for two years beginning on the July 1 following their election.
- C. There are no limitations on the number of consecutive terms to which a member may be elected as a Senator or Alternate Senator.
- D. If an elected Senator or Alternate Senator is unable to serve for any reason, the academic department represented by that Senator/Alternate Senator shall elect a replacement representative for the balance of the term.
- E. Departments may change representatives at any time for any reason for the remainder of any existing term as long as a democratic process is followed.
- F. Any disputes concerning the selection of representation shall be resolved by the Academic Senate. Senate decisions with regard to processes and eligibility shall be final.

Section 3. Senators and Alternate Senators may represent only one academic department at a time.

ARTICLE IV: ELECTIONS OF SENATE OFFICERS, PART-TIME SENATOR, DISTINGUISHED FACULTY LECTURER, AND FACULTY COMMENCEMENT SPEAKER

Section 1. The Nomination Committee shall conduct official Senate elections.

Section 2. The Nomination Committee shall be chaired by the Senate Vice-President and composed of two additional Senators appointed by the Senate. No Officer other than the Senate Vice-President shall be eligible to serve on the Nomination Committee. If the Senate Vice-President is a candidate in an election, then the Senate will select a Senator who is not a candidate in the election to serve as the Nomination Committee chair.

Section 3. The Nomination Committee shall call for nominations from the faculty at least one week in advance of the holding an election and strive to have least two candidates who are willing to serve in each election.

Section 4. The Nomination Committee shall distribute ballots for the election of Senate Officers, Part-time Senator, and Distinguished Faculty Lecturer to faculty at least one week in advance of the election. The Nomination Committee shall verify the consent of nominees, either verbally or in writing, prior to distributing the ballots. Elections for these positions shall follow the procedures below.

- A. Elections for the positions of Senate President, Vice-President, and Secretary/Treasurer shall take place every three years in the Spring term before the end of April, and the winners will assume their offices on July 1. If an elected Officer is unable to complete their term, the Senate shall follow the guidelines set forth in Article 5 of the Constitution to fill the vacancy.
- B. Elections for the Part-time Senator shall take place every two years in the beginning of Fall term, and the winner will take their office immediately. If for any reason the elected part-time Senator is unable to complete their term, the Senate shall appoint to the position the candidate who received the next highest number of votes in the election in which the original Part-time Senator was elected. If these provisions cannot be fulfilled, then Section 10 of this Article shall prevail.
- C. Elections for the Distinguished Faculty Lecturer shall take place every three years in rotation with Riverside City College and Moreno Valley College with the election taking place in the prior Spring term.
- D. Elections for the Faculty Commencement Speaker shall take place every Fall semester, except in those years in which the Distinguished Faculty Lecturer rotates to Norco College. In those years, the Distinguished Faculty Lecturer shall serve as the Faculty Commencement speaker.

Section 5. In those years in which Officers are elected, the Senate may arrange for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

Section 6. All elections shall be conducted in such a manner as to promote the integrity of the electoral process.

Section 7. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted as quickly as possible after votes are counted.

Section 8. All elections shall be decided by majority vote. A run-off election will be held between the top two vote getters if no candidate receives a majority.

Section 9. The results for all Senate elections shall be kept for 30 days for review by any faculty member.

Section 10. In the event of a vacancy for any reason in any elected position not otherwise provided for in the Senate Constitution or Bylaws, the Nomination Committee shall submit the name(s) of at least one, and preferably two or more, replacement candidates for an election within the Senate. Upon presentation of the name(s) of the candidate(s), the Senate shall appoint the candidate who receives a majority of the votes of the Senate voting members who are present for the election. The replacement candidate shall assume office immediately for the remainder of the term of office.

Section 11. The Senate may designate temporary replacements for Officers who are temporarily unable to perform the duties of the office to which they were elected.

ARTICLE V. PETITIONS, REFERENDUM, AND RECALL

Section 1. Petitions

Anyone may submit a petition proposing an action or policy for the Senate, and the Senate President shall determine if the petition will be heard by the Senate. However, a petition signed by at least ten (10) full-time faculty members must be heard by the Senate in a timely manner.

Section 2. Referendum

Within four weeks following an official action of the Senate, a petition signed by at least ten (10) full-time faculty members to reverse or reconsider such action may be filed with the Senate President. Within fifteen (15) calendar days of the petition's filing, the Senate Nomination Committee shall arrange for a vote of the faculty to take place. A majority of those faculty members voting shall be necessary to rescind an action of the Senate.

Section 3. Recall of Officers and Senators

- A. Officers may be recalled from office by a vote of at least 2/3 of the full-time faculty voting in an election conducted by the Senate. A petition signed by at least 1/3 of the appropriate full-time faculty and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called. If the officer being recalled is the Vice-President, another Senator will be named to take the Vice-President's place on the Nominations Committee.

- B. The Part-time Senator may be recalled by a vote of at least 2/3 of the appropriate part-time faculty voting in an election conducted by the Senate. A petition signed by 1/10 of the part-time faculty constituency and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called.
- C. Recall elections shall take place only during the Fall and Spring semesters in not less than ten (10) calendar days nor more than twenty-one (21) calendar days following the receipt of the petition by the Senate or the vote authorizing the recall election by the Senate.
- D. In the event of a successful recall election of an Officer, the position shall be filled in accordance with Article V of the Constitution.
- E. In the event of a successful recall election of a Senator, the Norco College academic department that was being represented by the recalled Senator shall elect a different full-time faculty member as a replacement representative for the balance of that term.

ARTICLE VI. SENATE STANDING COMMITTEES

The purpose of standing committees is to facilitate the work of the Senate. Each standing committee shall have at least one faculty chair or co-chair. A standing committee may also choose by a majority vote of the faculty on the committee to have an administrative and/or staff co-chair. Administrative and staff committee co-chairs must be approved by the Senate. Faculty chairs and co-chairs do not require Senate approval. Committee chairs or co-chairs will be elected by a majority of the faculty voting members of the committee at its last spring meeting and serve for two years with no limit on the number of terms a chair or co-chair can serve. Faculty co-chairs, or their designated representatives, will present regular reports to the Senate regarding each of their committee's activities.

Standing committees may choose to include administrators, classified professionals, students and/or community members to serve as voting members of the committee, but the majority of voting members of a Senate standing committee must be faculty. Administrators, classified professionals, students, and/or community members shall be selected in a manner determined by their respective constituency groups. Standing committee faculty chairs or co-chairs will inform the Senate President of its constituent voting members on a yearly basis and present reports to the Senate on a regular basis. Senate committees shall notify the Senate President in writing of any changes to committee leadership.

The Senate will provide each committee with general functions and responsibilities, but each committee will create and update their specific mission and purpose when appropriate and necessary. Any changes to committee mission and/or purpose must be approved by the Senate. Standing committee chairs/co-chairs shall establish meeting schedules, create agendas, and ensure minutes are recorded. Faculty chairs or co-chairs will also ensure pertinent documents are memorialized appropriately. Committees should strive to meet no less than once monthly during the full months of the fall and spring semesters.

Section 1. Academic Planning Chairs (APC)

- A. APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

- B. APC will be led by the Chair of Chairs, a faculty member who is elected by the other members of APC.

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- A. The Assessment Committee supports and encourages assessment of student learning in all instructional programs as well as in student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services.
- B. The faculty chair of the Assessment Committee shall serve as the Assessment Coordinator.

Section 3. Course Materials Affordability Committee (CMAC)

- A. CMAC creates equal opportunities for students' success, regardless of socioeconomic circumstances, by providing equitable access to course materials.

Section 4. Curriculum Committee

- A. The Curriculum Committee reviews and approves:
 - 1. curricula for new courses, course modifications, new programs and program modifications and
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The Curriculum Committee is the sole approving body for Norco College-only curriculum.

- B. The Curriculum Committee is also responsible for keeping abreast with state-mandated curriculum changes and reporting those changes to faculty.
- C. Curriculum Committee members report on curriculum issues at their department meetings and solicit suggestions and recommendations when needed.
- D. The faculty Chair of the Curriculum Committee shall be a member of the District Curriculum Committee and shall also serve as the District Curriculum Committee Chair every three years on a rotational basis with the Curriculum Committee Chairs of Moreno Valley College and Riverside City College.

Section 5. Distance Education Committee (DEC)

- A. DEC:
 - 1. develops guidelines for distance education courses;
 - 2. recommends policies and procedures to the Senate for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning;
 - 3. advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment; and
 - 4. recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.
- B. The faculty Chair of DEC shall be a member of the District Distance Education Committee and shall also serve as the District Distance Education Chair every three years

on a rotational basis with the Distance Education Chairs of Moreno Valley College and Riverside City College.

Section 6. Faculty Professional Development Committee (FPDC)

A. FPDC

1. offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment and
2. collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX

B. The faculty chair of FPDC will serve as

1. the Professional Development Coordinator,
2. a member of the Institute Effectiveness and Governance Council (IEGC), and
3. a member of the Professional Development Coordinating Network (PDCN).

Section 7. LGBTQ+ Advocates Committee

A. The LGBTQ+ Advocates Committee supports, defends, and serves as an advocate for LGBTQ+ students, faculty, and classified professionals and makes recommendations on academics, supportive measures, and training related to intersectionality (sexual orientation, gender identity, sex, race, ethnicity, etc.), LGBTQ+ campus climate, student success, and retention.

B. Members of the committee serve as points of contact on LGBTQ+ issues and make recommendations to the Senate.

Section 8. Library and Learning Resource Center Advisory Committee (LLRCAC)

A. The LLRCAC serves as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.

B. LLRCAC members facilitate discussions and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

Section 9. Program Review Committee

A. The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee reviews and evaluates the Program Review and Annual Update of units/programs/disciplines to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.

B. The faculty chair of the Program Review Committee will serve as

1. the Program Review Coordinator and
2. a member of the Institute Effectiveness and Governance Council (IEGC)

Section 10. The Teaching and Learning Committee (TLC)

- A. TLC fosters a culture of cross-disciplinary communication to support genuine exchange of successful pedagogy and scholarly research. It vows to protect respectful collaboration amongst faculty to ensure student success.
- B. The faculty chair/co-chairs of TLC shall serve as a member/members of the Professional Development Coordinating Network (PDCN).

Section 11. Other Committees

The Senate shall consider the need for, and establish as appropriate, standing, ad hoc, or temporary committees as needed.

BYLAWS OF NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT/NORCO COLLEGE ACADEMIC SENATE

PREAMBLE

The Academic Senate of Norco College of the Riverside Community College District (herein referred to as the “Senate”) can change and amend its Bylaws by a minimum of 2/3 majority vote of its voting members present providing that (1) motions to change and amend the Bylaws are proposed in writing, (2) at least one week elapses between the making of a motion to amend and any vote to adopt the motion is taken, and (3) a quorum is present when the vote occurs.

ARTICLE I

Section 1. Senators represent areas of study. Areas of study are defined as departments for the purposes of these Bylaws.

Section 2. Regular Senate meetings are generally held on the first and third Monday of each whole month (contract holidays excepted) during the spring and fall semesters at a location and time announced by the Senate President or as otherwise scheduled by the Senate.

Section 3. Senate meetings and faculty meetings called by the Senate are conducted under the parliamentary guidance of *Robert’s Rules of Order, Revised*, unless otherwise stipulated.

Section 4. The Senate President shall establish the agenda for each Senate meeting, which must be approved by simple majority vote of the voting members present at the meeting. The agenda must be established in accordance with California laws and regulations. Any member of the Norco College faculty may submit an agenda item to the Senate. The established agenda may be abridged or amended by majority vote or by consensus of the members present.

Section 5. The Senate President may contact any Senator who misses two regularly scheduled meetings in a term to assess the problem. If appropriate, the Senate President may contact the Senator’s Department Chair regarding such absenteeism with the hope of resolving the situation and avoiding underrepresentation. Such absentee Senator may be replaced by the Department.

Section 6. A special meeting of the Senate may be called by the Senate President or any five voting members of the Senate.

Section 7. All faculty members are encouraged to participate in Senate discussions.

ARTICLE II

Section 1. Duties and Responsibilities of Senators

Department representatives to the Senate (herein referred to as “Senators”) and their alternates, are accountable to all members of the Norco College faculty. Senators and their alternates shall:

- A. participate in regularly scheduled Senate meetings as active and informed representatives of their electoral constituencies;

- B. consider, and where the Senate agrees, ratify appointments made by the Senate President;
- C. consider, and where the Senate agrees, authorize the execution of contracts and other agreements entered into by the Senate;
- D. inform their constituents about general issues and concerns facing Norco College and specific matters coming before the Senate;
- E. inform the Senate about relevant issues and concerns facing their constituents;
- F. assist the Senate President in gathering data as needed for projects of the Senate;
- G. communicate with other Senator members, in adherence with State laws and RCCD Board Policies;
- H. inform potential or newly elected Senator members of Senate policies;
- I. serve when possible on the Senate's ad hoc committees and other committees as requested by the Senate President and/or the Senate; and
- J. encourage faculty members to become involved in the Senate and its committees.

Section 2. Duties and Responsibilities of the Senate President

The Senate President shall:

- A. develop agendas and conduct meetings of the Senate
- B. distribute, in compliance with relevant State laws and RCCD Board policies, agendas for upcoming regular Senate meetings at least 72 hours prior to the beginning of scheduled meetings.
- C. convene and preside over general meetings of the faculty (full and/or part-time) called by the Senate;
- D. serve as the official Senate spokesperson and advocate on academic and professional matters;
- E. meet regularly with the College President and the District Chancellor, and report the pertinent details of those meetings to the Senate;
- F. meet with other administrators and classified professionals as needed, and report the pertinent details of those meetings to the Senate;
- G. represent faculty matters within the purview of the Senate to the College President;
- H. represent the Senate at meetings of the RCCD Board of Trustees and before all appropriate College and District administrative groups;
- I. participate as requested in the evaluation of administrative staff;
- J. represent the Senate on appropriate Norco College and District administrative councils;
- K. represent the Senate as an ex-officio member of all standing committees of the Senate;
- L. meet with the representative(s) of the Faculty Association to both ensure that the academic and professional aspects of negotiable issues reflect Senate concerns and maintain open lines of communication and cooperation between the Faculty Association and the Senate;
- M. work with the leadership of classified professionals and student groups to maintain open lines of communication and cooperation between those groups and the Senate;
- N. register the Senate's endorsement of relevant documents sent to the state or other authorities;
- O. address academic and professional aspects of regulatory issues in the California Education Code and Title 5, as well as organize the Senate's response in a collegial and timely manner;
- P. serve as a member of the District Academic Senate and serve as the District Academic Senate President every three years on a rotational basis with the Academic Senate Presidents of Moreno Valley College and Riverside City College;

- Q. serve as the primary contact for the Senate of the California Community Colleges (ASCCC) and attend conferences, meetings, and seminars of organizations that relate to California community colleges;
- R. allocate Senate resources within the constraints of the Senate Budget;
- S. meet with new faculty members to familiarize them with collegial governance and Senate operations;
- T. appoint faculty members to Norco College and District committees, task forces, and work groups and have those appointments ratified by the Senate;
- U. appoint, when necessary, a Parliamentarian from among the Senators;
- V. communicate official Senate proceedings to the entire faculty; and
- W. perform such other functions that are necessary for carrying out the purposes and policies of the Senate;

Section 3. Duties and Responsibilities of the Senate Vice President

The Vice-President shall:

- A. act in the capacity of the Senate President in Senate meetings when the President is unavailable to serve;
- B. chair the Nomination Committee and all faculty meetings called to seek nominations for elections;
- C. conduct nominations and elections for the Senate under the provisions of Article VII of the Senate Constitution;
- D. maintain records of Senate appointments, including date of appointment, length of term, and other information as necessary.
- E. convene the first yearly meeting of any standing committee without a chair;
- F. participate with the Senate President in monthly meetings with the College President; and
- G. perform such other functions as the Senate and/or the Senate President reasonably assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A. keep minutes of Senate meetings when a classified professional is unavailable and make these records available to the entire faculty following Senate approval;
- B. maintain a file of all minutes and official documents of the Senate, including but not limited to dated copy of Constitution and Bylaws, expiration dates of all terms of office of officers, committee members, and members of the Senate;
- C. prepare and distribute meeting notes for Senate meetings to the entire faculty within 24 hours of the conclusion of said meeting;
- D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within 24 hours of the conclusion of said meeting;
- E. ensure the currency of all contact information for the Senate;
- F. ensure the currency of information on the Senate's website;
- F. keep, as necessary, the financial records of the Senate up-to-date and in good order;
- G. with the approval of the Senate President, make all properly authorized payments that are consistent with the Constitution, the Bylaws, or Senate orders, and which do not threaten the solvency of the Senate; and

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ARTICLE III. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco College academic departments select Senators and Alternate Senators and shall inform the Norco College academic departments in a timely manner whenever a special need exists to fill a vacancy.

Section 2. Each of Norco College's academic departments shall choose one full-time faculty member as its Senator to serve on the Senate and one Alternate Senator to serve in Senate meetings when the primary departmental Senator cannot attend; in this case, the Alternate Senator shall assume all rights and duties the primary Senator including the right to vote in Senate meetings. It is recommended that tenured faculty members be given priority for these positions.

- A. Senators and Alternate Senators shall be chosen by a democratic process with each full-time faculty member of the department having one vote for each member to be elected. Faculty members with assignments in two or more departments will exercise their one vote in the department that houses their primary designated FSA.
- B. Senators and Alternate Senators shall serve for two years beginning on the July 1 following their election.
- C. There are no limitations on the number of consecutive terms to which a member may be elected as a Senator or Alternate Senator.
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- C. Recall elections shall take place only during the Fall and Spring semesters in not less than ten (10) calendar days nor more than twenty-one (21) calendar days following the receipt of the petition by the Senate or the vote authorizing the recall election by the Senate.
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Section 6. Faculty Professional Development Committee (FPDC)

- A. FPDC
 - 1. offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment and
 - 2. collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX
- B. The faculty chair of FPDC will serve as
 - 1. the Professional Development Coordinator,
 - 2. a member of the Institute Effectiveness and Governance Council (IEGC), and
 - 3. a member of the Professional Development Coordinating Network (PDCN).

Section 7. Library and Learning Resource Center Advisory Committee (LLRCAC)

- A. LLRCAC facilitates discussion and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

Section 8. LGBTQ+ Advocates Committee

- A. The LGBTQ+ Advocates Committee supports, defends, and serves as an advocate for LGBTQ+ students, faculty, and classified professionals and makes recommendations on academics, supportive measures, and training related to intersectionality (sexual orientation, gender identity, sex, race, ethnicity, etc.), LGBTQ+ campus climate, student success, and retention.
- B. Members of the committee serve as points of contact on LGBTQ+ issues and make recommendations to the Senate.

Section 9. Program Review Committee

- A. The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee reviews and evaluates the Program Review and Annual Update of units/programs/disciplines to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.
- B. The faculty chair of the Program Review Committee will serve as
 - 1. the Program Review Coordinator and
 - 2. a member of the Institute Effectiveness and Governance Council (IEGC)

Section 10. The Teaching and Learning Committee (TLC)

- A. TLC fosters a culture of cross-disciplinary communication to support genuine exchange of successful pedagogy and scholarly research. It vows to protect respectful collaboration amongst faculty to ensure student success.
- B. The faculty chair/co-chairs of TLC shall serve as a member/members of the Professional Development Coordinating Network (PDCN).

Section 11. Other Committees

The Senate shall consider the need for, and establish as appropriate, standing, ad hoc, or temporary committees as needed.

Summary of Proposed Bylaw Revisions

The following document contains a summary of significant changes being proposed to the Senate's bylaws. This document does not list stylistic and wording changes, and changes related to layout or structure that do not significantly impact the bylaws; for example, if a subsection was split into two new subsections but no changes were made to the general function of those subsections, that change is not included below. All interested parties are encouraged to closely review both the original bylaws and the proposed amendments.

Respectfully submitted,

Dan Reade

Preamble:

- No significant changes.

Article I:

- Removal of original Section 6 which allowed the Senate to conduct meetings via electronic ballot during summer and winter periods. This was removed as it does not comply with the requirements of the Brown Act.

Article II

- Section 1: Duties and Responsibilities of Senators
 - o Removal of original subsection D: "approving the annual budget submitted by the President." The Senate has neither considered nor approved a budget for an extended period of time, so it was felt appropriate to remove this subsection.
 - o Amending of original subsection F, now subsection E: Original subsection stated that Senators should inform the Senate President of relevant actions in Senate committees. This was seen as overly restrictive. The new language encourages Senators to inform the Senate about all issues facing Senators' various constituencies.
- Section 2: Duties and Responsibilities of Senate President
 - o New Subsection B: States President's responsibility to distribute Senate agendas at least 72 hours in advance of Senate meetings and in adherence with all relevant laws and policies.
 - o New Subsection C: States President's responsibility to convene and preside over general faculty meetings called by the Senate.
 - o Split original subsection C into two new subsections, E and F: these state that the President will meet with the College President, District Chancellor, and other administrators and classified professionals as necessary, and report on to Academic Senate about any relevant issues.

- Removal of original subsection S: This original subsection allowed the President to make appointments not otherwise covered by the Constitution. This was removed as other subsections cover any relevant situations and so this subsection was no longer considered necessary.
- New Subsection V: States the President’s responsibility to “communicate official Senate proceedings to the entire faculty.” This was added to clarify the President’s responsibility to ensure faculty are informed of all relevant Senate proceedings and decisions.
- Section 3: Duties and Responsibilities of the Senate Vice President
 - New Subsection D: States the Vice President’s responsibility to maintain records on all Senate appointments.
- Section 4: Duties and Responsibilities of the Senate Secretary/Treasurer
 - New Subsections C and D: These state that the Secretary/Treasurer is responsible for disseminating notes following Senate meetings and general faculty meetings convened by the Senate.
 - Removal of original Subsection E: This called for the Secretary/Treasurer to keep a “resource file on faculty affairs” for the Senate’s use. This subsection was considered excessively vague and was removed.
 - Removal of original Subsection F: This called for the Secretary/Treasurer to communicate official Senate proceedings to faculty. This responsibility has been shifted to the duties of the Senate President.
 - Combination of several Subsections related to finances and financial records: Secretary/Treasurer’s financial responsibilities for the Senate are condensed to new subsections F and G which states the Secretary/Treasurer will, as necessary, keep up-to-date the Senate’s financial records and make appropriate payments as authorized by the Senate President and/or the Senate.

Article III: Elections of Senators

- Shift in Article Order. Article III originally covered the election of Senate Officers. As Senators are the primary focus of the Senate, it was deemed appropriate to put the election of Senators before the election of Officers.
- New section 2, subsection B: States that the term of Senators and Alternate Senators will begin July 1st. This revises current bylaw language that identifies the first day of service on the school calendar as the day when Senators and Alternate Senators begin their terms.
- New Section 2, subsection F: States that the Senate shall have final authority in resolving any situation in which there is a dispute as to who is the officially recognized Senator or Alternate Senator from a department.

Article IV: Elections of Senate Officers, Part-Time Senator, Distinguished Faculty Lecturer, and Faculty Commencement Speaker

- Revised Section 3: Section 3 currently states that a nominations period for Senate officers or other elected positions will close with the holding of an open faculty meeting. The reference to an open faculty meeting was removed.

Article V: Petitions, Referendums, and Recall

- Revised Section 2: Removes language from Section 2 related specifically to referendums on emergency actions by the Senate. This was removed as the previous language did not offer any alternative options in the case of emergency actions by the Senate, making the original language seem superfluous.
- New Section 3, subsection D: Changes what happens if an officer of the Senate is successfully recalled. The original bylaws called for an immediate election to replace the officer. This new subsection instead states that the Senate will follow Article V of its Constitution, which says that the Senate will vote for a replacement for the recalled officer for the remainder of the relevant academic year. If the recalled officer's term was set to last beyond the current academic year, a special election will be called to determine the new permanent replacement. This change was made to ensure the bylaws complied with the Constitution.

Article VI: Senate Standing Committees

- Adds language clarifying that while Senate approval is required for the appointment of administrators or classified professionals as Senate committee chairs or co-chairs, similar approval is **not** required when a committee appoints a faculty member as chair or co-chair.
- Lists standing committees of the Academic Senate in alphabetical order.
- Includes the LGBTQ+ Advocates Committee as a standing committee of the Senate.
- Makes other minor changes to committee descriptions and responsibilities.

Requested Revisions to Bylaws Update

From Vivian Harris:

- Reverse sections 7 & 8 because LGBTQ+ alphabetically comes before LLRCAC (spelled out and as an acronym)
- Revise the Library and Learning Resource Center Advisory Committee section to read:
 - A. The LLRCAC serves as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.
 - B. LLRCAC members facilitate discussions and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

From Hayley Ashby:

1. Senate Bylaws -- Article II. Section 4. Duties and Responsibilities of the Secretary/Treasurer -- Area C and area D states,

C. prepare and distribute meeting notes for Senate meetings to the entire faculty within 24 hours of the conclusion of said meeting;

D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within 24 hours of the conclusion of said meeting;

The SPGM, p. 76 (see attached) states,

Notes should be distributed within five business days to all members, who will proof them for accuracy They should then posted either publicly online or internally in a shared-file repository within ten business days of the meeting. Notes do not need to be approved at a subsequent meeting before sharing, thus facilitating more rapid communication.

Can we revise the Senate Bylaws for II.4.C and II.4.D to read,

C. prepare and distribute meeting notes for Senate meetings to the entire faculty within five business days of the conclusion of said meeting;

D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within five business days of the conclusion of said meeting;

Red Text = proposed exact or paraphrased new Title 5 language to add

~~Strike Through~~ = current policy language recommended for removal

Green Bold Text = proposed language above (but not in conflict with) new Title 5 language to add

AP 2105 DISTANCE EDUCATION

References:

Section 504 of the Rehabilitation Act;

Americans with Disabilities Act;

Title 5 Sections 55200 et seq.;

34 Code of Federal Regulations Part 602.17 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.11`

The Distance Education Department, in collaboration with the colleges' distance education committees, is the official District entity that supports distance education at the colleges. This includes, but is not limited to, technology infrastructure, faculty technology training, reporting, and regulatory compliance.

Definition: Distance education means ~~instruction in which the instructor and student are separated by distance and interact through~~ **education that uses technology to deliver accessible instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructors(s) either synchronously or asynchronously with** the assistance of the RCCD approved Learning Management System (LMS). In this context, the term "accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

(1) For purposes of this definition, an instructor is an individual responsible for delivering required course content and who meets the qualifications for instruction established by an institution's accrediting agency.

~~(2) Authentication/Verification per Federal Financial Aid or Special Services Eligibility~~
Consistent with federal regulations pertaining to federal financial aid eligibility, The District **has processes in place through which it establishes that a** ~~authenticates or verifies~~ that the student who registers in a ~~distance education course~~ **offered via distance education** is the same student who **academically engages in the course or program**^b. ~~participates in and completes the course of program and receives the academic credit.~~ The District will **make clear in writing that institutions must use processes that** ~~provide to~~ each student at the time of registration, a statement of the process in place to protect student privacy and **notify students of any projected additional** ~~estimated additional~~ student charges associated with verification of student identity **at the time of registration or enrollment** ~~if any~~ (BP/AP 5040 Student Records, Directory Information and Privacy)^g. The District may utilize one or more of these methods to authenticate or verify the student's identity:

- (i) secure credentialing/login and password; or
- (ii) proctored examinations; or
- (iii) new or other technologies and practices that are effective in verifying student identification.

Course Requirements Instructor Contact:

(1) Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voicemail, email, or other activities. Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- (i) Providing direct instruction via synchronous or asynchronous methods; or
- (ii) Assessing or providing feedback on a student's coursework; or
- (iii) Providing information or responding to questions about the content of a course or competency; or
- (iv) Facilitating a group discussion regarding the content of a course or competency; or
- (v) Other instructional activities approved by the institution's or program's accrediting agency.

(2) An institution ensures regular interaction between a student and an instructor(s) by, prior to the student's completion of a course or competency:

- (i) Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and

(ii) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

(iii) For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

- (1) The District makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and
- (2) The District expects enrolled students to perform educational activities demonstrating academic engagement during the week.

(3) Student-to-student interaction

(i) Instructors will provide opportunities for regular and substantive interaction among students. Interaction is designed to facilitate interaction with and about course content.

(ii) Unstructured student-to-student interaction should be facilitated by the instructor using a variety of tools and methods available to accommodate a variety of cultures and communication styles.

Curriculum Approval:

For any portion of the instruction in a new or existing course that is to be provided through distance education, the course outline of record or a distance education addendum to the course outline of record shall address how course outcomes will be achieved in a distance education mode and how the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction as specified in "Instructor Contact" section above.

The course design and all course materials must be accessible to every student including students with disabilities. The distance education course outline of record or addendum shall be approved according to the district's adopted curriculum approval procedures.

~~be reviewed and approved each proposed or existing course offered through distance education. Separate curriculum committee approval is mandatory if any portion of the instruction in a course or a section of a course is designed to be provided through distance education.~~

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 2020 Program, Curriculum, and Course Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Course Approval: When approving distance education courses, the Vice-Chancellor, Educational Services, or designee, will certify the following:

- **Course Standards:** Consistent standards of course rigor and content are applied to the distance education courses as are applied to face-to-face classroom courses.
- **Course Determinations:** Determinations and judgments about the consistency and alignment to existing standards of the distance education course structure were made with the full involvement of the curriculum committee approval procedures.
- **Instructor and Student Interaction:** Each section of the course that is delivered through distance education will include regular and substantive interaction between instructor and students, as well as among students, either synchronously or asynchronously.
- The manner in which face-to-face class (seat) time will be effectively replaced in a distance education format has been addressed.
- Course compliance with Section 508 to ensure the electronic and information technology accessibility needs of individuals with disabilities has been addressed.

Addendum to Course Outline:

An addendum to the official course outline of record **may** be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum, **if submitted**, must be approved according to the District’s curriculum approval procedures. The addendum **or course outline of record** must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and substantive contact between instructors and students; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are Major Modifications made to the Course Outline of Record.

Authentication of Student Identity

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy, level of technology required to activate the authentication process, and estimated additional student charges associated with verification of student identity, if any.

The District’s chief instructional officer shall utilize one or more of these methods to authenticate or verify the student’s identity:

- secure credentialing/login and password for the LMS;
- proctored examinations (determined by department); or
- new or other technologies and practices that are effective in verifying student identification.

The District’s chief instructional officer shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

The District requires no additional fees for the authentication methods listed above. If an individual faculty member requires face-to-face proctoring at an off-campus site, any potential or associated fees will be stated in the course syllabus and should be noted in the schedule to alert students to these costs prior to registration.

The faculty teaching distance education courses shall authenticate student identification over the period of the course. Opportunities to authenticate include but are not limited to:

- Systematic monitoring and tracking of student work
- Remote online proctored exams using District furnished resources
- Synchronous oral examinations using an approved photo ID
- In-person proctored exams with photo ID check
- Synchronous or asynchronous video activities using an approved photo ID
- Other technologies or procedures specified by faculty in their course syllabus and approved by the department.

Legal Issues in Online Classes:

Webcam Use During Live Synchronous Online Classes: While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws. However, if there are circumstances where full audio and visual student participation is essential to instruction and assessment, a carefully tailored cameras-on requirement is appropriate. ~~Community college districts should adopt policies to address these issues to ensure faculty and students are fully informed and that it respects concerns related to personal educational privacy, access, and equity.~~ Requirements of camera usage for students should be limited to showing individual student faces and should avoid requirements of scanning surrounding environments [statement recommended by district legal counsel].

Real-Time Captioning During Live Synchronous Online Classes: An auxiliary aid or service is required if the class includes deaf or hearing-impaired students to ensure they are able to participate in their educational program. In most cases, this requirement will be satisfied by the provision of real-time captioning in live, synchronous online classes. However, the District should give “primary consideration” to the choice of aid or service requested by deaf or

hearing-impaired students, and weigh such requests against the burdens they would impose upon instruction.

Local District Standards for Quality Distance Education Instruction:

Faculty Certification to Teach Online: Instructors of distance education shall be prepared to teach in a distance education delivery method consistent with the requirements of this procedure, local district policies, accrediting agencies, and negotiated agreements. Faculty requesting or required to teach courses developed for online or hybrid delivery are expected to complete RCCD Distance Education Department online teaching certification training that includes course development, course design, course facilitation, and equity considerations within the learning management system. Enforcement and waiving of the certification requirement shall be done by the Vice-President of Academic Affairs or their designee, as a result of a process approved by the Academic Senate and the office of the Vice-President of Academic Affairs.

Non-Evaluative Peer Online Course Review: The voluntary review of courses designed for fully online and hybrid delivery should be completed by a certified team that provides mentorship and support to faculty. The courses are reviewed using industry-recognized, quality-course-design standards which include but are not limited to Quality Matters, the Online Learning Consortium Quality Scorecard, or the CVC-OEI Rubric.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

Administrative Approval: June 15, 2009

Revised: July 30, 2012

Revised: June 16, 2015 (References and Titles only)

Revised:

Formerly: 4105