

**MINUTES**  
**Norco Academic Senate Minutes**  
**February 22, 2016**  
**1:30-3:30 ST 107**

**I. Call to Order:** Meeting called to order at 1:30 p.m. by Peggy Campo.

**II. Attendees:**

• **Attendees:**

**Peggy Campo – Senate President**

**Jim Thomas – Senate Vice President**

Vacant	Arts, Humanities and World Languages Representative
Kim Kamerin	Arts, Humanities and World Languages Representative
Tom Wagner	Business, Engineering, and Information Technology Representative
Vacant	Business, Engineering, and Information Technology Representative
Melissa Bader	Communications Representative
David Mills	Communications Representative
Kimberly Bell	Social and Behavior Science Representative
Charles Sternburg	Math and Science
Vacant	Math and Science
Celia Brockenbrough	PG & SL Committee
Vivian Harris	Distance Education Chair & Library Advisory Committee Chair
Jason Parks	Academic Planning Council Chair
Cameron Young	Part-time Faculty Representative
Kaytee Mansfield	ASNC Representative

• **Absentees:**

***Vacant*– Senate Secretary/Treasurer**

Zina Chacon	Counseling, Social and Behavior Sciences Representative
Gail Zwart	Profession Development Co-Chair
Alexis Gray	Program Review Co-Chair
Sarah Burnett	Assessment Committee Chair-Assessment Coordinator
Brian Johnson	Curriculum Committee Co-Chair

- **Guests:** Kevin Fleming, Diane Dieckmeyer, Carol Farrar

**III. Approval of Agenda: Motion by Jason Parks/Melissa Bader**  
**MSC**

**IV. Approval of Minutes: Motion by David Mills/Jason Parks to approve the minutes from December 7, 2015 with corrections (show Tim Wallstrom as a guest).**  
**MSC with one abstention.**

**V. Officer & Liaison Reports**

**A. President (Peggy Campo)**

- The Five-to-Thrive for the March 15<sup>th</sup> BoT meeting held at Norco will highlight students and faculty who participate in the honors program.
- The district was granted 4 sabbatical leaves for full-time faculty for the 2016-2017 academic year. Two for RCC, one each for MVC and NC. Please inform faculty of this opportunity. We will be discussing at DAS how applicants will be chosen.
- Dr. Parnell will be leaving us to become the chancellor of State Center CCD; Dr. Irv Hendrick will be our interim president until a replacement has been found.
- Over the break, the district has undergone some reorganization. Police and Safety are no

longer under the Vice-Chancellor of Academic Affairs, but under Risk Management, Safety, and Police, led by Michael Simmons. Colleen Walker is the interim Chief of Police, until the position is filled. The Academic Affairs office also was reorganized and the position of associate vice-chancellor (currently held by Sylvia Thomas) is no longer in existence. We are in search of a Vice-Chancellor of Academic Affairs.

- Last week attended with Melissa, Jason, and Carol the Redesigning Community Colleges Summit in Bakersfield College; spoke about guided pathways.
- Three teams from Norco College presented at the ASCCC 2016 Instructional Design and Innovation Conference held at the Riverside Convention Center.
- CTA is working to get their new by-laws approved by the CCA/CTA. Also working on a MOU regarding Improvement of Instructions (IoI) to allow first year tenure-track faculty an opportunity to improve.

**B. Vice President** No Report

**C. Secretary/Treasurer** No Report

**D. Student Liaison**

- Four High School visitations were held over winter.
- Veterans conference was amazing
- Recycling committee will be collecting paper only
- Watch for the 25<sup>th</sup> Anniversary photo shoot on March 1 to be held in the amphitheater. T-Shirts available for the first 500 participants.

**E. RCCDFA/CCACTA/NEA** No Report

**VI Old Business-None**

**VII New Business**

**A. Request for the APC to update the syllabus template (Parks)**

Discussion: Time to look at the syllabus template again, currently is a bit long, needs to be streamlined and updated. The senate requests that the APC form a subcommittee for review and suggested modifications of the syllabus template.

**M (Mills) S (Bell) C**

**B. Administrative Updates (Dieckmeyer)**

Discussion: ACCJC report went well. ALL deficiencies were resolved. Syllabus shell was part of the resolution. Mid-Term report is due in March. Start writing now. We have five improvement plans to write on (see attachment). Mid-Term report is our opportunity to report out on our improvements (action plan). Speaks to all ACCJC recommendations. Kris Anderson is the new faculty accreditation co-chair and will write the final mid-term report that will include timeline, objective/goals, and assessment. ACCJC looking at possible six-year transition. Standards have changed but will not go away. May be more focused on improvement rather than compliance. Assessment of SLO's will not be going away! Looking at possibly two different accrediting groups (Senior WASC for four year institutions vs Jr WASC for two year institutions). Norco was chosen to participate in the Aspen prize. Over 1000 institutions were looked at. Narrowed to 150 (only 14 in California). It was a rigorous application. Groups participating included Dr. Fleming and Colleen Molko (Labor/CTE), Dr. Farrar (Transfer), Dr. Aycock and Kaitlyn (Data), Doctors Ocegüera and Green (Equity), Dr. Burnett (assessment) and Dr. Dieckmeyer (abstract). If chosen, Norco will be one of 50 institutions considered for future follow up. From there, 10 finalists will be chosen and finally one will be chosen for the \$1 million prize. We were thrilled to be noticed and invited to apply.

**C. Norco College Procedure for the Division of Academic Departments-first reading (Campo)**

The senate was tasked by ISPC to create a procedure for departmental divisions. First reading, make sure to consider its impact on resources. Shouldn't the procedure also include how to join departments? We may want to include this in our future program reviews. Proposed procedure needs

to change to include any academic departmental restructuring. Vote postponed until next meeting. Peggy will rewrite and present at next meeting.

**D. Formal motion to amend NAS By-laws-action item (Campo)**

Motion to amend NAS By-laws David Mills/ Second: Jason Parks

Discussion: Do we want to rewrite the current by-laws? Are two representatives from each department necessary? Would one permanent and one alternate be adequate? Would the "alternate" position satisfy a committee requirement? Who votes? Four out of the 8 committee chairs vote now. Consider rewriting to include every committee chair as voting member. One person cannot cast more than one vote, regardless of how many committees they represent. Reach out to current voting member and remind them that they NEED to vote. Peggy will present at our next meeting some changes and will discuss the needed revisions to the by-laws.

**VIII Norco and District Senate Committee Reports**

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

APC met Friday. Scheduling is underway. There is an ongoing issue regarding orientation for new tenure track faculty. Currently, faculty are not *required* to participate in an orientation. APC wants the Academic Senate to be involved with asking for a Memorandum of Understanding (MOU) to require attendance. Peggy thinks it is a CTA issue.

Meeting has extended past the scheduled time limit. **Motion to extend 10 minutes**

Wagner/Bader **MSC**

Discussion continued-We are looking at hiring nine new faculty with the possibility of 20 additional new hires district wide. The golden handshake will have a huge impact for new hires, upwards of 20% possible. We need to consider how we "grow and cultivate" our new faculty. We have an obligation to our next generation of faculty. Consider looking at Fullerton's plan for assimilating faculty. Consider on-line learning module.

**B. Assessment Committee (Burnett) (#5, #9, 10+1)**

No report

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

Brian could not attend the meeting, but emailed his report:

We had our first district curriculum meeting of the semester on Thursday and our first Norco curriculum meeting is tomorrow.

One issue still on the table is counseling's proposal to add the extra grad requirements to general ed as a new area E. This would mean students who opt for the IGETC or CSU GE do not need to take those extra grad requirement classes, only those that opt for the RCCD GE path. This was passed at MVC curriculum. I have yet to vote on this at Norco since I wanted to make sure Tim and Bev had a chance to hear and respond to this proposal. I believe it is also still being discussed at Riverside. A fundamental question that the senate needs to consider is "do we want extra grad requirements and GE, or just GE"?

The other issue is with course substitutions. We are having a meeting about that tomorrow I believe lead by Dr. Dieckmeyer.

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

Committee has not met

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

Committee has not met

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

Committee has not met

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

Meeting March 3. Long list of needed information for those interested in applying for next year's sabbatical leave. Start now. Go to district website. All information is there.

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

No report

## **VIII Open Hearing**

- Kim Kamerin New CD release going well.
- Tom Wagner-parking violation. Parking Services did not see his parking sticker. Talk to Parking Services. If he has already paid for his new parking permit the will typically waive the violation.

## **X Adjourned at 3:47**

Next Meeting:  
Monday, March 7, 2016  
1:30-3:30 ST 107

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DHRER at 951-222-8039.