

NORCO
COLLEGE
Norco Academic Senate Meeting
Sept. 17, 2018
1:30-3:30 ST107
Minutes

1:30 I. Call to Order

II. Roll Call

Senators, Alternates, and Officers: Quinton Bemiller, Jim Thomas, Virgil Lee, Judy Perry, Celia Brockenbrough, David Mills, J. Marie Hicks, Bob Prior, Peggy Campo

Reporting members: Melissa Bader, Autumn Parra

Guests: Dr. Jason Parks Dr. Bryan Reece, Mark DeAsis, Dr. Kevin Fleming

III. Approval of Agenda

Motion to approved agenda: David Mills moves; Jim Thomas 2nd, motion passed unanimously

1:35 IV. Approval of Minutes of [9/10/18](#)

Motion to approve the minutes for May 21st with the changes requested J. Marie Hicks moves; Jim Thomas 2nd, motion passed (One abstention)

1:45 V. Officer & Liaison Reports

A. Vice President (Thomas)

- The senators positions in the Academic Senate are 2 years term
- Please send nominations for distinguished faculty to Jim Thomas
- It was suggested to show the LA county sheriffs active shooter video

B. Student Liaison (Parra)

- Constitution day tomorrow
- Students are working with the college safety and emergency planning coordinator Justin Czerniak to have an active shooter training for students

C. Secretary/Treasurer (Kamerin)

- No report

D. RCCDFA/CCA/CTA/NEA (Boelman)

- All faculty are require to be members of a union based on the Supreme Court ruling. The union negotiate salaries and benefits for faculty

E. President (Campo)

- No report

F. Guided Pathways Liaison (Bemiller)

- No report

G. CTE Liaison (Zwart)

- No report

2:00 VI. Norco Senate Committee Reports and District Committee Reports

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

- There was an APC retreat on Thursday and Friday of last week
- The primary focus of the retreat was to work on a student center scheduling system
- Sciences were able to schedule 6 labs
- Faculty will utilize different rooms to teach their classes
- Faculty would need to teach multiple days and at various times
- A block schedule would be used
- All faculty would be sent a letter for the changes
- Classes will start at 7:20 (3 unit classes) until 5:30 p.m.

- The main focus of the scheduling system is for classes not to overlap and have a small gap in between
 - Teaching assignments might change from a four-day to a five-day workweek
 - The idea is for students to come in the morning or only in the afternoon or exclusively only certain days
 - Schedules for various service areas will need to change as well, such as IT, cafeteria, library services etc.
 - It was mentioned that faculty are required to be on campus at least three days of the week
 - It was clarified that no faculty names were assigned on the schedule
 - This will impact the winter and spring semester 2019
- B. Assessment Committee (Adams) (#5,#9, 10+1)
- Meetings are held on the 2nd Wednesday at 9:00 a.m
- C. Curriculum Committee (Johnson) (#1, #2, 10+1)
- No report
- D. Distance Education Committee (Wagner) (+1, 10+1)
- They will have their first meeting this Wednesday. Michael Bobo will be the committee chair for the spring semester
- E. District PG&SL (Brockenbrough) (+1, 10+1)
- Susan Brucks sent out a revised application for professional growth. This form needs to be presented at the academic senate before it becomes available to faculty
 - Nothing on sabbatical
- F. Library Advisory Committee (Brockenbrough) (+1, 10+1)
- The committee will have their first meeting on Sept. 11th
 - Committee membership: 7 faculty, 2 admin, 2 staff members
 - Dean Damon Nance submitted a drafty draft for accreditation
 - Prison librarians have secure access to all the online database of the library
 - Summer database will run thought OCLC server. The database has a yearly subscription which covers the authentication part as well
 - Student and faculty have access to all the databases
- G. Professional Development Committee (Russell/Zamiska) (#8, 10+1)
- No report
- H. Program Review Committee (Gray) (#9, 10+1)
- No report
- I. Study Abroad Committee (Campo) (#2, 10+1)
- The committee will be meeting this Thursday. They will working on updating the website and their policies.
 - Faculty have been selected for the program already
- J. Teaching and Learning Committee (Bemiller) (#5, 10+1)
- No report

2:30 VII. Old Business

- A. Pilot Faculty Internship program. Information item (Parks).
Dr. Parks will recruit faculty for participation in the Faculty Internship program based on [BP/AP 7200](#).
- A faculty member needs to be appointed to participate in the committee
 - The committee will identify mentors for the program
 - The committee and mentors will review all faculty intern application materials
 - The full committee will approve the sub-committee's recommendations based on the needs of the department/college giving due consideration to diversity
 - The Academic Senate will appoint a faculty member to serve on this committee on the next meeting

2:45 VIII. New Business

- A. LRC and Scheduling Tutoring Appointments. Information item (Koch, Jimenez)
Albert Jimenez, Director of LRC and Daren Koch, LRC Tutorial Services Technician will share out the functions of the recently purchased online tutor appointment and student tracking system. They will inform the senate of its functions, how students register, and plans for measuring student success in collaboration with faculty.

- A presentation was provided regarding the new system, which includes appointments and the student tracking system
 - When an appointment is cancelled the system sends an email notification to the tutor
 - Students are able to see the subjects that are been offered
 - Students also select the type of LRC services they are requesting
 - The LRC would like faculty support to recommend the new WOnline system to students
 - Students can make appointments from their mobiles as well
 - The LRC will be using WOnline as a measuring and assessment tool
- B. [SLO vs. Objectives](#) on Course Outline of Records. Discussion item (Johnson, Lee)
Senators will be informed of the differences between SLOs and Objectives to share with their department faculty.
- Peggy provided a presentation on the differences between SLOs and objectives
 - Student learning outcomes need to be included for accreditation
 - SLO's only need to be assessed and publish
 - A PDF of student learning outcomes need to be listed somewhere and accessible to everyone
 - All of the course of outline of records are missing their objectives
 - Every course of outline of records need to include objectives
 - The goal is within 5 years everyone will have objectives. This will be done gradually
 - Due to accreditation requirements you need SLO's in your syllabi
 - All faculty should have access CorriQunet
 - SLO's are part of the process updating the COR's
 - Faculty need to screen their SLO's and make sure they are accurate
 - It's important to connect SLO's to objectives to piece everything together
 - They will work on trainings and professional development for faculty
 - A comprehensive professional development strategic plan will be presented to the Academic Senate
- C. Recruitment for a faculty member to serve on College Marketing Committee. Information item (Campo)
The Marketing committee is need of a faculty member who enjoys marketing and has a keen eye for detail to participate in Norco College's marketing efforts.
- *Motion to extend the meeting for 15 minutes; J. Marie Hicks moves; Quinton Bemiller 2nd, motion passed (No abstentions)*
 - Dr. Campo reasserted the need for a faculty member to serve in the marketing committee

3:15 IX. College Reports

A. College President

- Presented a draft "The Big Us Plan"
- He encourage everyone to review the plan and provide suggestions
- He pointed out section 3.0 Programs: Faculty need to think about the new instructional programs we want to develop/expand/improve
- This will impact our hiring strategies and how we spend our money
- The plan will be presented to the board of trustees

B. Staff Senate

- No report

Other discussion:

- Faculty would like clarification on the process for reemployment preference for faculty. Peggy will get clarification on this matter

3:25 X. Open Hearing

- The college will be providing one hour website training sessions in September that faculty can attend
- Everyone is invited to the attend the reception for the Embodiment exhibition at the Art Gallery

3:30 XI. Adjournment 3:40 p.m.

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