



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 area; 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 Dobyns, 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
Norco Academic Senate Meeting
April 17, 2023
1:30 - 3:30 PM | CSS-217, HUM 107 & via [Zoom](#)

Meeting called to order at 1:30 PM.

I. Attendees

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

Guests: Quinton Bemiller, Sarah Burnett, Zina Chacon, Peggy Campo, Torria Davis, Monica Green, Jason Parks, Brittnee Quintanar, Erin Spurbeck

II. Approval of Agenda

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

III. Approval of [April 3, 2023 minutes](#)

M/M. Bader, S/A. Johnson; Approved by Consensus

IV. Comments from the Public

None

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

- FA will not meet for the remaining month due to the Faculty Lecture, next meeting is May 2, 2023
- Elections for representatives is currently underway; faculty will receive a ballot via email and voting will end May 1, 2023, at 5pm
- There was a question about whether a memorandum of understanding was needed to change the structure in line with the Guided Pathways Proposal and it was determined that an MOU was not needed

VI. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- The Academic Senate budget has \$227.83 left in Conferences (5220) to purchase refreshments for the faculty lecture out of Other (4590); working on a budget transfer
- Received confirmation that gifts for tenured faculty and retirements at graduation will be handled by the Deans of Instruction

B. Vice-President (Dan Reade)

- No Report

C. President (Kimberly Bell)

- Attending the ASCCC Spring Plenary this week and the resolutions are on the agenda; email any feedback on the resolutions to President Bell

VII. College Reports

- A. Associated Students Representative (Jack Harris)
 - Event in back parking lot by Corral for Norco Music Festival on May 26th with food and activities
 - 400 robes purchased for students for graduation
- B. President (Monica Green)
 - Norco College received the Strategic Enrollment Management Grant – 1 year project with 10 people participating; will have a coach and monthly virtual convenings; June meeting in person and one meeting in Northern California; will assist with enrollment management plan and compliment what we are already doing
 - Black Students Success week; Black Hour Monday – Friday, 12-1pm (virtual); student themed days 5-6pm hosted in CSS 217; college activities at various times; Dr. Tarrant is the lead and will send email
 - 2023 Service Awards on May 1, 2023, 11:30-1pm, CSS 217; 39 employees being recognized including nine faculty members
- C. Vice President of Academic Affairs (Jason Parks)
 - No Report

VIII. **Action Item:** The Senate had the first read of the [Guided Pathways School Reorganization Proposal](#); culmination of a two-year project, the proposed outcomes of this project are two-fold: the four existing Guided Pathways (GP) Schools would be expanded to eight schools centered on Career and Academic Pathways (CAPs) with a supporting Counseling Department under three divisions; this new structure would replace departments in the operational and strategic structures at Norco College; the Guided Pathways & Equity Project Team puts forward this proposal to the Academic Senate for initial implementation of this new structure for the 2023-2024 academic year; estimated costs and suggested implementation timeline are provided; discussion of counseling and library as outliers; counseling will be embedded and library would be grown to embed, but in the meanwhile will stay with the School of Humanities and Arts; may need to re-envision how meetings take place; what will happen with Senate representation given that schools are not equal in size – implications for re-evaluating Senate membership per the constitution; second read and potential action is scheduled for May 1, 2023

IX. **Discussion Item:** Norco College Career & Academic Pathways (CAP) Hour

- Need time and space to prioritize academic pathways
- One college hour a month devoted to academic pathways
- Nearly all disciplines have a room they are using
- No college meetings going on during those hours, but clubs could talk to students during those times; the time could be used for many things
- Would like Academic Senate support and College Council support to start this the next academic year
- There was a request to follow up on discussion items related to this topic from the last College Council meeting

X. **Action Item:** The Senate had the second read and approved the [Senate Bylaw Revisions](#); former Senate President, Virgil Lee and current Senate Officers, Kimberly Bell, Dan Reade and Hayley Ashby worked to revise the [current Senate Bylaws](#); a [summary of changes](#) is provided for the Senators to review; under the Assessment Committee, the Assessment Committee Chair was added as a member of IEGC

M/M. Hicks; S/A. Gray; Approved as amended

XI. **Action Item:** The Senate had a second read and approved the AP 2105 Recommended Updates; the District DEC Chairs, in conjunction with the DE Dean and General Counsel, Keith Dobyns, 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; prison education issues previously discussed would not fall under this document; no language about enforcement would be incorporated into this document; camera policy would not be included in this AP, but example policies are being reviewed and information could be posted on the website
M/L. Nelson; S/M. Hicks; Approved

XII. **Action Item:** There were no Senate President Appointments

XIII. **Standing Committees & Liaisons Reports:**

APC (P. Worsham)

- Summary notes were sent out via email.

Distance Education (R. Hitch)

- Next meeting on May 11, 2023, at 12:50-1:50pm in CSS 217 (in-person and Zoom)

Library (V. Harris)

- Read 2 Succeed Student Panel is on April 18, 2023, at 12:50-1:50pm in CSS 217 (Zoom and in-person)

Accreditation (H. Ashby)

- Met with the Assessment Committee on April 5, 2023 and discussed the four questions for reflection in section 6.B.1 of the Midterm Report
- A draft was developed and sent back out to NAC members, who will ask their disciplines/departments for additional feedback, examples, and evidence
- Will be working on follow up for the additional sections this month including DE and 6.B.2 related to the reflection on the institution-set standards

CTE (S. Williams)

- Disciplines filed Perkins funding; Educational Equity Summit in Washington, DC

CSEA (D. Koch)

- The Classified Professional of the Year for 2023 has been selected. It is Alex Spencer, Educational Advisor in the Engagement Center. Join CPROS in congratulating Alex in this special recognition for his professionalism, involvement in the college and community, teamwork, outstanding commitment to our students and the college community, as well as an inspiration to other classified professionals. The recognition event will take place on May 24th at 10am. We invite the faculty to join CPROS in this celebration.
- The Shared Governance Committee has put forth the summer timeline for classified representatives to be appointed to college committees, councils, task forces, project teams, workgroups, etc. May 25th is the deadline to submit vacancies for classified professional representatives for the

upcoming academic year. The request form is available at:

<https://ncclassifiedsenate.com/shared-governance/>

PGSL (V. Harris)

- Deadline to submit Professional Growth requests for the May 18, 2023 meeting is May 4, 2023
- Deadline to submit sabbatical requests for spring 2024 is May 15, 2023
- Please submit all requests to Susan Brucks (susan.brucks@rccd.edu)

Prison Education (L. Nelson)

- Advisory Group is meeting 12-2pm every other week opposite Academic Senate and is working on bylaws
- New dean is on board now
- Meetings at UCR for BA pathway inside the prison
- Submitting the Leading From the Middle (LFM) application

XIV. Meeting adjourned at 3:23 PM.



**District Academic Senate
Monday, April 24, 2023
3:00pm – 5:00 pm
Meeting Minutes**

The meeting of the Riverside Community College District Academic Senate was called to order by Senate president, Dr. Mark Sellick.

Members Present: Kimberly Bell, Felipe Galicia, Mark Sellick

Guests: Adriana Arias, M. Black, Shauna BuShell, Keith Dobyns, Kelly Douglass, Jake England, Vivian Harris, Monica Green, Mary Legner, Anya-Kristina Marquis, Susan Mills, M. Odenbaugh, Debbi Renfrow, Rhonda Taube, Lijuan Zhai

I. Call to Order: 3:01 p.m.

II. Approval of the Agenda: Accepted by consent

III. Approval of the Minutes: n/a

IV. Comments from the Public – None

- DAS President retains the right to reopen as necessary

V. Committee and Liaison Reports

A. RCCD Faculty Association (Taube)

- FT & PT representative elections
- CCA President elections: candidate being backed is
- By-laws still being worked on
- Issue with Dual Enrollment - reminder that RCCD faculty will only be held to our contract; some school districts are trying to enforce their own disciplinary policies and procedures/practices (i.e. mandatory meetings, etc.)
- Faculty investigations are out of control
- Request to have AVC Blackmore on the May agenda to discuss IT and Safety issues in response to recent RCC incident

B. Curriculum (Douglass)

- Two disciplines connected to interdisciplinary studies issues are still being worked on (Military Science and Social Justice); should have something concrete in May
- AB1111 report was great

VI. Administrative Reports

A. Chancellor's Report – (Mills)

- Attended a convening of an Inland Empire Roundtable called Combating College Student Hunger attended by Dr. Isaac, Trustee Hedrick, Dr. Mills, Dr. Carter and Chris Clarke
 - Held at Crafton Hills College and sponsored by California Student Aid Commission and San Bernardino Community College District
 - There were a number of dignitaries from various bodies, county and social services department and community based organizations in attendance
 - Discussed the hurdles students encounter trying to get CalFresh
 - Six things the group identified to work on
 - Data agreement with county; SBCCCD chancellor is going to follow—up with Councilman Baca
 - Streamline and/or eliminate application processes for various programs so students don't have to complete numerous applications for these services
 - Crafton Hills Dean of Students office volunteered to do a focus group/student panel with county representatives
 - Eliminate the application
 - Education around the processes, including financial literacy
 - How do we work with Dreamers on these issues
 - June 9 is the last day students can apply for CalFresh and be considered under the current guidelines. After that, 50% of students will no longer be eligible to receive benefits. We need to get this information out to our students. Goldware's office to put out via social media

B. Vice Chancellor's Report (Mills)

Met today with UCR to talk about how to improve transfer for our students. It was a brainstorming meeting and came out with good ideas. Also discussed sharing data, better engagement, summer programs, gatherings with our students, pathways, AB 132, ADT's, etc. Will meet again in the Fall. Questions included:

- Should faculty be involved in this conversation, because they will ultimately be doing the work on the articulation process?
- Did they say why they think our students are not applying? Student saw things like not thinking their GPA is high enough, and not being able to afford it
- Suggestion made to include librarians from both colleges

Department Chair/Enrollment Management retreat is this Friday. Invitations went out last week, so if you didn't receive an email, it means you probably didn't RSVP. As of Friday, 103 had RSVP'd.

DSPC structure implementation – created a spreadsheet with every committee and the rules for each committee; names were filled in wherever possible.

Equity Flex – There is a rubric that the department chairs receive to evaluate; have the senates approved this? Rather than use the rubric, there was a guidance document for chairs developed

VII. New Business

A. Consideration of Board Policy (BP) 2105 – action item (Sellick) – correction to this item should be Administrative Procedure (AP) 2105

- This has been reviewed and accepted by all three local senates
 - Motioned by Bell/Galicia
 - Accepted by consent

B. Consideration of Board Policies (BPs) and Administrative Procedures (APs) – action item Motion to approve all board policies and administrative procedures, with the exception of 3020, 3030, 3110, 3140, 3405, 3500 and 3900,

- Motioned by Galicia/Bell
- Motion passes (2 ayes, 1 abstention [Bell])

C. Discussion of BPs 2101 and 2110 – potential action item (Douglass)

RCCD Curriculum Chair Kelly Douglass lead a consideration of two versions of BPs 2101 and 2110 for potential action at the local senates

BP 2101

- Option 1: Independent study programs are developed by establishing a learning contract as an additional component of an existing class, so the learning contract would be established with that faculty member.
- Option 2: Wouldn't necessarily have to be a student active in that class right then, they could've taken the class prior

BP 2110

- Honorary and Honorary Posthumous degrees
OR
- Honorary Posthumous degrees only

VIII. Ongoing Business

A. Roundtable Senate Issues (Sellick, Bell, and Galicia)

The DAS addressed the following matters connected to purview areas and issues of immediate concern:

- Instructional Review Committee had a robust discussion on CTE and the cycle at which they are completing program review. They were on a 2-year cycle and all other programs were on a 3-year cycle. Ed code says it should be every 2 years
- Bring back to local senates for curriculum chair and curriculum rep length perhaps try to align some of the terms in the different senate leadership areas, as well as have discussion about program review and planned documents and aligning those.
- IT reorganization includes keeping the representation at the colleges and level of service

B. Update on Emeritus Faculty – discussion item (Sellick)

DAS President Mark Sellick will provide an update regarding the conferring of emeritus faculty status on recently retired faculty members

- If we have other and/or alternative addresses for Emeriti it would be very helpful, as it appears that many retirees no longer use their district email. So far, only two responses have been received.
- Need to determine if district email addresses remain in use indefinitely or if there is a predetermined period of time they can be used.

IX. College Senate Reports

A. Moreno Valley College – Felipe Galicia

- Approved governance structure through our strategic planning council and academic senate; now making arrangements to bring that to SPC
- Adopted a succession plan

B. Norco College – Kimberly Bell

- Passed new bylaws, however, will be proposing a change to the Schools structure. Hopefully something will be determined by the end of the academic year.

C. Riverside City College – Mark Sellick

- New Guided Pathways coordinator in place
- Looking at bylaws and constitution; will be taking this up in the Fall
- Cause for concern regarding the State ASCC preliminary voting structure; when not followed, can cause the legitimacy of the group to be very quickly called into question

X. Adjournment: 5:00 p.m.