

NORCO
COLLEGE
Norco Academic Senate Meeting
Oct. 2, 2017
1:30-3:30 ST207
Minutes

I. Call to Order 1:30 p.m.

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Peggy Campo, Elisa Chung, David Mills, Barbara Moore, Judy Perry, Bob Prior, Jim Thomas, Cameron Young, Celia Brocken Brough, David Mills, Kim Kameron

Reporting members: Melissa Bader, Maria Barragan, Sarah Burnett

Guests: Dr. Kevin Fleming, Dr. Jason Parks, Albert Jimenez, Arezoo Marashi, Dr. Samuel Lee, Virgil Lee.

III. Approval of Agenda

David Mills moves; Jim Thomas 2nd; motion passed (No abstentions)

IV. Approval of Minutes of [9/18/17](#)

Jim Thomas moves; Kimberly Bell 2nd; motion passed with grammatical corrections. (One abstentions).

V. Officer & Liaison Reports

A. RCCDFA/CCA/CTA/NEA

- Discussed list serves. There was an issue with sending the rehire rights MOU due to data limitations. The problem was fixed.
- Owners that can modify the list serves went through a cleanup process to have an individual making changes.
- For any list serve requests, a help desk work order has to be submitted.
- Melissa Bader: None of the new faculty are part of the (nor-all) list served list.

B. Student Liaison (Maria Barragan)

- Cards regarding DACA have been distributed to students explaining their rights. It would be great if the college can have a protocol for students in case an immigration officer comes on campus.
- Dr. Bryan Reece mentioned that if ICE contacts him he would refer them to the chancellor's office.
- Peggy Campo will provide a copy of the policy for ICE to be authorized coming onto campus to faculty and students.
- Student Life in conjunction with students are working on the Harvest festival. They are collecting candy and making preparations. They will give \$50 to the person who brings the most ounces of candy for the harvest festival and they will announce the winner.
- Soccer rally is tomorrow from 12:50-1:50 p.m.

C. Secretary/Treasurer

D. Vice President

- The senate is working to appoint faculty to fill the positions for transfer representative, grants representative, and ISPC.

E. President

- Last Thursday and Friday a team of Norco faculty, staff, and administrators attended the Equity in Faculty hiring offered by USC's Center for Urban Education. This team will be working to ensure diversity in our faculty hires, from the initial job description to the final hiring interview.
- Norco College will be sending a team to the IEP's CCC Change Leadership Summit to help develop up and coming leaders.

- The District Academic Senate had its first meeting of the year last Monday, Sept. 25th. Discussion included the transition and charge of the DAS for the year and curriculum issues. Moreno Valley College will select this year's Distinguished Faculty Lecturer. The DAS approved the removal of the moratorium regarding adding or removing courses from the GE Pathway.
- On Friday 9/23/17 participated in a presentation by ECHO360. Norco College is being consider to participate in a CCC Chancellor's Office sponsored pilot program with Echo360. Echo360 is a video capture platform that records lectures and provides analytics to improve student learning and success. Echo360 also integrates into Canvas. If it's decided to participate in the program, 6-8 faculty volunteers will be needed. They will pilot the use of the program for 2 years and receive a small stipend to do so. Any faculty interested in participating or would like an ECHO360 presentation, please contact Peggy Campo.
- Friday 9/23/17 the DSPC met. An environmental scan will be presented at the next meeting. Budget update was given and a Dreamer's Act Fund was included into the state budget. Those funds are from deferred maintenance allocation. Currently 1.8M statewide for full-time faculty hiring and .65M for part-time support was allocated. There is the need for faculty to participate in the district workgroup that is looking to change our Enterprise Resource Planning (ERP) provider.
- Thursday, 9/22/17 DEMC met. Discussed the current reporting dashboard of enrollment updates; how it is sent out by the district and how to improve upon it. Also having a schedule one year in advance in place to allow students to register much sooner as well as how to reduce the time it takes for the on-boarding process. District is 116 FTEs below where we should be only 5 of those are Norco's.

VI. Old Business

A. [International Baccalaureate Exam Chart](#)- Action item (Franco)

The three articulation officers in the district are requesting approval of the proposed chart to award units toward RCCD GE in the designated highlighted areas in red (3 semester units per exam). In the past the district has awarded IB higher level credits towards CSU GE and IGETC as approved by the CSU and UC systems.

- Motion to approve the chart to award units toward RCCD: David Mills moves; Kim Kameron 2nd. Motion passed (No abstentions).
- To adapt the same IB as our local RCCD GE for non-transfer students.

VII. New Business

A. Delivering quality instruction-Discussion item (Perry)

Discuss the need to request more instructional support for faculty and for better communication regarding matters that affect instruction.

Things to improve:

- Identify a process of setting up the classroom for next semester. Software, stations etc.
- Maintaining the classroom: We do not get a response when there are issues or the instructor classroom is down. We need a quicker response and prioritization when reporting issues such as an email.
- Peggy Campo suggested restructuring IMC Department to return to Academic Affairs from business services. As the current structure is not working. She will work on a proposal for a senate recommendation for IMC to come back under Academic Affairs.
- Communication: Tutorial services is growing but have not included faculty. The library said that they do not have the CATS for faculty anymore. There is no CIS classroom area and the tutorial area is open. Better communication is needed.
- Scheduling: Clerical work is being push down to faculty. Cross listing to check if the courses have been duplicated is being done by faculty. CEOR (curriculum net meta) issue faculty needs to do it. There may be a staffing issue.
- Melissa Bader mentioned that faculty are required to take 5 hours a week for administrative work because it is a requirement by accreditation.

- Dr. Samuel Lee: we have identify weakness, are aware of the issues, and will have improvements for the near future.
- B. Approve Kris Anderson (Accreditation faculty) to serve on ISPC-Action item (Campo)
The senate needs to provide an additional faculty member to serve on ISPC due to the fact that Melissa Bader is both ISPC faculty co-chair and APC chair.
- Motion assign Kris Anderson to serve on ISPC: Kimberly Bell moves, Jim Thomas 2nd. Approved (No abstentions).
- C. [RCCD Military Credit Proposal Policy](#)-Action item, first read (Campo)
Norco would like the district to consider increasing the number of units accepted for military credit.
- Peggy Campo presented the proposal policy to the senate. It allows you to do 48 units maximum. It's a combine external and military credit. There is a residency requirement with a minimum of 12 units to be able to apply for military credit. They need to add the word from any college within the district (strike at one of the colleges).
- Motion to discuss Military Credit Proposal: Kimberly Bell moves, Jim Thomas 2nd. Approved (No abstentions).
- Motion to extend the meeting for 10 minutes: Jim Thomas moves; Kimberly Bell 2nd: motion passed (No abstentions).
- D. Board of Trustee Five-to-Thrive presentation-Discussion item (Campo)
Norco College Academic Senate is responsible to provide a Five-to-Thrive presentation at the November 21, 2017 BoT regular meeting.
- Norco College Academic Senate is responsible to provide a Five-to-Thrive presentation at the November 21, 2017 BoT regular meeting. 3:00

3:00 VIII. Norco Senate Committee Reports

- A. Academic Planning Council (Bader)(#10, 10+1)
 - B. Assessment Committee Report (Burnett) (#5,#9, 10+1)
 - C. Curriculum Committee (Johnson) (#1, #2, 10+1)
 - D. Distance Education Committee Report (VACANT) (+1, 10+1)
 - E. Library Advisory Committee Report (Brockenbrough) (+1, 10+1)
 - F. Professional Development Committee (Russell/Zamiska) (#8, 10+1)
 - G. Program Review Committee (Gray) (#9, 10+1)
 - H. Teaching and Learning Committee (Bemiller/Hitchcock) (#5, 10+1)
- TLC hosted a Faculty Forum on Sept. 5, 2017. Faculty discussed concerns over the traffic into Norco College. The traffic is affecting students' performance in their classes. Faculty also discussed the need to increase positive relationships with the City of Norco and promote awareness of our college. Perhaps new community classes can help.
 - TLC had its first regular business meeting of the academic year on Sept. 26, 2017.
 - TLC need to recruit at least one BEIT member and one MATH member. TLC voted and approved the following:
 - a. One Open Faculty Forum on the 2nd Tuesday of each month.
 - b. One Regular Business Meeting on the 4th Tuesday of each month.
 - c. Topics that arise during Faculty Forums will be addressed at the Business Meeting each month. An email to nor-all listing the things that have been accomplish. We should send an email the things that are happening. To focus on the things that everyone are doing and highlighted.
 - TLC reaffirmed the need to focus upon pedagogy/issues of teaching—"what happens in the classroom". Faculty have a strong desire to foster collegiality and learn from one another and promote effective teaching. Will collaborate with PDC as needed and continue to support faculty. The committee plans to share best practices and disseminate ideas/information on a regular basis with the Norco College faculty.

- TLC discussed the idea of a monthly “Faculty Activities” report, highlighting the work faculty do beyond Norco College (conferences, publishing, exhibitions, performances, etc. “currency in the field”.) Chaffey College has been doing this for years- the report gets emailed monthly to everyone, and is presented to the Senate monthly. TLC will discuss further at the next meeting.

3:25 IX. Open Hearing

3:38 p.m.. Adjournment

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.