

**NORCO**  
**COLLEGE**  
**Norco Academic Senate Meeting**  
**Sept. 10, 2018**  
**1:30-3:30 ST 107**  
**Minutes**

1:30 I. Call to Order

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Barbara Moore, Jim Thomas, Kim Kamerin, Virgil Lee, Judy Perry, Celia Brockenbrough, David Mills, Brian Johnson, J. Marie Hicks, Bob Prior

Reporting members: Melissa Bader, Autumn Parra, Peggy Campo

Guests: Dr. Jason Parks, Dr. Samuel Lee, Dr. Bryan Reece, Dr. Marshall Fulbright, Dr. Edwin Romero, Mark DeAsis, Dr. Tenisha James

III. Approval of Agenda

*Motion to approved agenda: Kim Kameron moves; Quinton Bemiller 2<sup>nd</sup>, motion passed unanimously*

1:35 IV. Approval of Minutes of [5/21/18](#)

*Motion to approve the minutes for May 21<sup>st</sup> with the changes requested J. Marie Hicks moves; Kim Kameron 2<sup>nd</sup>, motion passed (One abstention)*

1:45 V. College Reports

A. College President

- A group of people attended the California Guided Pathways Institute #4 Conference. One of the focuses was moving counselors and Ed advisors under the different schools
- We need to work on a strategy how to close the equity gap at an institutional level
- Enrollment has increased
- We are currently building a strategy to give students the ideal schedule so they can finish degrees in the minimum amount of time
- We are considering the idea of bringing portables maybe next year.
- In the Education Master Plan we need to figure out how Norco college will look like in 10 years. We need to think about the programs we want to keep/add and the ones we do not want anymore.
- We are in the middle of hiring part-time faculty
- It has been requested to faculty to have the prioritization completed per discipline by the end of the fall semester
- We are planning to have two recruitment days. To have a regional recruitment day by the end of the fall semester at Norco College. Another at the LA fair.
- There are two administrative openings: Interim VP of Strategic Development and Interim VP of Student Services
- September 17<sup>th</sup> is Dr. Green's Vice President of Student Services farewell party
- We keep moving forward with the reorg positions
- The Facilities Master Plan is projecting a growth that will exceed 30,000 by 2030.
- Norco College will be resubmitting the MAC building to the state. Norco College will fund 50% of the building so it can be moved higher on the list and get a better score
- Norco College is reviewing its budgetary expenditures, including how to spend the soft money on the non-annual cycle

B. Staff Senate

- No report

2:00 VI. New Business

- A. Approval of Courtney Buchanan to serve as senate faculty representative on BFPC. Action item (Campo). Dr. Buchanan has agreed to serve on BFPC as one of the senate rep. voting member on the council.
- *Motion to approve Courtney Buchanan to serve as senate faculty representative on BFPC: David Mills moves; Quinton Bemiller 2<sup>nd</sup>, motion passed (No abstentions)*
- B. Approval of Peggy Campo to serve as faculty Co-chair for Standard IIIB/D, Physical and Financial Resources Accreditation Sub-committee. Action item (Thomas)  
Dr. Campo has agreed to replace Dr. Tran as faculty co-chair for Standard IIIB/D until his return.
- *Motion to approve for Peggy Campo to serve as faculty Co-chair for Standard IIIB/D, Physical and Financial Resources Accreditation Sub-committee: Kim Kameron moves; Quinton Bemiller 2<sup>nd</sup>, motion passed (No abstentions)*
- C. NAS orientation. Information item (Campo).  
The senate will receive a brief presentation reviewing the roles and responsibilities of the academic senate.
- A presentation was provided that included the some of the following items:
    - Mission of the NAS and the primary role
    - Collegial consultation-defined
    - When an agreement cannot be reached existing policies shall remain in effect except in cases of legal liability of fiscal hardship
    - The 10+1: Curriculum, degree and certificate requirements, grading policies, educational program development, district and college governance structures as related to faculty roles
    - Representation: The Academic Senate represents all faculty members employed at Norco College
    - Senators/Alternates
    - Principles responsibilities of senators/alternates
    - Standing Committee List
    - Academic Senate Committee Chairs
    - Strategic Planning Process
    - Peggy expressed her concern with the District's intervention on the Photonics proposal.
    - It was suggested that when revising the Ed Master Plan and Facilities Master Plan we should include our vision including how to deal with new proposals and initiatives
    - The photonics proposal has a tremendous economic and educational opportunity that will benefit Norco College, the community around us and even the region.
    - Intellectual property will be generated from the photonics proposal
    - Discussed the Brown Act that needs to be followed by the Academic Senate
    - Parliamentary Rules: For most organizations orderly process is voluntary protected by parliamentary procedures
  - *Motion to extend the meeting; J. Marie Hicks moves; Quinton Bemiller 2<sup>nd</sup>, motion passed (No abstentions)*
- D. Addition of Excused Withdrawal (EW) grade; update to [BP/AP 4230](#). Information item (DeAsis, Campo)  
The Board of Governors of the California Community Colleges revised Title 5 regulations to require the addition of the "EW" grading symbol to represent excused withdrawals caused by immigration actions, incarceration, or other uncontrollable events affecting a student's ability to complete a course or courses, as well as a change to how "military" withdrawals are counted.
- Dr. DeAsis discussed the new regulation for students that are considered excused withdrawals
  - It was advised to referred students with issues to A& R
  - This regulation started in Summer 2018
  - This grading symbol will appear in the student transcript
  - Faculty requested to get the language to update the Syllabus shells
- E. Call for Distinguished Faculty Lecturer nominations. Information item (Thomas).

Norco College is responsible for selecting the Distinguished Faculty Lecturer this year; this person will also be commencement speaker at the graduation ceremony.

- Reviewed bylaws and distinguished faculty lecturer should be awarded during spring but it will be decided as soon as possible
- Maybe one faculty per department

F. Call for faculty co-chair for the DE committee. Information item (Campo).

Tom Wagner will need some assistance this semester running the DE committee. Anyone who teaches DE and especially those who have served on the DE committee are encouraged to serve.

- Faculty were encourage to take it back to each department

G. Pilot Faculty Internship program. Information item (Parks).

Dr. Parks will report on the pilot of the Faculty Internship program happening now and the intention to support 2-4 interns each year (pending funding), based on [BP/AP 7200](#).

- This program will mentor individuals to become faculty
- The faculty intern will need to attend three hours per week
- The faculty intern will teach one class the following semester
- \$750 stipend will be compensated per semester to full-time faculty
- The initial committee will identify subject areas for which the college will offer internships, then will identify specific faculty mentors in those areas
- Faculty were encourage to take this new faculty internship program to the department meetings
- The senate needs to appoint a faculty member to the committee. This will be added to the agenda on the next Academic Senate Meeting
- The faculty internship will begin on fall 2019-2020

2:45 VII. Norco Senate Committee Reports, District Committee Reports, and Liaison Reports

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

- At the APC retreat 9/13-9/14 the attendees will work on the schedule for winter and Spring semester

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

- No report

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

- The new course proposals need to have the course objective area filled in
- The course outline of records should be filled out as well
- *Motion to extend the meeting; J. Marie Hicks moves; Kim Kameron 2<sup>nd</sup>, motion passed (No abstentions)*

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

- The DEC needs one more faculty to serve on the committee

E. District PG&SL (Brockenbrough) (+1, 10+1)

- The AP7160A is getting updated
- When six courses have been completed they only count when you are full-time faculty, not an administrator

F. Library Advisory Committee (Brockenbrough) (+1, 10+1)

- The committee is having their first meeting tomorrow September 11<sup>th</sup>

G. Professional Development Committee (Russell/Zamiska) (#8, 10+1)

- No report

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

- No report

I. Teaching and Learning Committee (Bemiller) (#5, 10+1)

- Completed proposal for professional development strategic plan
- There will be an open brown bag discussion on the syllabi in IT 108

3:00 VIII. Officer & Liaison Reports

A. CTE Liaison (Zwart)

B. Guided Pathways Liaison (Bemiller)

- Institute #4 focus onboarding process

- C. President (Campo)
- D. RCCDFA/CCA/CTA/NEA (Boelman)
- E. Secretary/Treasurer (Kamerin)
- F. Student Liaison
  - First day of club rush, please encourage students to attend
  - Will be attending Dr. Reece Leadership conference on Sept. 28<sup>th</sup>
  - All of the dates are posted at the master events calendar already
- G. Vice President (Thomas)

3:25 IX. Open Hearing

3:30 X. Adjournment 3:55 p.m.

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.