

NORCO
COLLEGE
Norco Academic Senate Meeting
February 25, 2019
1:30-3:30 ST107
Minutes

1:30 I. Call to Order 1:30 p.m.

II. Roll Call

Senators, Alternates, and Officers: Quinton Bemiller, Virgil Lee, Judy Perry, David Mills, Bob Prior, Barbara Moore, Kimberly Bell, Jim Thomas, J. Marie Hicks, Kim Kamerin, Peggy Campo
Reporting members: Melissa Bader, Michael Bobo, Celia Brockenbrough
Guests: Bryan Reece, Samuel Lee, Araceli Covarrubias, Toren Wallace

III. Approval of Agenda

Motion to approved agenda: David Mills moves; Kimberly Bell 2nd, motion passed unanimously

IV. Approval of Minutes December 3, 2019

Motion to approve the minutes for December 3, 2019 with the changes requested. Quinton Bemiller moves; David Mills 2nd, motion passed (one abstention)

1:40 V. New Business

- A. Selection of Five-to-Thrive Presentation at March BoT meeting. -Action Item (Campo) We will select the Five to Thrive to present at the March 19, 2019 Board of Trustees meeting.
- Any topics need to be submitted by March 15th
 - Already received an email regarding the assessment regimen program
 - Three times a year we have to present to the board of trustees
 - The following topics have been suggested:
 - Trail heads for guided pathways
 - The change on onboarding or the implementation of guided pathways. Its available for students for the first semester after they get an ED plan
 - PDC plan developed from the LFM group
 - Any other suggestion or ideas for topics please email P. Campo right away. They will be presented and voted on next Academic Senate Meeting on Monday March 4th
- B. Accreditation Quality Focus Essay-Discussion Item (Anderson) We would like faculty input regarding the QFE and how it is linked to the Big Us plan.
- This is a new part for self-evaluation report (QFE)
 - ISPC will review the possible ideas for QFE projects:
 - Implementation student success teams in the schools
 - Implementation equity-focused professional development plan focusing on teaching/learning
 - We need to identify why and what we want to achieve, measureable goals, how and who is responsible of these plans. ACCJC wants to make sure all colleges are doing projects

- A question was brought up: What about if we don't reach the goals in the QFE; will this affect our accreditation?
 - Colleges will not be evaluated in their QFE based on the ACCJC guidelines
 - We need to have measurable projects
 - This is in our self-evaluation report (ISER) and first reading will be in May and final reading in September 2019
- C. Syllabus shells.-Discussion Item (Campo) We will discuss the practicality, continued use, maintenance, processes to update, and the syllabus shells
- CurriQunet Meta is not clear which are the actual SLO's that are approved for faculty to use
 - All faculty should have access to the site. They can access it in the public option without a password (CurriQunet)
 - P. Campo explained how to access the syllabus shells form the Norco website
 - Have the possibility for the syllabus shells to only include the basic things somewhere for faculty and have statements available
 - Faculty need to include the basic requirements by law to the syllabus shells
 - Declaring a program of study is not required
 - The student services information in the syllabus was mentioned. The information has not been kept up to date. It was suggested to make this information optional and have it available in a different location
 - Faculty had questions in regards who will be updating the SLO's. There is no one person appointed to get this done
 - Dr. Aycock is working with Pedro Campos to make an automatic syllabus shell. Right now it is manual process
 - SLO's and optional items have to be maintained by somebody
 - Maybe we can add a link in the optional items
 - It was suggested to add as a permanent statement for security and safety in the syllabus shells (administration will identify who will maintain the content). This will be voted on the next Academic Senate meeting
 - Basic syllabus needs to include different DRC statements for dual enrollment and CRC.
 - For web enhance courses, the full syllabus does not need to be printed as some items can be posted online. It can be done this way because the student is required a computer when enrolling in the class
 - It was suggested to provide a blank syllabus shell and for faculty to add any relevant information pertaining to their class
 - ACCJC requires for the institution do to ensure the accuracy and for every student to have a syllabus
 - P. Campo requested for everyone to add to their department meetings how would you like to move forward with the syllabus shells. Faculty to do their own syllabus shells, make an accurate syllabus shell, or have a shorter version with a link to the student services offered to students.
 - Academic freedom as long is the syllabus meets the legal requirements they should be okay
 - They are working on the SLO's to communicate with CurriQunet Meta, but right now they do not, so when the SLO's change they are not automatically changed on our shells.
 - The discussion will continue in April as an agenda item

D. The “Big Us” Plan-Discussion Item (Campo) We will discuss the changes occurring at the college.

- There was a discussion at the APC meeting on Friday
- General opinion among faculty, staff and administration is of unrest and fear
- It was suggested to hold some kind of retreat with faculty and staff regarding the plan
- A committee member suggested that there has to be a clear rationale for the change
- How is this going to help student success
- A senate member commented that maybe it will be good to maintain certain things the same so we can keep the cultural perspective
- Library advisory committee has been excluded from the restructuring of the councils and committees in the Educational Master Plan
- It was clarified that only the Academic Senate can decide on removing committees following the constitutions and by laws. What it’s been proposed on the Educational Master Plan are only recommendations
- There is resistance to change but we need to convince individuals averse to change that this focuses on student transformation and it will help them succeed in their academic goals
- This area is growing and we need to keep up
- This place has always been changing and it will continue to do so
- We need to maintain the culture and relationships between faculty, staff and administrators and don’t want to lose how we treat and trust each other
- Motion to extend the meeting for another 15 minutes: J. Marie Hicks moves; Quinton Bemiller 2nd, motion passed unanimously

2:45 VI. Officer & Liaison Reports

A. Vice President (Thomas)

- The election for officers will begin soon.
- J. Thomas will be sending an email next week about the open positions.

B. Student Liaison (Parra)

- Run for student government April 15th
- Chill out March 8th
- Silent Disco April 19th
- Norchella May 24th
- Blood Drive Feb 26th

C. Secretary/Treasurer (Kamerin)

- No report provided

D. RCCDFA/CCA/CTA/NEA (Boelman)

- No report provided

E. President (Campo)

- Had some pending reports from last fall; if interested have added links here:
 - [APC committee fall 2018 report](#) to senate
 - [Senate fall 2018 report](#) to ISPC
- Over winter break participated on District hiring committees for Vice-Chancellor of Institutional Advancement and Associate Vice-Chancellor, Educational Service and Institutional Effectiveness. Candidates have been forwarded to Chancellor Isaac.

- Also participated in the State Chancellor's Credit for Prior Learning Task Force in Sacramento.
 - Unfortunately, P. Campo missed the last two Board of Trustees meetings due to personal issues.
 - DBAC continues to work on the BAM.
 - DSPC is working on the district strategic vision, mission, goals, and strategic plan. Function map is being worked on currently. The Foundation's strategic plan was approved at last Friday's meeting.
 - This Thursday Norco College will be hosting the ASCCC Faculty Diversification Meeting. If you are on any faculty hiring committees please sign-up to attend, even if it is just for part of the day. You can register for this free event [HERE](#).
 - APC report a link will be added to the minutes
 - The Academic Senate minutes have been upload in the website
 - Attended Sacramento task force
 - The District Budget Advisory Council is figuring out the budget model allocation
 - State budget the district will get a few million more than last year
 - The District Strategic Planning Council meet last Friday and discussed the district vision and mission. They are also working on the function maps
 - Classified staff senate has been suspended by Dr. Reece
- F. Guided Pathways Liaison (Bemiller)
- Summit March 4-5th at the Riverside Convention Center
 - Education Insight Center Research Visit March 18-20th
- G. CTE Liaison (Zwart)
- No report provided

3:00 VII. Norco Senate Committee Reports and District Committee Reports

- A. Academic Planning Council (Bader)(#10, 10+1)
- No report provided
- B. Assessment Committee (Adams) (#5,#9, 10+1)
- No report provided
- C. Curriculum Committee (Johnson) (#1, #2, 10+1)
- No report provided
- D. Distance Education Committee (Bobo) (+1, 10+1)
- No report provided
- E. District PG&SL (Brockenbrough) (+1, 10+1)
- Meeting Feb. 7th reclassifications and professional growth plans
 - Motion to extend the meeting for another 15 minutes: J. Marie Hicks moves; Quinton Bemiller 2nd, motion passed unanimously
 - The committee is working with CTA to revise the guidelines for sabbaticals.
 - The PGSL committee is frustrated with the CTA's minutes portrayal of the committee.
 - March 7th next meeting
- F. Library Advisory Committee (Brockenbrough) (+1, 10+1)
- All of the Upward Spiral copies have been check out
 - First Read 2 Succeed on March 28th
- G. Professional Development Committee (Russell/Zamiska) (#8, 10+1)

- No report provided
- H. Program Review Committee (Gray) (#9, 10+1)
 - No report provided
- I. Study Abroad Committee (Campo) (#2, 10+1)
 - No report provided
- J. Teaching and Learning Committee (Bemiller) (#5, 10+1)
 - Will be establishing a mission for teaching excellence
 - Canvas shell for faculty

3:15 VIII. College Reports

A. College President

- The President is open to for further discussions with the Classified Senate if they open the senate elections to everyone
- The Classified Senate will need to report to ISPC and send emails to everyone

3:25 IX. Open Hearing

3:30 X. Adjournment 4:00 p.m.

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DRC at 951-372-7070.