



Minutes
Norco Academic Senate Meeting
March 20, 2017
1:30-3:30 ST107

Members:

Peggy Campo –	Senate President
Jim Thomas –	Senate Vice President
Kim Kamerin	Senate Secretary/Treasurer
Gail Zwart	Business, Engineering, and Information Department, Senator
Celia Brockenbrough	District PG & SL Committee Representative
Quinton Bemiller	Arts, Humanities, and World Languages, Alternate Senator
Maria Barragan	ASNC Student Representative
Cameron Young	CTA Representative Senator
David Mills	Communications Senator
Melissa Bader	Academic Planning Council Chair
Charles Sternburg	Science and Kinesiology Department, Senator
Bob Prior	Math Department, Senator
David Payan	Social and Behavioral Sciences, Alternate Senator

Absentees:

Jan Muto	Distance Education Committee Chair
Alexis Gray	Program Review Co-Chair
Peter Boelman	RCCDFA/CCA/CTA/NEA
Sarah Burnett	Assessment Committee Chair-Assessment Coordinator
Brian Johnson	Curriculum Committee Co-Chair
Kimberly Bell	Social and Behavioral Sciences Department, Senator

Alternates (not in attendance):

Barbara Moore	Math and Science Department, Alternate Senator
Mark Lewis	Communications Department, Alternate Senator

Guests:

Diane Dieckmeyer	VP Academic Affairs
Kevin Fleming	Dean of Instruction, CTE
Jason Parks	Interim Dean of Instruction
Gustavo Ocegüera	Dean, Grants and Student Equity
Colleen Molko	Associate Dean, CTE
Mark Hartley	Dean of Student Life

II. Roll Call

III. Approval of Agenda

Motion to approve Gail/David

MSC

IV. Approval of Minutes of 3/6/17

Motion to approve Gail/Jim

MSC 1 abstention

V. Officer & Liaison Reports

A. President

- 3/7/17 Attended BoT meeting. Discussed Student Success Scorecard for 2016. Approved Resolution 43-16/17 In Support and Protection of Culture of Care. That can be accessed at: http://www.rccdDistrict.net/eb/PDF%20Conversions/03072017_Complete.pdf
- 3/10/17 Attended DSPC. Discussed the Chancellor's new proposal for a new RCCD Strategic Plan, 2018-2023. The Chancellor wants the district to write its own strategic plan and not outsource it as has been done in the past. Would only use consultants for external scans. The old strategic plan ran through 2016 and sounded "colonial" in that the wording was top heavy. Now that we are three accredited colleges need to clearly delineate the functions of the District and how it serves the colleges so they can fulfill their missions. Discussed the need to clarify the usage/meaning of District vs. District Offices. Final document will emerge from DSPC and will consider each college's strategic plan. March 24 Dr Regino will have a discussion regarding the LMS. Student portal will be fully implemented in May for all students. Not faculty yet. Discussion: Faculty/Staff and Administrators will be on DSPC and will have input. Draft will go to the colleges for in house review. Clarification-District =- three colleges together, not the offices. District Office includes Budget, HR, ETC. Have we ever gone back to see if we have fulfilled our goals and objectives from our current Strategic Plan? Every student email will be changed to @student.rccd.edu. Consider a campaign to educate students about changes. Consider possibility of redirect to norcollege.edu
- 3/13/17 Attended the District Safety Task Force. Among other things, Chief Gunzel and Michael Simmons have drafted an AP on how to address outside agencies coming on campus. Has gone to legal counsel and will come back to the DSTF for review. Discussed DACA students and the need to inform them correctly. Students who are already on DACA MUST make sure to renew their applications because those that do not renew will be sought after and deported. We must help students to renew their application; discussed forming a fund for that as well as a legal defense fund for our students. Importance of informing new students correctly regarding the pros/cons of signing up for DACA. They need to make an informed choice of whether or not to participate. Provide legal clinics for students. Next meeting will discuss the Threat Assessment done for each college.
Discussion: . \$500 renewal for DACA every 2 years. **Students must be sure to renew their DACA status before it expires.**
- 3/15/17 Attended ISPC. Dr Reece presented the opportunity to partner with the local prison to offer courses there. Currently, students are taking correspondence courses through OCC and Palos Verdes College. They have approximately 500 students taking classes now; would be an opportunity for us to grow in the humanities and social sciences. Also possibly provide CTE and college readiness courses. Preliminary calculations predict we could reach a total of 85 sections in the future. The completion initiative will be rolled out for students in the fall with a branding

campaign, summer advantage, and faculty development. All three planning councils are moving to share the same approval process.

- 3/16/17 Attended the DEMC. At this point, the district is estimating that we will be 631 FTEs short this year. Norco was over by 9 FTEs, RCC down by 224 FTEs and MoVal down by 416. Last year we were down by 440 and rolled those into this year. Apparently, we can continuously carry over into the following year as long as we reach our base. This year we have already met our base, so the lost FTEs is growth money we are leaving on the table. Discussion ensued about the continued division of FTEs/dollars to the colleges. Although no agreement was reached, discussions were more collegial than in the past and it seems to be moving towards an arrangement that will work for all. It makes no sense to burden one college to grow, when it cannot while limiting another that can. The Enrollment Management Dashboard is being updated. We need to correct the Capacity for ADJ4 and ADJ8 that currently show 0. District is looking to create a subcommittee for Marketing; please let me know if you have special interest or talents and would like to participate.
- Recruitment for study abroad for the Fall in Florence has begun. No faculty from Norco will be going this time. Buenos Aires, Argentina has been selected as the site for Spring 2018 SA. Please be on the look out for faculty applications coming soon.
- Don't forget Norco College has one available sabbatical, please apply. Information and application packets can be found: <http://www.rccd.edu/faculty/Pages/SabbaticalLeave.aspx> Deadline to apply for one semester sabbatical (Spring 2018) is May 15.
- Don't forget the District Academic Senate funds for students to serve as Educational Assistants. The application can be found at: <http://www.norcollege.edu/academicsenate/Documents/Educational%20Assistant%20Program%20Application%202017-2018.pdf> Deadline to apply is Friday, April 21. Open to Full Time and Part Time faculty
- Area D meeting in Barstow March 25. Preparing to attend ASCCC plenary. If you would like to look at what will be discussed and voted on you can access that at: <http://www.asccc.org/content/area-d-meeting-0>
- Guided Pathways Update-Received notification that we are moving to the next level. Very exciting. Received news from an insider that our application was one of the best. Stay tuned!

B. Vice President

No Report

C. Secretary/Treasurer

No Report

D. Student Liaison

- Trustee elective will be sworn in tomorrow. From Norco College Luis Enrique Velazco Miranda.
- Speech meet was very good. Thank you to the judges.
- ASNC packets for election will go out in April and are due in May.
- Recommending students not apply for DACA .

E. RCCDFA/CCA/CTA/NEA

- Discussed not out sourcing strategic plan.
- Discussed issue of healthcare. Eliminate pre-authorization? Faculty Association decided to possibly open up next round of negotiation.
- CTA elections will be held this semester for Full Time and Part Time Faculty Reps.
- ISS stickers or papers “#not in my office” are available . If office door is closed authorities would need a subpoena in order to search the office.

- Medina Bill is still being discussed

VI. Old Business

A. Completion Initiative-[Schools](#)- Action item (Bader, Campo)

Motion Gail/Kim

Discussion

- Two divisions under STEM
- Not sure how to handle school of exploratory but we are committed to a school of exploratory.
- Choosing an undecided pathway is not allowed. Are there any options for a student who wants to explore? Yes, but they cannot call it undecided. Pick a path and explore.
- What was outcome of the BEIT department vote? Positive from BEIT. 8 yes 1 abstention

MSC

B. Five to Thrive for April Board of Trustees meeting- Action item (Campo)\

Discussion:

- Do we have any nominations from the Senate? Three departments meet tomorrow and should have some input after that. Norco must have a Five to Thrive presentation.
- April 10 deadline to turn in materials.
- Showcase faculty and what is awesome at Norco.
- Vote at next meeting.

VII. New Business

A. Final Outcomes for Local and Regional Strong Workforce Program(SWP) Funding – Information item (Molko)

SWP Reviewed:

- Funding \$595,609
- Increase enrollment and completion in CTE
- Started in September 2016
- October/November consultant took ideas and organized by strategic objectives and metric from SWP
- Future funding depends on achieving set goals.
- Reviewed approval process
- January approved by Board
- Plan includes 4 new programs
 - Business Information worker
 - Construction Management Program
 - Facilities Maintenance
 - Sound & Communications System installer.
- Also includes
 - Brand new dean –Dean of Community and workforce Development
 - Funding for vaccines for Low-Income Early Childhood Education Students
 - Career Center Director @ 100%
 - Removes Obstacles to Student Success
- Implementation next month.
- \$341,000 to augment ACE Program
- Asked by region to serve as a model and give technical assistance.

Discussion:

The positions are grant funded. Will they be institutionalized? This is an on-going three-year grant. There is no guarantee of funding for the positions after that.

Consider sending a faculty email regarding potential internship? Would benefit both the college and the students. Must be mindful of CSEA.

B. Food Pantry Update from ASNC, Equity, and Student Life- Information item (Hartley)

Discussed reality of having hurting and homeless students on our campus. How are we addressing the issue?

- Looked at an operating food pantry at Cal State San Bernardino. CSSB food pantry is open two days a week.
- We have been offered a spot in STEM center-idea is to open two days a week. Run by volunteers from ASNC, Veterans, etc. to provide food for the hungry.
- Recently created 1000 food packets.
- Would like to have a contest to name food pantry. Nonperishable food, upon request, can be put in offices of the people that come into contact with these students.
- State wide student senate took legislation to Sacramento.
- Community resources brochure will be stapled on each packet.
- Will try to create data base of homeless students. Not mandatory to leave information.
- Mark will work with local hotels to see if they have vouchers available.

So proud of our students that are helping. Email Mark and he will get packets for you to distribute.

C. Commencement Faculty Speaker and Commencement Readers- Discussion item (Parks)

- Deadline is approaching. Must submit to printing by April 15.
- On years we do not select the distinguished Faculty Speaker we must select our faculty commencement speaker.
- Go through the departments-Peggy will send out email to faculty for nominations. If we have more than one nominee the AS will vote.
- Suggest creating a list of past speakers.
- Make sure your nominee has agreed to participate.
- Motion to put limits on how often a faculty member can serve as Faculty Speaker- no formal motion was made.

D. Approval of Kimberly Bell to serve on BFPC-Action item (Campo)

Motion Gail/Jim

- Faculty Co chairs –Dr. Tran
- Schedule fits to serve this semester

Call for question MSC

E. [Distance Education-District Update Presentation](#)- Information item (Campo)

Presentation made earlier by the Director of Open Campus

Discussion:

- Is this a done deal? No, not until faculty sign off. Peggy will not sign off until she is sure our faculty are involved.
- Norco meeting March 24 9-12 and 1-4 STEM 302
- Two course designers to come out to explain the system .OEI/Canvas
- Lunch time at RCC. 12-1:30 Bradshaw Building
- Currently paying for Blackboard. Ends 2018
- Should we continue to pay for Blackboard or switch to Canvas?
- Go back to your department to see if they want to switch.
- Our DE recommended participating in the OEI resources, but only with additional promises from the district to provide support and training for faculty. How did they come to this decision?
- How does this relate to success rate? Content and Pedagogy. Robust conversation on how to properly teach on line. Don't lose sight of "does it work"
- Supposed to help faculty communicate with students.
- What are the comparative costs?
- Need more specifics regarding costs before we vote

We are the only senate that is discussing this currently.

Motion to extend meeting Kim/David

MSC

- Eight full launch pilot colleges should be ready by Spring 2017. May be only two or three that currently participate in the course exchange.
- 106 of 113 Colleges are in the process of implementing new system. Six colleges are already users of Canvas. Are we included? No.
- Three participatory levels of O.E.I. Can participate in only sharing the OEI resources, can share the resources and adapt Canvas as the LMS of the district, and can share the resources, adopt Canvas, and participate in the course exchange.
- Looking for approval today of accepting the DE committee's recommendation of participating in the sharing of OEI Resources.
- College that provides the student gets FTES.
- Are classes COR aligned
- Recommend someone from DE and possibly OEI come to next AS meeting
- Doesn't seem like this is being vetted the same way at each college.
- There will be a consultative meeting at the Hall of Fame Friday Big meeting attended by large group. From there it will go to a smaller committee. There is concern that our faculty don't know about a meeting that is being held this Friday?
- Why the switch to Canvas-Someone needs to lay it out.
- How does it impact students?
- How does it impact faculty teaching?
- This is NOT A DONE DEAL
- If we do not switch we are not part of the exchange, but we can still teach on line
- Deadline Spring 2017
- Huge learning curve to switch.
- Pilot program is not a real pilot program, do not have the full capabilities of Canvas, and students are not included.
- The beauty of this for student is that they can attend an online class through the exchange and not have to register at the other colleges.
- Recommended by DE Committee: to participate at OEI level 1, participate in the shared resources OEI provides.
- Faculty centered with appropriate support

For next committee meeting we will have someone from DE Committee

Motion to table item 6
David/Quinton MSC

- F. OEI/Canvas Recommendation from DE Committee-Action item (Muto)
Motion to vote to have Norco College participate at the first level postponed until next meeting.

VIII. Norco and District Senate Committee Reports

- A. Teaching and Learning Committee (Bemiller) (#5, 10+1)
Two meetings per month. Bring ideas to next meeting.
- B. Program Review Committee (Gray) (#9, 10+1)
No Report
- C. Professional Development Committee (Bader) (#8, 10+1)
Planning fall flex. Get together for school. Centered on teaching and learning
- D. Library Advisory Committee (Brockenbrough) (+1, 10+1)
Did meet but no report.
- E. District Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)
Last year time was extended to submit applications.
- F. Distance Education Committee (Muto) (+1, 10+1)
No Report
- G. Curriculum Committee (Johnson) (#1, #2, 10+1)
No report

H. CTE Liaison (Zwart) (#4, 10+1)

No Report

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

NAC is finding it increasingly more difficult to actually convene a meeting. This past year we have needed to cancel multiple times due to clashes with COTW, Presidential search panels, awesome authors presenting, some department meetings and the list goes on. At our next meeting in April we will discuss this and try to find a better solution.

The assessment coordinators from RCC have reached out to me to see if we can reconvene the GE workgroup. I have agreed to this if we can also agree on a purpose. Does the Senate have any concerns or desires for anything regarding the GE PLOs you would like us to consider?

Last thing, we are forming a work group to create some suggested templates for each discipline based program (so not AOE or GE PLO) to create a rotation system for organizing and planning assessment of the associated SLO's and subsequently PLO's. We don't anticipate starting the discussion with the whole faculty until fall as we are waiting to find out what changes, if any, the Program Review committee will make to the timelines for the comprehensive. We are at the point where we would like each discipline to take more control of ownership of when they assess their own courses and programs. That's it. If you have any feedback it would be welcomed and once we have more on the templates I will come and present in person.

J. Academic Planning Council (Bader)(#10, 10+1)

Summer is in the can. Trying to add but having hard time. Fall scheduling is starting soon. Watch for Evaluation packets. We anticipate 14 new hires for next year. Reaffirmed the principals for hiring (rubric). Keeping it the same. Lots of questions on the medina bill. Union is working on I of I issues. PR integrating withTracDat.

IX. Open Hearing

Friday's emergency was an actual emergency
Feeding American concert Saturday was terrific
Raised funds for 18,900 meals.

X. Adjournment

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.