

MINUTES
Norco Academic Senate Minutes
December 7, 2015
1:30-3:30 ST 107

I. Call to Order: Meeting called to order at 1:40 p.m. by Jim Thomas.

II. Attendees:

• **Attendees:**

Peggy Campo – Senate President

Jim Thomas – Senate Vice President

Vacant	Arts, Humanities and World Languages Representative
Kim Kamerin	Arts, Humanities and World Languages Representative
Tom Wagner	Business, Engineering, and Information Technology Representative
Melissa Bader	Communications Representative
David Mills	Communications Representative
Celia Brockenbrough	PG & SL Committee
Sarah Burnett	Assessment Committee Chair-Assessment Coordinator
Brian Johnson	Curriculum Committee Co-Chair
Vivian Harris	Distance Education Chair & Library Advisory Committee Chair
Andres Elizalde	Student Success Committee
Jason Parks	Academic Planning Council Chair
Tim Wallstrom-	Math and Science
Cameron Young	Part-time Faculty Representative, CTA Representative

• **Absentees:**

***Vacant*– Senate Secretary/Treasurer**

Zina Chacon	Counseling, Social and Behavior Sciences Representative
Charles Sternburg	Math and Sciences Representative
Beverly Wimer	Math and Sciences Representative
Kimberly Bell	Social and Behavior Science Representative
<i>Vacant</i> –	Social and Behavioral Science Representative
Ana-Marie Olaerts	Profession Development Co-Chair
Alexis Gray	Program Review Co-Chair
Krystalyn Mansfield	ASNC Representative

- **Guests:** Kevin Fleming, Monica Green, Diane Dieckmeyer, Mark DeAsis, Carol Farrar

III. Approval of Agenda: Motion by Jim Thomas, second by Jason Parks to approve today’s agenda with the following revisions:

- a. Remove item 5F (Postponed)
- b. 7D under New Business make into Action Item

MSC

IV. Approval of Minutes: Motion by Jim Thomas, second by Melissa Bader to approve the minutes from December 3, 2016 (special meeting)
MSC with one abstention.

V. Officer & Liaison Reports

A. President (Peggy Campo)

- Would like feedback on report forms.
- No District Academic Senate Meeting until next Monday
- 7120C (full time hiring. Unknown at this time what will happen to the existing committees
- CTA new bylaws-will take this issue to the state level
- Increase in number of representatives per college, including part-time faculty

- 2016 Instructional Design and Innovation Conference Riverside Convention Center Jan 21-23

- B. Vice President** No Report
- C. Secretary/Treasurer** No Report
- D. Student Liaison** No Report
- E. RCCDFA/CCACTA/NEA** No Report

VI Old Business

- A. Revised assessment section of the Comprehensive Program Review Template – Action Item Motion Parks/Bader**

Discussion: Form reviewed. Changes already made in TracDat.

MSC

- B. ADT-Administration of Justice-Action Item Motion Burnett/Kamerin**

Discussion: focus is on community rather than being a police officer.

MSC

- C. Annual Program Review Template – Action Item Motion Thomas/Kamerin**

Discussion: Needs some small tweaks. Reflect on questions to align with ACCJC. No overly substantial changes except #3. Data is being disaggregated. Now 25 charts. Averages are included and go back several years. #4 is a new question: How did this impact resources? Page 1 shows new email: programreview@norcocollege.edu. Dr. Aycock will get data out ASAP.

MSC

- D. Revised Library Advisory Committees’ Statement of Purpose – Action Item Motion Parks/Burnett**

Discussion: Revised based on recommendations from last week. Reviewed new statement

MSC

- E. Norco Assessment Committees updated statement of Purpose-Action Item Motion Kamerin/Burnett**

Discussion: Reviewed last week. The only changes appear in red. Took out “All” faculty.

MSC

- F. Adoption of Counseling ASCCC white paper Action Item Removed**

VII New Business

- A. In Class Code of Student Conduct-Action Item motion Bader/Mills**

Discussion: Comes from CTA. Adopted from current Board documents. Should be a pop up-online and must be read before students can enroll (each registration period). It will be another layer for the students to read & agree to. Must be clicked to register. Used as tool for repeated disobedience in the classroom. Police will escort students to Dean of Student Life. It is the faculty’s choice to use police to escort or just remove. Recommend posting in every classroom. Faculty member can remove student. By next class meeting the faculty should have notified the Department Chair → Dean of Instruction → Dean of Student Life. Progress is being made at each college. This new system will better identify students with history of inappropriate behavior. Recommend that Dr. Green and Mark Hartley come to the APC to explain to members how to provide information to part time faculty. Upcoming Professional Development Committees events will address behavior management and active shooter training. Fullerton does an internship that covers classroom management. It is an 8 hour day , done in summer. The Dean addresses the adjunct faculty. The meeting also breaks down by discipline. Consider adding to the faculty guide (under student management). The Vice President of Academic Affairs adds that removing a student for questionable behavior is not a reflection of your teaching ability. First response should be coupled with professional development. Peggy will email Dr. Zwart from the Professional Development Committee. Cameron was asked to provide his thoughts as the PT Faculty Rep. This issue affects other students. He feels that this document would be good to include in the syllabus. Add Class Code of Student Conduct before registration.

MSC

- B. Comprehensive Program Review Template-Action Item motion Bader/Parks**

Discussion: Updates reviewed (units, email address, two dates). Data will be available. Change “that” to “who”. Distance Ed (DE) column is gone. Add DE back into each resource request. Add additional note if request is related to DE

MSC with modification

- C. Kinesiology ADT – Action Item Motion Kamerin/Burnett**

Discussion: All courses are currently offered except slow pitch softball. It is in the catalog and will go into rotation. How does it impact enrollment in AMY & PHY? Same students. No impact.

MSC

D. Revised Registration Policy-Action Item Kameran/Wagner

Discussion: revised in 2009. Met in October 2015 to review. Made some minor changes. Tasked to look at group 3 (designated to Norco College). Recommendations were reviewed. Why are athletes in a higher registration group? District policy. It is out in our per view. Included Group IV Summer Advantage. Happens during open registration (for period of 1 week) Perception from non-HS students is that high school students (JFK) have priority. Early registration application reviewed. Document used to live with Student Success Committee. Reviewed the workgroups recommendations. How many student in Group III and IV, IV? Approximately 600. The number of students in program will be considered when voting on what group to be placed in. Changes will be implemented for SPR 16. Norco College process is very transparent.

MSC

E. Senate recommendation to gather data for students who identify themselves as LGBTQ

Discussion: Should we add more groups? LGBTQ data is not a group listed. Fall data is being pulled now. May want to move slowly when trying to bring personal data out. Recommendation for Academic Senate to look at the preliminary registration data on LGBTQ to determine a disproportionately represented group. Need to have data from equity plan. Equity is a six year process. 1 years' worth of data which will give only a snap shot.

MSC

VIII Norco and District Senate Committee Reports

A. No report

B. Professional Growth & Sabbatical Leave Final meeting was Friday. No word yet on sabbatical. Next meeting is March 3. Updated links will be posted on the district website for PGSL.

C. Professional Development Committee. No report.

D. Library Advisory committee. No Report

E. Distance Education Committee. No Report

F. Curriculum Committee. In process of writing bylaws. Additional degree requirements for KIN and HES) to be placed into area E (Gen Ed). Course substitution catalog language-consider change. Example-if program is more than 18 units Nick recommends waiving unit discrepancy. If units are not the same the course may matriculate with different units. Matriculation list is no longer available. Now all course substitutions come through the department chairs. It would be good for all faculty to know about changes in curriculum. Historically MAT 53 accepted as meeting AA requirements but there is a snap in geometry. It meets some of the pre-reqs but if the course is a required course they must take it at Norco.

G. Assessment Committee. Last meeting is Thursday. Changes to assessment will roll out soon.

H. Academic Planning Council. Met to reaffirm minor changes to scheduling grid. Forming workgroup for faculty hiring rubric. Reviewed changes to the CRC with regard to copy code limits and FT mailbox placement. Reviewed CAT (Course Assisted Tutors, also called embedded tutors). Department Chairs will get applications soon.

VIII Open Hearing Good of the Order

X Adjourned at 3:32 Last meeting of the semester.