

## **NORCO ACADEMIC SENATE REPORT**

### **Spring 2018**

#### **COMMITTEE STATEMENT OF PURPOSE**

##### **NORCO ACADEMIC SENATE MISSION:**

The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code B. The Academic Senate shall concern itself with making recommendations to the College President and the District Chancellor and the District Academic Senate, and the College Vice President for Academic Affairs with respect to policy development and the implementation of matters in the following areas:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles
7. faculty roles and involvements in accreditation processes, including self-study and annual reports
8. policies for faculty professional development activities
9. processes for program review
10. processes for institutional planning and budget development
- +1. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

##### **NAS PURPOSE:**

The purposes of the Academic Senate shall be (1) to participate in the formation of policies and procedures in academic and professional matters; (2) to coordinate communication from the Riverside Community College District Academic Senate and the Academic Senates of the Moreno Valley, and Riverside City Colleges; and (3) to facilitate communication between the administration, faculty, students, and the Board of Trustees in all matters relating to community college education.

##### **SUMMARY OF SENATE ACTIVITY Spring 2018:**

###### *Information items:*

- The college president gave regular updates at every senate meeting.
- The staff classified senate was given a regular report opportunity at every senate meeting.
- The senate was updated regarding progress made in our Guided Pathways efforts.
- Were informed regarding the attempt to enroll students earlier.
- Were informed on the district's IT plan to conduct a business process analysis as part of the district's efforts to move to a new ERP system.
- Received information regarding the Tutor Training and Tutors and SI Leaders recruitment efforts for Fall 2018.

*Discussion items:*

- Were updated and discussed the Veterans Resource Center building proposals.
- Discussed and made recommendations for the EOPS/CARE Progress Reports.
- Discussed the well-being and safety of Norco College students, faculty, and staff.
- Discussed the Norco College Art Mural.

*Action items:*

- The NAS voted to request all courses taught at Norco College be given a Canvas shell.
- The NAS surveyed faculty and unanimously approved the proposed Institutional Reorganization.
- Approved new PORs for Music ADT and Music AA.
- The Read-to-Succeed program was selected to give the senate's Five-to-Thrive presentation at the May 15 Board of Trustees regular meeting.
- Selected faculty to serve on numerous committees including the Accreditation Standards Committees, District Safety and Security Committee, District Casualty Insurance Program Workgroup, and local Marketing Committee.
- Selected the Faculty Commencement Speaker and Readers.
- Approved the Guided Pathways Multi-Year Work plan.
- Approved the change of name of the school of SBS to Social and Behavioral Sciences.

The NAS sponsored two All-Faculty meeting to discuss the College Reorganization proposal. Discussions were heated at times, but always respectful. Important questions were gathered and responses distributed via email. A subsequent anonymous online survey was also administered to better gauge and gather faculty's opinions.

**STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:**

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. This report will only mention goals and objectives that were addressed this semester and reported out by committee chairs.

**These activities meet Goal 2, Objective 1, Goal 5, Objective 5, and Goal 7, Objective 1.**

FLEX Day Spring 2018 (February 9<sup>th</sup>) focused on instruction and faculty related needs

- a. The morning session included: an Accreditation Update, Program Review Update, and a presentation on confronting micro-aggressions.
- b. Afternoon "breakout" sessions introduced opportunities for faculty and staff to better understand many of the challenges facing some of Norco College's diverse student populations, with sessions that included a DACA panel, and a Veterans Panel. Additionally, there was job search/CV training for Associate Faculty, and Intermediate Canvas Training.
- c. Spring Flex Feedback (3 = Excellent, 2 = Good, 1 = Needs Improvement)
  1. Microaggressions
    1. Value of Presentation in meeting your needs: 2.56/3
    2. Overall Rating: 2.66/3
  2. Veterans
    1. Value of Presentation in meeting your needs: 2.93/3
    2. Overall Rating: 2.93/3
  3. Intermediate Canvas
    1. Value of Presentation in meeting your needs: 2.78/3
    2. Overall Rating: 2.78/3

4. Dreamers
  1. Value of Presentation in meeting your needs: 2.86/3
  2. Overall Rating: 2.95/3
5. Hire Me Day
  1. Value of Presentation in meeting your needs: 3/3
  2. Overall Rating: 2.95/3

**These activities meet Goal 2, Objective 1 and Goal 5, Objective 5, and Goal 7, Objective 1:**

The 3-day Fall FLEX 2018 planning is in progress. The 3-day event will be broken into the following themes: The Institution, Pedagogy, & The State of the College

a. Tentative topics:

1. Day One (Wednesday, August 22<sup>nd</sup>):
  - a. Morning Breakout Sessions
    1. Disaster Preparedness Training; Evacuation and Control of the Classroom training (Justin Czerniak)
    2. "Stop the Bleed" First Aid training (Lisa McAllister)
    3. Legal Presentation (Academic Freedom, Recordings in the classroom, liability, etc.) (Speaker TBD)
  - b. Lunch
    1. Technology (Office 365)
  - c. Afternoon Session
    1. Active Shooter Training - possible simulation conducted by the Police (Justin Czerniak & Police)
    2. Dean of Student Life Update; CARE team: What to report, resources available (Mark Hartley)
2. Day Two (Thursday, August 23<sup>rd</sup>)
  - a. Morning Session
    1. Teaching and Learning Committee (TLC) Symposium (Quinton Bemiller)
  - b. Lunch
    1. AB 705 (what it is, update, and impact inside and outside of English and Math)
  - c. Afternoon Breakout Sessions
    1. Intermediate Canvas (Sean Ulbert)
    2. Mid-Career Faculty (How to stay engaged) (Gail Zwart & Jody Tyler)
    3. CALPRS & CALSTRS: Preparing for Retirement (Speaker TBD)
3. Day Three (Friday, August 24<sup>th</sup>)
  - a. Morning
    1. VPs & President Reece
    2. Accreditation Update (Kris Anderson & Greg Aycock)
    3. Guided Pathways Update (Melissa Bader)
    4. Schools Meeting (Planning and discussion) (School Leads)
  - b. Afternoon
    1. Discipline Meetings (Afternoon)

**These activities meet Goal 2, Objective 1, Goal 5, Objective 5, and Goal 7, Objective 1:**

New Faculty First Friday Meetings

- a. First Friday Meetings continued throughout the Spring semester, focusing on the training/mentoring of new faculty to assist in their transition to Norco College. This semester's activities included:
  - i. March: Program Review training with Dr. Alexis Gray/Program Review Camp
  - ii. April: Curriculum Training with Brian Johnson
  - iii. May: First Friday Wrap-up/Lessons Learned, Preparing for next year.

**If approved, these activities would meet Goal 2, Objective 1 and Goal 5, Objective 5:**

New Faculty Retreat Planning

- b. Although we hoped to have a New Faculty Retreat during this Academic Year, due to time constraints, we decided to push planning for a retreat to next year (tentatively October '18).
  - i. Retreat invitees would be a combined class of Full-Time Faculty hired for 2017-18, with Full-Time Faculty hired for the 2018-19 Academic Year.
  - ii. Planning is at the preliminary stage, but main speaker may focus on Equity.

**Goal 5: Strengthen Student Learning**

**Objective 2: (together with SSPC) Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.**

- Ongoing trainings on the use of TracDat (Improve) and methods of assessment
- Feedback on Annual Program Review and the Key Indicator Analysis
- Re-sharing of documents regarding ways to assess at the SLO and ProLO level
- Creating a "best practices" document regarding SLO and ProLO assessment
- Created and maintained a set of google documents to record SLOs that have never been assessed or have not been assessed in the current cycle.
- Communicated with administration, academic senate, and faculty association representatives to develop a plan to ensure all SLOs, all courses

**Objective 3: (together with SSPC) Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.**

- Create awareness of the need to ensure that all ProLOs in all Programs need to be assessed in preparation for the 2020 accreditation visit.
- Revised the college cycle of assessment matrix to link onto the new 6-year assessment cycle.

**Objective 4: (together with DE) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.**

- Completed training in Assessment for Digital Learning through @ONE.

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**Goal 7: Strengthen Our Commitment to our Employees**

**Objective 4: (together with Legacy Committee) Increase participation in events and celebrations related to inclusiveness.**

- The Dean of Technology and Learning Resources sends numerous email blasts to the college community about the Read 2 Succeed, Poetry Performance, & Celebrate Books and Libraries events each semester. Flyers are distributed both in person and via mailboxes. Announcements are also made at meetings to spread the word about these important library events. In addition, copies of our Read 2 Succeed book are distributed to faculty, staff and students so they can more fully participate in the activities of the college-wide read. The spring Read 2 Succeed book is The Lonely Soldier by Helen Benedict, and is in partnership with our Veterans Resource Center. The author will be coming to campus to speak on May 24, 2018. The fall 2018 Read 2 Succeed book will be Lives in Limbo: Undocumented and Coming of Age in America by Roberto G. Gonzales and will be in partnership with our Dreamers Club. The author will be speaking on campus November 15, 2018. This semester, the Library Partners advocacy group that provides members the opportunity to increase participation in events and celebrations was promoted through the distribution of brochures and a Norco-all e-mail blast.

**Additional information from the Senate's subcommittees:**

*Academic Planning Council:*

APC has been working with the district to create schedules in groups of two semester. These will then be rolled into year-round schedules. This has proven to be difficult within the parameters created by our current technology. APC was more successful doing schedules with paper grids/room assignments. We understand this is not a solution.

Scheduling and supporting pathways remain significant goals for APC.

*Distance Education Committee:*

The committee has set the following goals for 2017-2018:

- Support a smooth transition from Blackboard to Canvas
- Review of OEI (Online Education Initiative-a statewide effort) course rubric for possible adoption at Norco. For detailed information see: <http://ccconlineed.org/faculty-resources/professional-development/online-course-design-standards/>. This site has a number of useful resources.

- Professional development needs of DE faculty.
- Ensuring student preparation for online learning.

*Library Advisory Committee:*

The library is currently conducting an Online Student Library Survey as well as having conducted a Library Student Focus Group. Some of the findings include:

- Need more library space
- Need more cleaning in the library
- Need less noise
- Need Saturday hours
- Need extended Friday hours
- Need more study rooms
- Need to update library computers

*Professional Development Committee:*

Tim Russell, Kara Zamiska, and Collen Molko, members of the Professional Development Committee, combined with Teaching and Learning Committee members Quinton Bemiller and Dan Reade formed a team at this year's yearlong Leading from the Middle Academy (LFM). In addition to receiving invaluable leadership training, the goal of our team is create a professional development plan that supports Guided Pathways at Norco College. We have instituted a working-group that meets on the first Thursdays of every month to envision, construct, and implement our plan.

*Program Review Committee:*

In March, we rolled out the new TracDat (Nuventive Improve) process. We held one large training and then provided tutorial videos which were very well received. The new process simplified program review and brought all three major units of the campus on to the same deadline, 4/20/18 which was extended to 5/1/18. This allows us to have the resource allocation process for the college be both more streamlined and more inclusive of all units. Previously, with different deadlines, we would have a problem with earlier reporting units getting greater access to resources. Having everyone report at the same time, before the beginning of the fiscal year means that we can have a more inclusive, integrated plan with all the information at hand.

Overall, anecdotal responses regarding the new process have been very positive. We intend to survey the authors in the Fall in order to improve the process if necessary.

A couple of issues have occurred. The first: Our administrative support for the process has had some difficulty in mastery of the process so some delays have occurred. This is because the method to create the report is cumbersome and going to change so we did not train the authors on a process they would not need in the future. Instead, we relied on our administrative staff to produce the report instead.

We are still on track to have all of the program reviews for Student Services, Administrative and Instructional Program Reviews scored before the beginning of the fiscal year but they may not be returned to the authors with comments before commencement but we are still trying to meet that deadline without sacrificing function for form. We want to make sure the process is authentic, however, so if that deadline must be moved to make sure that no one's effort is given short shrift, we will do so.

The second: we did not have 100% submissions in Instruction despite the extended deadline and the warning that the deadline was firm. The committee, with the support of the senate, advised that resource requests for late program reviews will not be accepted and that any requests after the review deadline will go into an annual update to be read the following year. It was disappointing not to have 100% as that was the point of the entire streamlining process but if a unit has no requests, they may not see the importance of compliance with reporting.

The district program review committee is still in the voting process for either moving the chair ship to MVC or keeping it at Norco. The other colleges are regularly rotating their PRC chairs so Norco ends up being the only experienced member at the beginning of each year. If MVC keeps their chair, we will move the chair ship to try and get back on to a rotational cycle. During this year, we created within each college, a best practices document and a new Statement of purpose reflecting our new duties. When the new Vice Chancellor arrives, we may have a new charge to be approved by the Senate.

### **ACTION PLANS**

The senate will continue to work diligently to fulfill its mission and purpose.

### **HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?**

The NAS provides the curriculum, programs, certificates, and degrees for students to accomplish their academic goals.

### **CHANGES**

We have a new DE Committee Chair, Dr. Tom Wagner.

### **ASSISTANCE NEEDED FROM ISPC:**

- Strategic planning goals and objectives map to committees should be reviewed and revised. For example, the Curriculum Committee has been assigned 4 Strategic goals/objectives it feels it is not responsible for.
- The Library Advisory Committee requests we continue to inform the college community regarding their events and attend them when possible.

### **Spring 2018 NAS VOTING MEMBERS:**

Peggy Campo – Senate President  
Jim Thomas – Senate Vice President  
Kim Kamerin-Senate Secretary/Treasurer  
Quinton Bemiller – Arts, Humanities and World Languages Dept. Senator  
Judy Perry – Business, Engineering, and Information Technology Dept. Senator  
Rex Beck- Business, Engineering, and Information Technology Dept. Alternate  
David Mills – Communications Dept. Senator  
Mark Lewis– Communications Dept. Alternate  
Barbara Moore – Math and Kinesiology Dept. Senator  
Virgil Lee- Math and Kinesiology Dept. Alternate  
Kimberly Bell – Social and Behavior Science Dept. Senator  
David Payan- Social and Behavior Science Dept. Alternate  
Bob Prior- Math Dept. Senator  
Elysa Chung- Math Dept. Alternate  
Marie Hicks – Part-time Faculty Representative

### **SENATE REPORTS**

Maria Barragan – ASNC Representative/Student Liaison  
Melissa Bader – Academic Planning Council Chair  
Laura Adams – Assessment Committee Chair-Assessment Coordinator  
Brian Johnson – Curriculum Committee Co-Chair  
Tom Wagner –Distance Education Committee Chair  
Nikki Capps– Library Advisory Committee Chair

Kara Zamiska and Tim Russell – Profession Development Committee Co-Chair  
Alexis Gray – Program Review Committee Co-Chair  
Quinton Bemiller –Teaching and Learning Committee Chair  
Celia Brockenbrough – District PG & SL Committee  
Gail Zwart –CTE Liaison  
Cameron Young – FA/CTA

June 6, 2018