

NORCO ACADEMIC SENATE REPORT

FALL 2015

COMMITTEE STATEMENT OF PURPOSE

Norco Academic Senate Mission:

The Academic Senate operates pursuant to Title 5, Subchapter 2, Sections 53200 – 53206, California Education Code B. The Academic Senate shall concern itself with making recommendations to the College President and the District Chancellor and the District Academic Senate, and the College Vice President for Academic Affairs with respect to policy development and the implementation of matters in the following areas:

1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles
7. faculty roles and involvements in accreditation processes, including self-study and annual reports
8. policies for faculty professional development activities
9. processes for program review
10. processes for institutional planning and budget development
- +1. other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

NAS Purpose:

The purposes of the Academic Senate shall be (1) to participate in the formation of policies and procedures in academic and professional matters; (2) to coordinate communication from the Riverside Community College District Academic Senate and the Academic Senates of the Moreno Valley, and Riverside City Colleges; and (3) to facilitate communication between the administration, faculty, students, and the Board of Trustees in all matters relating to community college education.

STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:

Twenty-nine of the forty-one objectives under our 7 strategic goals are either a direct responsibility of the NAS or of one of its subcommittees. Will only mention those that were addressed this semester.

Goal 1: Increase Student Achievement and Success

Objective 9: (DE, together with AS/CC) Decrease the success gap of students in online courses as compared to face-to-face instruction.

- According to a report from Norco College's Office of Institutional Research, the DE Committee has successfully achieved this goal. The success gap between DE & face-2-face students is decreasing. The committee is currently investigating measures that were implemented in the last 2 years that may have resulted in the decrease.

Goal 3: Increase Student Access

Objective 5: (APC) Reduce scheduling conflicts that negatively impact student completion of

degrees and programs.

- The APC built and implemented a scheduling grid during the 2011-2012 academic year to address the issue of course conflicts and to help reduce the traffic entering the college caused by the courses beginning at the same time as the High School day at JFK Middle College High School. Since its creation the APC has routinely made minor changes to reflect unforeseen conflicts and reaffirmed its commitment to use the grid for scheduling each academic year. This has caused the number of conflicts to be reduced as measured by the number of overlapping course petitions submitted to the Dean of Instruction's Office.

Overlapping Class Petition			
AY	Total Submitted	# Approved	% Approved
2009-2010	39		
2010-2011	68	58	85.3%
2011-2012	27	18	66.7%
2012-2013	18	15	83.3%
2013-2014	21	13	61.9%
2014-2015	15	12	80.0%

Implement NC Schedule grid in 11-12

- In the recent year student demands have shifted and while student petitions have decreased dramatically it has been noticed that there are still occasional conflicts. As a result the APC has created the APC Scheduling Grid Workgroup (who's first meeting is 11/30) to further analyze the grid and recommend any improvements to the APC. The group consists of the following:
 - Melissa Bader – Associate Professor of English
 - Carol Farrar – Dean of Instruction
 - Jason Parks – Associate Professor of Mathematics
 - Phu Tran – Associate Professor of Physics

Goal 5: Strengthen Student Learning

Objective 1: (PRC together with SSPC) 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.

- We have due date for all the Instructional PRs of April 20, 2016 and this fall semester we reviewed and made enhancements to the IPR template. We also held a wonderful training for the college community on the program review process/cycle. We also reviewed and scored administrative PRs this fall term. Additionally, in alignment with our mission statement, the Program Review Committee discussed and approved the biannual cycle of CTE certificate viability reviews. The cycle for Comprehensive PRs was reviewed and modified. Units were individually contacted regarding their CPR cycle. Norco College is currently at 100% of units completing systematic program reviews.

Objective 2: (NAC together with SSPC) Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.

- All assessment currently completed on SLOs or PLOs use authentic methods.

Objective 3: (NAC together with SSPC) Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.

- All GE PLOs have now had an initial and loop-closing assessment. We are now starting the second round of initial assessment.
- All AOE have been assessed once. We are now engaging in loop closing activities in the identified rotation schedule.
- All ADT's that were due for assessment in 2014-15 have been completed

Objective 4: (NAC together with DE) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.

- 2 large assessments were conducted of on-line assessment
 - ANTH completed a comprehensive assessment comparing face-to-face and on-line. The assessment was conducted over multiple semesters and involved multiple sections and instructors.
 - THEATRE has also conducted on-line assessment.
- Assessment Coordinator will try to attend the DE meetings to connect NAC and DE more consistently. More joint meetings between NAC and DE committee will be planned.

Goal 6: Demonstrate Effective Planning Processes

Objective 1: (APC together with ISPC) Increase the use of data to enhance enrollment management strategies.

- The Academic Planning Council has devoted itself to making data driven decisions in all its decisions. To support, several moves have been made:
 - Schedule planning meetings and business meetings have been separated.
 - Each Department Chair had the Enrollment Dashboard installed on their computers to provide access to enrollment data for the college.
 - Each Chair is provided updated goals for Enrollment management and tracking prior to the scheduling meetings to ensure adequate preparation time.

Objective 3: (APC, together with BFPC, ISPC, and SSPC) Ensure that resource allocation is tied to planning.

- The APC ranks new faculty positions and instructional equipment and submits those rankings as advisory lists to the ISPC.
- The 2015-2016 faculty ranking was especially difficult due to increases in “Categorical Funds” and State mandates for counselor hiring. Counselors are difficult to rank against traditional faculty due to their unique job description and funding sources. The APC has convened the *APC Hiring Rubric Workgroup* to address these difficulties and the use of the rubric for ranking. Its first meeting is scheduled for 12/3. The workgroup consists of the following:
 - Peter Boelman – Associate Professor of Economics
 - Meilssa Bader – Associate Professor of English
 - Carol Farrar – Dean of Instruction
 - Kevin Fleming – Dean of Instruction/CTE
 - Jason Parks – Associate Professor of Mathematics
 - Phu Tran – Associate Professor of Physics

Goal 7: Strengthen our Commitment to our Employees

Objective 1: (PDC together with TC) Provide professional development activities for all employees.

- The Professional Development Committee approved 52.5 hours of training for Faculty and Staff since August 1, 2015

Date	Workhop	Hours
13/08/2015	Learning with Lynda: Google Drive Essential	1.00
26/08/2015	Norco College FLEX Days - Back to College	6.00
27/08/2015	Norco College FLEX Days - Back to College	6.00
28/08/2015	Norco College FLEX Days - Back to College	6.00
29/08/2015	Norco College- Welcome Day Volunteers	3.00
11/09/2015	Library: Resources Winter Retreat	2.00
17/09/2015	Faculty TracDAT V Training	1.00
18/09/2015	Assessment training	2.00
22/09/2015	Faculty TracDAT V Training	1.00
24/09/2015	Read 2 Succeed Book Discussion	1.00
09/10/2015	ALLY Training	4.00
14/10/2015	Completion Initiative Brown Bag Series	1.50
14/10/2015	Completion initiative Brown Bag Series	1.50
15/10/2015	TRACDAT Lab hours	1.00
22/10/2015	Assessment / TRACDAT training	1.00
22/10/2015	Read 2 Succeed Book Discussion	1.00
27/10/2015	NAS All faculty meeting	1.00
29/10/2015	Learning with Lynda: Blackboard training	1.00
03/11/2015	EEO & Interview protocols training	1.50
04/11/2015	Library - Poetry performance	1.00
05/11/2015	TRACDAT Lab hours	1.00
09/11/2015	Completion initiative Brown Bag Series	1.50
11/11/2015	25 Live Training	1.50
19/11/2015	Read 2 Succeed Book Discussion	1.00
20/11/2015	Dr. Joy Degry Flex training event	4.00
Total hours		52.50

Objective 4: (LAC together with Legacy Committee) Increase participation in events and celebrations related to inclusiveness.

- The Dean of Technology and Learning Resources sent numerous email blasts to the college community about all of the Read 2 Succeed & Poetry Performance events throughout the fall 2015 semester. He also distributed flyers both in person and via mailboxes and made announcements at meetings to spread the word about these important library events. In addition, 150 copies of our Read 2 Succeed book for fall were distributed to faculty, staff and students so they could more fully participate in the activities of the college-wide read.

ACTION PLANS

The senate will continue to work diligently to fulfill its mission and purpose. Among some of the action plans ahead are included:

- Revising the senate by-laws to better serve the departments and faculty.

- Creation of a Teaching and Learning Committee to focus on pedagogy and promoting student success from within the classroom.
- Creation of a Committee of Committees to organize faculty participation on the diverse college and district committees, taskforces, and workgroups.

HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?

The NAS provides the curriculum, programs, certificates, and degrees for students to accomplish their academic goals.

CHANGES

- Have several vacancies on senate, but are waiting to draft a new NAS by-laws to better serve and represent faculty.

ASSISTANCE NEEDED FROM ISPC:

- Would appreciate a flowchart delineating what goes where, and when.
- Strategic planning goals and objectives map to committees should be reviewed and revised.

2015-2016 NAS MEMBERS:

Peggy Campo – Senate President
 Jim Thomas – Senate Vice President
Vacant-Senate Treasurer
 Kim Kamerin – Arts, Humanities and World Languages Representative
 Tom Wagner – Business, Engineering, and Information Technology Representative
 Melissa Bader – Communications Representative
 David Mills – Communications Representative
 Charles Sternburg – Math and Sciences Representative
 Kimberly Bell – Social and Behavior Science Representative
 Zina Chacon – Counseling, Social and Behavior Sciences Representative
 Cameron Young – Part-time Faculty Representative
 Krystalyn Mansfield – ASNC Representative
 Jason Parks – Academic Planning Council Chair
 Sarah Burnett – Assessment Committee Chair-Assessment Coordinator
 Brian Johnson – Curriculum Committee Co-Chair
 Vivian Harris – Distance Education Chair & Library Advisory Committee Chair
 Gail Zwart – Profession Development Co-Chair
 Alexis Gray – Program Review Co-Chair
 Celia Brockenbrough – Library, PG & SL Committee

December 2, 2015