

# NORCO COLLEGE

## Minutes

### Norco Academic Senate Meeting

Sept. 11, 2017

1:30-3:30 ST207

1:30 I. Call to Order. Meeting called to order at 1:30.

#### II. Roll Call.

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Peggy Campo, Kim Kamerin, Virgil Lee, David Mills, Barbara Moore, Judy Perry, Bob Prior, Jim Thomas, Cameron Young  
Reporting members: Melissa Bader, Maria Barragan, Sarah Burnett, Brian Johnson, Damon Nance  
Guests: Kevin Fleming, Monica Green, Samuel Lee, Jason Parks, Bryan Reece

#### III. Approval of Agenda

**Kim Kamerin moves; Jim Thomas 2<sup>nd</sup>; motion passed (abstained: Moore, Perry)**

#### IV. Approval of Minutes of [5/22/17](#)

**Kim Kamerin moves; Kimberly Bell 2<sup>nd</sup>; motion passed**

**NEW ITEM – Motion to allow Brian Johnson to present Curriculum Committee report beginning at 2pm before VII New Business.**

**David Mills moves; Kimberly Bell 2<sup>nds</sup>; motion passed**

#### 1:45 V. Officer & Liaison Reports

##### A. A. President

- In July attended the ASCCC Curriculum Institute. Very helpful in learning about all the changes occurring at the state level regarding curriculum at the community colleges.
- Chancellor Burke has announced his retirement in December. The BoT is beginning their search for a new chancellor to lead the district. Please attend Thursday's open forum during college hour to provide your valuable input into what is desired by the college faculty. I will serve as the NAS representative on the hiring committee.
- Have been working on getting our PT senator paid. Are in discussions with our CTE reps to have that negotiated in the new contract worked out in the spring when contract negotiations are opened again.
- Have been working on a "job description" for the DE committee chair. Administration has offered a 0.2 reassign time for the person who wants the position. More information coming soon.
- Worked with the Welcome Day committee. Had good faculty attendance; any feedback is welcome just email me.
- Online Education Resources (OER) Regional meeting south is this Saturday Sept. 16, 2017 at Miracosta College. Can register at: <http://asccc.org/events/2017-09-16-160000/fall-oyer-regional-meeting-south>
- The NAS has always relied on staff support to take minutes during our meeting. I am humbly requesting that this support be continued. In the past, the administrative support for our VP-AA has been the one to take minutes, but any help would be much appreciated.

(Sam Lee announced that Ana Molina will be covering minutes for Senate beginning the next meeting).

##### B. B. Vice President

No report, but mentioned Dr. Green's request for Senate representation on committee; will be discussed next meeting.

##### C. C. Secretary/Treasurer

Approved PO for \$ \$1877.41 for Peggy Campo and Nicole Ramirez to attend the ASCCC Curriculum Institute

D. D. Student Liaison

Club Rush beginning Tuesday

Harvest Festival - concerns about fundraising during event: will not be allowed this year

HAOCAU (Hispanic Association of Colleges and Universities) will be presenting workshops

“The Love Doctor”

Asking for faculty to present

RCCD Retreat

Active Shooter training

Would like to do a similar workshop on campus

Peggy Campos suggested coordinating with Justin Czerniak (office in NOC)

Shade sail over amphitheater is in the works and fully supported by ASNC

Dreamers workshops

Suggested printing of business sized cards with legal rights

Lawyers coming for presentations on Sept. 21<sup>st</sup> and October 6<sup>th</sup> (10am – 1pm)

Both open to community; “Citizenship Workshop” on October 6<sup>th</sup>

E. E. RCCDFA/CCA/CTA/NEA

1 trustee not running for re-election

Issue with medical insurance pre-approval fixed

MOU for re-employment of associate faculty finalized

CTA part time resource guide

Department Chairs should confirm years of service with associated faculty to facilitate proper implementation of new procedures

Canvas

Rolando wants “faculty champions” in addition to Sean Ulbert

CTA says if there is a position like this, it should be compensated

At Norco it is our DE Chair at .2 reassign time

There will be an RCCD certification for teaching online classes

No certification for Web Enhanced

(Discussion about making all classes WE)

Get rid of WE label for courses?

Training available at Lynda.com for Canvas

Training available at @One for Canvas

This may be the replacement training for Blackboard

2:00 VI. Old Business

2:00 VII. New Business

*Curriculum Chair (Brian Johnson)*

Recommended launch date for all new curriculum, Sept 29<sup>th</sup>, to insure inclusion in Fall 2018 catalog

Submissions by early November may still make it. Concerns were raised regarding the move to an earlier deadline.

(Discussion of mid-year addendum particularly regarding CTE; new courses may be added into the

addendum)

Catalog rights issues

Deadlines?

Courses and ADT’s

Currently no Vice Chancellor of Academic Affairs

Programs and ADT’s must be approved at state but courses will only be “chaptered”

COCI (Chancellor’s Office Curriculum Inventory)

Curriculum Camp, September 19<sup>th</sup> 12-2pm

Course Outlines must now contain Objectives

Peggy will send article from ASCCC on the difference between objectives and SLO's  
Proposals in META must have Discipline and Department meeting minutes to move forward  
District-Wide, if necessary

Faculty must put in TOPS codes (correct TOPS code important - implications for hiring)

A. *Norco College second access road information- Information item (Reece)*

Short term traffic issues

Looking into signaling solution

No more police

More online classes could help

More offsite locations could help

9 Town Hall meetings

6 possible routes

Ad Hoc Committee formed to try to get to 1 solution

“Deep Dive” study on 3 solutions

Behind JFK to Market and Hamner

3<sup>rd</sup> street wider with onramp/offramp from 15 to 3<sup>rd</sup>

Mountain Street

Residential (Political Cost)

Possible purchase of 19 homes and realign road

New programs could roll road construction into costs

Photonics could create JFK route

Veteran's Center could help create private road to Hamner

General Obligation Bond possible through RCCD

Research into plausibility of bond for Fall 2018 ballot

(Discussion)

6% of students come from Norco HS

Most from Corona, then La Sierra and Eastvale

B. *Norco Assessment Committee's matrix for the assessment plan- Information item (Burnett)*

NAC Chair will inform the senate of a new matrix for scheduling course and program assessments  
on a six year cycle with the use of TracDat.

Discipline driven assessment plans based on Matrix

Program Review 3 year cycle; Assessment 6 year cycle

Meeting on 22<sup>nd</sup>?

Lead from each discipline

Plan for every course, SLO and Program assessment completion in matrix

Matrix would be due Mid October of Fall 2017

Dr. Reece expressed concerns about timeline related to Spring 2019 ACCJC visit

Professional development for faculty to embed SLOs in exams

C. *Clarification of the use of the syllabus shell- Discussion item (Lewis)*

**Postponed to meeting Sept. 18th**

The senate shall review the proper use of the recommended syllabi shells and clarify what is  
required and what is recommended for use.

D. *Approval of Quinton Bemiller as ASCCC Guided Pathways Liaison- Voting item (Campo)*

**David Mills moves; Kimberly Bell 2<sup>nd</sup> Motion passed**

ASCCC has requested the senate to provide a lead faculty member to serve as contact regarding Guided  
Pathways.

E. *Selection of Academic Affairs Prioritization Subcommittee Senate representative- Voting item (Campo)*

**Postponed to meeting September 18th**

VP-AA has requested the senate provide a faculty member to serve on the Academic Affairs Prioritization Subcommittee.

Ranking of Academic Program Review requests separately from Staff and Facilities requests

Meetings on 4<sup>th</sup> Tuesdays, 12:00pm – 1:30pm

September 26<sup>th</sup>; October 24<sup>th</sup>; November 28<sup>th</sup>

A part-time faculty offered to serve, but discussion ensued regarding the safety of a part-timer serving on a committee that prioritizes. Senate prefers that the faculty member who serve be already tenured faculty. Some department chairs have stated willingness. Vote postponed until next meeting.

F. *Norco Academic Senate Orientation- Information item (Campo)*

Orientation presentation provided to review the roles and responsibilities of the NAS.

(Questions and clarification)

Use of Robert's Rules of Order

“Mutual Agreement”

Brown Act

Public display of Agenda

Constitution and Bylaws

10+1 cards

3:00 VII. Norco Senate Committee Reports

**Postponed to meeting September 18th**

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

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

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

D. Distance Education Committee Report (VACANT) (+1, 10+1)

E. Library Advisory Committee Report (Brockenbrough) (+1, 10+1)

F. Professional Development Committee (Russell/Zamiska) (#8, 10+1)

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

H. Teaching and Learning Committee (Bemiller/Hitchcock) (#5, 10+1)

3:25 VIII. Open Hearing

IX. 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.