

NORCO COLLEGE

Academic Planning Chairs

March 12, 2021
8:30AM – 11:00AM
Zoom Conference

Present: Ms. Melissa Bader (co-chair), Mr. Peter Boelman, Mr. James Finley, Dr. Teresa Friedrich Finnern, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Farshid Mirzaei, Mr. Jeff Mulari, Dr. Jason Parks (co-chair), Ms. Ana-Marie Olaerts, Mr. Dan Reade, Dr. Stanley Tyler, Mr. Jeff Warsinski, Ms. Patricia Worsham (co-chair), Dr. Tim Wallstrom

Visiting: Ms. Kara Zamiska, Dr. Sigrid Williams

A. Welcome

Patty Worsham welcomed everyone.

B. Approval of Minutes

Motion to approve minutes February 19, 2021: M/A. Gray, S/P. Boelman, Approved unanimously.

Motion to approve agenda March 12, 2021: M/T. Friedrich Finnern, S/D. Reade, Approved unanimously.

Dean Bader proposed change to agenda, to move Action Item D2 to next month and Alexis Gray proposed to move Action Item D1 to next month as well.

C. Discussion on Standing Committee & Dean's Reports

1. Academic Senate (2 min.)

- See attached

2. ISPC (2 min.)

- See attached

3. District Enrollment Management (2 min.)

- See attached

4. Program Review Committee (2 min.)

- See attached

5. CTA (2 min.)

- See attached

6. Deans' Report(s) (2 min.)

- See attached

D. Action Items

1. *Ethnic Studies Degree (Second Read) (withdrawn until next month)*
2. *Social Justice Degree (First Read) (withdrawn until next month)*

E. Information Items

1. PT Improvement of Instruction procedure
 - Solicitation of student comments put on hold until and will begin on 3/22 thru 4/2, to allow chairs to inform their PT faculty that they are being evaluated.
 - Late start classes solicitation of comments starts May 3rd thru the 15th.
 - If Chairs see a discrepancy on PT eval list please let dean know.
 2. Membership check-in (elections in April)
 - Department Chair Grid shared by Dr. Parks to confirm accuracy, he will be emailing it.
 3. Summer Chair Selection
 - The sooner we get this done, the better since this has to go to board. Current Chairs are to email dean with their selection for Summer Chair, one per department. Special Project for \$1,000 will be completed to compensate selected summer chair.
 - Alexis Gray asked if anyone else not in the department could be the Summer Chair. Dr. Parks will find out.
 4. Office Shuffle of Spring 2021
 - Currently delayed. The Office Shuffle will officially begin Monday, 3/15. Dr. Parks will be sending out process to chairs, but explained it to APC. Faculty don't have to move if they don't want to, this is optional. Seniority and willingness to move are two key factors, optimal goal is to have faculty move into designation cluster. Chairs asked for a campus map.
 5. DE Addendum List
 - Dr. Parks will send DE and DX approved list for Chairs to review for accuracy. If they see any discrepancies they must let Nicole Brown know. We have to assume that DX will not be allowed in Fall 2021.
- F. Discussion Items
1. Classroom Tech
 - Presentation by Dan Lambros scheduled for sometime in the next two weeks. We are hoping to report back by next APC meeting.
 - Currently 4 rooms are being outfitted with latest technology that will hopefully allow students to attend class virtually, while faculty is in classroom lecturing. This is in the experimental stages.
 2. Fall 2021 – Scheduling
 - Dr. Green's memo, the gist of it being that as we plan for Fall we are planning as if COVID is thing of the past. Peter Boelman added that there will be flexibility.
 - Ana-Marie Olaerts asked at what point do you make the decision based on CDC recommendations to scale back.
 - Faculty would like the hard work that was done to go online recognized.
 - Currently the Chancellor is planning for the best-case scenario.
 - Dean Bader feels it will be much easier to plan online classes and later add face to face classes as things open up.
 - Dr. Parks feels that offering face to face classes allows the students to plan their lives better and make better arrangements with their jobs, daycare, other obligations, etc., and thus an easier transition.
 - Dr. Teresa Friedrich Finnern pointed out that online labs are not the same as in person labs since different types of materials need to be purchased by students depending on lab mode and would like Hybrid to be considered as an option instead of online.

- Dr. Sarah Burnett would like to be able to move some classes in her program to online/hybrid capacity since it was very successful during COVID. She'd like to at least have an opportunity to have a conversation about innovation and what has happened in the last year. She'd also like to know what are the faculty's responsibilities if there is a mask mandate in the classroom and student is not wearing a mask.
- Dr. Sarah Burnett will also like to know if we are going with the same time blocks because 10 minutes passing period is not enough time to sanitize and clean classroom.
- All faculty concerns are valid.
- One of Dean Bader's concerns is that FT Faculty will take all the hybrid and online classes leaving all in-person classes to PT faculty, causing an imbalance.
- Faculty just need more clarification.
- The assignment of online, hybrid, and in-person classes is based on faculty seniority, those with higher seniority get first dibs on what they will teach and so on. However, each department must have that conversation of how their department will operate.
- Ana-Marie Olaerts said that while faculty is being told to back to normal, we have to consider that there is now a new normal.
- Patty Worsham also is concerned that while faculty is being told to hold classes at normal times as before many students have had to take on jobs to provide for their families and the time blocks that worked before may not work now.
- Patty Worsham will draft notes highlighting all APC concerns and will present it to Senate.
- With regards to CRC, the expectation is that it will have in person classes in Fall 2021 because everyone at the prison has been vaccinated and they currently have 0 COVID cases.
- Dr. Sinclair has requested that all Dual Enrollment classes be online to provide greater access to high school students.
- Dr. Sigrid Williams asked if face to face Norco faculty also teaches at prison, then there's a COVID outbreak, who would be liable? This needs to be addressed too.
- Kim Kamerin asked about the success and retention data for online courses, which Dean Bader said is about 71% excluding EW's, making it unreliable data.
- Dr. Teresa Friedrich Finnern asked Patty Worsham to included the following in highlights that will be given to Senate: whether or not masks will be mandatory, if so, who are the enforcers, what are faculty's legal responsibilities if someone becomes sick.
- APC also wants to know if department meetings will be allowed to continue via Zoom.

G. Good of the Order 10:50am

- T. Friedrich Finnern has requested that a Science course (lecture class) to be face to face this Summer. It's not for APC to approve, it is ultimately T. Friedrich Finnern to decide if she wants to have course face to face (in person). Everyone is ok with it.

Next Meeting
April 9, 2021
8:30AM – 11:00AM

Standing Reports

Senate:

- **V. Action Item, Second Read: SPGM Final Draft** (K. Fleming/V. Lee/Q. Bemiller)
 Academic Senate is asked to approve the Final Draft of the Strategic Planning & Governance Manual (SPGM). [Final Draft 2-24-2021](#) and [Final Draft 2-24-2021 w/Track Changes](#). See summary report that's included with the current revision. Been several years in the making. Approved by Academic Senate-unanimously. Next, off to ISPC for a vote on 3/3/21.
- **VI. Report: RCCD Faculty Association** (P. Boelman)
 Academic Senate will receive an update from the Faculty Association.
 -PT preference- trying to get the process to go faster. Trying to see where the bottlenecks are.
 -I of I evals for tenured faculty have been pushed a year. The recently signed MOU- everyone has been pushed forward a year.
 -Plethora of investigations- curious as to why all of this has cropped up. District has hired lots of outside law firms.
 -Negotiations are going well although slowly and would like to speed up the process.
- **VII. Action Item: Approval of Name/Mission Change for Professional Development Committee** (K. Zamiska/T. Russell)
 Academic Senate is asked to approve a change in name from “Professional Development Committee (PDC)” to “Faculty Professional Development Committee (FPDC)”, and to approve the [new FPDC Mission](#). Approved.
- **VIII. Action Item, First Read/Discussion: Executive Order 2021-01** (Q. Bemiller)
 Academic Senate will discuss Chancellor Oakley’s latest Executive Order: “Extension of Suspension of Various Specified Grade-Related Regulations Due to the COVID-19 State of Emergency”, e.g. Pass/No Pass (P/NP) grades and Excused Withdrawal (EW), for Spring 2021, Summer 2021 and Fall 2021 (through December 31, 2021). Lots of discussion on this.
- **IX. Officer Reports**
 A. Secretary/Treasurer (K. Kamerin)
 B. Vice-President (V. Lee)
 C. President (Q. Bemiller) . See Quinton’s notes attached with minutes.
- **X. Standing Committees & Liaisons Reports**
 A. Academic Senate Standing Committees (APC, Assessment, Curriculum, et al.)
 APC:
 -Investigating the use of **virtual reality technology** in the classroom for some classes.
 -**Fall schedule looming**. APC is meeting this coming Friday to discuss expectations and desires for moving forward with the possibility of an incremental movement back to campus. If this includes adapting classrooms with camera technology, i.e. LiveCam's, we need to start that installation process now so time is of the essence. This conversation among the chairs will be brought back to departments for more discussion.

-Office shuffle this spring. Contact your DOI. Preference is given based on seniority.

- Distance Education:
Read the DE newsletter, talks about TechSmith relay and we will keep them through June 30 of 2022. Give us time to identify new tools and to identify what we can move towards. Over Winter DE chairs met to look at the PT faculty I of I document. They met to revise it and are close to bringing it to Senate as a draft.
- TLC- see minutes for their report. FUN committee looking to have an event on April 8.
ASNC- March 8 trivia for students- get to know your college. Food insecure students can come to campus to pick up food. Club Rush is March 10-11. Information on the college Instagram account.
- B. Academic Senate Liaisons (Accreditation, CTE, Classified Professionals, et al.)
- **XI. College Reports**
A. Associated Students of Norco College (A. Calderon, S. Irfan)
B. College President/Vice-President Academic Affairs (M. Green/S. Lee)
March 12: Chairs need to have summer schedule wrapped up.
April 2: Charis need to have fall schedule wrapped up. Challenging to build a schedule that prepares us safely to bring back face-to-face instruction that builds in flexibility and quality of instruction in the fall. Looking at creating an Associate Dean position that oversees: Prison Education, Credit for Prior Learning, Dual Enrollment, Stokoe (currently supported by Ashley Etchison - Assoc. Dean of CTE).
- **XII. Discussion: RCCD Center for Social Justice and Civil Liberties** (T. Fisher)
Dr. Tracy Fisher, Director of the RCCD Center for Social Justice and Civil Liberties, will join us to discuss the Center and its potential relationship with Norco College. Shared her thoughts on how Norco College can be involved with this center. Thinking about the kinds of conversations that could take place in an intersectional kind of way. Framing for programs, projects, exhibits. Community integration and engagement. Visiting the center and beyond to include public engagement, impact, evaluation.
- **XIII. Discussion: Social Justice/Anti-Racist Academic Senate Project Team**
(D. Hitchcock/Q. Bemiller)
Academic Senate will discuss the potential formation of an Academic Senate Project Team to accomplish focused work on Social Justice/Anti-Racist goals connected to 10+1 areas. Anticipating once a month and/or as often as needed. This team will report out to Senate. Discussion as a first item of business would be the drafting of their charter.
- **XIV. Discussion: Engaging Norco College in the OER Initiative** (S. Burnett)
Academic Senate will discuss the opportunity to encourage students to stay in college with equitably priced resources. [OER FAQs](#)
- **XV. Information: 2021 ModernThink Higher Education Insight Survey** (G. Aycock)
- Academic Senate will be updated on our College's Spring 2021 participation in the survey.

Joint ISPC/Academic Senate:

- 1.4. Co-Chair Updates
Virgil: no update
- Monica: Notice went out Fall 2021. Deans are working with business services and chairs and faculty so that we can open in the fall with safety restrictions. We have four athletic sports and opted out of the fall sports so they were moved to early spring.
- Ruth: Welcome Kimberly Thomas for replacing Darren Koch on this committee.
- 5.1 SPGM Final (2nd Read) – Kevin Fleming/Quinton Bemiller. Request for approval of acceptance of this manual. Unanimously approved.
- 6.1 Committee of the Whole – Thursday, March 11, 2021 during College Hour (12:50-1:50). Discussion about when to hold this meeting. Need some discussion on this because having this meeting during college hour means that Classified Professionals can't participate because they are typically meeting with students during this time.
- 6.2 District Strategic Planning Council Meeting Update – February 19, 2021
- Branding and logo use. Toolkit that was presented at the last board meeting and is available to everyone via the district website.
- Call to action task force presented.
- 7. Good of the Order
- 8. Future Agenda Topics
- 8.1 SPGM Spring 2021 Timeline
- 8.2 Technology Prioritization
- 8.3 Create a Governance Meeting and Student Activities Schedule
- 8.4 Defining ‘Participatory Governance’ and ‘participate effectively’ in the SPGM- outstanding for CSEA that still needs to be fully determined.
- 8.5 Outlining the Appeals Process in SPGM - outstanding for CSEA that still needs to be fully determined.
- Dr. Lee- looking at moving to a multi-year scheduling platform. The Dean's will be able to use PathMaker to develop the summer schedule. Excited to be able to use some new scheduling software.

District Enrollment Management:

- Has not met, nothing to report.

Program Review Committee:

- Program Review has not met because we are working on the platform for the release of this year's PR at the end of March. Remember, every area will be filling one out this year and they will be due at the end of April. Firm dates to come so keep an eye on your inbox 😊.

CTA:

- Peter Boelman said the plan is to go back in the Fall, plan is flexible. Any concerns, please let him and Monica Gutierrez know.

Deans Report:

- Dr. Parks said we are returning to campus in fall. Summer 2021 schedule is completed, Fall 2021 schedule has been started. Fall 2019 was rolled over to Fall 2021.
- Dean Bader, IOIs are going on. Many FT Faculty IOIs were pushed a year.
- Solicitation of student comments for FT faculty begins on Monday 3/15 thru 3/26.
- Solicitation of student comments for PT faculty put on hold and will begin on 3/22 thru 4/2, to allow chairs time to inform their PT faculty that they are being evaluated.
- Late start classes solicitation of student comments starts May 3rd thru the 15th.
- If Chairs see a discrepancy on PT eval list please let dean know.

Norco Scheduling Grid

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM	7:35 - 9:00 3 Units MW	7:45 - 9:00 4 Units MWF	7:25 - 9:00 3 Units MWF	7:30 - 8:55 6 Units MTWR	8:00 - 9:25 3 Units TR
9:00 AM	9:15 - 10:40 3 Units MW	9:15 - 10:30 4 Units MWF	9:15 - 10:30 3 Units MWF	9:35 - 11:00 6 Units MTWR	9:40 - 11:05 3 Units TR
10:00 AM	11:10 - 12:35 3 Units MW	11:15 - 12:30 4 Units MWF	11:15 - 12:30 3 Units MWF	11:15 - 12:40 6 Units MTWR	11:15 - 12:40 3 Units TR
11:00 AM					
12:00 PM					
1:00 PM	12:45 - 2:10 3 Units MW	1:00 - 2:15 4 Units MWF	1:00 - 2:35 3 Units MWF	COLLEGE HOUR	
2:00 PM					
3:00 PM	2:30 - 3:55 3 Units MW	2:45 - 4:00 4 Units MWF	2:25 - 4:00 3 Units MWF	2:30 - 3:55 6 Units MTWR	2:30 - 3:55 3 Units TR
4:00 PM	4:10 - 5:35 3 Units MW	4:15 - 5:30 4 Units MWF	4:15 - 5:40 6 Units MTWT	4:15 - 5:40 6 Units MTWT	4:10 - 5:35 3 Units TR
5:00 PM					
6:00 PM	6:00 - 7:25 3 Units MW	5:40 - 7:45 4 Units MW	6:00 - 7:25 6 Units MTWR	6:00 - 7:25 3 Units TR	6:00 - 7:25 3 Units TR
7:00 PM	7:35 - 9:00 3 Units MW	6:00 - 9:10 3 Units M or W	6:15 - 8:20 4 Units TR	6:00 - 9:10 3 Units T or R	6:00 - 9:10 3 Units T or R
8:00 PM		7:55 - 10:00 4 Units MW	7:55 - 10:00 4 Units TR	7:55 - 10:00 4 Units TR	7:55 - 10:00 4 Units TR
9:00 PM					