

# NORCO COLLEGE

## Agenda

### Norco Academic Senate Meeting

May 20, 2019

1:30-3:30 ST107

### Minutes

1:30 I. Call to Order

II. Roll Call

Senators, Alternates, and Officers: Virgil Lee, Barbara Moore, Celia Brockenbrough, Jim Thomas, Michael Bobo, Kimberly Bell, Quinton Bemiller, Mark Lewis, Kim Kamerin, Bob Prior

Reporting members: Melissa Bader, Peggy Campo

Guests: Bryan Reece, Kaneesha Tarrant, Kevin Fleming, Kristine Anderson, Samuel Lee, Gustavo Ocegüera, Brandon Owashi

III. Approval of Agenda

- Motion to approved agenda: Mark Lewis moves; Quinton Bemiller 2<sup>nd</sup>, motion passed unanimously

IV. Approval of Minutes of [April 29, 2019](#)

- Motion to approve the minutes for April 29, 2019: Kimberly Bell moves; Quinton Bemiller 2<sup>nd</sup>. motion passed unanimously
- Motion to approve a 90-day extension for the equity plan requested by District. Motion passed unanimously

V. Approval of Minutes of [May 6, 2019](#)

- Motion to approve the minutes for May 6, 2019 with the changes requested: Kimberly Bell moves; Barbara Moore 2<sup>nd</sup>. Motion passed unanimously

1:35 VI. Norco Senate Committee Reports and District Committee Reports

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

- APC is working on clarifying the faculty prioritization process to both make the process more transparent and to align the structure more closely to data and strategic goals. The APC is working on the first rubric to prioritize items. When the rubric is finalized, it will be brought back to the senate.
- APC continues to work on scheduling prioritization and time utilization for students. Our process is changing as we rely more upon deans for oversight to the schedule. We are completing two semesters in each round.

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

- No report provided

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

- The curriculum committee provided a report explaining the statement of purpose. The committee provides fundamental skills and pathways to transfer, career, and technical education, certificates, and degrees.
- The corrected membership was presented.

D. [Distance Education Committee](#) (Bobo) (+1, 10+1)

- The DE committee reported on the updated membership of the committee as of May 16<sup>th</sup>.
- The DE committee has set goals for 2019-2020 in response to the Strategic Planning Goals and pending changes with the new Educational Master Plan.

- Collaborate with District Distance Education administrators, faculty and staff to develop a District Distance Education plan in preparation for Accreditation 2020 visit.
  - Educate faculty on Best Practices in online education.
  - Support professional development, mentoring and training of faculty interested in online learning, including a Fall FLEX training for all faculty.
  - Support the Norco College Development Plan's goals to educate faculty in assessment, accessibility, and equity related to online learning.
  - Ensure student preparation for online learning in collaboration with ASNC.
  - Currently no degree can be awarded online.
  - Accreditation will only look at items in CANVAS.
  - Inquire with the district how to extract emails in CANVAS.
  - Accreditation will count discussion boards and grading comments.
  - A letter will be coming out to faculty soon on these new updates.
- E. District PG&SL (Brockenbrough) (+1, 10+1)
- No report provided.
- F. [Library Advisory Committee](#) (Brockenbrough) (+1, 10+1)
- Another read to succeed event in March 28<sup>th</sup> for the Upward Spiral by Alex Korb.
  - This Thursday the author will be here.
  - Spring 2019 Celebrate Books and Libraries event on April 4<sup>th</sup> .
  - Spring 2019 Poetry Performance event on May 7<sup>th</sup> .
  - This spring the Library Discussion Club was formed on campus. Vivian Harris is the Faculty Advisor.
  - This fall the Read 2 Succeed book is Whistling Vivaldi by Claude Steele. We will be partnering with Umoja. The first book discussion on September 26<sup>th</sup> .
  - LRC extended its hours:
    - Monday-Thursday 8:00 am -8:00 pm
    - Saturday 9:00 am – 2:00 pm
- G. [Professional Development Committee](#) (Russell/Zamiska) (#8, 10+1)
- The Professional Development Committee review Flex Day Spring focused on instruction and faculty related needs.
  - Overall ratings were excellent and good feedback was provided from the flex event.
  - A sample of the 3-day Fall FLEX 2019 was provided.
  - New faculty first Friday meetings continued throughout the Spring semester, focusing on the training/mentoring of new faculty to assist in their transition to Norco College.
  - The Professional Development Committee voted to implement a pilot program designed to make funds of up to \$800 available to support Professional Development activities for faculty and staff at Norco College. Dr. Kara Zamiska, Dr. Tim Russell, and Dr. Marshall Fulbright, with input from various committee members designed a process with supporting documentation and a link to request forms on the PDC website.
  - The forms and request procedures are located at: <https://www.norcocollege.edu/committees/pdc/Pages/funding.aspx> . The funding procedures and forms will be monitored and improved as the need arises.
  - Report results from the Academic Senate and Senate Standing Committee Evaluation effectiveness were provided
- H. Program Review Committee (Gray) (#9, 10+1)
- None of the items in the library appear in the program review report.
  - A full report was completed.
  - A suggestion was made that administration should notify disciplines when things get approved.
  - Many items from the departments have been funded by lottery funds.

- The committee is reviewing the process.
- Dr. Samuel Lee, Vice President, Academic Affairs, will be co-chair in the fall.
- The committee is reevaluating the resource allocation area.

I. Study Abroad Committee (Campo) (#2, 10+1)

- No report provided.

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

- They were asked to look into other colleges for professional development structures.
- Take ownership of the goals and connect with guided pathways.
- Changes in the classroom is infringing in academic freedom.
- Connections with DE and guided pathways.
- It was recommended to reassess the purpose of the committee. 30% of the committee don't understand its purpose.
- This committee started as the formal senate subcommittee that was going to coordinate the guided pathways initiative. The guided pathways was going to be the TLC.
- They don't have an administrator and student representation.
- FMLN plan was created.
- The committee is discussing issues regarding pedagogy and class instruction.
- The committee requested from administration and Academic Senate to provide ideas or goals for this committee.

2:10 VII. Old Business

A. Presentation of the approval of the [Facilities Master Plan](#) – Action Item (Reece, Collins)

President Reece and VP Collins will present the draft of the FMP from the DLR group and request input.

- Motion to approve the Facilities Master Plan: Jim Thomas moves; Kimberly Bell 2<sup>nd</sup>. motion passes unanimously.
- The facilities master plan has a growth of 120% and FTE's trends.
- The plan was presented to the City of Norco, City Counsel, and the Advisory Board.
- They recommended not to add roads through the residential areas.
- Find an exit south from Third Street.

B. Approval of [2019-2022 Student Equity Plan](#)- Action Item (Oceguera)

The Senate will consider the 2019-2022 Student Equity Plan draft presented for approval.

- Motion to approve the 2019-2022 Student Equity Plan: Kim Kamerin moves; Kimberly Bell 2<sup>nd</sup>, motion passes unanimously.
- Disproportionately impacted (DI) groups based on the 80% rule methodology.
- Based on Educational Master Plan 5 and 10 year goals for headcount, 4 year completion rate, and 4 year transfer rate.
- Close gap by 24% by year 3, close gap by 40% in year 5, and completely close gap by year 10.
- The equity plan includes English and Math disciplines because they need to be completed in the first year. We need data for other disciplines so it can be added to the equity plan.
- They will start having a meeting with STEM faculty to find solutions.
- We have funding that we can use within this plan to provide resources that students need.
- Baseline 16-17 for transfer and 18-19 for award.
- It's a living document and the plan will keep evolving.
- Female low-income is not included in the list. Doing some research on disproportion impact in distance education as well.

C. [BP/AP5160 Student Employment](#)- Action Item (Campo)

District General Counsel Pyles is seeking approval of draft changes to BP/AP5160-Student Employment that would allow the college to consider expanded options of students to select from for student tutors.

- District Academic Senate will fund about 5 positions for student employment. The positions are posted on the Academic Senate website. The deadline is Friday for fall, winter, and spring.
- There are limitations on students applying for a tutor position.
- Winter and Summer has not been updated.
- This issues will be presented to the District Academic Senate.
- The document indicates that a student must be enrolled at the Riverside Community College District (RCCD) on at least a half-time basis.
- Motion to approve the modifications that are underlined in the document: Bob Prior moves; Kimberly Bell 2<sup>nd</sup>, motion passes unanimously.
- This item will be presented as an action item during the fall for additional recommendations on this document.

2:45 VIII. New Business

A. Letter of Endorsement for Peggy Campo-Action Item (Campo)

The Senate will consider endorsing former Norco Academic Senate President Campo's application to the ASCCC as a nominee for a faculty seat on the Board of Governors of the California Community Colleges.

- Motion to provide a letter of endorsement to P. Campo; Kim Kamerin moves; Kimberly Bell 2<sup>nd</sup>, motion passes unanimously.
- The letter needs to be submitted by June 15<sup>th</sup>
- Quinton Bemiller will sign the letter for P. Campo

B. ISER Draft-Standard IIA Discussion Item (Anderson, Lee)

Accreditation co-chairs are asking the senators and academic senate members to [Sign-Up](#) to review parts of Standard IIA (Instructional Programs) of the Institutional Self-Evaluation Report (ISER) draft.

- Motion to extend the meeting; Kim Kamerin moves; Kimberly Bell 2<sup>nd</sup>, motion passes unanimously
- There are sixteen sections of Accreditation Standard IIA.
- A sign-up sheet was provided.
- Read, review and comment on each section.
- Deadline June 7<sup>th</sup>. Please return documents to the Office of Academic Affairs.

C. Strategic Development Annual Report-Information Item (Fleming)

2018/2019 Strategic Development Annual Report: Report of all the accomplishments of the department since its creation.

- An annual report FY 18-19 was provided.
- Handouts were provided about Strategic Development activities, fundraising, allocation of funds, and employees.

3:00 IX. Officer & Liaison Reports

A. Vice President (Thomas)

- No report provided

B. Student Liaison (Calderon)

- No report provided

C. Secretary/Treasurer (Kamerin)

- No report provided
- D. RCCDFA/CCA/CTA/NEA (Boelman)

- No report provided
- E. President (Campo)

- P. Campo held a meeting with Trustee Hedrick to discuss the progress of our many plans. He is very proactive in supporting our college and it's growth. He showed some concern regarding our lack of support from the district with regards to securing additional funds outside of regular state apportionment. Assembly member Cervantes had offered the college some additional funds for foster youth and veterans' housing but due to inaction from the district these funds were lost. Trustee Hedrick said he would look further into the matter.
- P. Campo held the last PRT visit to Santa Monica College. Norco College will be having a visit in the Fall to help us procure an enrollment management system.
- P. Campo thank Dean Fullbright for organizing last week's Equity in Pedagogy workshops with Drs Jones-Jolivet and Newman. They were very helpful in assisting us in getting us where we need to be regarding our equity efforts as an institution.
- P. Campo had a meeting on Thursday May 9<sup>th</sup> with Chancellor Isaac to discuss the Staff Classified Senate and its continued existence at Norco College. The Chancellor insisted that the only organization for staff recognized by the district and board is CSEA, so all dealings for shared governance should come through them. She pointed out that we locally recognized through our shared governance process officially recognized the Classified Staff Senate as part of our local governance structure and that we did not need the district or board to recognize our local committee structure for our local shared governance procedures, but he did not agree. It is believed the problem is with the name Staff Senate, since this is an official body that has state recognition, and since our two other sister colleges do not recognize the staff senates, that problems may arise between staff union and senate. Yet, locally we do not seem to have those issues. Unfortunately, this is clearly something that we will have to resolve in the Fall because we cannot have a governance structure that calls for a staff senate when there is no staff senate that is allowed to meet during regular working hours by the district. As senate president, I have tried to mediate a solution, but I have had no positive result. Hopefully, new leadership will be more successful.
- On Tuesday May 7, BoT meeting with two veteran students from Norco College spoke in opposition of the letting go of our VRC director, "Gunny" Lorenzo Harmon. Students, staff, and faculty alike were all surprised to see Gunny laid off so suddenly. We hope that in the future our most prized assets of the institution, our people, are better taken care of.
- Next year's meeting dates:

<u>Fall</u>	<u>Spring</u>
▪ Sept. 9, 2019	Mar. 2, 2020
▪ Sept. 23, 2019	Mar. 16, 2020
▪ Oct. 7, 2019	Apr. 6, 2020
▪ Oct. 21, 2019	Apr. 20, 2020
▪ Nov. 4, 2019	May 4, 2020
▪ Nov. 18, 2019	May 18, 2020

▪ Dec. 2, 2019

June 1, 2020

F. Guided Pathways Liaison (Bemiller)

- No report provided

G. CTE Liaison (Zwart)

- No report provided

3:15 X. Open Hearing

3:30 XI. Adjournment 4:15 p.m.

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DRC at 951-372-7070.