

**MINUTES**  
**Norco Academic Senate Minutes**  
**March 21, 2016**  
**1:30-3:30 ST 107**

**1. Call to Order:** Meeting called to order at 1:32 p.m. by Jim Thomas.  
Reviewed the five principles of parliamentary law.  
There are five principles of parliamentary law that when followed virtually insures a productive meeting even when there is strong disagreement. They are not new; in fact, most of us learned them very early in life. They are:

1. Courtesy and justice to all;
2. Only one thing is considered at a time;
3. The majority rules;
4. The minority must be heard; and
5. The purpose is to determine a course of action

(Quick Guide to Conducting Better Business Meetings Using Robert's Rules by R. Richard Tribble, Jr.

**II. Attendees:**

• **Attendees:**

**Jim Thomas – Senate Vice President**

**Vacant- Senate Secretary/Treasurer**

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 Behavioral Science Representative
Charles Sternburg	Math and Science
Vacant	Math and Science
Cameron Young	Part-time Faculty Representative
Celia Brockenbrough	PG & SL Committee
Vivian Harris	Distance Education Chair & Library Advisory Committee Chair
Joe Eckstein	CTA Representative

• **Absentees:**

**Peggy Campo –** Senate President-Attending Partnership Research Team meeting at Palo Verde College

**Vacant– Senate Secretary/Treasurer**

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

• **Guests:**

Kevin Fleming, Diane Dieckmeyer, Quinton Bemiller, Dr. Irving Hendrick

**III. Approval of Agenda:** Motion by Tom Wagner Seconded by Kim Kamerin  
MSC (motion/seconded/carried)

**IV. Approval of Minutes:** Motion by David Mills/Kim Kamerin to approve the minutes from

## **V. Officer & Liaison Reports**

### **A. President's report 3.21.16**

- Currently, I am in Blythe on a Partnership Research Team to assist Palo Verde College. Thank you Jim for stepping in today.
- The college Brown-bag series continues; please make sure faculty are participating in these important meetings intended to improve student success. The college is looking to make significant changes to make sure our students are succeeding in their career goals.
- The district opened the Centennial Plaza. All the district offices are now centralized in one place, together with the culinary school and the Coil School for the Arts. The new buildings are quite impressive.
- Norco College celebrated its 25<sup>th</sup> Anniversary. It was wonderful to enjoy an evening with colleagues and community members. It was wonderful to see Dr. Brenda Davis at the celebration.
- Had the District Strategic Planning Committee meeting on the 11<sup>th</sup>. Discussed the incorporation of the Center for Social Justice and Civil Liberties into RCC's academic programs. Also were presented with RCC's Education Master Plan and discussed the district safety plan. The safety plan was sent to the colleges for discussion; should be making its way through our governance structure.
- The District Academic Senate met and decided to reconstitute the District Academic Standards committee to discuss several issues such as credit for upper division courses, on today's agenda, calculation of GPA's from other institutions with plus and minus, and a policy regarding self-plagiarism. The Code of Conduct form for students to agree to before enrolling in courses was approved and should be up before the summer intersession.
- District Enrollment Management committee met and discussed the distribution of FTEs throughout the district. Neither RCC nor MoVal met their goals for last year, so we will try to add more to our summer intersession to pick up the funds.

### **B. Vice President**

- Three positions will open for Fall 2016  
President-Peggy nominee  
Vice President-nominee  
ISPC Basic Skills – nominee
- Need two additional members at large to replace Siobhan Freitas and John Coverdale.
- Jim will do clerical work.

**C. Secretary/Treasurer** No Report. Dr. Hendrick took this opportunity to share his history of work with the Academic Senate at UCR and acknowledge the heavy responsibilities placed of the Academic Senate at Norco College. He is very glad to be at Norco.

**D. Student Liaison** No Report

### **E. RCCDFA/CCACTA/NEA**

- Joe shared progress of the work on bylaws.
- Will most likely need to use old bylaws for next vote. Once new bylaws are approved they will be sent to the Academic Senate for approval.
- CTA-VP position will be opening in Aril
- Golden Handshake update-2 year service credit deadline has past.
- Third option on the Improvement of Instruction form is moving forward. It is a side letter - not an MOU.

## **VI Norco and District Senate Committee Reports**

### **A. Program Review Committee (Gray) (E9, 10+1)**

- Annual or Comprehensive due Aril 20

- B. Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)**
  - Deadline to submit has passed.
  - Two requests for sabbatical leave were submitted.
- C. Professional Development Committee (Zwart) (#8, 10+1)**
  - No report
- D. Library Advisory Committee (Harris) (+1, 10+1)**
  - Temple Grandin April 21 12:30-2:30 IT 217
  - DRC student panel May 26, 2016
  - Thanked Academic Senate for approval
- E. Distance Education Committee (Harris) (+1, 10+1)**
  - The on-line education initiative adopted Canvas but we are obligated to use Blackboard through 2019.
  - DE Committee will look at the course design rubric at their next meeting.
  - Open Campus will host three Blackboard training sessions in OC 110; March 16 1-2pm, April 4 1-2pm, and May 11 1-2 pm
  - DE Committee members have been approved for 2016/2017.
  - Piloting synchronous virtual meeting next month.
  - Piloting synchronous use of Blackboard shell. Vivian will send out updates
- F. Curriculum Committee (Johnson) (#1, #2, 10+1)**
  - No report
- G. Assessment Committee (Burnett) (#5, #9, 10+1)**
  - No report
- H. Academic Planning Council (Parks) (#10, 10+1)**
  - No report

## **VII Old Business**

### **A. Revision to Norco Academic Senate By-laws- (Thomas)**

Discussion: Next Academic Senate meeting will be the first reading.

- Too many meetings for the Chairs. Suggest one representative and one alternate. If main representative could not attend the alternate would.
- Kimberly Bell- SBS has received strong response from a few. Chairs are OK not voting as chairs but expressed concern about lack of representation.
- Chuck Sternburg-M&S is still a proponent of having two voting members.
- Jim-expressed concern about making quorum and lack of voters.
- Do we know the origin of having two representatives?
- Kim Kamerin-AHWL would prefer a two year PT faculty position. Most responders thought it would take time to acclimate to the position.
- Melissa Bader-COMM Learning curve could be an issue but two year position may imply employment. Be mindful of CTA and reach out for their input.
- AHWL would like one senator-no chair votes
- COMM split
- Library Advisory vote 1 vs 2 senators; will be added to next LAC meeting agenda.
- Further discussion tabled until after first read.

## **VIII New Business**

### **A. Modifications to BP/AP 4070 Course Auditing and Auditing Fees-First Reading (Thomas)**

- Discussed issues regarding changes to the BP/AP4070.

- Constant source of concern. Policy does not allow you to audit a course you have not taken.
- Some courses are very difficult and have no avenue for audit.
- Problem with getting pre-reqs completed.

Motion to establish ad hoc committee for further discussion Melissa/David MSC

- Recommend postponing discussion until ad hoc committee brings forward clarification.
- Peggy will establish a committee to review.
- Bring to your departmental meetings. Red-line your changes and bring to next AS meeting for first reading.
- Invite Maria to discuss possible financial aid concerns.
- What is the driving force behind the changes?

**B. New RCCD Acceptance of Upper Division Credit Policy – First Reading (Thomas)**

Motion for 1<sup>st</sup> reading – motion dies due to lack of motion.

Discussion:

- Needs more clarification.
- Bring Nick Franco to next meeting.
- In the interest of transparency can we get a brief history of the nature of the issue? Who, What Where, Why?
- Are there guidelines for submitting items to the Academic Senate for discussion?
- Guests do not get attachments to review. It would be helpful to send all attachments to NOR-ALL

**C. Concept approval for Art History ADT-Action Item (Bemiller)**

Motion to approve in concept Melissa/Tom MSC

Discussion:

- Working closely with Nick Franco
- RCC ADT approved one year ago. Separate but similar.
- All classes are currently in our catalog
- Three courses added
- Some cross over
- Foreign Language is required for BA in Art History but not for TMC. This should be highlighted.
- In process of developing program learning outcomes.

**IX Open Hearing**

- May 3 Silent Art Auction supporting Silver Scholarships. The goal is to have everyone stop by and buy art! Held in upper lounge of the CRC. There will be food/music/auction. 12:50-2:30. There is a “buy now” option. 50% goes to student 50% goes toward scholarships.
- Read to Succeed event is a great opportunity to hear from faculty. Watch author on Ted Talk.
- Items from the 25<sup>th</sup> anniversary time capsule will be on display in the CSS building.
- The Advisory breakfast was a great activity. Thank you Kevin for the opportunity to attend. There were approximately 200 attendees.

**X Motion to Adjourn** David/Kim MSC

Next Meeting:  
Monday, April 4, 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.