

Persons requiring a disability-related accommodation to participate in the Norco College Academic Senate meeting, including materials in alternate formats, may request such service from Disability Resource Center (DRC) at 951-372-7070. (Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5)



## AGENDA

### Norco College Academic Senate

**1:30 – 3:30 PM, October 3, 2022**

**In-person (optional): CSS -217**

**ZOOM** <https://cccconfer.zoom.us/j/95268603627>

- 1:30 PM I. Call to Order**
- 1:30 PM II. Approval of Agenda**
- 1:35 PM III. Approval of Meeting Minutes from September 19, 2022**
- 1:40 PM IV. Open Hearing**
- 1:45 PM V. CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
- 1:50 PM VI. Officer Reports**
- A. Secretary/Treasurer (Hayley Ashby)
  - B. Vice-President (Dan Reade)
  - C. President (Kimberly Bell)
- 1:55 PM VII. College Reports**
- A. Associated Students Senator of Finance (Aneesa Kashif)
  - B. President (Monica Green)
  - C. Vice President of Academic Affairs (Jason Parks)
- 2:05 PM VIII. Information Item: CVC OEI Membership** (K.Bell)
- The Senate will be provided with an update on the [CVC OEI Resolution](#) that was postponed at the meeting on September 19, 2022.
- 2:10 PM IV. Information Item: Faculty Appointment Request Form** (D.Reade, K.Bell)
- In accordance with [Title 5 Education Code Section 53203](#) The appointment of faculty members to serve on college committees shall be made, after consultation with the chief executive officer or designee, by the academic senate. The Senate Officers have created a process using Microsoft Forms to streamline the request process for Faculty Appointments.

- 2:15 PM**      **X. Action Item: Senate President Appointments** (K.Bell)  
The Senate is being asked to ratify appointments made by the Senate President.
- 2:20 PM**      **XI. Discussion Item: [EdTech Discontinuation Policy](#)** (R.Hitch)  
District DE is asking us to review and offer feedback on a proposed EdTech Discontinuation Policy.
- 2:25 PM**      **XII. Discussion Item: [Zoom Recording Storage](#)** (R.Hitch)  
District DE is asking Norco Senate to review and offer feedback on an IT proposal on how to manage our Zoom storage as the district is currently over its allotted storage limit.
- 2:30 PM**      **XIII. Information Item: [2022 Institutional Set Standards and Procedural Response](#)** (C. Allingham, G. Aycock)  
The Senate will be presented with the 2022 Institutional Set Standards that are set by the US Department of Education and required to be reported in the ACCJC Annual Report.
- 2:40 PM**      **XIV. Information Item: [Fall 2022 Faculty Impact Survey](#)** (C. Allingham, G. Aycock)  
The Office of Institutional Effectiveness is seeking support from the Senate for the Fall 2022 Faculty Impact Survey.
- 2:50 PM**      **XV. Action Item: [Approval of the 2022-2025 Norco College Student Equity Plan](#) – First Read** (D. Hitchcock, C. Welch, and G. Ocegura)  
The Senate will be provided a brief overview of the [2022-2025 Student Equity Plan](#). The Chancellor's Office requires the plan to be approved by Academic Senate and therefore, this presentation will serve as first read.
- 3:05 PM**      **XVI. Action Item: Concerns Regarding Updated ACCJC's Updated Standards and [Request for Support of the ASCCC Accreditation Resolution](#) – First Read** (V.Harris)  
The LLRCAC will present concerns about ACCJC's Updated Standards related to Library and Learning Support Services and is requesting action in support of the ASCCC's Accreditation Resolution.

3:10 PM

**XVII. Action Item: Review of 2000 series Board Policies (BPs) and Administrative Procedures (APs) - First Read (K.Bell)**

These Board Policies and Administrative Procedures fall within the Senate purview (10+1) A group of faculty members including the Senate presidents, curriculum chairs, and articulation officers in conjunction with Vice Chancellor Mills, Assistance Vice Chancellor Zhai and our General Counsel, Keith Dobyns worked on the revisions during Summer 2022. As a result, they have been "tentatively approved" by the Senates. These were sent out to our Senators by email for review on September 15, 2022. Each of the college Senates are being asked for final approval prior to going to the Board for consideration, this will serve as the first read.

3:15 PM

**XVIII. Standing Committees & Liaisons Reports**

- A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC
- B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL

3:30 PM

**XIV. Adjournment**

**Fall 2022 Academic Senate Meeting Schedule**

~~August 29, 2022~~  
~~September 19, 2022~~  
**October 3, 2022**  
October 17, 2022  
November 7, 2022  
November 14, 2022  
December 5, 2022

***10+1***

**California AB (Assembly Bill) 1725 and Title V §53200**

1. Curriculum including establishing prerequisites and places 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. Policies for faculty professional development activities
7. District and college governance structures, as related to faculty roles
8. Faculty roles and involvement in accreditation processes, including self-study and annual reports
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate



**Minutes**  
**Norco Academic Senate Meeting**  
**October 3, 2022**  
**1:30 - 3:30 PM 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, Dominique Hitchcock, Ashlee Johnson, Brian Johnson, Amy Kramer, Virgil Lee, Barbara Moore, Lisa Nelson, Dan Reade, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham

Guests: Charise Allingham, Greg Aycock, Quinton Bemiller, Sarah Burnett, Peggy Campo, Torria Davis, Monica Green, Lisa Hernandez, Stephany Kyriakos, Ruth Leal, Christopher Lugo, Gustavo Ocegüera, Jason Parks, Sandra Popiden, Kaneesha Tarrant, Caitlin Welsh

II. Approval of Agenda

Motion to move College Reports to the end:

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

Agenda approval:

M/D. Reade, S/M. Hicks; Approved by Consensus

III. Approval of [September 19, 2022](#) minutes

Approved; One abstention

IV. Open Hearing

None

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

- 80 hours of COVID sick leave has been extended through December 31, 2022
- AB 190 provides health care for associate faculty- State will be covering the cost; the district has applied
- The Faculty Association is rotating the meetings and will be holding its meeting on October 11, 2022, at Norco College in CSS 217 at 1 pm

VI. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

No report

B. Vice-President (Dan Reade)

No report

C. President (Kimberly Bell)

[REPORT](#)

VII. College Reports

A. Associated Students Senator of Finance (Aneesa Kashif)

No Report

B. President (Monica Green)

- The College enrollment is at over 10,000 students for the Fall
- CARES disbursement to students went out; 1,900 students; 1.1 million
- HERRF funds continue to be spent down
- Great Shakeout will be taking place on October 20, 2022; other safety training is also scheduled

C. Vice President of Academic Affairs (Jason Parks)

- Juan Alvarez has accepted a Dean position at LACC; Dr. Parks and Dr. Bemiller will be temporarily assuming his responsibilities
- There was a CTE expo at JFK with college tours
- Winter and spring schedules will be released on October 17, 2022, and priority enrollment starts on October 31, 2022
- If you are a faculty member who borrowed a hotspot, please return it to Facilities by the end of the semester as they will be shut off
- Please check your department and/or discipline website to make sure all information is correct for the transition to the new website

Information Items:

VIII. [CVC OEI Membership](#)- Resolution is being sent back to the DE committee for consideration on how to move forward.

IX. The Senate discussed the process of [appointing faculty members](#) to serve on college committees in accordance with [Title 5 Education Code Section 53203](#).

Action Items:

X. Senate President Appointments

- None

Discussion Items:

XI. The Senate was asked to review and offer feedback on a proposed [EdTech Discontinuation Policy](#).

XII. The Senate was asked to review and offer feedback on an IT proposal on how to manage our [Zoom recording storage](#) as the district is currently over its allotted storage limit.

XIII. The Senate was presented with the [2022 Institutional Set Standards](#) that are set by the US Department of Education and required to be reported in the ACCJC Annual Report.

XIV. The Senate was asked by the Office of Institutional Effectiveness to support the [Fall 2022 Faculty Impact Survey](#).

Action Items:

XV. The Senate had a first read of the [2022-2025 Student Equity Plan](#).

XVI. The Senate had a first read of the [ASCCC's Accreditation Resolution](#).

XVII. The Senate had a first read of the [Review of 2000 series Board Policies \(BPs\) and Administrative Procedures \(APs\)](#).

Motion to extend meeting by 10 mins:

M/M. Hicks, S/D. Reade; Approved

XVIII. Standing Committees & Liaisons Reports

DE (R. Hitch)

- Thank you for the feedback

Library/LRC (V. Harris)

- The book signing with the Spring 2022 Read 2 Succeed author, Elijah Stacy, will take place in the library on October 4, 2022, during college hour

CSEA (R. Leal)

- There will be a shared governance workshop for reps
- We've introduced the same form Senate uses for committee/council appointments
- Updated SPGM related to appointment of reps
- Classified Professionals and CPROS terminology has been approved by the Board of Trustees
- Leona Crawford will be recognized as the 2022 Classified Professional of the Year on October 10, 2022 at 10:00 AM in CSS 217

DBAC (C. Buchanan)

- Emergency conditions allowance applications were discussed including CVC-OEI and board policy on reserves; reserves currently 5% but asking also for two full months of operating costs in reserve, which is 30-40 million (district usually carries about 16 million); fiscal plan and support allocations is 18 million and is usually divided up between the district and three colleges; the district suggested allocating a large chunk of money to the solar project; will get revenue back from the solar project but want to ensure that the funds will come back to instructional support; no money to update the buildings across the district because of the failure of the bond several years ago

Guided Pathways (M. Bader)

- Committee attended the California Guided Pathways #2 conference in Oakland which focused on holistic support; lots of ideas with more to share in the future.

PG&SL (V. Harris)

- Oct. 20 is the deadline to submit for the November 3, 2022 meeting; [PG&SL Dates & Deadlines](#)

XIX. Meeting adjourned at 3:38 PM.

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- |                |  |
|----------------|--|
| <b>1:30 PM</b> | <b>I. Call to Order</b>  |
| <b>1:30 PM</b> | <b>II. Approval of Agenda</b>  |
| <b>1:35 PM</b> | <b>III. Approval of <u>Meeting Minutes from October 3, 2022</u></b>  |
| <b>1:40 PM</b> | <b>IV. Open Hearing</b>  |
| <b>1:45 PM</b> | <b>V. CTA Report</b> (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)   |
| <b>1:50 PM</b> | <b>VI. Officer Reports</b> <ul style="list-style-type: none"><li>A. Secretary/Treasurer (Hayley Ashby)</li><li>B. Vice-President (Dan Reade)</li><li>C. President (Kimberly Bell)</li></ul>  |
| <b>2:00 PM</b> | <b>VII. College Reports</b> <ul style="list-style-type: none"><li>A. Associated Students Senate Representative (John Harris)</li><li>B. President (Monica Green)</li><li>C. Vice President of Academic Affairs (Jason Parks)</li></ul>   |
| <b>2:10 PM</b> | <b>VIII. Standing Committees &amp; Liaisons Reports</b> <ul style="list-style-type: none"><li>A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC</li><li>B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL</li></ul> |
| <b>2:25 PM</b> | <b>IX. Action Item: Senate President Appointments</b> (K.Bell)<br>The Senate is being asked to ratify appointments made by the Senate President.   |



- 2:30 PM**      **X. Action Item: Canvas Outcomes Assessment Proposal – 1<sup>st</sup> Read**  
 (A.Johnson)  
 On behalf of NAC and LFM, we would like to demonstrate the Assessment in Canvas process, which was approved by NAC on 10/12/22.
- 2:45 PM**      **XI. Discussion Item: Equity Flex documents ([Criteria](#), [Rubric](#), [Guidelines](#))**  
 (D.White)  
 Seeking feedback on Equity FLEX documents (guidelines, equity criteria, and rubric) circulating around at sister colleges
- 3:00 PM**      **XII. Action Item: [Approval of the 2022-2025 Norco College Student Equity Plan](#) – Second Read** (D. Hitchcock, C.Welch, and G. Ocegura)  
 The Senate will be provided a brief overview of the [2022-2025 Student Equity Plan](#). The Chancellor's Office requires the plan to be approved by Academic Senate and therefore, this presentation will serve as first read.
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- 3:15 PM**      **XIV. Action Item: [Review of 2000 series Board Policies \(BPs\) and Administrative Procedures \(APs\)](#) - Second Read** (K.Bell)  
 These Board Policies and Administrative Procedures fall within the Senate purview (10+1) A group of faculty members including the Senate presidents, curriculum chairs, and articulation officers in conjunction with Vice Chancellor Mills, Assistance Vice Chancellor Zhai and our General Counsel, Keith Dobyns worked on the revisions during Summer 2022. As a result, they have been "tentatively approved" by the Senates. These were sent out to our Senators by email for review on September 15, 2022. Each of the college Senates are being asked for final approval prior to going to the Board for consideration, this will serve as the first read.
- 3:25 PM**      **XV. Action Item: [Continuation of Virtual Meetings for the Senate](#)** (K.Bell)  
 Meetings of the Senate fall under the authority of the Brown Act, which places onerous requirements for holding virtual meetings. While the Governor suspended provisions of the Brown Act to allow Senates and other public bodies to meet virtually through March 31, 2022, [AB361](#) allows Senates to meet virtually through the end of 2023 if the Senate deems a state of emergency exists. The Senate is now being asked to consider whether virtual

meetings are necessary for the next 30 days. (This decision must be reevaluated every 30 days by a vote of the Senate.)

**3:30 PM      XVI. Adjournment**

## **Fall 2022 Academic Senate Meeting Schedule**

~~August 29, 2022~~  
~~September 19, 2022~~  
~~October 3, 2022~~  
**October 17, 2022**  
November 7, 2022  
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December 5, 2022

<b><i>10+1</i></b> <b>California AB (Assembly Bill) 1725 and Title V §53200</b>	
<ol style="list-style-type: none"><li>1. Curriculum including establishing prerequisites and places courses within disciplines</li><li>2. Degree and certificate requirements</li><li>3. Grading policies</li><li>4. Educational program development</li><li>5. Standards or policies regarding student preparation and success</li><li>6. Policies for faculty professional development activities</li><li>7. District and college governance structures, as related to faculty roles</li><li>8. Faculty roles and involvement in accreditation processes, including self-study and annual reports</li><li>9. Processes for program review</li><li>10. Processes for institutional planning and budget development</li><li>11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate</li></ol>	



**Minutes**  
**Norco Academic Senate Meeting**  
**October 17, 2022**  
**1:30 - 3:30 PM via Zoom**

Meeting called to order at 1:33 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Hayley Ashby, Melissa Bader, Kimberly Bell, Araceli Covarrubias, Alexis Gray, John Harris, Vivian Harris, J. Marie Hicks, Ryan Hitch, Dominique Hitchcock, Ashlee Johnson, Amy Kramer, Virgil Lee, Barbara Moore, Lisa Nelson, Dan Reade, Jody Tyler, Dana White, Patty Worsham

Guests: Quinton Bemiller, Peggy Campo, Zina Chacon, Monica Green, Sarah Nafzgar, Gustavo Ocegueda, Caitlin Welch

II. Approval of Agenda

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

III. Approval of [October 3, 2022](#) minutes

M/R. Hitch, S/D. Hitchcock

IV. Open Hearing

None

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

- The Faculty Association meeting on October 18, 2022, will be a closed session due to work on the Association's Bylaws.
- Virtual Office Hours on weekends are permitted if they meet the contract guidelines; faculty must notify the appropriate dean and department chair of their intention to hold weekend office hours.

VI. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- Hayley has been added to the Academic Senate budget for the current year and will provide details in a subsequent meeting.

B. Vice-President (Dan Reade)

- Appointments are only for committees outside of the Academic Senate committee structure.
- Commencement speaker nominations are coming up and will be open for one week.

C. President (Kimberly Bell)

[REPORT](#)

## VII. College Reports

### A. Associated Students Senator of Finance (Aneesa Kashif)

- Harvest Festival will be happening next week.
- All clubs will have booths at the Harvest Festival after a two-year hiatus.

### B. President (Monica Green)

- State Chancellor's Office has offered a toolkit for land acknowledgment that recognizes indigenous people and their continued presence and relationship to ancestral lands; Michael Collins is leading the efforts and would like to have faculty involvement.
- Walk and talk with Dr. Green starting in the Rose Garden on October 18 at 9am.
- Inland Empire Guided Pathways meeting with 10 individuals (five faculty) focused on equity and Guided Pathways efforts; collaborating across the Region C.

### C. Vice President of Academic Affairs (Jason Parks)

- No Report

## VIII. Standing Committees & Liaisons Reports:

### APC (P. Worsham)

- Met October 14, 2022
- New prioritization ranking form will be housed in Program Review in Nuventive
- Prioritized classroom list; space is becoming more tricky, especially during prime time hours
- Retreat on campus in Winter to work on a one-year schedule
- Bringing back hiring fair (one-day) for associate faculty due to deficits in CRC and dual enrollment
- Content from department websites will be shifted to the new website, so information should be reviewed for accuracy
- Need to consider keeping track of committee representation so there is balance when individuals leave.

### DE (R. Hitch)

- Follow up on questions from the last meeting; previous Zoom storage efforts came from the State Chancellor's Office, so the option to buy Zoom storage is not available due to licensing issues
- Meeting coming up with a focus on CVC-OEI and information campaign.

### FPDC (D. White)

- Met last week on October 11, 2022 and approved the transition of taking travel requests from the old process to the new process in Nuventive
- Provided a recommendation for recognizing associate faculty monthly.

### Library/LRC (V. Harris)

- The Read 2 Succeed Student Panel is on October 20, 2022 during college hour and will be hosted by Puente and Undocumented Students.

### Accreditation (H. Ashby)

- Accreditation update presentation to the College Council scheduled for last week was postponed due to insufficient time; the presentation will be provided to the Senate in November.

### DEMC (M. Bader)

- Met last week and talked about reporting timelines and the creation of enrollment management plans for the district and colleges
- Three different iterations to develop; need to address local needs and REACH grants
- There is a focus on retention not just recruitment
- The District is working on emergency funding-based plan in collaboration with the colleges.

#### Guided Pathways (M. Bader)

- Inland Empire Guided Pathways activity is next week; working with Bill and Melinda Gates Foundation to share out practices around GP to create a toolkit
- Melissa Bader is going to Washington to work on this project as Norco College has been singled out for its Guided Pathways efforts.

#### Equity (D. Hitchcock)

- Asking students in the general population (not special programs) to share their experiences through a video; asking for help to contact those students and inviting them to make the video; forward videos to Dominique Hitchcock.

#### PGSL (V. Harris)

- October 20, 2022 is the deadline to submit for the November 3, 2022 meeting.

#### Action Items:

##### IX. Senate President Appointments

- None

##### X. The Senate had a first read of the Canvas Outcomes Assessment Proposal.

#### Discussion Item:

##### XI. The Senate discussed Equity FLEX documents ([Criteria](#), [Rubric](#), [Guideline](#))

#### Action Items:

##### XII. The Senate was asked to approve the [2022-2025 Norco College Student Equity Plan](#). M/A. Johnson, S/L. Nelson; Approved by Consensus

##### XIII. The Senate was asked to review and approve the concerns regarding updated ACCJC's Updated Standards and [Request for Support of the ASCCC Accreditation Resolution](#). M/M. Hicks, S/L. Nelson; Approved by Consensus

##### XIV. The Senate was asked to approve the [Review of 2000 series Board Policies \(BPs\) and Administrative Procedures \(APs\)](#) M/A. Gray, S/D. Reade; Approved by Consensus

##### XV. The Senate discussed and approved the [Continuation of Virtual Meetings](#)/Hyflex. M/A. Gray, S/M. Hicks; Approved by Consensus

##### XVI. Meeting adjourned at 3:20 PM.