

# NORCO COLLEGE

Academic Senate  
September 16, 2019  
1:30 p.m. – 3:30 p.m.  
CSS-217  
Minutes

## AGENDA

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

Officers, Senators, Alternates, and Committee Chairs & Liaisons Present: Virgil Lee, Barbara Moore, Celia Brockenbrough, Michael Bobo, Quinton Bemiller, Kim Kamerin, Bob Prior, Dana White, J. Marie Hicks, Jody Tyler, Vivian Harris, Brian Johnson, Melissa Bader, Sarah Gadalla, Kimberly Bell, Jan Muto, Dominique Hitchcock

Members Absent: Laura Adams, Peter Boelman, Elisa Chung, Alexis Gray, Ashlee Johnson, Starlene Justice, David Mills, David Payan, Daniel Reed, Timothy Russell, Kara Zamiska,

Guests: Stanley Tyler, Kristine Anderson, Samuel Lee, Kevin Fleming, Monica Green, Gustavo Ocegüera, Jason Parks, Barbara May

II. Approval of Agenda

Motion to approved agenda: Kim Kamerin moves; Kimberly Bell 2<sup>nd</sup>, motion passed unanimously

III. Approval of Minutes of [September 9, 2019](#)

Motion to approve the minutes for September 9, 2019, as amended: Kim Kamerin moves; J. Marie Hicks 2<sup>nd</sup>. 3 abstentions. Motion passed

1:35 p.m. IV. Norco Senate Committee Reports and District Committee Reports

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

- The committee is working on the 2019 draft curriculum handbook. The plan has two parts: Part I is on policies, standards, and procedures for curriculum. Part II is on the applications.
- The 2019 handbook will be posted in the website.
- The committee will send a copy of the handbook to senate members to look over. To identify missing information or find any mistakes. Particularly, in the approval processes.
- The new curriculum handbook had its first read and will also be presented to the district curriculum committee for approval.

- The handbook includes the curriculum approval process for programs and courses which is very general. Also, a new program development process that was never officially approved. In addition, they found mistakes in the approval process of old and new programs. They were going through various committees except the curriculum committee.
  - The committee wants to make the curriculum process in the handbook official.
- B. Distance Education Committee (Bobo/Pisa) (+1, 10+1)
- The committee presented the committee planned work.
  - The committee will be working in September in the AP4105 and Guide recommended best practices vote. This will be forwarded to Senate and Curriculum committees for approval.
  - The formation of DE addendum workgroup. ACCJC requires an addendum that ensures there is an accurate and consistent application of the policies and procedures for determining if a course is offered by DE.
  - They would like a representative from each college of the DE committees to form a workgroup.
  - The committee needs a representative from each college from senate and faculty association to be part of the accessibility team. The team will be part of ALLY implementation and provide input into the DE accessibility plan.
  - ALLY will send a team for training at the colleges. They proposed three half-day retreats.
  - Spring offering training college-wide. The goal is to have at least 67% trained.
  - Accessibility is a federal regulation that we need to be in compliance.
  - The biggest concern is about who will be evaluating faculty if their material meets the standards of accessibility.
  - They have added a new instructional designer to staff. They are planning to rotate the instructional designers among the three colleges. They will be here from Monday through Friday. Everything will be offered on a web format.
  - Application integration into CANVAS. LTI integrations must cleared through legal counsel. Student agreements with the third-party will be examined for FERPA compliance and legal responsibilities in case of data breach.
  - Student roles in Canvas. Instructors are not able to add students in their Canvas courses. There are two roles within Canvas for students. A student and Supplemental Instruction Leader (SIL). SILs have access to discussion boards and files within the course. They do not have access to grade books or individualized feedback to students.
- C. LGBTQ+ Committee (Muto) (#5, 10+1)

- Last spring the senate agreed to establish a new committee. They need membership among departments.
- J. Muto will take the lead on establishing the committee.
- Administration needs to decide if the Chair of the committee will get reassigned time.
- The contract stipulates that administration can give reassigned time up to two years.
- Reassign time is not formalized and is not consistent among the colleges. This needs to be mentioned to CTA.
- It was requested for department senators to go back to their areas to ask for representation to be part of this committee.
- It was suggested to have reassigned time discussion with the other colleges for the LGBTQ+ committee. Q. Bemiller will contact the other academic senate presidents regarding this topic.

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

- November 1<sup>st</sup> there will be an associate faculty job fair at Norco College.
- Talk to your discipline if they need additional faculty for their departments
- Full-time faculty hiring fair on January 25<sup>th</sup> at the Westin Hotel in LAX.
- There is a new process of how lottery funds get distributed so it can be clear and transparent.
- Guided Pathways in entering into the next phase and they are integrating Edu-Nav smart rules.
- The identification of suggestive electives for students. The department chairs will be working with their disciplines to make a rubric to make decisions for elective courses.
- Pilot on MATH using IOI embedded into CANVAS sites. All of the questioners for students will be directly in the Canvas site.
- It was mentioned that Canvas shells for classes are not populated with the students unless the instructor opts in.
- Students are opting out of Edu-Nav because they are not familiar with the system.
- We will have everyone opt-in and not have the option to opt-out within a year.
- The council is reviewing the prioritization process.

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

- No report provided.

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

- First meeting on professional growth and sabbatical leave. They are almost done with their revisions on AP 7160 A and they will be presented to the Academic Senates.
- Sabbatical leave, the committee has not made any significant changes to the process.

- Pay attention to emails from Susan Brucks because she will be sending the application deadlines for the ranks of professor/distinguished professor.
- G. Library Advisory Committee (Harris) (+1, 10+1)
  - No report provided
- H. Professional Development Committee (Russell/Zamiska) (#8, 10+1)
  - No report provided
- I. Program Review Committee (Gray) (#9, 10+1)
  - No report provided
- J. Teaching and Learning Committee (Justice/Reade) (#5, 10+1)
  - No report provided
- K. Study Abroad Committee (Campo) (#2, 10+1)
  - The committee as at the district level. Q. Bemiller will find out the term and appointment of this committee.
  - Motion to move up item #VI: J. Marie Hicks moves; Kim Kameran 2<sup>nd</sup>, motion passed unanimously.

2:00 p.m.

V. Officer & Liaison Reports:

A. President (Bemiller)

1. Senate Fall Retreat: Goals for 2019-2020
  - Check calendars to find a good date for the senate retreat. Q. Bemiller will send a Doodle request with some date options.
2. Composition of Senate: Representation of Dual Enrollment and Prison Education, Schools, Associate Faculty Alternate, etc.
  - We need to review the constitution and bylaws before adding any senator's positions.
  - We need to have at least one senator in dual enrollment and prison education.
  - Have At-large senator from each of the schools.
  - We should reconsider having two senators from each department.
  - A subcommittee was created to address inconsistencies and update the senate bylaws. Subcommittee leads V. Lee, B. Moore, and J. Muto
3. Other
  - Five-to-Thrive presentation for the Board of Trustees meetings was discussed.
  - The Art of Women Leadership Conference on October 4<sup>th</sup> from 9:00-5:30 p.m.
  - Motion to make the Art of Women Leadership the Five-to-Thrive presentation: Bob Prior moves; Jan Muto 2<sup>nd</sup>, motion passed unanimously.
  - The Engineering pathways grant presentation was also suggested as a topic for the Five-to-Thrive presentation.

- The Academic Senate for California Community Colleges is having its plenary session on November 7-9<sup>th</sup>. If you are interested its posted in their website:  
<https://www.asccc.org/events/2019-11-07-160000-2019-11-09-220000/2019-fall-plenary-session>
- CTA will be holding a meeting next week on September 24<sup>th</sup> from 1-4 p.m. Any faculty having issues or questions for the union should attend this meeting.
- Search committee for the Presidential Search for Norco College is having its first meeting this Friday. The committee has the following faculty members: Peter Boelman, Diana Campuzano, Melissa Bader. Q. Bemiller, Alexis Gray
- This Thursday, September 19<sup>th</sup> is the Presidential Open Forum from 12-2 p.m. for gathering feedback for the hiring process.
- It was commented that administration can disfranchise faculty due to the events during summer.

B. Vice-President (Lee)

- No report provided

C. Secretary/Treasurer (Kamerin)

D. Student Liaison/ASNC President (Gadalla)

- Constitution day this Thursday, the students will be handing out pocket-sized constitution books to students around campus.
- Students think Edu-Nav is confusing and they don't like it.
- It was mentioned that there are Edu-Nav student surveys and feedback that was gathered through this process.

E. CTE Liaison (Zwart)

F. Guided Pathways (Bader)

- There will be a site visit from the leadership of Guided Pathways in the spring 2020 and fall 2020. To discuss Norco College implementation.

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

2:20 p.m. VI. Academic Senate Group Photo (Leal)

- The photo was taken of all the Academic Senate Members.

2:30 p.m. VII. College Reports:

A. Noro College Interim-President (Green)

- Budget allocation model. Looks promising. There has been discussion about the true cost of courses and equity among the three colleges.
- There is a commitment for Norco and Moreno valley to be a fully comprehensive college. A draft is being completed and they are getting input from everyone. The draft will go through our shared governance processes.

- A recommendation regarding the terminology was provided for the term “comprehensive” college. To called it Strategic growth or strategic responsive instead. Perhaps less reliance in grants.
- Dr. Green requested for everyone to think about the terminology they would like to use instead of comprehensive college.
- Norco College is looking at an additional site location. This has been in our EMP since 2008.
- We have received three new state appropriations. The first one is the Veterans Resource Center (DRC), we are able to start with phase one and we hope to break ground in early spring. Second, Early Childhood Education Center and looking at possibilities for the location of this center. Another option is to look at Stokoe Innovative Learning Center which is District own property. Third, appropriation for a Work Force Development Center.
- We will be receiving regular updates about retirements and those reports will be going to the areas VP’s.
- The priorities are Accreditation and Guided Pathways.
- Facilities Master Plan narrative is being develop by the Vice Presidents.
- EMP has some minor modifications. We will summarize the changes to everyone. The EMP will go to ISPC for approval. Feedback is welcome.

2:40 p.m.

VIII. New Business: Revision of the outdated [Senate Ethics Statement](#) (Anderson) (#7, 10+1)

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.

- Standard I.C.9 refers to Academic responsibility.
- It was explained that the AAUP ethic statement has a few changes. We would like to ask the senate if they would like to revise the ethics statement and added to ISER. We need to look at the changes and adopt them.
- Motion to update the ethics statement: Kim Kamerin moves; J. Muto 2<sup>nd</sup>, motion passed unanimously.
- The report deadline is October 1<sup>st</sup>. They will be adding evidence after.
- The recommendation was to form a small subcommittee to review the document: K. Kamerin, Q. Bemiller, Kristine Anderson, Jose Sentmanat
- It was suggested for senators to take the document to their departments for feedback. Please send any feedback to Q. Bemiller.

- It was clarified that we must have something in process for the accreditation visiting team.

2:50 p.m. IX. Discussion: Continued discussion of the [Resolution of Condemnation for Chancellor Isaac](#) (Campo/Moore)

- The Academic Senate continued its discussion of the resolution.
- It was suggested for faculty to discuss this in their department meetings. Specifically, Senators were asked to gauge whether faculty supported the resolution in its current form or whether they supported some modified (i.e., less harsh) version of a resolution condemning the Chancellor's actions, or if they did not support any resolution whatsoever regarding the Chancellor.

3:20 p.m. X. Open Hearing

3:30 p.m. XI. Adjournment 3:43 PM

*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.*