



**Special Meeting: Senate Workday**  
**February 24, 2020**  
**12:30 p.m. – 4:00 p.m.**  
**Brenda & William Davis Center for Student Success, CSS-217**

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.

**Minutes**

**12:30 p.m. I. Lunch served; Call to Order, Roll Call/Sign-In**

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

Members Absent: David Mills, Elisa Chung, David Payan, Alexis Gray, Brian Johnson, Timothy Russell, Kara Zamiska, Peter Boelman, Starlene Justice, Daniel Reade, Sara Gadalla.

Guests: Samuel Lee, Monica Green, Michael Collins, Kevin Fleming, Kristine Anderson.

**12:35 p.m. II. Approval of Agenda**

- The Dec. 2, 2019 minutes will be approved at the March 2, 2020 meeting.
- Motion to approved agenda: Jan Muto moves; Kimberly Bell 2<sup>nd</sup>. Approved. No abstentions.

**12:40 p.m. III. Overview and purpose of today's meeting (Q. Bemiller)**

**12:45 p.m. IV. Action Item: Guided Pathways Scale of Adoption (M. Bader)**

An update on Guided Pathways was given to Senate on Dec. 2, 2019, however, Senate approval of the Scale of Adoption document is needed before forwarding to the State Chancellor's Office.

- Overview of the scale of adaption document and presentation by M. Bader.
- Highlights: Connect career-based onboarding to meta-major exploration and informed pathway choice for new students.
- EduNav: Prioritization of elective coursework by discipline and integration of smart rules for pathways.

- Next steps: Use student focus groups, along with institutional disaggregated data, to evaluate student engagement and make necessary improvements to student engagement, equity practices, and inclusion.
- Success (Re) Define Themes:
  - Colleges need to foster student motivation.
  - Colleges must teach students how to succeed in a post-secondary environment.
  - Colleges need to structure support to ensure all six success factors are addressed.
- It was commented that the plan references only teaching Men of Color training for English faculty. Two issues were stated one that is only English faculty and the other that is Men of Color.
- Leading from the middle, Professional development, guided pathways and TLC. It's really important that we don't forget the professional development and TLC are part of the academic senate.
- Other sections that are of concern are where it targets professional development it only refers to African American students. Concern about all of the other under representative groups and the guided pathways looks like is focusing only on African American men in particular.
- It was clarified that they used the template requirements. They will add a more inclusive language towards diversity in the plan. The revision will be sent with the change of language to senate members.
- Highlights and the next steps for all the pillars were presented.
- Guided pathways will continue to Focus on student success through data-driven integrated planning, assessment, and program review. The application to phase II of Guide Pathways GP 20 and Leading from the middle project focused on faculty advisement. Integrated Guided Pathways into Strategic Organization.
- Leading from the middle group an email was sent to faculty who wanted to participate.
- It was recommended for all faculty to be included when asking for participation for committees or groups under the academic senate.
- It was clarified that LFM is a project-driven entity and assists in creating a professional development plan.
- The team for Leading from the Middle for this year: Jethro Midgett, Courtney Buchanan, Amanda Moore, Patty Worsham, and Starlene Justice.
- Motion to approve the Guided Pathways Scale of Adoption document. Jan Muto moves, Kim Kamerin 2<sup>nd</sup>. One abstention. Motion Passed.

1:00 p.m.

**V. Information: Accreditation 2020 Update (K. Anderson/S. Lee)**

Preparation for the accreditation visit March 2-5, 2020.

- The Quick Guide to Accreditation 2020 was provided to everyone.
- There are two open forums: on March 3<sup>rd</sup> from 5:30-6:30 p.m., Art Gallery and March 4<sup>th</sup> from 11-12 p.m. CSS 217.

- Campus kick-off team introductions on Monday from 9-9:30 a.m. Art Gallery. Continuing with a campus tour. The schedule will be sent to nor-all.
- The accreditation team sent an email with the groups they would like to meet already. However, peer review team can be anytime.
- A group of Student ambassadors will help the accreditation team find the locations around campus.

**1:15 p.m. VI. Discussion: Academic Senate Bylaws Revision (V. Lee)**

Discussion and proposed modifications to the Norco College Academic Senate Constitution and Bylaws.

- Virgil Lee mentioned several items for consideration that may need to be changed in the Academic Senate Constitution and Bylaws. The discussion proceeded in detail. These changes will be presented at a future Academic Senate meeting for approval. Revisions to the constitution require approval by faculty while revisions to Bylaws require approval by the Senate.
- It is recommended that the items be presented to all the departments for review and feedback.

**2:05 p.m. 10-Minute Break**

**2:15 p.m. VII. Discussion: Strategic Planning Process Revision (Q. Bemiller/M. Bader/M. Green)**

In conjunction with work begun by ISPC in Fall 2019/Winter 2020, the Academic Senate will evaluate our College's Participatory Governance, specifically the effectiveness of our current Committee and Council Structure.

- A Strategic Planning Structure diagram and committee approval flow exercise was presented.
- WHY: Why do we need a revised strategic structure development?
  - Norco College has outgrown its existing 2013-2018 strategic planning structure.
  - Wider participation needed from a growing constituency body.
  - Greater diffusion of decision-making bodies needed.
  - Committee alignment with decision-making leadership councils.
  - Refined leadership council integration with the areas of the institution.
  - Alignment with district strategic planning structure.
- WHAT: What is different?
  - Alignment of committees with leadership councils.
  - All councils meet during college hour allowing for greater participation.
  - All four leadership councils meet at the same time monthly (propose 4<sup>th</sup> Thursday).
  - College council meets during college hour (propose 1<sup>st</sup> Thursday).
- HOW: How does the revised strategic planning structure align with the district?
  - Norco College Council meets one week prior to DSPC document submission; two weeks prior to DSPC (3<sup>rd</sup> Friday).
  - District Student Access & Success/Guided Pathways Council aligns with Norco's student support and Academic leadership councils.

- District's Equity Council aligns with Norco's s Student Support Leadership Council.
- District resources Council Aligns with Norco's Resource Leadership Council.
- District Institutional Effectiveness & Planning and Advancement Partnership & Communication Councils align with Norco's Institutional Effectiveness & Advancement Leadership Council.
- College council substitutes ISPC.
- LGBTQ+ advocates are missing from the committee list under Academic Affairs.
- The program review and assessment committee are faculty committees. They should be under Academic affairs. The strategic planning structure should be discussed with the faculty departments for feedback. Both committees will still be reporting to the Academic Senate.
- A suggestion was made rather than thinking about the current committees why not think about what is the current work.
- On the left column, there are things can be moved around.
- Leadership councils would be representatives of the committees and making sure we have the right leadership. Any committee of the councils can go to any councils.
- It was commented that college hour might not be enough time for certain meetings.
- After the structure has been agreed. The leadership piece will be presented for approval. We would like all the groups to be represented.
- Academic Senate is not included in the committee approval flow exercise.
- Classified Senate Council is not included in the operational group's column.
- This is a process to streamline the strategic planning structure so not everything goes through all of the committees. One of the goals will be in helping identify groups they will be charged and given rights and responsibilities for decision making.
- Operational decisions should not go through the strategic planning structure. We should define what are operational and strategic planning decisions.

3:00 p.m.

**VIII. Discussion: Creating a Five-Year Strategic Program Development Plan (Q. Bemiller/M. Bader/M. Green)**

With the district's new commitment to adding a minimum of 16 faculty allocations district-wide over the Five-Year strategic planning cycle (2019-2024), Norco College must clarify our strategic program development process. Interim President Dr. Green has requested that the Academic Senate explore and establish a process for Strategic Program Development that feeds into faculty prioritization as well as develop a Five-Year Strategic Program Development plan.

- Norco College has fewer full-time faculty and more part-time faculty.
- The Academic Senate needs to come up with perimeters when requesting faculty for the programs in addition to what we already have. How do we plan for those additional resources?

- We also need to factor in other support services in addition to faculty positions that are funded by soft money.
- The new hires have been data-informed and we can make cases to the requests.
- Everything has a cost to the college when we implement the programs. But we also need to see what the students want.

3:45 p.m. IX. Evaluation/Closing

3:55 p.m. X. Open Hearing—Good of the Order

4:00 p.m. XI. Adjournment

### **Academic Senate Spring 2020 Schedule**

\*February 24, 2020  
March 2, 2020  
March 16, 2020  
April 6, 2020  
April 20, 2020  
May 4, 2020  
May 18, 2020  
June 1, 2020

\*Special Meeting (Senate Workday/Retreat)