

# NORCO COLLEGE

## Minutes

### Norco Academic Senate Meeting

May 3, 2021

1:30 p.m. - 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, Courtney Buchanan, Sarah Burnett, Vivian Harris, J. Marie Hicks, Dominique Hitchcock, Samia Irfan, Brian Johnson, Kim Kamerin, Daren Koch, Virgil Lee, Barbara Moore, Lisa Nelson, David Payan, Dan Reade, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham, Cameron Young

#### Absent:

**Guests:** Greg Aycock, Melissa Bader, Jessica Cobb, Torria Davis, Hayley Garcia Ashby, Ashley Etchison, Kevin Fleming, Monica Green, Samuel Lee, Jethro Midgett, Gustavo Ocegüera, Jason Parks

#### II. Approval of Agenda

M/M. Hicks, S/V. Lee- Approved

#### III. Review of [April 19, 2021](#) minutes

#### IV. Open Hearing

S. Burnett:

- No recognitions were made for newly tenured faculty or VP Kevin Fleming, who was finally appointed to the position he had been holding for three years.
- This week is Teachers Appreciation Week, I appreciate all those teachers.
  - Senate President, Bemiller took note and will bring it up to the district.
  - Dr. Green also took note and mentioned certificates have been signed and there will be some sort of recognition.

#### V. Action Item, Second Read: Adding Ethnic Studies to SBS (P. Worsham)

Academic Senate is asked to approve APC's recommendation to house Ethnic Studies in both the Department of Social & Behavioral Sciences Department and the School of Social & Behavioral Sciences.

**\*\*Passed Unanimously\*\***

- VI. **Action Item, Second Read: Social Justice Studies at Norco College (L. Nelson)**  
Academic Senate is asked to approve the development of Social Justice Studies at Norco College and will receive a report and status update on this work.

M/M. Hicks, S/V. Lee- Approved Unanimously

- VII. **Action Item: Five-to-Thrive Presentation: Prison Education (L. Nelson)**  
Academic Senate was asked to approve Prison Education as the topic and Dr. Lisa Nelson as the presenter of Norco College's Five-to-Thrive presentation at the May 18, 2021 RCCD Board of Trustees meeting.

M/K. Kamerin, S/K. Bell Approved Unanimously

- VIII. **Action Item, First Read: [Part-Time Faculty IOI Review Document – Online Courses](#) (S. Burnett)**  
Distance Education Committee asked Academic Senate to complete a first read of this final draft of the Revised Part-Time Faculty Improvement of Instruction Document for online teaching.

- See attached

- IX. **Action Item, First Read: [Regular and Substantive Interaction Guidelines to Support AP 2105](#) (S. Burnett)**  
Distance Education Committee asked Academic Senate to complete a first read of this final draft of the newly created Regular and Substantive Interaction (RSI) Guidelines.

- See Attached

- X. **Action Item, First Read: [RCCD Online Teaching Certification—Proposed Options](#) (S. Burnett)**  
Distance Education Committee asked Academic Senate to review the proposed certification process for faculty to teach on-line using the LMS Canvas

- See attached
- Item will be discussed at next meeting (May 17, 2021)

- XI. **Information: [Faculty Assignments to College Councils](#) (V. Lee)**  
Academic Senate was updated on the process for appointing Faculty members and co-chairs to the new College Councils for Fall 2021.

- See Attached
- M/V. Lee, S/B. Moore- that the Student Support Council positions be filled by two Guided Pathway positions and the Counselor position. (Jethro, Melissa and Dominique have been selected for these positions) **Approved Unanimously**

- M/V. Lee, S/B. Moore- That Kim Kamerin be the co-chair of the College Council. **Approved Unanimously**
- M/K. Kamerin, S/V. Lee to remove Kim Kamerin as co-chair of the College Council. **Approved Unanimously**
- M/V. Lee, S/B. Moore- To select Courtney Buchanan and Theresa as co-chairs for Resources Council. **Approved Unanimously**
  - Motion amended by V. Lee that Theresa Friedrich-Finnern be chosen as a member of the Resources Council as the co-chair in the capacity of the department chair. S/K. Bell- Approved Unanimously
- M/V. Lee, S/M. Hicks- To select Kim Bell as the counseling rep for Students Support Council. **Approved Unanimously**
- M/V. Lee, S/M. Hicks -To select Monica Gutierrez as the STEM representative, Patty Worsham as the BEIT representative, Sigrid Williams as the CTE representative, and Sarah Burnett as the DE representative to the Academic Council. **Approved Unanimously**

XII. **Action Item, First Read: [Proposed Job Descriptions](#) for Guided Pathways & Equity Faculty Coordinators, (M. Bader)**

Academic Senate is asked to consider the new job descriptions for the Guided Pathway/Equity Faculty Coordinators for the 2021-2022 and 2022-2023 academic years.

- See Attached

XIII. **Action Item, First Read: [Approval of 2021-2022 Charter for the Professional Development Coordinating Network](#) (G. Ocegüera)** Academic Senate was asked to approve minor edits made to the previously approved Charter for the Professional Development Coordinating Network (PDCN), in preparation for the 2021-2022 academic year. The changes were acknowledged and approved by CSEA in April.

- See Attached

M/V. Lee, S/D. Hitchcock to approve document as amended. **Approved Unanimously**

XIV. **Action Item: First Read: Approval of [Charter Template](#) Usage for Academic Senate Committees (Q. Bemiller)**

Academic Senate voted to consider the use of the Norco College Charter Template for its standing committees, ad hoc committees, project teams, etc. with or without modifications.

- See Attached

**XV. Action Item, First Read: ESL Adoption Plan (M. Shirinian)**

Academic Senate is asked to consider the RCCD ESL Adoption Plan, which outlines the adoption process of the current ESL placement method. Documents (2): [ESL Adoption Plan Form](#), [RCCD ESL Guided Self-Placement \(GSP\) Validation](#)

- See Attached
- Will be reviewed at the next Senate meeting (May 17, 2021)

**XVI. Officer Reports**

**A. Secretary/Treasurer (K. Kamerin)**

- No Report

**B. Vice-President (V. Lee)**

- No Report

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

- [See Attached](#)

**M/M. Hicks, S/D. White to extend meeting by 30 mins. Approved**

**XVII. College Reports**

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

- Samia shared the Campus Reopening Student Survey
- There were 2377 responses district-wide, and ASNC is working on separating the results by campus.
- Working on a flyer to promote commencement purchase- First 200 students to purchase regalia from the bookstore will only pay \$20.

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

**Dr. Green:**

**No Report**

**Dr. Sam Lee:**

- Deans and Chairs are finalizing Fall scheduling based on current assumptions that were shared at the last district update.
- Fall schedule will be published May 17<sup>th</sup> w/ priority registration starting June 1<sup>st</sup>.
- Contingency planning (Plan B assumptions) working through the Safe Return Workgroup and will be the assumptions used to guide the district's planning should we have to continue social distancing in fall.
- Next townhall meeting with the Chancellor will give will be focused on instruction and academic support on May 19<sup>th</sup>, 4-5 pm.
- Finalizing the hire of two new full-time faculty members in Physics and Political Science.
- In the process of hiring a new full-time faculty member for Game Art.
- Busy working on the great office shuffle.
- Job posting for Associate Dean of Ed Partnerships is posted and closes on May 21<sup>st</sup>.
- Dean of Instruction recruitment is in process
- Newest DOI admin, Turajha Moore, is on the job and working hard.

- Fall FLEX offerings are being planned both in person and online
- Faculty recognitions are being planned for Commencement on June 11<sup>th</sup>.

**XVIII. Standing Committees & Liaisons Reports**

**A. Academic Senate Standing Committees**

1. APC (P. Worsham) No Report
2. Assessment, Curriculum, DE, FPDC., LGBTQ+, Library/LRC, PR, TLC

**B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, Equity, OER, PGSL  
OER (S. Burnett)**

- The district (MoVal, Riverside) has been putting together a document to identify a process for determining low textbook cost, which will be presented to the Senate at a later date for approval.
- Identifies how to designate courses, which came out of a request from Riverside and how then it can be reported to the bookstores.
- \$50 is still too high, OER people are thinking \$40- Sarah is requesting that everyone read the document and give their feedback.

**CSEA (D. Koch)**

- CSEA's Classified Senate announced elections for the position of Chair and Secretary for 2021-2023. Nominations begin May 12<sup>th</sup>.
- Lenny Riley was selected as the 2021 Classified Professional of the Year. Congratulations Lenny!
- The Social Activities and Communications Committees will work together to plan a hybrid event (part in-person and part-online).
- The Classified Professional Development Committee is planning two workshops in May. One to help classified pros know the signs of students in distress and another to talk about transitioning back to campus.
- Classified professionals are working on guiding principles for "Participate Effectively" as part of education code for classified pros.

**XIX. Discussion: [Academic Senate Survey of Effectiveness Results](#) (Q. Bemiller)**

Academic Senate reviewed and discussed the results of the annual Survey of Effectiveness.

- See attached

**XX. Information: General Education Update Plan (B. Johnson)**

Academic Senate will be informed of the Academic Standards plan to update the RCCD General Education listings. Documents (3): [General Education Area Descriptions/Criteria](#), [Local General Education Pattern Course List](#), [Transition Plan for Listing of Courses in General Education Program](#)

- See attached

**XXI. Adjournment: 3:58 pm**