

**NORCO**  
**COLLEGE**  
Norco College Academic Senate

March 2, 2020

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. Roll Call/Sign-In**

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Michael Bobo, Quinton Bemiller, Kim Kamerin, Dana White, Melissa Bader, Jan Muto, Brian Johnson, Kimberly Bell, Barbara Moore, Celia Brockenbrough, J. Marie Hicks, Melissa Bader, Vivian Harris.

Members Absent: David Mills, Elisa Chung, David Payan, Alexis Gray, Timothy Russell, Kara Zamiska, Peter Boelman, Starlene Justice, Daniel Reade, Sara Gadalla, Jody Tyler, Dominique Hitchcock, Ashlee Johnson, Laura Adams.

Guests: Samuel Lee, Monica Green, Kevin Fleming, Kristine Anderson, Teresa Chihuahua, Samia Irfan.

**1:35 p.m. II. Approval of Agenda**

Motion to approved agenda: Kim Kamerin moves; Kimberly Bell 2<sup>nd</sup>. Approved. No abstentions.

**III. Approval of [Minutes from December 2, 2019](#).**

Motion to approve the minutes for December 2, 2019, as amended: Jan Muto moves; Kim Kamerin 2<sup>nd</sup>. Approved. No abstentions.

**IV. Approval of [Minutes from February 24, 2020](#).**

Motion to approve the minutes for February 24, 2019, as amended: Jan Muto moves; Vivian Harris 2<sup>nd</sup>. Approved. No abstentions.

**1:45 p.m. V. Action Item: Disability Resource Center  
(K. Bell, M. Lopez, G. Ferrer)**

The DRC is seeking the support of the Academic Senate, thereby faculty's support, in finding sufficient space to meet the growing number of testing accommodations requested. Attachments (2): [PPT](#), [PDF](#)

- A PowerPoint Presentation was provided. The discussion proceeded in detail.
- The DRC center needs to be ready for the increase in population.

- It was mentioned that classified professionals need to be available from 8 a.m.-6 p.m. to proctor the tests in each room.
- We need to focus on what is needed by individuals and their actual experiences to provide the appropriate accommodations for our student population.
- There are benefits when testing accommodations are offered such as reduced testing anxiety, testing fatigue, and distractibility. This also helps increase confidence and concentration among others.
- This testing space helps professors and students alike. When professors aren't able to accommodate the extended time or distraction reduced setting, the DRC steps into fill the gap. The tests are proctored according to the testing instructions that the professor provides, and students are given the same instructions and material that they would be given in class.
- When the DRC is not able to facilitate the exams it becomes the faculty responsibility.
- Some of the time the students that take the tests exceed the number of seats available in Library 101.
- The implementation of AB 705 has impacted the DRC. As remedial courses are reduced and students are being placed into transfer-level Math and English classes, it is expected that the number of students utilizing testing accommodations to increase.
- The DRC would like the Academic Senate support for moving forward.
- Additional space has been requested through the program review.
- The current situation cannot be sustained long term and the DRC wants people across campus to be aware.
- It was suggested to look at the hybrid or online learning environments that can provide some kind of advantages to the DRC
- The DRC would like to keep the discussion going and get a recommendation for a testing space.
- It is recommended that the items be presented to all the departments for review and feedback.

2:05 p.m.

**VI. Action Item: (M. Bader)**

At the Dec. 2, 2019, Academic Senate meeting, the Academic Planning Council's rankings of faculty hire for 2020-2021 was approved, however, the complete list was not included in the minutes for that meeting. The full list of faculty rankings should be approved by Senate: 1. Psychology, 2. Chemistry, 3. Math – Statistics, 4. Gaming, 5. Physics, 6. Art History, 7. Business.

- Motion to discuss action item: Kim Kamerin moves; Virgil Lee 2<sup>nd</sup>. Approved. No abstentions.
- Motion to amend the minutes of December 2, 2019, Action Item IV the APC Recommended Faculty Replacements Hires list to seven positions: Kim Kamerin moves; Virgil Lee 2<sup>nd</sup>. Approved. No abstentions.

2:15 p.m.

**VII. Information/Discussion: Norco College List Serves Proposal (K. Fleming)**

Dr. Fleming was invited to share the latest version of this proposal with the Senate for their feedback and awareness. ISPC approved this proposal on Feb. 19, 2020.

Attachment (1): [WordDoc](#)

- The EMP alignment was added to the list.
- In the proposal section, item three have been added. The classified professionals provided feedback. An informational email shall be sent out to all employees explaining the list serves and the opt-in/out process at the beginning of each primary term. Email organizational tips and strategies shall be included.
- Proposal item number 4 was added to keep/maintain (NOR-ALL renamed NC-ALL-DL) for one year as a transitional period.
- Proposal item 7 was added per the Academic Senate feedback.
- Dr. Fleming would like the Academic Senate feedback on how they want the list serves to be constructive and managed.
- The school list-serves includes faculty, managers, and classified professionals.
- The instructional departments list-serve are only faculty.
- There is no timeline for this to be implemented. We are working in collaboration with the district offices to go live.
- There is no option to opt-out of NOR-ALL list-serve.
- Faculty list-serves should not have the option of opt-in or out they should all receive emails.
- Some committee's internal communication has its own list-serve already.
- The Academic Senate would like for items 7A-D to have the option to opt-in or opt-out.
- The Academic Senate would like for items 7E-J not have the option to opt-out.

2:35 p.m.

#### **VIII. Old Business/Discussion: Faculty Ethics Statement (Q. Bemiller)**

We will revisit the [outdated Ethics Statement](#) and consider potential revisions. The [American Association of University Professors revised Statement of Professional Ethics \(2009\)](#) can be used as a reference.

- The Faculty Academic Senate Ethics Statement is outdated.
- The Ethics Statement reads like a mission statement.
- The Faculty Academic Senate Ethics Statement can be added to the faculty handbooks and orientation.
- It was clarified that the Ethics Statement deals with academic freedom and academic responsibility. This is the reason it was brought up to the Academic Senate.
- Some concerns were brought up about how such an Ethics Statement could be used, especially with regard to Improvement of Instruction evaluations.
- Some people stated that it should be used as aspirational document for behavior, thus, it should not be too specific.
- It was suggested that the Ethics Statement be used as a template for an Ethics Statement that might be adopted at Norco College.
- The Ethics Statement should be a product of our faculty and the college.

- Motioned that the President of the Academic Senate task the TLC to develop a draft statement of ethics for review by all faculty. Jan Muto moves; J. Marie Hicks 2<sup>nd</sup>. Approved. One opposed. No abstentions.

2:55 p.m.

## **IX. Officer Reports**

### **A. Secretary/Treasurer (K. Kamerin)**

- No report provided

### **B. Vice-President (V. Lee)**

- Thanked Michael Bobo for the edits he suggested to the governing documents of the Academic Senate to supplement the edits that Virgil presented at the last meeting of the Academic Senate.
- Virgil will prepare a document for Senators that combines the Constitution edits that were presented at the last Senate meeting with Michael's Constitution edits. Senators are asked to present these suggested edits to faculty at their next department meetings for comments.
- The Academic Senators will consider the Constitution edits at it April 6<sup>th</sup> meeting.

### **C. President (Q. Bemiller)**

- The district is coordinating with the County of Riverside and the California Department of Public Health to address potential Novel Coronavirus 2019 (Covid-19) outbreak. A link to the CDPH has been added to the district's website and the other college's websites.  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCoV2019.aspx>
- A professor raised a concern about communication between deans, department chairs and instructors, in regards to canceling classes. The professor is asking both that the process to be clarified and that the instructor of the class be brought into the discussion from the beginning. Also, the consideration of courses required for the major should be discussed. It was suggested that APC consider reviewing this issue.
  - It was commented that this might be a contract issue.
- It was clarified that classes can be canceled due to low enrollment and students get offered other open courses.
- LRC: There was a concern about the reduction of tutors. We are waiting for an official report on this issue. There will be no appointments available but there will be walk-ins available.
  - It was clarified that the 30 students have been notified that they will be rehired. The situation has been rectified. There is a plan for maintaining leadership and the services will be available to students. The administration is discussing how to best use the remainder of the Title V funds along with other soft money. We are communicating with everyone involved. If anyone has questions please contact Dr. Samuel Lee or Damon Nance. We want to continue the great momentum happening at the LRC.

- E-voting in Academic Senate is not acceptable because it prevents open dialogue on the issues being put to a vote. E-voting is not compatible with the Brown Act, which Academic Senate must adhere to.
- It was commented that we need to be very careful about what we have on the agenda so we can have time to discuss all the items.
- The election day is tomorrow. Dr. Bemiller attended the kickoff events for Norco College, Moreno Valley and Riverside City College in January/February. There has been a tremendous effort by the colleges and the district to support Measure A awareness. By late evening tomorrow or Wednesday we should know if the measure has passed.
- Chancellor Isaac has already interviewed two of the finalist for president of Norco College. He is interviewing one more today. The permanent president could be announced early next week. Dr. Bemiller provided feedback to HR in his role as senate president, which he was asked to do. Michael Bobo and Dr. Bemiller had twenty minutes of discussion with the second and third candidates, following their forum. Feedback was received informally from about a dozen faculty before Dr. Bemiller submitting his statement, which provided the strengths and weaknesses of each candidate.
- Dr. Bemiller, Academic Senate president will be attending the following upcoming conferences.
  - Faculty and Staff Diversification Symposium, March 19-20, 2020 in Sacramento.
  - Academic Senate Area D Meeting: Long Beach City College, March 28, 2020.
  - Preparing Our Youth-Preparing Our Future: Creating Apprenticeships That Work, March 30-31, 2020, Charleston, South Carolina
  - Academic Senate Plenary: April 16-18, 2020 in Oakland, CA, with the theme: An Equity-Driven System

**3:05 p.m. X. Associated Students of Norco College Report (Teresa/Samia)**

- The next club events: Club Rush March 3-5, Chill Out March 13<sup>th</sup> at Palm Walkway.
- At the ASNC meeting, students discussed the cost of Cengage and other platforms used by professors. The cost is very high and a lot of students cannot afford the cost. Students would like cheaper platform options available for classes. The student senate it's going to create a resolution concerning the high costs of these platforms.
  - It was mentioned that faculty recognize students' budgetary concerns. The faculty notifies the students of the costs. Also, McGraw has two-week free access.
  - It was suggested to explore other possibilities such as getting a college discount for the usage of this platform.

**3:15 p.m. XI. Open Hearing/Good of the Order**

**3:30 p.m. XII. Adjournment**

**Academic Senate  
Spring 2020 Schedule**

~~February 24, 2020 (Workday)~~

March 2, 2020

March 16, 2020

April 6, 2020

April 20, 2020

May 4, 2020

May 18, 2020

June 1, 2020

DRAFT