NORCO COLLEGE

Norco College Academic Senate

April 6, 2020
1:30 p.m. – 3:30 p.m.
Via Zoom: https://cccconfer.zoom.us/j/854285792

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 at 1:30**
(Use chat feature in Zoom to type your name for the record)

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, J. Marie Hicks, Melissa Bader, Vivian Harris, Jody Tyler.

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

Guests: Samuel Lee, Monica Green, Kevin Fleming, Gustavo Oceguera, Teresa Chihuahua, Samia Irfan. Parissa Clark, Barbara May.

1:35 p.m. **II. Approval of Agenda**
Motion to approved agenda: J. Marie Hicks, moves; Barabra Moore 2nd. Approved. No abstentions

III. Approval of Minutes of March 2, 2020
Motion to approved minutes: Kimberly Bell moves; J. Marie Hicks 2nd. Approved. No abstentions

1:40 p.m. **IV. Action Item: 2020 Faculty Commencement Speaker (V. Lee)**
A Nominations Committee must be selected by the Senate, with subsequent nominations and election. We are exploring non-traditional, virtual alternatives to commencement rather than canceling or postponing.

- The Academic Senate needs to choose a nomination committee. The nomination committee needs to be composed by the Vice President of the Academic Senate and two other senators. The senators cannot be officers.
- Marie J. Hicks and Vivian Harris were nominated to serve on the nomination committee.
- Motion for J. Marie Hicks and Vivian Harris to served on the nomination committee; Virgil Lee moves; Kim Kamerin 2nd. Approved. No abstentions

- It was mentioned that a voting platform will be selected either through the district or an outside source. The idea is to have a way to vote online.
- An email will be sent calling for nominations for a faculty commencement speaker.
- The faculty speaker does not need to be fulltime faculty.

1:50 p.m. **V. Discussion/Possible Action: Academic Senate Constitution Revision (V. Lee)**

Supporting Documents (2): Potential Revisions (PDF) Senate Constitution (PDF)
Senators were asked to share proposed revisions at department meetings in March. Once any Constitution revisions are approved by the Senate, they will be put to a vote of the full-time faculty for final approval.

- The modifications to the Constitution. We're trying to get feedback from the departments before we send the item for a vote.
- Please take the proposed changes to the department's meetings for feedback.

2:05 p.m. **VI. Information/Discussion: ISPC Faculty Membership Update (Q. Bemiller)**

1. ISPC membership would include the addition of non-voting advisors to increase participation and ensure representation as a revised strategic planning structure is developed by the end of Fall 2020.
    - ISPC has proposed that we have non- voting advisors in the interim period to increase participation and ensure representation. And that will continue through fall.
    - The non-voting members will be a representative from CTE and either counseling or library.
2. The addition of non-voting advisors includes two representatives for each of the three constituent groups: faculty, classified professionals, and management.
    - Discussion proceeded.

2:15 p.m. **VII. Discussion: Strategic Planning Structure Revision (M. Green/Q. Bemiller/M. Bader)**

Supporting documents (4): Background (PDF), Committee Approval Flow Exercise (PDF), Strategic Planning Draft (PDF), Strategic Planning Diagram (PDF)
Rationale to Revise Strategic Planning Structure includes:

- Norco College has a new Educational Master Plan.
- Norco College has outgrown its existing 2013-2018 strategic planning structure.
- Wider participation needed from growing constituency body.
- Greater diffusion of decision-making bodies needed (i.e. ISPC inefficient).
- Committee alignment with decision-making leadership councils.
- Refined leadership council integration with the operational areas of institution.
- Alignment with district strategic planning structure.
- To empower and trust work to be done efficiently within the appropriate group(s).
- To improve efficiency and to reduce the overall number of meetings.

- Committee Approval Flow Exercise: There were some slight modifications made based on the feedback from the Academic Senate meeting on the 24th of February.
- Strategic Planning Structure: Added the LGBTQ+ advocates to the Academic Council. In the far left column, a 10 plus one arrow from institutional effectiveness and advancement Council was added.
- A Venn Diagram was presented. It was commented that professional development should not be under student support.
- It was commented that this is a more realistic view and it goes in the right direction.
- We should make the distinction between what is strategic and what is operational.
- We are trying to streamline the process for committees to report out to the proper Councils.
- It was suggested to create two charts, one that shows the creation and the responsibility to the Council. And then another one that just shows where the information is supposed to go and how it's supposed to be shared.
- The goal is to have a strategic planning structure right now. It's not operating as efficiently and as effectively as we'd like it. We want a structure that fits with our new educational masterplan by the end of spring 2020. Or have a better idea of what this will look like by fall 2020**.**
- It was commented to decide how many different charts we need to have to see everything and understand the process.

2:45 p.m. **VIII. Discussion: Distance Education Processes/Revisions (J. Muto)**

Discussion regarding our previous process/attitude about teaching in the DE format in light of the COVID-19 crisis.

- The Distance Education Handbook will be the first agenda item at the next Academic Senate meeting for approval.
- It has been difficult to transition online. Especially for sciences courses like chemistry and biology. There is no substitute for the lab.
- There are serious concerns about online testing for students. We should ask students for feedback on how easy is to cheat.
- Canvas is not a chemical formula friendly. The workload for chemistry is double because the faculty had to adjust the labs to be presentable remotely.
- It was commented that we need to rethink how we do things online. We can react and we can respond to the nature of the environments we have. Not everything can translate. Not everything is a lateral move. And so part of it is kind of on us to determine in our particular disciplines. What do we need to do.

2:55 p.m. **IX. Officer Reports**

A. Secretary/Treasurer (K. Kamerin)

- No report provided

B. Vice-President (V. Lee)

- No report provided

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

- Q. Bemiller shared an email from Dean Hartley outlining feedback received from Student Life Staff regarding the current stress load of Norco College students:

"It appears there is a major disconnect between faculty and students Students feel that the faculty (who have jobs that continue to pay them) do not understand that many of the students' parents are losing their jobs.

- The Student stress level is at an all-time high, yet faculty are piling on more work (described as busy work) than if the class still met face to face.Many students are having to get additional jobs (Amazon, UPS, Walmart) because their parents have lost their jobs. Many of these jobs are graveyard shifts. Students feel like the faculty members are "changing" their syllabi as a result of moving classes to online classes. They are under the impression their syllabus is a contract and they faculty are violating that contract by increasing the work load.
- It is important to mention that faculty have a lot on their hands and they are having stress load as well. Faculty are also adjusting and having to multitask.
- Summer schedule: There is a proposal for lab classes to be switched to hybrid. The district is trying to have some kind of contingency plan in case we are allowed back into classrooms during summer term or in case we are instructed by the state or county to remain online only.
- The summer schedule has been pushed back two weeks to allow faculty to make any changes to the schedule– including changing face-to-face classes to hybrid modality or fully online if possible.
- All students were notified that they can withdraw with an emergency withdrawal (EW). Students can withdraw and have an EW on their record rather than a W. Also, all students can request a Pass (P) or No Pass (NP) grade. This was a change made at the state level. Faculty should let students know that they can take their current course for a Pass (P) or No Pass (NP) grade.
- This information is in the FAQ page for online courses on the Norco College website.
- Drop deadline is May 15th to request a W or an EW. The EW does not impact student's academic standing nor their measurable progress and it does not impact their financial aid. The EW can be requested by the student by simply ~~as~~ emailing Admissions and Records with their name and their student ID number. The process is instantaneous.
- Administration and Senate leadership are working on the messaging to students and faculty.

3:00 p.m. X. Associated Students of Norco Report (T. Chihuahua, S. Irfan)

- ASNC is replacing Nomu with a virtual live concert. We're working with music and Esports to create a live stream concert on May 22nd.

Flyers will be out soon for this event. They also discussed how they should use funds and new ways on how to do things, but nothing is final.

- ASNC has modified the process for the nomination of the ASNC president. They are requesting candidates to write about why they want to run for the position and to post a video introducing themselves. The election packets will be available in Web Advisor.

3:05 p.m. **XI. Administrator Reports**

A. College Vice-President, Academic Affairs (S. Lee)

- Dr. Lee would like to thank everyone and to convey his thanks to colleagues for what they're doing for our students every day.
- Please encourage the faculty to fill out the survey. We're up to about 110 survey respondents. The comments in the survey are very helpful and they help in guiding decision making, moving forward on some of the supports that we're thinking about offering.

B. College President (M. Green)

- Dr. Green thanked faculty for been inspiring and stepping up. She is understanding how this has been very difficult.
- Dr. Green thanked student leaders for supporting one another and helping to refer students to the online supports including mental health supports that are available.
- The executive cabinet and the district have been meeting daily. We listen to the concerns and we share those daily. We're scaling down to three times a week and getting the daily updates out to only twice a week now to maintain that consistent communication.

3:15 p.m. **XII. Professional Growth & Sabbatical Leave Report (V. Harris)**

- There are no requests for sabbatical leaves.
- They would like a recommendation from the senate for a person that can serve on this committee.

3:20 p.m. **XIII. Open Hearing/Good of the Order**

3:30 p.m. **XIII. Adjournment 3: 48 p.m.**

Academic Senate Spring 2020 Schedule	**The 10 + 1 Purview of Academic Senate**
~~Feb. 24, 2020 (Workday)~~ ~~March 2, 2020~~	1. Curriculum, including establishing prerequisites and placing courses within disciplines
~~March 16, 2020 canceled~~	2. Degree and certificate requirements
April 6, 2020 via Zoom	3. Grading policies
April 20, 2020 via Zoom	4. Education program development
May 4, 2020 via Zoom	5. Standards or policies regarding student preparation and success
May 18, 2020 via Zoom	6. District and college governance structures, as related to faculty roles

June 1, 2020 via Zoom	7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate