

**MINUTES**  
**Norco Academic Senate Minutes**  
**March 7, 2016**  
**1:30-3:30 ST 107**

**I. Call to Order:** Meeting called to order at 1:30 p.m. by Peggy Campo.

**II. Attendees:**

• **Attendees:**

**Peggy Campo – Senate President**

**Jim Thomas – Senate Vice President**

**Vacant- Senate Secretary/Treasurer**

Vacant	Arts, Humanities and World Languages Representative
Kim Kamerin	Arts, Humanities and World Languages Representative
Tom Wagner	Business, Engineering, and Information Technology Representative
Vacant	Business, Engineering, and Information Technology Representative
Melissa Bader	Communications Representative
David Mills	Communications Representative
Kimberly Bell	Social and Behavioral Science Representative
Charles Sternburg	Math and Science
Vacant	Math and Science
Cameron Young	Part-time Faculty Representative
Brian Johnson	Curriculum Committee Co-Chair
Jason Parks	Academic Planning Council Chair
Celia Brockenbrough	PG & SL Committee
Vivian Harris	Distance Education Chair & Library Advisory Committee Chair
Timothy Huneck	ASNC Representative

• **Absentees:**

**Vacant– Senate Secretary/Treasurer**

Gail Zwart	Profession Development Co-Chair
Alexis Gray	Program Review Co-Chair
Sarah Burnett	Assessment Committee Chair-Assessment Coordinator
Zina Chacon	Counseling, Social and Behavior Sciences Representative

- **Guests:** Monica Green, Mark Hartley, Dariush Haghghat

**III. Approval of Agenda:** Motion by David Mills/Jason Parks  
MSC (motion/seconded/carried)

**IV. Approval of Minutes:** Motion by David Mills/Kim Kamerin to approve the minutes from February 22, 2016 with corrections (strike Tom’s name from the minutes).  
MSC

**V. Officer & Liaison Reports**

**A. President’s report March 7, 2016**

- Participated in the Gen Ed workgroup this past Friday. Local GE pattern still has some issues to fix, such as what to do with our local additional degree requirements and aligning GE course SLO’s to the new GE PLO’s. Also, need clarification on what courses satisfy GE requirements and how to include new courses into GE pattern.
- CTA by-laws are being held up by state CTA. Dariush will be here today to clarify the new MOU regarding the clarification of the Improvement of Instruction (Iof I) process.

- District Academic Senate meeting was postponed due to me getting the agenda out too late. We will meet Friday to discuss many district-wide issues. The Code of Student Conduct form given to students electronically before registering for classes will be approved. Will also meet with the Chancellor immediately before the DAS meeting.
- The District Safety Task Force held its first meeting. Led by RCC president Dr. Isaac and has good faculty representation, including Cameron Young (thank you Cameron!). First meeting was to establish goals and purpose of the task force. Will continue to meet to promote the preservation of life safety here on our campuses. AP/BP is being re-written and will come through all the governance committee for review.
- Attended the PRT team training session in Sacramento, with Dr. Farrar and Dr. Thomas. I have been assigned to Palo Verde College in Blythe to visit.
- My trip to Sacramento impeded my attending Dr. Parnell's farewell party. Thank you Jim for speaking on behalf of the senate. Dr. Parnell sent me his gratitude and warm wishes for everyone.
- Will be conducting several elections this semester, including the officers of senate (president, vice-president, secretary). I have been convinced to run for president another term, and look forward to being able to serve. Please announce in your department meetings to be on the lookout for upcoming emails announcing nominations and election deadlines.

**B. Vice President** No Report

**C. Secretary/Treasurer** No Report

**D. Student Liaison** No Report

**E. RCCDFA/CCACTA/NEA**

- A big problem regarding the hiring committee make up was discussed. Chancellor has promised to put this on the calendar for discussion in April. Major concern; hiring committees are missing faculty and CTA representation.

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**VI Old Business-**

**A. Norco College Procedure for the Restructuring of Academic Departments-action item**

Motion to approve the revised procedure. Jim Thomas/David Mills

Discussion: What was changed besides the title? For department restructure, a majority of the full-time faculty of the department must vote in favor of doing so. Opportunity for part-time faculty to vote. If approved today it will move forward to the ISPC. (see attachment).

**MSC as written**

**B. Revision to Norco Academic Senate By-laws**

Discussion: First reading reviewed by the senate.

- Are you OK with the prospect of one department representative and one alternative? AHWL says yes.
- Big issue with time of meeting. If we plan on changing time of the Academic Senate meetings please do it before the Academic Planning Council begins fall scheduling AND during regular work hours. Look at Fridays as an option.
- Some do not agree that committee chairs should be voting members.
- Could we fill a position if we add a Teaching and Learning committee? Distance Education and Professional Development are having difficulty filling their positions.

Please take back the proposed changes (see attachment) to your department meetings for faculty input.

## VII New Business

### A. CTA clarification of new MOU regarding Improvement of Instruction (I of I) procedures-information item-(Haghighat)

- Memorandum of Understanding (MOU) regarding the committee's final recommendations should have been called a side letter, not an MOU.
- The purpose of a side letter is to clarify, not change, meaning.
- There was concern about a specific I of I and the committee's recommendation. In this case, as in all cases up until now, the I of I committee was tasked to issue the final decision either for renew or non-renewal. Based on those two choices, the committee made a unanimous decision for non-renewal. The vote was brought before the appeals committee, including the subject matter representative and the Chancellor and that decision was reversed.
- There was concern about the misrepresentation of the MOU.
- What was missing from the original I of I language? The option for remediation. All other contracts have the option of remediation. It does not, and was not, meant to change the outcome of any I of I. It actually gives the committee more choices than before. It was approved by the District and the Executive Board. This situation clearly showed the need for change. Make sure you write your reasons for non-renewal vs remediation.
- The new MOU is signed and available for review on-line. The simple purpose is to provide clarity of options.
- The point was made that Improvement of Instruction is not a senate issue but a CTA issue; however, the senate president should have been informed before this information went out to avoid misunderstanding. Point taken by CTA.
- Concern was voiced regarding the lack of communication with CTA and faculty reps. Dariush will meet with our local reps to find out why the information was not shared. Dariush apologized for the lack of communication that occurred over the winter break and will send a full update tomorrow
- Dariush will make sure changes are made to the I of I forms.
- Department chairs are very concerned about the number of new hires and what we can ask of them during the tenure process. Dariush recommends talking with your union reps and having them send questions and concerns to the CTA for discussion.
- Dariush spoke about the frustrations surrounding the bylaws at the State level.

### B. ASNC Assistant position-information item (Hartley)

Mark reviewed PowerPoint presentation with the Senate. He spoke about the need for an ASNC assistant and asked for recommendations on how to get one hired. This is not really an ASNC issue but they are stepping up to assure the college runs as smoothly as possible.

Discussion:

- Totally student oriented position.
- Could be a current or recent graduate
- Would oversee day to day activities
- Consider adding to your Program Review (Grant money)
- Looking at possible five year funding but would also consider reducing to a 1 year commitment to start.
- Would take charge of the CSS upper lounge.
- This would be a new position.

Mark will move discussion forward.

### **C. Commencement venue change-information item (Hartley)**

Commencement is the biggest annual event of the college and we are outgrowing our own facilities. While this is not a Senate issue he wanted to open up the discussion of possibly utilizing the Citizens Business Arena (CBA).

Discussion:

- We have the opportunity to utilize the space for almost the same price as our athletic field.
- We currently spend \$35-40 thousand dollars on the stage and backdrop and can utilize this space for basically the same price.
- Facility seats 10,000.
- We have received very positive feedback from the ASNC.
- Parking is a big issue at Norco but will not be an issue at CBA
- Who makes the final decision? It will be a decision made by Facilities and the College President.
- Projected for 2017

### **D. 25<sup>th</sup> Anniversary time capsule-information item (Hartley)**

This Thursday, during college hour the college will be unveiling their first time-capsule. The event will be hosted by Dr. Kevin Fleming and Mr. Robert Prior. We will have ice-cream, music, and lots of photo opportunities. Please join us! Items will be on display in the library (location TBD). In September or October 2016 we will bury another time-capsule for student to unveil in 2041! Bring your suggestions to Mark.

### **E. Personal Care Attendants and Behavioral Aids-information item (Bell)**

DRC is experiencing a rise in faculty reaching out to DRC to verify personal attendants/aides to assist students.

Discussion:

- Students do not need to go through DRC to have the assistance of a personal attendant or aide however, it is highly recommended that they do.
- Forms are available through the DRC office but personal attendants or aids are not provided by the DRC. Faculty should work with HR. The forms are also available on the intranet. Once forms are completed they MUST be returned to HR for processing.
- If student tells you that they have a personal attendant or aide, please make sure the paperwork has been completed and submitted to DRC. BP5500/27. There are no concrete answers on how to make sure the forms are completed if the students are not required to go through DRC.
- Forms must be completed each semester
- You cannot force someone to self-identify
- Room policy states that we cannot have anyone in the room that is not registered.

If you have questions, please contact Kimberly Bell. Please let her know if there are additional locations you would like to have the forms other than the DRC or intranet.

### **F & G. Additional faculty to DE Committee (Harris)/New chairs for DE Committee and PD Committee (Campo)**

Vivian Harris, from the Distance Education committee and Gail Zwart from the Professional Development committee are stepping down as committee chairs. We need to fill these positions ASAP. .

- DE committee meets once per month in CSS 219.
- PD committee meets once per month in IT 218. PD chair has an associated reassign time of .2

Please take this information back to your departments for discussion.

## VIII Norco and District Senate Committee Reports

### A. Academic Planning Council (APC) (Parks) (#10, 10+1)

- APC meets this Friday. At issue, we need to get the rollover sooner.
- Norco will be adding 100 FTES to our summer schedule.

### Motion to add an additional 10 minutes to the meeting Kim Kamerin/Tom Wagner MSC

- The College President has agreed to move forward with five additional new hires in ANT, ELE, CHE, ADJ, and ENG. This is a pivotal point in our college history.

### B. Assessment Committee (Burnett) ( #5, #9, 10+1)

- NAC has not met this semester. We had to cancel the first meeting due to Dr. Parnell's party.
- Committee will meet next week and will focus on norming the committee on the scoring rubric for the APR.
- We have a number of trainings and open discussion sessions planned this semester.
- We will also spend time this semester revisiting the current SLO and PGE PLO alignments.

### C. Curriculum Committee (Johnson) (#1, #2, 10+1)

- Extra instructional learning credit went through. Approved for Norco.
- Additional degree requirement still being discussed.

### D. Distance Education Committee (Harris) (+1, 10+1)

Meets next week

### E. Library Advisory Committee (Harris) (+1, 10+1)

Meets tomorrow

### F. Professional Development Committee (Zwart) (#8, 10+1)

No report

### G. Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)

March 15 is the deadline to submit for sabbatical leave. Forms should be submitted to the college VP of Academic Affairs. Go to District website →faculty→sabbatical leave → forms. Celia will send out reminder to Nor-all.

### H. Program Review Committee (Gray) (#9, 10+1)

No report

## VIII Open Hearing

- Receiving the roll over late is really a problem for our Department Chairs. There seems to be a lack of regional services.
- M-mapping was discussed

## X Adjourned at 3:40

Next Meeting:  
Monday, March 21, 2016  
1:30-3:30 ST 107

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DHRER at 951-222-8039.