

NORCO
COLLEGE
[Norco College Academic Senate](#)

November 18, 2019, 1:30 p.m. – 3:30 p.m.

Brenda & William Davis Center for Student Success, CSS-217

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.

MINUTES

1:30 p.m. I. Call to Order, Roll Call/Sign-In

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Barbara Moore, Celia Brockenbrough, Michael Bobo, Quinton Bemiller, Kim Kamerin, Dana White, J. Marie Hicks, Melissa Bader, Jan Muto, Bob Prior, Sara Gadalla, Dominique Hitchcock, David Payan, Timothy Russell.

Members Absent: Ashlee Johnson, David Mills, Elisa Chung, Laura Adams, Alexis Gray, Brian Johnson, Kara Zamiska, Peter Boelman, Kimberly Bell, Vivian Harris, Jody Tyler, Starlene Justice, Daniel Reade.

Guests: Sarah Burnett, Ruth Leal, Gustavo Ocegüera, Jason Parks, Samuel Lee, Monica Green, Marshal Fulbright, Maria C. Adams.

II. Approval of Agenda

Motion to approved agenda: Jan Muto moves; Virgil Lee 2nd, motion passed unanimously.

III. Approval of [Minutes of November 4, 2019](#)

Motion to approve the minutes for November 4, 2019: Jan Muto moves; Virgil Lee 2nd. Two abstentions. Motion Passed.

Motion to move X. Information Item: Norco College 2019-2020 Guided Pathways Update: J. Marie Hicks moves; Jan Muto 2nd. Motion passed. No abstentions.

1:35 p.m. **IV. Action Item: Approval of Non-Voting Administrator for Professional Development Committee (K. Zamiska/G. Ocegüera)**

About: PDC has voted to endorse Gustavo Ocegüera, Dean of Student Equity, as a non-voting administrator in a support role, and Academic Senate approval is required per Academic Senate bylaws.

- This position currently administers the funding sources of several pots of money and closes the gap between, staff, faculty, and administrators making sure we are more inclusive and transparent in the professional development committee.
- This position was appointed to administer professional development on the reorganization as well.
- According to the constitution and by-laws, the PDC committee is an academic senate committee.

- It was mentioned that the administrator role in this committee needs to be an academic representative. It was clarified that Dr. Ocegüera's position is classified as an Academic Dean Administrator.
- Faculty gets a stipend for the professional development committee and it's in the faculty contract as well.
- The administrator also has a compliance aspect such as documentation and requirements that have to be submitted to the state every year.
- Motion to endorse Gustavo Ocegüera, Dean of Student Equity, as a non-voting administrator in a support role: Jan Muto moves; Virgil Lee 2nd. One opposed. Motion approved.

1:45 p.m.

V. Action/Informational Item: Conceptual Approval of [Early Childhood Education Instructional Program Plan](#) (S. Burnett)

About: The Norco College Early Education Program seeks conceptual approval from the Academic Senate, and to inform the Academic Senate of this proposed plan.

- Background information was provided.
- The intention is to continue to offer EAR-30 at Temple Beth El, and EAR-41 at Head Start on Maple until the College identifies an alternative site that is associated more directly with Norco College.
- Currently, Norco College is collaborating with RCCD, Alvord Unified School District, Riverside County Office of Education, and Assembly Woman Sabrina Cervantes to have Norco College ECE explore the possibility of offering ECE courses at Stokoe.
- There are in Stokoe 9 preschool classrooms.
- A few suggestions were made for our union to contact the Alvord Unified school district union to discuss this issue. Another suggestion is for the president of Norco College to contact a board member from the Alvord Unified school district to ask for insight.
- Concern was mentioned in regards to faculty becoming the project manager of Stokoe. Maybe we need to have a dean involved.

1:55 p.m.

VI. Action Item: [ISPC Membership Proposal](#) (V. Lee/B. Moore)

About: Proposal to change two-thirds of the faculty representatives on ISPC from Program representatives to Department representatives. We believe this change will improve communication between ISPC and faculty members.

1. Academic Senate President
 2. Chair of Chairs (Enrollment Management)
 3. At-Large
 4. AHWL
 5. BEIT
 6. COMM
 7. MATH
 8. SCIENCE AND KIN
 9. SBS
- Terms: Two for 0.5-year terms (COMM, MATH), two for 1.5 (AHWL, SCIENCE AND KIN), two for 2.5 years (BEIT, SBS) terms.

- Dr. Zwart is advocating for a CTE representative in ISPC.
- A request was also made for the at large position to represent the library.
- A CTE, counseling, and library positions need to be added in the representation.
- We would like to advocate to add additional faculty positions to the ISPC representation. However, ISPC decides ultimately if they approve adding additional positions. It was clarified that this might have a domino effect.
- The driver for these changes is having each faculty representative reporting out to other departments. This will make it more inclusive.
- Motion to recommend to ISPC to consider adding two more positions: Kim Kamerin moves; Jan Muto 2nd. Approved. No abstentions.
- Motion to accept this faculty representation as in the membership proposal: Virgil Lee moves; Kim Kamerin 2nd. 2 abstentions. Motion approved.

- Leave the at large position as it is.

2:05 p.m.

VII. Action Item: Approval of the Academic Planning Council's Faculty Hiring Rankings (M. Bader)

About: APC seeks Academic Senate approval of the new faculty hire requests, as ranked by APC on 11/08/2019, before forwarding to the College President.

- A handout was provided with the ranking scores for eight positions.
 - Psychology (36 points)
 - Chemistry (56 points)
 - Math-Statistics (56 points)
 - Gaming (84 points)
 - Physics (85 points)
 - Art History (89 points)
 - Business (105 points)
 - Library (137 points)
- There is a concern that even though the institution is trying to be objective in this decision, it still becomes an argument based on emotion. There are not necessarily in opposition to this ranking but that person recognized that the process of getting into this list still relies on a fair amount of emotions.
- As per standard APC protocol, each of the five departments have three votes and thus were given three ranking sheets, divided among the chairs in each department as they saw fit. They ranked all eight new faculty requests 1 – 8. The rankings were recorded and summed to create an overall APC ranking a-la golf scoring. This created an initial ranking for discussion of nuances not easily captured in the data. Were added to create the list with the ranking scores for each position.
- It was clarified that when deliberations were made by departments, they considered the data information metrics representing the needs of the department. The second part was based on the presentations provided by the faculty. No questions were allowed.
- For next year the presentations will be three minutes long and there will time for questions.
- It was suggested having the initial list come from the data.
- Some colleges pick to fund the first three positions and next year the four and fifth, etc.

- This recommendation goes to the president and she gets to decide the new positions that will be funded.
- The system we have in place incentivizes people to see their own needs greater than the institution's needs.
- It was suggested to have department chairs don't vote for their own disciplines.
- Motion to approve the faculty hiring rankings: Bob Prior moves; Jan Muto 2nd. No abstentions. Motion Approved

2:15 p.m. VIII. Action Item, First Read: [Permission to Use Faculty-Developed Intellectual Property](#) (S. Pisa/M. Bobo)

About: This document is intended to protect the faculty's intellectual property rights regarding online course material.

- Patrick Pyle recommended a permission form so content can be shared with other faculty from the content creator to the recipient. Everything created in CANVAS is intellectual property. Both parties need to sign the form. There is a duration of permission to use.
- This has been passed by all three DE committees.
- Take the form to their department meeting and will vote on it on the next Academic Senate meeting.

2:25 p.m. IX. Information Item: Community College Faculty Survey of Student Engagement (CCFSSE) Presentation (G. Aycock) OUT sick today.

About: These are the 2019 results of the faculty version of the CCSSE that was given to all full & part-time faculty.

2:40 p.m. X. Information Item: [Norco College 2019-2020 Guided Pathways Update](#) (M. Bader)

About: An update on the progress of Guided pathways at Norco College.

- Each semester the GP workgroup is working on each guided pathways pillar.
- Continued Pathway Development-Course elective prioritization project: Collaborative project between Counseling and Instructional faculty to prioritize electives for Associates Degrees for Transfer (ADTs), co-led by Deans of Instruction and Student Service.
- Clarify the path: will be the institution's responsibility.
- 43.8% of our students spoke to a staff member about the types of jobs their program, major, or pathway of study might lead to.
- 25.5% of Norco college students who received career counseling two or more times.
- Piloted with 434 Summer Adv. students, FT & PT Counselors, GUI-47, WKX-200, and ENG-91.
- Student Success Benchmarks & Checklist Project: The creation of counseling milestones and advising curriculum by Counseling faculty and staff. Advisors/Coaches to define ongoing student success, as well as a student success checklist to communicate successful student practices.

- BSSOT redesign project: Targeted efforts in English 50 and English 91 to increase student success through Counseling interventions, academic support, and staff engagement.
- Currently, 17.3% of Norco college students complete an associate degree in four years.
- Transfer students complete their studies at a 10.4% rate in four years.
- Focus on instructional best practices using a data-supported framework for student support.
- Next steps:
 - Assist with linking Assessment, Program Review, PDC and TLC to improve teaching & learning.
 - Plan using best practices using data-supported practices for student success and achievement.

2:50 p.m. XI. Information Item: Professional Growth & Sabbatical Leave (C. Brockenbrough)

About: PG&SL updates, including a call for faculty to be added to the workgroup for revising and updating AP/BP 7341 – Sabbaticals.

- There is only one more meeting on December 5th.
- Jan Muto volunteers to be added to the workgroup for revising and updating AP/BP 7341-Sabbaticals.

2:55 p.m. XII. Discussion Item: Possible Addition of Parliamentarian to Academic Senate (Q. Bemiller)

About: Discussion is needed regarding the possibility of adding a new officer to the Norco College Academic Senate: Parliamentarian.

- Tabled

3:00 p.m. XIII. Committee & Liaison Reports

3:10 p.m. XIV. Officer Reports

- President (Q. Bemiller)
- Vice President (V. Lee)
- Secretary/Treasurer (K. Kamerin)

3:15 p.m. XV. Open Hearing 3:30 p.m.

3:30 p.m. XVI. Adjournment

Fall 2019 Schedule

~~September 9, 2019~~
~~September 16, 2019~~
~~October 7, 2019~~
~~October 21, 2019~~
~~November 4, 2019~~

Spring 2020 Schedule

March 2, 2020
 March 16, 2020
 April 6, 2020
 April 20, 2020
 May 4, 2020
 May 18, 2020

~~November 18, 2019~~
December 2, 2019

June 1, 2020