



Minutes
Norco Academic Senate Meeting
August 28, 2023
1:30 - 3:30 PM | CSS-217 & via [Zoom](#)

Meeting called to order at 1:31 PM.

1. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Jesus Andrade, Hayley Ashby, Michael Bobo, Kimberly Bell, Courtney Buchanan, Alexis Gray, Vivian Harris, J. Marie Hicks, Ashlee Johnson, Brian Johnson, Daren Koch, Lisa Nelson, Dan Reade, Tim Russell, Jody Tyler, Steff Warsinski, Patty Worsham

Guests: Quinton Bemiller, Peggy Campo, Zina Chacon, Ashley Etchison, Monica Green, Lisa Hernandez, Erin Spurbeck, Ruby Valdovinos, Kaneesha Tarrant

2. Approval of Agenda

M/M. Hicks, S/L. Nelson; Approved by Consensus

3. Approval of [May 15, 2023 minutes](#)

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

4. Comments from the Public
None

5. CTA Report- A. Covarrubias, V. Lee
• No Report

6. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- The membership dues for ASCCC are due 9/30/23 and Claudia Figueroa has facilitated payment in the amount of \$3,243.06

B. Vice-President (Dan Reade)

- No Report

C. President (Kimberly Bell)

- Held a moment of silence for faculty member, Barbara Moore, who passed away at the end of the Spring 2023 Semester; Remembrance celebration on September 19, 2023, at college hour in CSS 217
- Tree dedication for Marissa Iliscupidez on October 17, 2023, at college hour between Student Services Building and the Police/Safety Office
- Ruth Leal experienced a medical emergency; she is recovering, but has a long recovery ahead; marketing services are still available
- New school reorganization is effective now and we are using those for the new chairs; want to have new senators in place for the October 2, 2023 meeting; one senator and one alternate per school; retreat coming up in October 20-21, 2023 and we need two representatives from each of the schools, senator and alternate or designee; standing committee chairs are invited and should attend or send a designee; meals and hotel room will be covered – Orange County Hilton in Costa

Mesa; attendees will need to submit a travel request for mileage; finalized agenda to come and may be adjusted to start a bit later to allow for the commute; FLEX credit should be available; may be revisiting structure of senate going forward in terms of membership; standing committees will also make the adjustments for the new school structure

- Bookstore transition based on the recommendation of a group that was convened to do an assessment every three years; the College currently has Follett and will be moving back to Barnes and Noble; employees may carry over during the transition; transition in process and will be effective Spring Semester 2024

7. College Reports:

A. Associated Students Senate Representative

- Jesus Andrade is the new ASNC representative
- Last Friday was the first ASNC meeting; ASNC appointed 13 individuals
- General updates were made to the ASNC webpage
- In possession of the mustang statue, but working on placement; the need to install handrails is delaying placement
- Ice cream Day August 28-30, 2023; 2nd week of September 12-13, 2023, is Club Rush

B. President (Monica Green)

- Enrollment is at 93.6% of our target; scheduled heavier for Fall (44% of target) to adjust throughout the year; adding accelerated courses and starting a campaign to let students know they are available
- Equity and Guided Pathways Summit on September 14, 2023 (half day with hybrid option) and September 15, 2023 (in person); Rob Johnston is the keynote speaker and facilitator; traditional Guided Pathways meeting format with concurrent sessions and team time for action planning
- The Document Control System was approved and parts of it will be prioritized for implementation
- Update on recruitments: Filling Vice President, Planning and Development and Dean of Instruction, filled Interim Vice President of Academic Affairs (Carol Farrar) with a spring recruitment for a permanent replacement; Assistant Dean for Financial Aid is a new position essential to meet requirements and aligns with the position at other colleges (10 new grants that need support)

C. Vice President of Academic Affairs (Q. Bemiller-Sub)

- Happy second week and thanks to the faculty for adding students and encouraging them to process the add codes as soon as possible
- Anticipating 100 FTEs more from CRC that will bring us up to 97%
- First Thursdays of CAP hour will support students in careers and academic pathways

8. Standing Committees & Liaisons Reports

APC (P. Worsham)

- Meeting on September 8, 2023

Curriculum (B. Johnson)

- District Curriculum meets next week and will have an update on course numbering process

Distance Education (R. Hitch)

- Meets on September 14, 2023; needs Business Management, Science, and Human and Public Services representatives

Program Review (T. Russell)

- This is a comprehensive year and Nuventive will open in mid-October

TLC (L. Hernandez)

- Our first Brown Bag event is on September 12, 2023 from 12:50-1:50pm in IT 125; drop-in at any point during that time slot
- Eight faculty have kindly agreed to share their Canvas sites; variety of levels (beginner, intermediate, and advanced) and subjects/disciplines will be on display; no formal presentations/speeches will take place as it is just a moment to peruse others' sites; Hope to see you there

Accreditation (H. Ashby)

- Provided an update on the Midterm Report via a presentation on FLEX Day
- Midterm Draft is in the process of being finalized and will go out this week after review by college leadership
- Requesting all hands on deck to make sure it is accurate; we need everyone's eyes on the draft and there will be one week to review this version prior to the 1st read at the next Academic Senate meeting; there will be additional opportunities to review prior to approval

DBAC (C. Buchanan)

- Met on August 25, 2023; discussed the state budget and the adopted budget; there have been some changes; Kinesiology Building is still on the list for \$32 million, but matching funds are required and will need to be raised through a bond measure; if the district meets the FTEs target, we will have recovered from the pandemic deficit

DSPC (V. Harris)

- New structure was not approved by the Chancellor, and he brought back some feedback and recommendations with changes he would like to see; the Academic Senate president is continuing to recruit; changes are confusing and DSPC members requested a visual for clarity

Guided Pathways (K. Bell)

- Working with the deans to ensure attendance at the Equity and GP Summit

Prison Education Program (L. Nelson)

- August 8, 2023, graduation at CRC; awarded degrees to 36 individuals who were there and 54 total degrees; Pitzer College awarded 3 bachelor's degrees to former Norco graduates

Equity (A. Johnson)

- Separated into two faculty inquiry teams related to onboarding and momentum; teams are collecting data for analysis and will bring the information back to the College

PGSL (V. Harris)

- September 21, 2023 is the deadline to submit for the October 5, 2023 meeting
- October 19, 2023 is the deadline to submit for the November 2, 2023 meeting
- November 16, 2023 is the deadline to submit for the December 7, 2023 meeting
- Sara Nafzgar will be the new faculty representative on PGSL for Norco College

9. Action Item: Senate President Appointments (K. Bell)

- Approval of new Senate President appointments: See [attachment in SharePoint](#); appointments pending the overall approval of the DSPC structure approval
M/A. Gray, S/M. Hicks; Approved by Consensus

- Information Items:
10. [District Committee/Sub Committee Recruitment](#) (K.Bell)
 - Positions are still needing to be filled; need representatives for TLC – GP Subcommittee (ideally from Diversity, Equity, Inclusion and Accessibility Committee); Non-Credit Subcommittee; HR Committee from Norco; Diversity, Equity, Inclusion and Accessibility Subcommittee; Resources Committee (IT and Cybersecurity); Study Abroad at the district level
 11. [Region 9 Rising Mentors and Fellows](#) (K.Bell)
 - Started with three; one fellow got a job; two mentors/fellows in counseling
 - Erin Spurbeck (mentor) and Martha Ramirez (fellow)
 - Amy Kramer (mentor) and Elio Lopez (fellow)
 12. [AP 2110 HONORARY AND POSTHUMOUS DEGREES](#) (K.Bell)
 - Voted on one of two options for language and referred it back to the Curriculum Committee; District Academic Senate approved it in Spring 2023 Semester at their last meeting
 - Lot of revisions for this BP due to language required for Ed Code and Title 5
 13. [BP 6210 ACADEMIC EMPLOYEES](#) (K.Bell)
 - This BP needs to be in place by October, so Senate presidents met with legal counsel to complete the revision
 - It says that we will have diversity, equity, inclusion, and accessibility as part of evaluation criteria; the revision does not define how we do it in our district; the “how” of implementation through the contract is still being discussed by the Academic Senate and Faculty Association
 14. [Updating Standing Committee Chairs and Charters](#) (D.Reade)
 - Surveys and Reports of Effectiveness were completed at the end of Spring 2023
 - Charters are due to be updated soon
 - The results of the survey of effectiveness as documented in the report of effectiveness are supposed to guide the re-chartering process
 - [Timeline](#) – First meeting is to review the survey and generate the report; at the end of September committees send the report to the Academic Senate; Senate will provide feedback in October to update the charters; complete charter updates in November
 - Current recommendation is for an annual review, but that may put an excessive burden on committees; consider changing to optional review and update like comprehensive program review process
 - Need to ensure that we have standing committee chairs in place; see current list and send updates
 - Note that we will need to update accreditation standards in the charters to align with new standards
 15. Action Item: The Senate had a first read of the [Request for Replacement Faculty Process](#). Item was tabled until reviewed by APC.
 16. Information Item: [SEM \(Strategic Enrollment Management\) Logic Model](#) (P.Worsham)
 - Awarded a grant to serve in the Strategic Enrollment Management (SEM) cohort
 - Principle is that everyone at the College is playing a role in enrollment management
 - The SEM group folded into the local college enrollment management group

- Participated in a retreat in June and worked on a draft of the logic model, as a systematic process for writing a plan
- Draft to be completed by the end of the semester for college acceptance and implementation in Fall Semester 2024
- Reviewed short-, mid-, and long-term goals, deliverables, and resources required
- No connection with technology side with tools used for registration; looking at college's activities, events, tools, and strategies to meet outcomes for SEM
- Aware of challenges and processes that may impact enrollment management at the district level through representation
- Students' ability to navigate changes in technology systems contributes to enrollment management challenges
- Discussed the capabilities we have for predicting what students want; PathMaker tool allows for students to indicate what they may take in the future; no ability to anticipate cancellations; if we plan accordingly, the tools will diminish the potential for cancellations; students should be able to trust the college that courses they anticipate taking in the future will be available
- Enrollment management strategies up to this point have been reactive and SEM will give us the ability to fix it strategically
- Webadvisor will be sunset; training this semester to prepare for the transition after this semester; the district is going from Webadvisor to Colleague to Anthology

17. Meeting adjourned at 2:52 PM.

Senate Appointments to be ratified:

Ashlee Johnson – GP Equity Lead (2 Years)

Sigrid Williams – CPL Faculty Coordinator

Caroline Hutchings – Honors Coordinator

Erin Spurbeck – Senate Representative - Counseling

Vivian Harris – College Council (1 year extension)

Kimberly Bell & Vivian Harris – DSPC

Jose Sentmanat/Lisa Hernandez & Melissa Bader/Jethro Midgett – TLC (District)

Melissa Bader/Jethro Midgett – GP (District)

Ryan Hitch – DE (District)

Sara Nafsgar – PGSL (local and District)

Brian Johnson – District Curriculum

Dana White - Professional Development

Kara Zamiska – Employee Well-Being

Sigrid Williams – Civic Engagement and Partnerships

Ashlee Johnson – IEGC (District)

Kimberly Bell & Melissa Bader – DEMC

Timothy Russell – Program Review (District)

Kimberly Bell – Governance (District)

Courtney Buchanan – Resources (local and district)

Kimberly Bell & Courtney Buchanan – DBAC

Kimberly Bell – FPDC

Marie Hicks – Safety and Security (District)

Vivian Harris – Advancement and Partnership (District)

Brady Kerr – District Marketing and Communications

Vivian Harris – Facilities Naming

Michael Bobo – Study Abroad