

MINUTES

Norco Academic Senate Minutes

November 2, 2015

1:30-3:30 IT 218

I. Call to Order: Meeting called to order at 1:45 p.m. by Peggy Campo.

II. Attendees:

- **Attendees:**

Peggy Campo – Senate President

Jim Thomas – Senate Vice President

Tom Wagner – Business, Engineering, and Information Technology Representative

Melissa Bader – Communications Representative

Zina Chacon – Counseling, Social and Behavior Sciences Representative

Kim Kamerin – Arts, Humanities and World Languages Representative

David Mills – Communications Representative

Celia Brockenbrough – PG & SL Committee

Jason Parks – Academic Planning Council Chair

Vivian Harris – Distance Education Chair & Library Advisory Committee Chair

Krystalyn Mansfield – ASNC Representative

- **Absentees:**

Vacant– Senate Secretary/Treasurer

Sarah Burnett – Assessment Committee Chair-Assessment Coordinator

Brian Johnson – Curriculum Committee Co-Chair

Charles Sternburg – Math and Sciences Representative

Kimberly Bell – Social and Behavior Science Representative

Alexis Gray – Program Review Co-Chair

Gail Zwart – Profession Development Co-Chair

Vacant – Social and Behavioral Science Representative

Vacant – Part-time Faculty Representative, CTA Representative

- **Guests:** Monica Green, Diane Dieckmeyer, Koji Uesugi, Carol Farrar, Gustavo Ocegvera, Kevin Fleming

III. Approval of Agenda: Motion by Jim Thomas, second by Kim Kamerin to approve today's agenda. Motion approved.

IV. Approval of Minutes: Motion by Jason Parks, second by Melissa Bader to approve the minutes from Oct 19, 2015 with the correction of the Chair of the Accreditation team is Dr. Kathleen Burke. Motion approved.

V. Officer & Liaison Reports

A. President (Peggy Campo)

- 10/30 Attended DBAC meeting. They are working on the process to coordinate with the DSPC and provide a budgetary timeline. Talked about the membership of the committee and providing an updated budget allocation model.
- 10/27 NAS sponsored the All-Faculty meeting. Had a good turnout of 38 faculty members. Will be sending out a summary of what was discussed as soon as possible.
- 10/26 Met with the Chancellor and had the District Academic Senate meeting. Had a heated debate regarding AP 7120c-Full-time faculty hiring. Will discuss in the meeting. Mark Sellick will be updating AP4070-Auditing and Auditing Fees to extend the opportunity for more students to audit courses. As well, we will be working together with the CTA to work on BP/AP3510-Workplace Safety and Prevention of Violence & Disruption to have an administrative procedure that helps protect faculty. Input from the police on the committee was recommended.
- 10/24 Attended the area D meeting in College of the Desert. Discussed many of the resolutions that will be voted on at the Fall plenary session (this Thursday-Saturday in Irvine). Many of the resolutions were regarding the bachelor's degrees for CA community colleges. As well, we were asked to take a position regarding the BoG taskforce on Accreditation and their report.
- 10/20 Attended the BoT regular meeting in RCC. Dr. Virginia White presented the 5-to-thrive on her trip with students to the Galapagos. Western Municipal Water District provided \$10,000 for an endowed scholarship for Norco College students, and the district academic calendar was approved.
- Norco College has been chosen to present at the ASCCC's conference on Instructional Design and Innovation to be held in January at the Riverside Convention Center. Marissa Illiscupidez will be presenting on Norco's online counseling service, and a group of faculty and Dr. Dieckmeyer will be presenting on our completion initiative.
- Questions have arisen at several committees as to who are the voting members of the committees. Do students and administrators vote? Discussion ensued regarding the committees' ability to choose its voting members. Each senate sub-committee needs to decide who are the voting and non-voting members serving on the committee.

B. Vice President (Jim Thomas)

- Part-time faculty elections for the NAS part-time representative will begin this week. Will be receiving nominations through Friday. Voting of the part-time faculty will be conducted the following week.
- Congratulations to Dr. Jan Muto who was elected as this year's Distinguished Faculty Lecturer for the RCCD.

C. Secretary/Treasurer (Vacant)

- No report.

D. Student Liaison (Katie Mansfield)

- Halloween-town was a huge success. Official numbers are not out yet, but it would seem to have been the largest turn-out ever, with more than 3,000 people attending and over 2.5 tons of candy distributed. This was PTK's first time participating.

E. RCCDFA/CCA/CTA/NEA

- No report.

VI. Norco and District Senate Committee Reports

A. Academic Planning Council (Parks) (#10, 10+1)

- Meet this week.

B. Assessment Committee (Burnett) (#5, 10+1)

- Sarah has been extremely busy in preparation for the Accreditation Follow-up visit.

C. Curriculum Committee (Johnson) (#1, #2, 10+1)

- Presented the Credit for Extra-Institutional Learning:

Credit for Extra-Institutional Learning

Credit for extra-institutional learning **may be** awarded to those students who have attained competency of subject matter through experiences outside of the sponsorship of legally authorized and accredited post-secondary institutions.

Upon approval of the appropriate academic **Department Chair** and related **Discipline Faculty**, the College will accept the recommendations of the **American Council on Education's Guide** to the Evaluation of Educational Experiences in the Armed Services and the National Guide to College Credit for Workforce Training; the **National College Credit Recommendation Service**; and credit recommendations from other similar nationally recognized academic institutions. **Other College limitations** on the number of transfer credits allowable and residency requirements noted elsewhere in this catalog **will apply**.

Extra-institutional learning credit will normally not be evaluated unless the credit is necessary for graduation.

To petition for extra-institutional learning credit, a student must have at least a 2.0 grade point average, not be on probations, and be in good standing.

The permanent academic record shall be annotated in such a manner to ensure that a true and complete history of extra-institutional learning credit has been granted.

- This was presented by Rex Beck to the Curriculum Committee. Most colleges already have policies in place for credit for extra-institutional learning; trying to keep Norco College in alignment with other colleges. This is mostly for Veterans. This was approved by the Curriculum Committee and will be incorporated into the catalogue.
- Senate recommended that this be brought to Mark DeAsis, Dean of Admission and Records, to look over.
- Curriculum committee also reports the change of MUC classes to MIS (music industry standards).

D. Distance Education Committee (Harris) (+1, 10+1)

- Online skills workshops are being held to understand what students must go through before starting online classes.
- The percentage gap of passing online students vs. face-to-face classes has decreased. Looking into why.
- The question arose as to how we are assessing the online courses. It was suggested that an analysis workshop for assessment of online courses be conducted.
- Canvas will be the state's LMS. Need to consult the district when and how Black Board will be phased out; believe the contract with Black Board is until 2018.

E. Library Advisory Committee (Harris) (+1, 10+1)

- The LAC is working on updating its statement of purpose and membership; IMC is no longer part of its purview.
- Tutor training and a tutor climate survey is being conducted.
- CATs tutors are being funded from Title V grants.
- Please email Vivian directly with any books or DVDs you included in your program review for the library to purchase.

F. Professional Development Committee (Zwart) (#8, 10+1)

- No report.

G. Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)

- Meet this Thursday to review submitted professional growth packets.

H. Program Review Committee (Gray) (#9, 10+1)

- The committee is revising the PR template a tiny bit to ask for a reflective component about how resources given based on program review were used. We are also including a place where if you did not get the request, how it has affected the discipline. They will be approving the template on the 12th and sending it forward after that to the Senate.

VII. Ongoing Business

A. AP7120c-Full-time Faculty Recruitment and Hiring- First reading (Campo)

- Moved by David Mills, second by Kim Kamerin to discuss the new version of AP7120c presented to NAS. Extensive debate ensued. Some senators believe the new policy is too restrictive; it is already hard enough to get faculty to serve on hiring committees. Some do not want to have the necessity of having faculty from the other colleges. Campo presented to the senate the likelihood that this policy would be approved at the other two senates in the district. Several clarifications were requested by the senators before moving to vote on the new AP.
 - Requested clarification regarding what would occur with the hiring committee if no SME from another college was willing to serve on a hiring committee at another college. Would the hiring college be forced to stall its hiring process until a SME within the district were available?
 - Requested clarification regarding the current hiring committees that have already been approved by senate and when this policy would be in place.
 - Requested clarification of article 5. d. 4 on page 7 regarding the conferral with the college president regarding finalists. This is not what is done currently.

Motion postponed until clarifications are provided by the other colleges' senates.

B. December's Five-to-Thrive Presentation- Nominations (Campo)

- No nominations were brought forward at this time. Please make sure to have something at the next meeting to approve.

VIII. New Business

A. BoG Taskforce on Workforce, Job Creation and a Strong Economy Recommendations Update (Fleming)

- Dr. Kevin Fleming presented an update on the progress made by the Workforce Taskforce created by the BoG.
- The *Task Force on Workforce, Job Creation and a Strong Economy* was created on November 17th, 2014, when the California Community Colleges Board of Governors commissioned the Task Force with a goal to increase individual and regional economic competitiveness by providing California's workforce with relevant skills and quality credentials that match employer needs and fuel a strong economy. This Task Force is to consider strategies and recommend policies and practices that would:
 1. Prepare students for high-value jobs that currently exist in the State,
 2. Position California's regions to attract high-value jobs in key industry sectors from other states and around the globe,

3. Create more jobs through workforce training that enables small business development, and
 4. Finance these initiatives by braiding existing state and federal resources.
- The Task Force was comprised of knowledgeable leaders from across the community college system, the business community, labor, public agencies involved in workforce training, K-12 education policy, community based organizations, and other groups.
 - The WFTF brought forward 25 recommendations in the areas of student success, career pathways, workforce data and outcomes, curriculum, CTE faculty, regional coordination, and funding. The recommendations report can be accessed at:
http://doingwhatmatters.cccco.edu/Portals/6/docs/SW/BOG_TaskForce_Report_v12_web.pdf

B. 2015-Student Equity Plan Draft Review-First reading (Oceguera)

- Dr. Gustavo Oceguera presented a draft of the 2015 Student Equity Plan. The template for the plan has changed this year, as well as the amount of funding the state is providing. Presentation of the data has been changed this year to facilitate clearer understanding as well as added plans to increase equity to underserved populations within the college. Please review the plan carefully and forward any recommendations you have to Dr. Oceguera before our next meeting. The plan must be submitted to the Chancellor's Office by December 18.

IX. Open Hearing

- Melissa Bader presented the updated evaluation procedures for the Survey of Effectiveness of Academic Senate and Senate Standing committees. The dates have changed to ensure proper evaluations are made. The new procedure will be presented to ISPC on Wednesday for approval.

VII. Adjournment – 3:40 pm