

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, May 1, 2023

Physical access locations:

Center for Student Success, Room 217
Norco College
2001 E. Third Street
Norco, CA 92860

Humanities, Room 107
Norco College
2001 E. Third Street
Norco, CA 92860

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 April 17, 2023

1:40 PM IV. Comments from the Public

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. College Reports

- A. Associated Students Senate Representative
- B. President (Monica Green)
- C. Vice President of Academic Affairs (Jason Parks)
- D. Vice President of Planning and Development (Tenisha James)

2:05 PM VII. Distinguished Faculty Lecturer (D.Reade)
Norco College will have the honor of having one of our very own as the 62nd RCCD Distinguished Faculty Lecturer. The Nominations Committee Chair will announce who that individual will be.

- 2:10 PM** **VIII. Action Item: Guided Pathways School Reorganization Proposal – 2nd Read** (M.Bader, B.Quintanar, T.James)
The Norco College School Reorganization proposal is the culmination of a two-year project. The proposed outcomes of this project are: 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 with revisions from feedback collected since the 1st read version 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. This will serve as a 2nd read with a potential action. With 3rd read and potential action May 15, 2023, if needed.
- 2:40 PM** **IX. Action Item: Document Control System - 1st Read** (H.Ashby, T.James)
The Document Control System was developed by an IEGC workgroup to establish responsibility, support continuous improvement, and ensure accuracy of governance documentation, including the routing and tracking of documents. The proposed Document Control System aims to improve productivity within our participatory governance structure through improved documentation quality, compliance, and security to support our institutional effectiveness efforts. The Document Control Team is forwarding a draft of the Document Control System to the Academic Senate for review and is requesting approval for implementation in the 2023-2024 academic year. This will serve as a 1st read with a second read and potential action on May 15, 2023.
- 2:50 PM** **X. Action Item: Board Policy Ch. 3 Revision – 1st Read** (K.Bell)
The attached Ch. 3 BPs have been updated and revised by the Student District Consultation Council (SDCC). The Senate is now being asked for approval. Potential vote.
- 2:55 PM** **XI. Action Item: AP2101 & AP2110 Recommended Updates – 1st Read** (B.Johnson, K.Bell)
The District Curriculum Chairs have worked on revisions to AP 2101 & AP2110, in Winter/Spring 2023, based on Title 5 Changes and Federal Changes. The Senate is now being asked for guidance and approval. This will serve as the 1st read and potential vote.
- 3:05 PM** **XII. Action Item: APC: Librarian Transfer Position Rehire** (P.Worsham)
The Senate is being asked to ratify the vote completed in APC on April 7, 2023.

- 3:10 PM** **XIII. 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, PGS�
- 3:20 PM** **VI. Officer Reports**
- E. Secretary/Treasurer (Hayley Ashby)
 - F. Vice-President (Dan Reade)
 - G. President (Kimberly Bell)
- 3:30 PM** **XV. Adjournment**

Spring 2023 Academic Senate Meeting Schedule

~~March 6, 2023~~
~~March 20, 2023~~
~~April 3, 2023~~
~~April 17, 2023~~

May 1, 2023
May 15, 2023

| <i>10+1</i> California AB (Assembly Bill) 1725 and Title V §53200 |
|---|
| <ol style="list-style-type: none">1. Curriculum including establishing prerequisites and places courses within disciplines2. Degree and certificate requirements3. Grading policies4. Educational program development5. Standards or policies regarding student preparation and success6. Policies for faculty professional development activities7. District and college governance structures, as related to faculty roles8. Faculty roles and involvement in accreditation processes, including self-study and annual reports9. Processes for program review10. Processes for institutional planning and budget development11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate |



Minutes
Norco Academic Senate Meeting
May 1, 2023

1:30 - 3:30 PM | CSS-217, HUM 107 & via [Zoom](#)

Meeting called to order at 1:31 PM.

I. Attendees

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

Guests: Laura Adams, Maria Adams, Charise Allingham, Kevin Baccari, Quinton Bemiller, Sarah Burnett, Caitlin Busso, Zina Chacon, Peggy Campo, Ezichi Emeraeh, Ashley Etchison, Monica Green, Justin Grimes, Tenisha James, Kiandra Jimenez, Jethro Midgett, Susan Mills, John Moore, Jacob Nkwamba, Gustavo Ocegueda, Jason Parks, Brittnee Quintanar, Erin Spurbeck, Desiree Wagner,

II. Approval of Agenda

M/D. Reade, S/J. Tyler, one abstention; Approved as Amended

III. Approval of [April 17, 2023 minutes](#)

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

IV. Comments from the Public

None

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

- The Faculty Association elections for Part-time and Full-time Representatives end today (5/1) at 5 PM. The election results will be announced during tomorrow's (5/2) Faculty Association meeting.
- The Trustees will consider whether to offer a Golden Handshake to eligible employees at the Board of Trustees meeting on Tuesday, 5/16.

VI. Action Item: The Senate and 2nd read and approved the [Guided Pathways School Reorganization Proposal](#) with [revisions](#) and [feedback](#) from the 1st read.

[M/A. Gray, S/A. Johnson; Approved unanimously](#)

VII. Action Item: The Senate had the first read of the [Document Control System](#) and will have the 2nd read with potential action on May 15, 2023.

M/D. Reade, S/A. Kramer; Approved unanimously

VIII. Action Item: The Senate had the first read and approved the [Board Policy Ch. 3 Revisions](#)

M/D. Reade; S/J. Tyler; Approved unanimously

- IX. **Action Item:** The Senate had a first read of the [AP2101 & AP2110 Recommended Updates](#) and approved AP2101, option 2 approval of AP2110 that includes both Honorary and Honorary Posthumous Degrees; the District Curriculum Chairs have worked on revisions to AP 2101 & AP2110, in Winter/Spring 2023, based on Title 5 Changes and Federal Changes; the Senate is now being asked for guidance and approval; Independent Study Option 1 would not require a student to be enrolled in a course in the discipline in addition to the Independent Study course; Independent Study Option 2 would require a student to be enrolled in a course in the discipline in addition to the Independent Study course; Faculty Association is involved in the discussion of how the faculty load would be determined.
M/A. Gray; S/D. Reade; Approved unanimously
- X. **Action Item:** The Senate ratified Librarian Transfer Position Rehire vote completed in APC on April 7, 2023; the position has already gone to executive cabinet for action.
M/A. Olaerts, S/A. Johnson; Approved unanimously
- XI. College Reports:
- A. Associated Students Senate Representative
- Barber event on Thursday was successful with lots of positive feedback
 - Eid Mubarak Event was also held on campus last week and it was nice to have the representation of different groups
 - NOMU Music and Arts Festival will be on May 26th, 5-10pm
- B. President (Monica Green)
- Working to institutionalize RJTF work and focused on enrollment and persistence for Black and African American students; three main areas of focus: Black Student Care, Associate Faculty Professional Development, and Celebrating Black Culture
 - Recently met with UCR for pipeline discussion; UCR is struggling to meet 2:3 ratio; hoping UCR will accept all NC ADT students; working to get student leaders from NC together with UCR student leaders
 - Department Chair and Enrollment Management Retreat; the retreat included information on the recovery plan, scheduling practices, common principles for enrollment management, educational services and planning
- C. Vice President of Academic Affairs (J. Parks)
- Enrollment started today for Summer and Fall Semesters; experienced some technical difficulties today
 - Still working on the web site; company has templates and is working on them; completed in August/September; faculty will be asked to review the site in the Fall to find errors and issues
 - This summer WebAdvisor is going away and the District is working on the changes; district communication on this will hopefully come out soon
- D. Vice President of Planning and Development (T. James)
- Looking for faculty to assist and students to serve on two inquiry teams: Black/African American Student Equity Onboarding and Retention and Hispanic/Latinx Equity Momentum and Graduation; launch 2023-2024; stipend for faculty and research assistant position for students; email will go out
 - Will bring the 2022-2026 GP Workplan to the next Senate meeting; 4-Year Plan due June 1, 2023; needs to be Board approved

- Also recruiting for a Faculty Equity Lead that will work with Tenisha James and Gustavo Ocegura to apply for the culturally competency equity funds available through the Chancellor's Office
- XII. Senate Vice President, Dan Read announced 62nd RCCD Distinguished Faculty Lecturer- Congratulations to **Melissa Bader**.
- XIII. Standing Committees & Liaisons Reports
- Library & LRC (V. Harris)
- Funding is available for book and eBook purchases; send [purchase recommendations](#) to Vivian Harris (vivian.harris@norccollege.edu)
 - Poetry Performance is Tuesday May 2nd 12:50-1:50pm in the Wilfred J Airey Library or via [Zoom](#)
 - Author Appearance (Alan Downs) is Thursday, May 18th 12:50-3pm in CSS-217 or via [Zoom](#)

Accreditation (H. Ashby)

- A skeleton of the Midterm Report has been created and content is being entered into that document
- Hayley Ashby reached out to the DEC to request time on the May meeting agenda to review the recommendation related to strengthening the processes around regular and substantive interaction in DE courses; the DEC will participate in identifying ways that we have improved these processes since the last ACCJC visit in 2020
- Hayley Ashby is also following up on the equity-focused professional development plan and the survey of student needs
- Jason Parks is coordinating with the district on the response to the district recommendation having to do with the cyclical review of board policies; he is also following up on items having to do with the SPGM and the Student Success Teams
- Hayley Ashby virtually attended the Spring Plenary discussion on accreditation during changing times; changes referenced the Standards, ACCJC's formative review process, the importance of innovation, and the shift from diversity to social justice policy; emphasized clearly defined roles for writing accreditation reports and an organizational structure that is continuously maintained

CSEA (D. Koch)

- The Shared Governance Committee is in the process of filling classified representative appointments to the SEM Program Team and the Student Equity Project Teams with a shortened timeline; the summer timeline for classified representatives to be appointed to all groups will begin June 1st; any group with a vacancy please submit the [request form](#) by May 25th; CPROS representative appointments, reappointments, criteria, and terms are outlined and followed in the CSEA Committee Appointment Process
- Classified School Employees Week is this month from May 22-26; there will be several events throughout the week including the Classified Professional of the Year Recognition Event on May 24th at 10am; faculty are invited to join CPROS in this celebration

LGBTQ+ (C. Young)

- The Unity Zone, in consultation with the LGBTQ+ Advocates, ASNC, and PRISM will be organizing a Lavender Celebration
- We completed our first ALLY training which had 23 combined new and reaffirmed ALLYs (it was the largest ALLY gathering I have been a part of); another ALLY training to be held on 5/23, 2-4pm, in IT 211 (in-person)
 - The LGBTQ+ Advocates have also begun to formulate a plan on diversifying the ALLY training into specific areas; the first of these areas will be offered in Fall Flex, titled ALLY+; the contents of this training are still being worked on
 - We have had discussions on how best to create an ALLY database that is accurate and current in terms of ALLIES listed and in the rapidly changing information reflective of the community; from these discussions, we proposed a system that will implement a rotation between the general overview ALLY training and specific areas of focus within the community (also in part due to the feedback from ALLY workshops we received); in keeping up with the changing information, we proposed an ALLY “currency” element, so we avoid the issue of having names listed on our ALLY database from 7-10 years ago, etc.
 - In conjunction with these discussions of diversifying ALLY into six specific focus areas, we discussed creating a certificate of completion to provide attendees if they meet certain requirements; these certificates are not meant to be in place of ALLY placards, but as recognition from our committee of the dedication from ALLIES; this is still an early discussion
- We completed the tri-fold brochure mentioned back in March and it was sent to print; this brochure will be handed out for various outreach to local high schools and for tours
- The Speaker Series begins in May; the dates, times, mediums, and topics are below; all of these events have been submitted for equity flex
 - Welcome to the Gayborhood: Monday, 5/8, CSS 217 (it will also be livestreamed and have a concurrent Zoom webinar), from 2-4pm
 - Polyamory and LGBTQ+ Relationships: Tuesday, 5/16, CSS 217 (it will also be livestreamed and have a concurrent Zoom webinar), from 10:30am-12:30pm
 - LGBTQ+ Experiences and Inclusivity Student Panel: Monday, 5/22, Zoom, from 3:30-5:30pm
 - Deconstructing Gender: Trans and Non Binary Identity(ies): Thursday, 5/25, Zoom, from 12-2pm
- We voted in a member of ASNC to the LGBTQ+ Advocates; this will help us to get ASNC’s perspective in the planning of future events and ideas
- We verified our membership for the LGBTQ+ Advocates
- We discussed some issues that have come up regarding the bathroom stalls on the second floor of humanities (as they became gender neutral restrooms); we have signs that reflect the bathrooms as gender neutral, but we need to get the word out regarding these bathrooms; we plan on doing a “marketing push” to inform students on the bathroom

- We discussed the issue of food insecurity at the Unity Zone that was brought up at a PRISM meeting; students were advised to be considerate of what type of snacks that were being taken and of how many; this was not the first time this had been brought up; the Advocates had stressed in the meeting, and had been confirmed via the Unity Zone, that this should not happen again
 - This led into further discussion regarding space constraint concerns and what may happen with students using the Zone as the LGBTQ+ population increases

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)

XIV. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- No Report

B. Vice-President (Dan Reade)

- No Report

C. President (Kimberly Bell)

- Attended the 2023 Spring Plenary; sent out request for feedback on CCC focus; academic freedom resolutions sent to ASCCC executive team and not voted on
- Expect email asking for volunteers to participate on teams for next year

XV. Meeting adjourned at 3:28 PM.



College Council

Meeting Minutes for May 11, 2023

Time: 12:50 pm to 1:50 pm

Zoom Link: <https://rccd-edu.zoom.us/j/89430971091?pwd=S0tqanhGdXV2Z1pxU1NCODZPNy9WUT09>

Meeting ID: 894 3097 1091 Passcode: 175285

Council Members (total# 19)

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Kimberly Bell, Ms. Zina Chacon, Dr. Michael Collins, Ms. Patricia Gill, Ms. Vivian Harris, Ms. Azadeh Iglesias, Dr. Tenisha James, Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Kaneesha Tarrant, Ms. Leona Vassale, Ms. Patty Worsham and Dr. Sigrid Williams

Ex-officio Members:

Dr. Monica Green (Administrator), Dr. Virgil Lee (Faculty), Paula Barerra-Partida (CPROS),
Vacant (ASNC Rep)

Council Members Not Present:

Ms. Makenna Ashcraft, Dr. Courtney Buchanan, Dr. Jason Parks, and Mr. Jethro Midgett

Guest(s):

Mr. Eric Doucette, Mr. Juan Gonzalez, Ms. Ashley Etchison, Ms. Trisha Hodawanus, Ms. Charise Allingham, Dr. Greg Aycock, Ms. Caitlin Busso, Dr. Virgil Lee, Ms. Denise Terrazas and Ms. Brittnee Quintanar

Recorder:

Ms. Desiree Wagner

Quorum: # 10

Subject to Brown Act: No

1. Call to Order

- Time: 12: 51pm

2. Action Items

2.1 Approval of Agenda (Sigrid Williams/ Leona Vassale)

- Dr. James Motioned to Move the guided pathways to item 4.7
- Approved by consensus.

2.2 Approval of April 6, Meeting Minutes (Dr. James/ Leona Vassale)

- Approved by consensus.

2.3 Guided Pathways School Reorganization Proposal (Kimberly Bell/ Azadeh Ingles)

- The Academic Senate approved it to move forward on May 1st. The proposal would move four Schools to 8 Schools and Counseling. It proposes to have nine academic department chairs. The process was collaborative as the team leads met with all constituent groups and focused on all impacted areas of

the college being mindful of the impact of classified professionals' work. Students were invited to the meeting and their feedback was included.

- Vote: Approved, 1-Abstention.

2.4 SPGM Addendum for 2021-2022 (Kimberly Bell/ Tenisha James)

- Ashlee Johnson: No redlines
 - Ambiguity of the definitions
 - Co-Chairs of IEGC are auditing the process.
 - Cover page- conflicting disagreements
- Further discussion needed in regards to the process and language in the SPGM. A presentation with the timeline and contents of the addendum was provided.
- Dr. Sigrid Williams: MOTIONED to table this item. Kimberly Bell Seconds the motion.
- SPGM Addendum for 2021-2022 Item has been tabled to next meeting.

3. Discussion Items

3.1 College Council Survey of Effectiveness Review

- Vivian Harris presented the results.
- No additional discussion took place.

3.1 SPGM Update Process

- Ashlee Johnson wanted to open the discussion regarding the ambiguity of the process. Continue the dialog.
- Dr. James recommended to agenize this item until the IEGC Co- Chairs finalize their audit.

3.2 Ex-Officio Membership

- Ms. Ruth Leal opened the discussion on the charge, definition, and expectation.
- Ms. Azadeh Iglesias: I was an ex-officio member previously. I was under the impression I was there to listen and provide feedback if needed. Without voting rights, but I was listed on the membership list and did receive meeting invitations. It was stated at the time to provide more involvement to council meetings. This was prior to the full implementation to the SPGM if I'm not mistaken.
- Dr. Sigrid Williams recommendation: An ex-officio member should be reporting out to their group. Unlike someone from the general public that does not have any responsibility to report to anyone.
- The SPGM provides guidance on voting rights and quorum in regards to ex-officio members but there is a great need to discuss and provide clarity on what membership rights or role these members have. The discussion included the role as an advisory role per Robert's Rules, having membership rights including voting per Robert's Rules, customizing it to fit the college's governance structure, a reporting liaison role, and other suggestions. This item will remain on the agenda to further discuss and action.

4. Information Items

4.1 KPI 13-15 Review

- Dr. Greg Aycock led a team of presenters (data coaches and operational leads) through the equity focused metrics and our college progress on each. The presentation included Increase the Median annual earnings of all students, increase percent of CTE students employed in their field of study by 3% annually and increase percent of all students who attain a livable wage by 5% annually.
- Takeaways and action plan include:

- Increase CTEOS survey response, difference in students employed in their field of study vs attaining a livable wage.
- Increase access to employment services/ apprenticeship.
- Embedding certifications for wage increases.

4.2 Library Guided Pathways Plan

- Dr. Haley Ashby presented the alignment of the Library GP schools reorganization and the 4 goals.
 - The goal is to support the Guided Pathways Schools Reorganization and align it with the new Schools structure.
 - Coordinates with Student Success teams.
 - Access and improve information literacy instruction.
 - Access and improve Library Services.

4.3 Equity Data Usability Project Report

- Ms. Ashlee Johnson provided a report; NAC approval
- The work is being done to update the process to assess instructional areas and how to use the data to improve equitable teaching and learning.

4.4 Student Engagement & Learning Community College Hour

- Dr. James presented the College CAP hour for the college. The proposal recommended the use of College Hour on Tuesday or Thursday each month.
- This item is going to Academic Senate for vote and approval and this item will be going out to the members as an electronic vote.
- Approved by consensus.

4.5 Document Control Project Team Proposal

- Dr. James presented the Document Control project team proposal.
- This item is going to Academic Senate for vote and approval and this item will be going out to the members as an electronic vote.
- Approved by consensus.

4.6 Pathways and Enrollment Management Workgroup

- The team will participate in a yearlong academy which will help with strategic enrollment management. The report included a 1-page recommendation and calendar of deliverables for this year.

4.7 Guided Pathways 2022-2026 Work Plan

- Dr. James A brief overview was provided regarding the Guided Pathways Workplan 2022-2026. It outlines the operational work of implementation and meeting local goals. Plan updates will come to CC in the 2023-2024 year.
- Any questions can be directed to Dr. James.

5. Good of the Order

5.1 DSPC Update: April 21st meeting Canceled – No Report

6. Future Agenda Topics

6.1 Audio/ Video Recordings of Council Meetings

7. Adjournment

- Ms. Ashlee Johnson Motioned to extend the meeting by 10 minutes, Dr. James seconded the motion.
- 2:01 pm

Next Meeting

Date: September 14th

Time: 12:50pm- 1:50pm