

# NORCO COLLEGE

## Academic Senate

October 7, 2019

1:30 p.m. – 3:30 p.m.

CSS-217

Minutes

1:31 p.m. I. Call to Order/Sign-In

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

Members Absent: Bob Prior, Ashlee Johnson, David Mills

Guests: Stanley Tyler, Samuel Lee, Monica Green

II. Approval of Agenda

Motion to approved agenda: Dominique Hitchcock; J. Marie Hicks 2<sup>nd</sup>, motion passed unanimously

III. Approval of Minutes of September 16, 2019

Motion to approve the minutes for September 16, 2019, with the changes, requested: J. Marie Hicks; Jan Muto 2<sup>nd</sup>. Passed unanimously.

1:35 p.m. IV. Senate Standing Committees & District Committees

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

- No report provided

B. Distance Education (Bobo) (+1, 10+1) The accessibility team is ready.

- Norco Distance Education Committee unanimously approved the following items in the September 18, 2019 meeting. These will be circulated through Curriculum Committees and Academic Senate this Fall for approval:

- a) AP 4105
- b) Guide to Recommended Best Practices
- c) Summary of Regulations

- The District Distance Education Addendum team will be meeting this month to address concerns related to the curricular process and approvals for Distance Education Addendums. The following members represent RCCD.

- a) Sarah Burnett (Norco)
- b) Kari Richards-Dinger (MVC)
- c) Janet Lehr (RCC)

- The District Distance Education staff led by Sheila Pisa has made progress on the Accessibility Team as mentioned in the Senate meeting on September 16th. The following members have agreed to participate in developing an Accessibility Plan and to partake in training of faculty in tools available through the District.

- a) Distance Education Committee Members
  - Michael Schwartz (DEC MVC)
  - Dana White (DEC Norco)
  - Amber Casolari (DEC RCC)
- b) DRC/DSS Members
  - Keith Coleman (DRC RCC)
  - Brian Brautigam (DSS MVC)
  - Greg Ferrer (DRC Norco)
  - Matt Allen (DRC Norco)
- c) Academic Senators
  - Kimberly Bell (Academic Senate)

- On October 3, 2019, DEC hosted the second Brown Bag discussion including Zoom access to reach more faculty. Five members from three departments gathered to discuss course design in light of the Accreditation visit. Accessibility is a major topic of discussion for online and hybrid courses. RCCD Distance Education will be addressing faculty training in the near future.
- The OERI (Open Educational Resources Initiative) is currently seeking faculty to serve in a variety of roles. This application process will create a pool of faculty from which we will select reviewers for newly developed resources, so we have a true need for a faculty from a broad array of disciplines - including those who may or may not have experience with OER. The ASCCC OERI Application can be completed through October 25. Interested faculty will need to complete BOTH the OERI application and the ASCCC Faculty Application for Statewide Service. The OERI Application is also available via [tinyurl.com/OERI-APP19](http://tinyurl.com/OERI-APP19). The ASCCC Application is also available via [tinyurl.com/ASCCC-App](http://tinyurl.com/ASCCC-App).

#### C. LGBTQ+ (Muto) (#5, 10+1)

- There are a dozen interested in the formation of two new groups. They are looking at the structure and to create two new groups. They are working on a mission statement to be completed by the end of the term.
  - 1) Curriculum: Denae Picado, Stanley Tyler, Cameron Young.
  - 2) Practical –Day to Day operations: Jan Muto, J. Marie Hicks.

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

- Their department met on Friday for ranking. The department chair is looking for recommendations on when to fill the faculty positions on those who are retiring. The process recently brought forward for only new hires –not faculty retiring. Once they know who is retiring, the process is started to bring to the APC & forwarded to the president.

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

- For FALL 2019, NAC is focused on working toward our 100% assessment goals for accreditation. We are particularly emphasizing program student learning outcome (PLO) assessment because we're a bit further behind in that area, percentage wise. Many ADT and CTE programs and certificates have received individualized emails inviting them to a PLO Assessment Boot Camp this Friday, 10/11, 11:30-2:30. Training will be provided and we're hoping that many programs will be able to complete their PLO assessments at the workshop.

- A few programs haven't yet mapped SLOs to PLOs, which must be done before the assessment can be completed. NAC will reach out to those programs with further instructions and offers of support.
- We still have a significant number of course SLOs with no assessment results entered. Those SLOs need to have reports submitted before the end of this semester. To facilitate, we have a series of drop-in SLO Assessment Workshops planned.

The first took place on 9/6/19. Ten faculty members attended and many were able to enter their assessment results from spring 2019. The next sessions will be held as follows:

- 10/25/19 11:30-2:30, IT 125
- 12/11/19 11:00-2:00, IT 125
- New assessment email address created. All assessment related questions and concerns should be emailed to: [assessment@norcocollege.edu](mailto:assessment@norcocollege.edu). This email address is monitored by Dr. Adams, Greg Aycock, Charise Allingham, and Caitlin Welch.

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

- The committee approved changes to AP 7160A and BP 7160. The revisions have been sent to Patrick Pyle.
- The committee has begun work on the revisions for AP4000, especially concerning the application process for professorship.
- The committee has approved the request to add Dr. Zhai to the workgroup on sabbatical leave. Q. Bemiller is the Norco representative.
- The workgroup has not met in the 19/20 academic year yet. A list of recommended changes to Sabbatical Leave was given to the workgroup by a former recipient.
- A question as raised as to the number of Norco representatives on this workgroup. Celia will bring this concern to the November PG&SL Committee meeting and inquire about the procedure for adding more Norco representatives to this workgroup if possible.

#### G. Library Advisory (Harris) (+1, 10+1)

- There are 36 additional laptops available in the LRC.
- SI supporting 40 sections.
- The Title V grant is ending next year in September 2020 and they are looking for ways to replace it.
- Net Tutor is yielding positive results.
- BOT 4404 policy: All libraries in the district must be updated. This policy hasn't been updated since 2013.
- Read 2 Succeed: The book by Claude M. Steele, 'Whistling Vivaldi and Other Clues to How Stereotypes Affect Us' had a big turnout and the author will be here on November 21<sup>st</sup>. This is the first LGBTQ book presented.
- The LRC has interactive silos and there is 30 additional seats in study spaces.
- A new logo was created for brochures.
- New lights have been installed in the library.
- Please review your discipline books in your department/area.
- CRC request forms – They have two librarians there who have access to the library's database.

#### H. [Professional Development](#) (Russell/Zamiska) (#8, 10+1)

- Dr. Gustavo Ocegueda is now the Professional Development Coordinator (Admin Co-chair). The PDC committee will be providing Dr. Ocegueda 50% coordinator reassignment. In the plan it calls to have a 100% role in that position.
- Funding requests are available on the PDC website
  - There are on-going changes to this process as we continue to improve it
  - A \$25,000 general PD fund is available for requests that do not meet requirements of other funding sources (e.g. discipline specific conferences). This fund will not pay for food, unless it is a Flex Day event.
- First Fridays for new faculty are being held monthly. Dr. Adams will visit during the October meeting to speak about assessment, and Tim Russell and Kara Zamiska will give an introduction to Guided Pathways after her talk.
- Requests to speak at Spring Flex days should be submitted ASAP. This form can be found in the "Supporting Documents" section of the PDC website: <https://www.norcocollege.edu/committees/pdc/Pages/documents.aspx>

#### J. Teaching and Learning (Justice/Reade) (#5, 10+1)

- Discussed the role of TLC as it relates to Guided Pathways (it is part of Pillar 4-ensuring learning) and that EQUITY is a foundational principle.
- Suggestion by the co-chairs that TLC take a leadership role in coordinating more extended training opportunities (multi-hour or even multi-day) that offer some level of compensation (which might encourage adjunct faculty to participate). This suggestion created some discomfort and disagreement. The committee expressed confusion about the role of TLC vs. the role of PDC. This will need to be clarified.
- Ideas that were brought forth:
  - Be sure there is a forum to discuss online teaching as well as face-to-face.
  - Have a Teaching and Learning Symposium featuring various topics
  - Create videos showing what teachers are doing in their classrooms. OR even giving “testimonials” about strategies that work well.
  - Create a “repository” for such videos and ideas so that everyone can access them whenever they’d like.
  - Make these inspirational and engaging.
  - This “repository” can also be a place where faculty who have attended conferences can “share out” some of their take-aways.
- What is needed going forward:
  - Distinction between PDC and TLC
  - One committee member suggested that if we determine WHO WE ARE, then we will understand WHAT WE DO. That is the goal.

2:25 p.m.

#### V. Liaisons

- A. ASNC President (Gadalla)
  - No report provided.
- B. CTE (Zwart)
  - No report provided.
- C. Guided Pathways (Bader)
  - Norco College was awarded a \$2.7 million dollar Title V Federal grant.
- D. RCCDFA/CCA/CTA/NEA (Boelman)
  - No report provided.

2:35 p.m.

## VI. Officers

### A. Secretary/Treasurer (Kamerin)

- No report provided.

### B. Vice President (V. Lee)

- Starting the beginning stages of an Entertainment Committee.

### C. President (Bemiller)

- Dr. Phu Tran, Associate Professor of Physics at Norco College passed away on Sept. 30, 2019. Phu had taught Physics at Norco College since 2005 and had served as Department Chair. The committee observed a minute of silence as we remember our colleague and friend.
- On Thursday, Oct. 11, 2019 I am presenting with Melissa Bader and John Moore at the Student Success Conference in Burlingame, CA. We are presenting “Guided Pathways OS 2.0: And, Now This...”
- I am attending the Academic Senate Area D meeting this Saturday, Oct. 12, 2019 at San Diego Mesa College. Proposed resolutions can be found on the ASCCC website, [www.asccc.org](http://www.asccc.org)
- Jose Sentmanat (Asst. Prof. Philosophy) is working on a revised draft of the Ethics Statement for Academic Senate. We should have a draft to read at our next meeting.
- We need one more faculty to serve on ISPC. We currently have no CTE faculty, so that is our priority at the moment. The Senate needs to look at the composition of faculty representatives serving on ISPC and determine if we want to make revisions. Currently, this is the representation we have:
  - Kris Anderson, Accreditation
  - Mark Lewis, At Large
  - David Mills (subbing for Mitzi Sloniger), Basic Skills
  - Virgil Lee (replacing Jim Thomas, temporarily until confirmed) CTE 1
  - VACANT, CTE 2
  - Melissa Bader, Chair of Chairs/Enrollment Management (These were separate in the past)
  - Celia Brockenbrough, Library
  - Quinton Bemiller, Senate President
  - Barbara Moore, Transfer
- I attended District Academic Senate on Sept. 23, 2019. The district is working on an International Collaboration Memorandum and Templates to promote educational and academic exchanges with colleges and foreign countries. The three Senate presidents made sure to stipulate that these opportunities will be available to all three colleges in the district. Distance Education Accessibility Plan/ AP4105, Guide to Best Practices, Substantive Interactions, and Summary of Regulations will be coming to senate for approval soon. District Academic Senate will vote to approve the new Curriculum Handbook on Oct. 28, 2019.
- The selection committee for President of Norco College has had their first meeting. Because of calendar conflicts, we are looking at completion of screening in early January and presidential forums the second week of spring semester (late February), with a president in place by mid-March.

2:50 p.m.

## VII. College Administration

### A. Vice President, Academic Affairs (S. Lee)

- A PRT research team has been created and on November 1<sup>st</sup>, they can help us build a scheduling platform. The first planning meeting is on October 10<sup>th</sup> in OC-102 from 2pm to 3:30 pm.
  - RCC and MVC submitted their letters to piggy back on our program.
  - Retirees: We want to prepare and requesting the representatives in this committee to please talk to their chairs on who will be retiring. Please provided that information to Dr. Lee they can plan their academic scheduling.
  - Resource Prioritization: Clarifying the current process on those who submit a program review. Once completed, it will be sent to ISPC for review.
- B. College President (Green) The revised Ed. Master plan went out last week. The goal is to get this back to the ISPC by November 6<sup>th</sup>, then Committee of the Whole on November 7<sup>th</sup> and then to Board of Trustees on November 10<sup>th</sup> for approval.

## ACTION ITEMS

- 3:00 p.m. VIII. [ISER](#), second-read (Anderson)
- The Academic Senate is asked to review and vote on approving the College's Institutional Self-Evaluation Report. Finishing up the self-evaluation report. This has been a two year project. Norco College has met the eligibility requirement since 2010 when we became an independent college. Kris Anderson went over the ISER sections. Kim Kamerin; Jan Muto 2<sup>nd</sup>. Passed unanimously
- 2:35 p.m. IX. APC Prioritization Process Revision, second read (Bader) Kimberly Bell; J. Marie Hicks 2<sup>nd</sup>. Passed unanimously.
- The Academic Senate will review and vote on APC's revised prioritization process: [Calculation Worksheet](#), [Instructional Cover](#), [Instructional Form](#), [Library Form](#), [Counseling Form](#), [Adult Ed Form](#)
  - The chart was changed, so carefully review the data along with paying attention to the lecture and lab hours. Used the 75/25 calculations to reach their goal.
  - Committee members request more time to review all the forms because they cannot rank on the 11<sup>th</sup> of October. Suggested to be ready on October 28<sup>th</sup>. Dr. Lee suggested to review all the forms and be prepared for decisions at the next A.S. meeting.  
1<sup>st</sup> Motion to approve Prioritization timeline. Inclusion of updated job description with documentation.  
2<sup>nd</sup> Motion for directing APC to delay their hiring ranking to November 8<sup>th</sup> for timely submission and training. Virgil Lee; Kim Kamerin 2<sup>nd</sup>. Passed unanimously.
- Kim Kamerin moved; J. Marie Hicks 2<sup>nd</sup> to extend meeting by 25 minutes. 1 No- Jan Muto \*Passed.
- 3:37 p.m. X. [Guided Pathways Co-Facilitator Job Description](#), second read (Bader). Kimberly Bell; Kim Kamerin 2<sup>nd</sup>. \*TABLED
- The Academic Senate will review and vote on the proposed Guided Pathways Co-Facilitator Job Description.
  - Jan Muto is speaking opposition to this. It doesn't support reassign time. We are putting faculty on reassign time and the responsibilities and it should be assigned to administration.
  - Melissa Bader provided rationale that this is addition to administration support because they need faculty support.
  - The issue is does a teaching faculty need to be assigned to this or not?

- Jan Muto is recommending this be identified as an administrators job.
- Melissa Bader will take this back to be reworked. We need succession planning with a limit of service. Suggestion in separating this responsibility for each school for them to do these tasks.

J. Marie Hicks moved; Virgil Lee 2nd to extend meeting by 15 minutes. \*Passed unanimously.

- 4:00 p.m. XI. [Resolution of Condemnation for Chancellor Isaac](#), second read (Campo/Moore) Kimberly Bell moved; Dominique Hitchcock 2<sup>nd</sup>. 6 opposed; 3 abstained. DOES NOT PASS.
- The Academic Senate will review and vote on the proposed resolution of condemnation for the Chancellor.
  - Jan Muto wanted a more constructive tempered tone for the letter. Feels something formal needs to be sent.
    - Bob Prior, Math/Elisa Chung, Alternate: Both Absent
    - Kimberly Bell, SBS: NO
    - Dominique Hitchcock, AHWL Alternate: NO
    - Dana White, BEIT: NO
    - Kim Kamerin, Secretary/Treasurer: NO
    - Jan Muto, COMM: NO
    - Jody Tyler, Science/Kin Alternate: Abstained
    - Virgil Lee, Vice President: Abstained
    - Marie Hicks, Assoc. Faculty: Abstained

- 4:13 p.m. XII. [BP/AP 4040 Library and Learning Services](#), first read (Harris) Kim Kamerin moved; Virgil Lee 2<sup>nd</sup>. Approved unanimously.
- In preparation for accreditation, Moreno Valley, Norco, and Riverside library faculty (along with District General Counsel Pyles) are seeking approval of draft changes to BP/AP 4040 – Library and Learning Services, so it will be reflective of current Library Services.

## DISCUSSION

- 4:14 p.m. XIII. [Faculty Internship](#) (Hitchcock)
- Norco College will bring back an opportunity for internship (per [BP/AP 7200](#)). An announcement form will go out to Norco College faculty on 10/08/2019.
  - Dr. Hitchcock spoke about the faculty internship mentoring program.
  - Hiring process with human resources will begin in the spring of 2020 and will mentor the new hires in the fall 2021 term and then the new hires will be assigned a class in spring 2021.
- 4:17 p.m. XIV. Bylaws Revision Project (V. Lee)
- Needs to expand it to include the constitution.
  - Needs to expand membership and will report back with their recommendations.

J. Marie Hicks moved; Jan Muto 2nd to extend meeting by 5 minutes. \*Passed unanimously.

- 4:19 p.m. XV. [RCCD Curriculum Handbook](#) (Bemiller)
- Updated “program development process” p. 34. The link to the old 2011 process will be taken out after approval.
  - “Program approval process” p. 36. Step 1 was changed to include the development process as the first step.

- District Academic Senate will vote to approve; feedback requested.

4:20 p.m. XVI. Open Hearing: None

4:21 p.m. Adjournment

**Fall 2019 Schedule**

~~September 9, 2019~~  
~~September 16, 2019~~  
October 7, 2019  
October 21, 2019  
November 4, 2019  
November 18, 2019  
December 2, 2019

**Spring 2020 Schedule**

March 2, 2020  
March 16, 2020  
April 6, 2020  
April 20, 2020  
May 4, 2020  
May 18, 2020  
June 1, 2020

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.