



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

Norco College

College CAP Hour Proposal (Bemiller/Campo):

It is proposed that Norco College adopt a **College CAP** (Career and Academic Pathways) **Hour**. Each month during Fall and Spring semesters, one College Hour per month would be officially designated as College CAP Hour. During these College CAP Hours, no governance meetings, department meetings, council meetings, workgroup meetings or any other business meetings would be scheduled. Instead, one hour would be fully dedicated to activities which support and promote Career and Academic Pathways.

Examples of CAP Hour activities may include student club/organization meetings which align with specific disciplines or Schools. For example, American Medical Student Association, Art Club, Clear Perspectives: Publication, Philosophical and Psychological Affairs Club, Pre-Law & Political Science Club, etc. Another example of a CAP Hour activity might be Informational Sessions on specific programs/subjects, such as Anthropology, Biology, Chemistry, Drafting, Economics, Engineering, Geography, etc. During these Informational Sessions, students could have access to Counselors, Educational Advisors, Discipline Faculty/Faculty Advisors, guest speakers, alumni, representatives from transfer institutions, etc. to learn more about opportunities in a particular field of study. One last example of CAP Hour activities could include cross-disciplinary activities, where students from various academic programs come together for real-world applications of learning and creating, such as a STEAM event, where art students and science students collaborate.

Outside-of-the-classroom experiences, a.k.a. experiential learning, or “sticky spaces” are recognized as an important component of Pillar Four of Guided Pathways. These experiences promote student retention and success and will facilitate one of the key purposes of Schools at Norco College, which is to help students find community within their academic areas. Guided Pathways resources and planning will help to support implementation of Schools activities; however, we need the time and space blocked out on our College Calendar monthly. The Deans of Instruction and Department Chairs have already identified designated rooms for almost every discipline/program at Norco College, which helps to create spaces on campus that students can identify as their “home room”. The next step is to institutionalize CAP Hour at our college.



**Minutes
Norco Academic Senate Meeting
May 15, 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, Courtney Buchanan, Alexis Gray, Vivian Harris, J. Marie Hicks, Dominique Hitchcock, Ashlee Johnson, Daren Koch, Virgil Lee, Lisa Nelson, Dan Reade, Tim Russell, Jody Tyler, Steff Warsinski, Sigrid Williams, Dana White, Patty Worsham

Guests: Laura Adams, Charise Allingham, Quinton Bemiller, Sarah Burnett, Caitlin Busso, Zina Chacon, Jessica Dobson, Ezichi Emeraeh, Ashley Etchison, Teresa FriedrichFinnern, Monica Green, Tenisha James, Analia Marinelli, Jethro Midgett, Gustavo Ocegüera, Jason Parks, Brittnee Quintanar

II. Approval of Agenda

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

III. Approval of [May 1, 2023 minutes](#)

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

IV. Comments from the Public

None

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

- The elections for the Norco College Faculty Association Representatives are complete
 - Araceli Covarrubias was elected as the Full-time Representative
 - Diana Campuzano was elected as the Part-time Representative
- The District is waiting for guidance from the State Chancellor's Office before issuing a demand to bargain about the revised language in Education Code for the inclusion of DEIA metrics in tenure and IOI evaluations; at issue is whether the current language in the RCCD contract is going to fulfill this State mandate
- When evaluating part-time faculty members, student evaluations from all the classes the part-time faculty member is teaching at Norco College should be included in the evaluation; however, student evaluations from other colleges in the District should not be included if the faculty member is teaching at more than one college in RCCD
- There has been an issue with full-time faculty members not being given credit for their experience as teaching assistants in their placement on the RCCD salary scale; faculty members should receive one year of teaching credit for every two years spent as teaching assistants

VI. College Reports:

A. Associated Students Senate Representative

- Asian American Pacific Islander event will take place tomorrow, May 16th from 11am-2pm
- NOMU Music and Arts Festival will be on May 26th, 5-10pm
- Elections for ASNC start tomorrow, May 16th and end on Wednesday, May 17th

B. President (Monica Green)

- Commencement coming up on June 9th with 500 graduates
- Tentatively scheduled June 1st Town Hall during college hour to wrap up the year

C. Vice President of Academic Affairs (J. Parks)

- Acknowledged the error with the five cap; error on IT side (not locally at the College) and it has been resolved, so it will not happen again
- Norco Advantage data: 274 student attendees and 168 enrolled; 42 students enrolled in Summer Semester taking an average of 1.5 classes and 5 units; 158 students enrolled in Fall taking an average of 4 classes and 13.1 units; 37% enrolled in Math, 71% enrolled in English and a quarter of that enrolled in Math and English
- Last week attended the Innovation in Action Summit with Dan Reade, Lana Borissova, Courtney Buchanan, and Monica Green working out a jump start for the equity academy; Dan Reade is taking the lead on that faculty academy
- Norco College was one of the 15 colleges in California accepted into the Strategic Enrollment Management Academy; group of 10 individuals from Norco College; first convening on June 2-3, 2023
- Talked to Blackmore about sunseting WebAdvisor, but no definitive dates yet, stay tuned for an email with more information

D. Vice President of Planning and Development (T. James)

- Norco College was one of 40 colleges to receive an annual allocation for Asian American, native Hawaiian, Pacific Islander students from the state; discussing staffing support for direct student support services to that student population; the work will take place during the 2023-2024 year
- Mark DeAsis is providing information via email on all the AAPI events kicking off this week
- Looking to fill Faculty Inquiry Teams; there are still slots available for interested faculty
- Looking for English and math faculty for equitable placement, support, and completion to lead coordination efforts and strategic communication around AB 1705

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

- The following appointments made by the Academic Senate President:
 - Guided Pathways Faculty Lead (Melissa Bader and Britnee Quintanar) one year extension
 - GP Counseling Lead (Jethro Midget) one year extension

- Still looking for Equity Faculty Lead and Equity Inquiry Team members
- M/A. Gray, S/M. Hicks; Approved by Consensus

VIII. Information Item: [Five to Thrive](#) (K. Bell)

- Norco College is scheduled to present Five to Thrive on August 15th
- Let Kimberly Bell know if you are interested in presenting
- Due a week prior to the meeting
- Compensation is available for faculty who are off contract

IX. Information Item: [Faculty Professional Development-Process Update to PD Travel Request](#) (D. White)

- Updates to the Senate of the previously approved process change for submitting PD travel
- Show and tell on how to locate the link on the website
- Previously in a PDF version that has been transitioned to Nuventive
- Faculty will log in to Nuventive and enter the request into the Faculty Development request section
- Currently there is \$8,000 left for faculty for this academic year, first come first serve
- Part time faculty can submit through Nuventive
- The process for Flex compensation for part-time faculty has been streamlined
- Flex activities for equity are approved by the Department Chair

X. Action Item: The Senate approved the [Document Control System](#) 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; the document is a technical proposal and leverages resources we have in place currently to get the work done; beginning to build the proposal out to implement and will adapt as we move forward especially given the District's work in this area and potential RFP; feedback recommended keeping in mind the human element

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

XI. Action Item: The Senate had the first read of the [Rising Scholars Advisory Committee Charter](#) for the Rising Scholars Advisory Committee as a standing committee of the Senate; trying to bring the program into the structure of the College; update to Dean of Educational Partnerships; Kim Bell will work with Lisa and Jessica to see how this applies to 10+1; if it does not fall under the Senate, the VPPD indicated that she will look at how to include the group in strategic planning; potential approval next meeting.

XII. Action Item: The Senate had the first read and referral to APC of the [Update Syllabus Shell, Dropping this Class](#) that updates the language on the Syllabus Shell regarding dropping a

class; APC workgroup was put together to look at the syllabus shell and so it makes sense for these changes to be folded into the full revision.

First Motion: M/A. Johnson, S/D. Hitchcock to add language to syllabi shell

Second Motion: M/A. Gray, S/D. Reade to send to APC for review;

Approved, one abstention

- XIII. Action Item: The Senate had the first read and approved the [Update Syllabus Shell, Rave Guardian](#) that updates the language on the Syllabus Shell regarding Rave Guardian; was taken to APC last Friday and APC approves; based on the incident at RCC this semester; two sentences and a QR code for the Rave Guardian app.

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

- XIV. Information Item: [Guided Pathways Work Plan 2022-2026](#)

- Four-year plan 2022-2026 required to be submitted to the State Chancellor's Office to receive funding
- Work plan will be adjusted as needed
- Ten areas to the work plan and the first five had metrics like the Student Equity Plan
- Made tremendous progress on the metrics based on the 75% mark
- Review of the activities related to the plan including integration (e.g., institutionalizing ZTC)
- Linkages to the community and Student Equity Plan
- Data institute will be brought to the College in the Fall to look at the progress

- XV. Action Item: The Senate had a second read of [College CAP Hour](#) that recommends one College CAP Hour per month for career and academic pathways activities related to the schools and faculty/student engagement; presented to ASNC on Friday and they were enthusiastic and endorsed the idea; College Council will have an electronic vote to approve and has asked for approval of ASNC and Academic Senate first; may require some coordination with the college calendar to institutionalize the CAP Hour.

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

Extend meeting by 15 mins; M/M. Hicks, S/A. Johnson; Approved

- XVI. Information Item: [Equitable Placement, Support and Completion \(AB 1705\) Funding Allocation](#)

- State funding is a one-time allocation of \$423,000 to finalize AB 705 / AB 1705
- Will be Faculty-led and needs one math coordinator and one English coordinator for a 0.5 FTES reassign time starting in Fall 2023
- Also requires an instructional support coordinator to help with the research and data, and monitoring needs (assessment and closing achievement gaps)
- Includes Special Projects for faculty to go through the Equity Academy
- Will bring math and English disciplines district-wide together four times with dates to be determined
- Would be open to part-time faculty participation as well

- The Academic Senate President works with the recommending group and the disciplines to select individuals
- XVII. Action Item: The Senate reviewed and approved the [Fall 2023 Senate Meeting Schedule](#).
M/A. Gray, S/J. Tyler; Approved by Consensus

XVIII. 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)

- Met with Faculty Professional Development Committee, Assessment Committee, and Distance Education Committee last week to gather information related to the college recommendation and QFE Project
- Receiving evidence and content from faculty on those groups and in the process of following up individually
- Follow up meetings scheduled with Gustavo Oceguera regarding QFE Project 1 this week
- Aim to have a draft of the Midterm Report completed by July 1, 2023

Program Review (T. Russell)

- Next year the Comprehensive Program Review will be due
- Will be working over the summer on how-to guides, videos and scripts
- Fall FLEX presentation will talk about the process

CSEA (D. Koch)

- The Classified Senate received requests for clarification regarding classified representatives' "terms." Classified professionals are appointed by CSEA's Committee Appointment Process and are appointed for permanent terms unless otherwise stated at the time of appointment. Therefore, unless notified via email, all classified representatives and classified co-chairs will continue to serve on their respective committees and councils.
- CSEA and the Classified Senate have updated how Classified professional representatives will be listed in the membership of the committee or group as CPROS Representatives without employee title to reflect that their representation is of the classified constituency group and not in their role as an employee. Any documentation that outlines membership will list: (the number) classified representatives appointed by CSEA (i.e. 4 Classified Representatives appointed by CSEA). Recommended membership or any such criteria is not applicable to classified professionals.
- The Classified Senate has posted its election notice today to elect its Chair and Secretary for the 2023-2025 term. All classified pros will help select

these facilitators via an online process. Information is found at ncclassifiedsenate.com/calendar/

- Reminder: Classified pros would like to invite faculty to join CPROS in celebrating our Classified Professional of the Year, Alex Spencer, at his recognition event on May 24th at 10am in CSS 217.

CTE (S. Williams)

- Lots of federal bipartisan bills regarding CTE currently in hearings and looking to be approved
- Looking at expanding the Federal Pell Grant and eligibility to high quality, short-term job training programs to build our strong workforce
- Secondary students will have access to high quality short-term CTE programs
- Federal Government is looking at building skill attainment versus just degrees and will have more information in the Fall

DSPC (M. Bader)

- [DSPC Operational Guidelines and Structure](#) just established for Committees and Subcommittees

DBAC (C. Buchanan)

- Michael Collins sent an email stating that the governor released the May Revise and it was not looking so great
- Email will go out to Norco College after Friday's DBAC meeting

Equity (D. Hitchcock)

- Still finalizing faculty inquiry groups and will get that done within the next two weeks; contact Kimberly Bell if you are interested
- Orientation was moved from May 19 to June 2, 12-2pm

XIV. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- No Report

B. Vice-President (Dan Reade)

- No Report

C. President (Kimberly Bell)

- DSPC Membership for new structure 2023 with breakouts – see the [spreadsheet link](#) and contact Kimberly Bell if you feel you should be serving on one of these committees/subcommittees
- [AP 2101](#) Update and [BP 2110](#) Update – Faculty Association logistics listed as an FYI because the Academic Senate voted but there may be faculty pay implications
- Ongoing recruitment for faculty appointments for Equity and Faculty Inquiry Team members

XV. Meeting adjourned at 3:43 PM.