

# NORCO COLLEGE

## Minutes

### Norco Academic Senate Meeting

March 1, 2021

1:30-3:30 p.m. Zoom

Call to Order: 1:32 pm

I. Roll Call:

Officers, Senators, Alternates, and Committee Chairs & Liaisons:

Laura Adams, Kimberly Bell, Quinton Bemiller, Michael Bobo, Peter Boelman, Courtney Buchanan, Sarah Burnett, Alexis Gray, J. Marie Hicks, Vivian Harris, Dominique Hitchcock, Samia Irfan, Ashlee Johnson, Brian Johnson, Kim Kamerin, Daren Koch, Virgil Lee, Barbara Moore, Lisa Nelson, David Payan, Tim Russell, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham, Cameron Young, Kara Zamiska

Absent:

Guests: John Alpay, Hayley Ashby, Torria Davis, Ashley Etchinson, Kevin Fleming, Monica Green, Ruth Leal, Samuel Lee, Christopher Moffat, Gustavo Ocegüera, Jason Parks, Desiree Wagner

II. Approval of Agenda

M/V. Lee, S/M. Hicks

III. Review of [Minutes of December 7, 2020](#)

IV. **Open Hearing** (Moved to end of meeting)

Lisa Nelson: Having issues with designation of classes as Regular Meet online. Out of two sections, 13 students who were unaware of being enrolled in the class, dropped the class. These are classes that normally fill.

Kimberly Bell: There is some confusion for students about how the College is offering classes because of how they were offered in the Fall. Coming into the Spring semester, they still thought they wouldn't have to meet.

Sarah Burnett: Thanked Patty Worsham for her support with the transition of ECE into BEIT. Also thanked Michelle (a teacher at Stokoe) as well as Kevin and Maria, for being a part of it.

V. **Action Item, Second Read: SPGM Final Draft (K. Fleming/V. Lee/Q. Bemiller)**

Academic Senate was asked to approve the Final Draft of the Strategic Planning & Governance Manual (SPGM). [Final Draft 2-24-2021](#) and [Final Draft 2-24-2021 w/Track Changes](#)

- Kevin Fleming gave an overview of the final draft. (See attached)

M/V. Lee, S/B. Moore- Approved Unanimously

- VI. **Action Item:** Report: RCCD Faculty Association (P. Boelman) Academic Senate received an update from the Faculty Association.
- Part-time preference, Ed Services, and HR to move faster
  - IOIs were pushed out a year and are resuming this semester, based on an MOU
  - MOU signed last year allows for flexibility
  - Email from Rhonda Taube highlights a plethora of investigations; more transparency is being requested, as they are very costly
  - Negotiations are going well with Dr. Green leading the District team
  - Hoping to speed things up so that it may be finished on time
  - Salary increases will be negotiated at a later date due to budget cuts
  - CTA may not know about some investigations because they have not been invited by the faculty member being investigated
  - Questions may be emailed to Monica Gutierrez or Peter Boelman
- VII. **Action Item: Approval of Name/Mission Change for Professional Development Committee (K. Zamiska/T. Russell)**  
 Academic Senate was asked to approve a name change of the “Professional Development Committee (PDC)” to “Faculty Professional Development Committee (FPDC)” and approve the [new FPDC Mission](#).
- Kara Zamiska went over revisions to new FPDC Mission Statement (See Attached)
- Approved Unanimously
- VIII. **Action Item, First Read/Discussion: [Executive Order 2021-01](#) (Q. Bemiller)**  
 Academic Senate discussed Chancellor Oakley’s latest Executive Order: “Extension of Suspension of Various Specified Grade-Related Regulations Due to the COVID-19 State of Emergency” regarding Pass/No Pass (P/NP) grades and Excused Withdrawal (EW), for Spring 2021, Summer 2021, and Fall 2021 (through December 31, 2021).
- Quinton Bemiller reviewed Chancellor Oakley’s Executive Order (See Attached)
  - Last semester’s deadline to choose P/NP was extended to the end of the semester 12/21/20
  - Marie Hicks requested that the deadline be extended past the three-week limit this semester
  - Dana White requested that departments have an opportunity to review the executive order before grading policies are approved by the Senate
  - Second read and voting will occur at the 3/15/21 meeting.
- IX. **Officer Reports**
- A. Secretary/Treasurer (K. Kameran)**
- No Report
- B. Vice-President (V. Lee)**

- Norco College needs to select the Distinguished Faculty Member for the 2021-2022 academic year.
- Quinton Bemiller noted that the District Academic Senate delayed this selection until 2023 due to the postponement of recognizing the Distinguished Faculty Member from both RCC and MoVal. (See AS President's Report, below)

**C. President (Q. Bemiller)**

- [AS President Report](#)

**X. Standing Committees & Liaisons Reports**

**A. Academic Senate Standing Committees (APC, Assessment, Curriculum, et al.)**

**APC- P. Worsham**

- Dr. Fleming's area is looking into Virtual Reality Technology
- This Spring, the great office shuffle will be taking place
- It will take place based on seniority

**DE- S. Burnett**

- DE Newsletter went out on Friday
- District DE has negotiated keeping Text with Relay through June 30, 2022
- DE was given the IOI document to make it compliant with online teaching

**Assessment Committee- A. Johnson**

- Focusing on supporting the Assessment portion of Program Review

**B. Academic Senate Liaisons (Accreditation, CTE, Classified Professionals, et al.)**

**Classified Professionals- D. Koch**

- The College has adopted the term "classified professionals" in place of "classified staff" or "rep." Classified Pro/CPros is also acceptable.
- Nominations for *Classified Professional of the Year* are currently open

**TLC- S. Justice/D. Reade**

- [Report](#)

**Regular Update- L. Adams**

- The Regular Update exists and all are encouraged to submit any items or news you wish to share with the College community

**XI. College Reports**

**A. Associated Students of Norco College (A. Calderon, S. Irfan)**

**S. Irfan:**

- First ASNC event will be March 11 from 12-5pm
  - Will be holding a Trivia event to know your school
  - Quizzes about student resources
  - Faculty asked to encourage their students to participate
- Club Rush is March 10
- Food Insecurity for Students events take place Monday through Thursday where students are invited to pick up food between 10 am to 6 pm (w/their school id)

**B. College President/Vice-President Academic Affairs (M. Green/S. Lee)**

**Dr. Green:**

- Received a call regarding Fall and was reassured that the group committed some firm principles-
  - Maintaining a commitment to safety as we scale up for in-person in the fall
  - Maintaining the quality of instruction and being flexible were important in making decisions
- District has been campaigning heavily for employee vaccinations through Albertson's and others
- Looking to partner with La Sierra and/or Cal Baptist to get vaccination sites
- Sports programs were shifted to Spring from Fall, but Norco College opted out
- Athletic practices and games will be scaling up to be able to take place in the Fall '21
- Moving forward with hiring a part-time athletics trainer. This position has historically been a short-term employment, but it will be a permanent part-time classified position.

**Dr. Lee:**

**Impending schedule deadlines to keep in mind as we make decisions about Fall:**

- 2021 Summer June 21 – July 29, 2021
- 01/22/21 Sections Rolled
- 03/12/21 Deans and Chairs' Deadline to Complete Schedule
- 03/26/21 IDS Complete Schedule Input in Colleague
- 04/09/21 Schedule Finalized at District
- 04/19/21 Schedule Published to the web
- 05/03/21 Priority Reg Group 1
- 2021 Fall Semester August 23 – December 16, 2021
- 01/25/21 Sections Rolled
- 04/02/21 Deans and Chairs' Deadline to Complete Schedule
- 04/19/21 IDS Complete Schedule Input in Colleague
- 05/07/21 Schedule Finalized at District
- 05/17/21 Schedule Published to the web
- 06/01/21 Priority Reg Group 1
- Weekly meetings are being held with Dr. Cobb and Dean Bader for the Prison Ed Program transition
- Possibly opening an Associate Dean position to oversee Prison Ed Program, Dual Enrollment, etc...
- Board of Trustees approved Dr. Cobb retreating to faculty and will be part of the Social and Behavioral Sciences department of Sociology

**XII. Discussion: RCCD Center for Social Justice and Civil Liberties (T. Fisher)**

Dr. Tracy Fisher, Director of the RCCD Center for Social Justice and Civil Liberties, will join us to discuss the Center and its potential relationship with Norco College.

- Dr. Fisher went over the [Visioning](#) the Center's reopening (See attached)

**XIII. Discussion: Social Justice/Anti-Racist Academic Senate Project Team (D. Hitchcock/Q. Bemiller)**

Academic Senate discussed the potential formation of an Academic Senate Project Team to accomplish focused work on Social Justice/Anti-Racist goals connected to 10+1 areas.

- Social justice work at Norco College cannot be done unless Senate and its subcommittees are involved
- With the help of some people from Senate, ideas on how this work can be done will be explored
- Team will meet at least once a month
- The purpose of this team will be the integration of all the work that's being done by social justice groups on campus, amongst other things
- Team will report to the Senate periodically
- Charter format would be used to form the project team
- An informal meeting will be set up, those interested should reach out to Quinton or Dominique

**XIV. Discussion: Engaging Norco College in the OER Initiative (S. Burnett)**

Academic Senate discussed the opportunity to encourage students to stay in college with equitably priced resources. [OER FAQs](#)

- Damon has been tracking zero-cost textbook
- Only three faculty are using OER (PT faculty)
- Sarah invited faculty to join her in a meeting to discuss OER, which will help students with the cost of textbooks
- A Community of Practice group is being considered to pilot a process that can be rolled out to faculty
- Training is available and Flex credit can be given
- Making a workgroup would be best for now and then define which committee it can work with/be a part of (Potentially TLC or Curriculum)

**XV. Information: 2021 ModernThink Higher Education Insight Survey (G. Aycock)**

Academic Senate was updated on our College's Spring 2021 participation in the Survey.

- Survey formerly known as Great Colleges to Work For, which was skipped in Spring of 2020 due to COVID
- New name of survey is 2021 ModernThink Higher Education Insight Survey
- Survey will take place March 22- April 2
- Survey questionnaire's will have a unique username and password
- Some changes and revisions were made to the questions
- Results from previous years are posted in IR website
- Results are used to college-wide including the Educational Master Plan

**XVI. Adjournment at 3:33 pm**

