

# NORCO COLLEGE

Academic Senate  
September 9, 2019  
1:30 p.m. – 3:30 p.m.  
CSS-217  
Minutes

## AGENDA

1:30 p.m. 1. Call to Order/Sign-In

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Barbara Moore, Celia Brockenbrough, Michael Bobo, Quinton Bemiller, Kim Kamerin, Bob Prior, Dana White, J. Marie Hicks, Ashlee Johnson, David Mills, Jody Tyler, Vivian Harris, Brian Johnson, Melissa Bader

Guests: Jethro Midgett, Sarah Burnett, Starlene Justice, Stanley Tyler, Thalia Moore Shearer, Ashley Silva, Barbara May, Maria Jurado, Megan Lindeman, Kristine Anderson, Samuel Lee, Kevin Fleming, Monica Green

2. Approval of Agenda

- Motion to approved agenda: Kim Kamerin moves; J. Marie Hicks 2<sup>nd</sup>, motion passed unanimously

3. Approval of [Minutes from May 20, 2019](#)

- Motion to approve the minutes for May 20, 2019, with the changes requested: Michael Bobo moves; Kim Kamerin 2<sup>nd</sup>. 4 abstentions. Motion passed

1:35 p.m. 4. Information:

A. Brief Review of the Role of Academic Senate (Bemiller)

- Q. Bemiller discussed the roles of the Academic Senate on the website and the state legislation.
- It was clarified that everyone's voice will be heard in this room.
- It was suggested to have a time limit when speaking on a particular topic.
- It was proposed having a ballot for voting members; The Brown Act prohibits this, so no.
- It was recommended submitting committee reports ahead of time and provide highlights verbally.

B. Introduction of Officers, Senators, Alternates, Committee Chairs, ASNC President, CTA Liaison and Guests (Bemiller)

- Everyone introduced themselves.

C. Discussion: Setting Norms for Senate Meetings (Bemiller)

- Brief discussion. Will be addressed again.

1:45 p.m.

5. Action Item (First-Read): APC Prioritization Process Revision (Bader)

APC has created a revised prioritization process for faculty prioritization to be more data-driven and clearer.

[Calculation Worksheet](#)

[Instructional Cover](#)

[Instructional](#)

[Library](#)

[Counseling](#)

[Adult Ed](#)

- Motion on the first reading of the APC Prioritization Process Revision: Kim Kamerin moves; Virgil Lee 2<sup>nd</sup>. Motion passed unanimously.
- Council members research the ranking process in other colleges and selected one that is being used. The process was modified to fit the college needs. The council came up with a packet that needs to be filled out to request a faculty position. The packets includes questions regarding the request and how it relates to our strategic goals.
- Individuals must provide a separate application for each position.
- A faculty hiring prioritization timeline was provided.
  - College Budget priorities for FY 2019/20 discussed and determined by ISPC-February 2019
  - Program review completed April 2019
  - Faculty requests forwarded to APC. Disciplines requesting faculty complete supporting documentation by Fall (?) September.
  - APC prioritization materials due October 1, 2019
  - Departments rank with supporting materials October Department Meeting
  - APC Ranking during October (Last Friday in October) APC meeting
  - Forward Final ranking list to Senate for first November senate meeting
  - Senate forwards ranking to ISPC December 1, 2019
  - ISPC forwards ranking to Executive Cabinet and President following December meeting.
- The council would like for departments to start using the packet this year. They would like for a group of people to do a trial run of those materials and report back.
- Many institutions use a subcommittee of the APC. This can be an alternative option.
- Another goal is to collect real data on the requests.
- Retired positions will go back to APC and they will determine if the position will get replace.
- The Academic Planning Council would like for everyone to review this packet and send any feedback

- 1:55 p.m. 6. Action Item (First-Read): Guided Pathways Co-Facilitator Job Description (Bader)
- [Sample draft of the Guided Pathways co-facilitator between academic and counseling faculty.](#)
- Motion to approve the first reading: Guided Pathways Co-Facilitator Job Description: Kim Kamerin moves; Barbara Moore 2<sup>nd</sup>. motion passed unanimously.
  - The Guided pathways Co-Facilitator job description was presented
  - This is a coordinator position that will be divided by two people. One faculty and a counselor.
  - Proposed 1.0 FTEF reassigned time.
  - The Co-facilitator completes the state report which is around 14 pages long. They also keep track of the metrics and interventions.
  - M. Bader and J. Moore are covering this position.
  - After this year the position will be opening in the spring. Individuals will need to submit an application, followed by an interview process.
  - It was suggested to add a time limit of 2 years.
  - Please send M. Bader any feedback or information you think is important.
- 2:00 p.m. 7. Information: Introduction of Ms. Rebecca Goldware, Vice-Chancellor, Institutional Advancement and Economic Development (Goldware)
- Rebecca Goldware introduced herself to the Academic Senate. She provided information on her goals and the departments in Institutional Advancement and Economic Development.
  - If anyone has any questions or suggestion please email Rebecca Goldware
- 2:10 p.m. 8. Officer & Liaison Reports:
- A. Student Liaison/ASNC President (Gadalla)
- Ms. Gadalla shared her three goals that she would like implemented at the college: Water hydration stations, more food choices, making staff parking installs available to students after 5:00 p.m due to safety issues.
  - It was mentioned that there are escorting services offered to students who requested it.
  - ASNC had their first senate meeting and students were assign to each governance body
  - Student fee increased passed
  - ASNC is looking at options to help students due to the increase on fees.
- B. CTE Liaison (Zwart)
- G. Zwart mentioned a concern about counseling moving everyone to ADT transfer funding instead of strong workforce.

- G. Zwart will be scheduling a meeting with counseling to discuss the different funding sources available for students.
  - It was mentioned that counselors are developing ways that are very career focus to provide to students.
  - This topic will be discussed on the next Academic Senate meeting.
  - Motion to modify the agenda and move up item 10: Kim Kamerin moves; J. Marie Hicks 2<sup>nd</sup>. motion passed unanimously
- C. Guided Pathways (Bader)
- No report provided
- D. RCCDFA/CCA/CTA/NEA (Boelman)
- No report provided
- E. Secretary/Treasurer (Kamerin)
- Tabled for the following week's meeting.
- F. Vice-President (Lee)
- Tabled for the following week's meeting.
- G. President (Bemiller)
- Tabled for the following week's meeting.

2:40 p.m.

9. College Reports:

- A. Noro College Interim-President (Green)
- Tabled for the following week's meeting.

2:50 p.m.

10. Action Item (First Read): [Resolution of Condemnation for Chancellor Isaac \(Campo/Moore\)](#)

- Discussion of pros and cons of the resolution. Robust discussion.
- Senators will present the resolution to the departments for feedback.
- This item will be discussed next meeting.

3:05 p.m.

11. New Business: Revision of the outdated [Senate Ethics Statement](#) (Anderson)  
For Accreditation Standard I.C.9, Senate will need to create a new Ethics Statement. The latest [AAUP Ethics](#) can be used as a reference.

- Tabled. This will be discussed in the next meeting.

3:10 p.m.

12. Norco Senate Committee Reports and District Committee Reports  
Note: Reports tabled for next meeting.

- A. Academic Planning Council (Bader)(#10, 10+1)
- No report provided
- B. Assessment Committee (Adams) (#5,#9, 10+1)
- No report provided
- C. Curriculum Committee (Johnson) (#1, #2, 10+1)
- No report provided
- D. Distance Education Committee (Bobo) (+1, 10+1)
- No report provided

- E. District PG&SL (Brockenbrough) (+1, 10+1)
  - No report provided
- F. Library Advisory Committee (Brockenbrough) (+1, 10+1)
  - No report provided
- G. Professional Development Committee (Russell/Zamiska) (#8, 10+1)
  - No report provided
- H. Program Review Committee (Gray) (#9, 10+1)
  - No report provided
- I. Study Abroad Committee (Campo) (#2, 10+1)
  - No report provided
  - No report provided
- J. Teaching and Learning Committee (Justice/Reade) (#5, 10+1)
  - No report provided

3:25 p.m. 13. Open Hearing

3:30 p.m. 14. Adjournment 3:30 p.m.

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