



# NORCO COLLEGE

## Meeting Minutes

**April 8, 2025 | 12:50 pm | Room: IT-218**

Zoom link (for non-voting members only): <https://rccd-edu.zoom.us/j/87282371511>

**Committee Members(total):** Zander Allport, Jethro Midgett, Natalie Morford, Dr. Sandra Popiden, Dr. Nancy Quinones, Dr. Star Romero, Jessiah Ruiz, Jody Tyler, Dana White

Visiting: Dr. Roger Perez, Erin Sternburg, Deshonna Harsch

### 1. Call to Order: 12:51pm

### 2. Action Items

- 2.1 Approval of Agenda M/White, S/Tyler, unanimously approved
- 2.2 Approval of March 11, 2025, Meeting Minutes, M/White, S/Ruiz, unanimously approved with revisions:
  - Add to discussion item 3.2 –Dana White and Star Romero as volunteers for institutional knowledge subcommittee
- 2.3 Event Approvals
  - Drag Night | 2nd Annual Drag Night at NC | 04.29.2025
    - Committee requests Brady to provide additional reasoning how event ties to FLEX and strategic goals
  - Carol Hutchins Pending Request – Committee requesting additional information that connects the training to specific equity criteria and would like to have specific examples of how teaching strategies are covered in the workshop specifically with closing equity gaps.
- 2.4 Request Letter from VPA to Faculty Regarding Challenges with FLEX Software, M/White, S/Tyler, unanimously approved

### 3. Discussion Items

- 3.1 First Fridays Curriculum Sub-Committee
  - Volunteers; Dana White & Star Romero
- 3.2 Effectiveness Survey
  - Please complete and submit
- 3.3 Revised Bylaws
  - When making addendums for policies and procedures to the bylaws – suggestion to check with Kim Bell
  - Additional notes added to the bylaw for discussion at the May meeting. Email requests with any additional updates. Please consider finalization and vote at end of 25SPR with deadline 25FAL latest.

### 4. Information Items

- 4.1 Upcoming Workshops Distance Education, Dean Bushell

- District will send additional information. Please inform other faculty of sign ups
- All workshops considered FLEX, Dean Bushell to confirm if any are equity

**Title:** *Learn It!*: Introduction to AI Prompt Writing

**Day:** Friday, April 25th

**Time:** 2-3 pm

**Title:** Using VoiceThread to Increase Engagement

**Day:** Friday, May 2nd

**Time:** 2-3 pm

**Title:** Plagiarism & AI Review with Turnitin in Canvas Assignments

**Day:** Friday, May 9th

**Time:** 2-3 pm

**Title:** *[Potential workshop here]*

**Day:** Friday, May 16th

**Time:** 2-3 pm

**Title:** Learn It!: Deep Dive into ChatGPT

**Day:** Friday, May 23rd

**Time:** 2-3 pm

4.2 Remaining Standing Meetings for the 2024 – 2025 Academic Year: May 13, 2025

## 5. Liaison reports

5.1 Distance Education

5.2 Teaching and Learning Committee

5.3 Diversity Equity & Inclusion

## 6. Good of the Order –

## 7. Adjournment: 1:54pm

Next Faculty Professional Development Committee Meeting:

Day: May 13, 2025 Time: 12:50pm – 1:50 pm

## Statement of Purpose

The Norco College Faculty Professional Development Committee (FPDC) empowers our faculty with ongoing opportunities to improve, develop, and expand their skills and practices. The FPDC promotes individual and collaborative professional growth to elevate students' ability to achieve career and educational goals, and to reinforce the mission of the college and enhance equity-mindedness and institutional effectiveness.