

NORCO
COLLEGE
Norco College Academic Senate

May 4, 2020

1:30 p.m. – 3:30 p.m.

Via CCC Confer Zoom: <https://cccconfer.zoom.us/j/98663342804>

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Minutes

1:30 p.m. I. Roll Call/Sign-In Meeting called to order at 1:30 p.m.
(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, Kimberly Bell, Barbara Moore, Marie J. Hicks, Melissa Bader, Vivian Harris, Jody Tyler, Alexis Gray, Dominique Hitchcock, Brian Johnson, Dominique Hitchcock, Laura Adams, Ashlee Johnson, Starlene Justice.

Members Absent: David Mills, Elisa Chung, David Payan, Timothy Russell, Kara Zamiska, Peter Boelman, Daniel Reade, Sara Gadalla, Celia Brockenbrough.

Guests: Samuel Lee, Monica Green, Kevin Fleming, Teresa Chihuahua, Samia Irfan, Parissa Clark, Barbara May, Sarah Burnett, Sigrid Williams, Kristine Anderson.

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

III. Approval of Minutes of [April 20, 2020](#)
Tabled. Will approve on May 18, 2020 after correction to item VI.

1:40 p.m. IV. Action Item: Approval of Faculty Accreditation Co-chair (K. Anderson)
The Academic Senate is asked to vote to approve Dr. Laura Adams as Faculty Accreditation Co-chair effective 2020-2021.

- Dr. Laura Adams has agreed to be the Accreditation co-chair. She is bringing with her a wealth of experience and many skills that will serve all of us well at the institution. She has a genuine interest and love for the institution and the community.
- There are in the process of drafting g a job description for the position and will be coming to the academic Senate when it is ready.
- There is a need to move forward with the position because there often domino effects. We wanted to move forward and make sure that someone was in place going into the 2021 academic year.

- Reassign time is in the contract, and it has been negotiated with the district for the colleges.
- We should have consistent and transparent processes. Reassign time is a preview of the Academic Senate and should have a job description.
- The Academic Senate should focus on two things the description of jobs and success and planning. The way someone gets appointed either by the Senate or offered to the institution.
- Motion for the approval of faculty accreditation Co-chair Dr. Laura Adams; Kimberly Bel moves; Michael Bobo 2nd. One opposed. Motion Approved.
- This item will be put on the next agenda for discussion on the process for nominations and approvals.

1:50 p.m.

V. Discussion: Strategic Planning Structure

(M. Bader/K. Fleming/M. Green/Q. Bemiller)

Continued discussion of possible revisions to Norco College's Strategic Planning Structure. Supporting Documents (2): [Strategic Planning Structure Version V](#) and [Strategic Planning Structure \(Relationships\) Version V](#)

- Move to amend the agenda to table item VII: Kim Kamerin moves; Virgil Lee 2nd. Approved. No abstentions.
- There are some changes to the strategic planning structure: There is a line connecting it to the Board of Trustees, and there is a direct line between the President and the Academic Senate. In addition to the Council's connection between the committee's and the Council's, there is this bracket and then an arrow going to Academic Senate. Also, note below the title that says 10 plus one matters, etc.
- APC it's showing as department leadership-APC in the operational groups/committees' column. APC was the only subcommittee that made a budgetary recommendation directly to the Senate. So that was why it was called the Council initially. It is the Academic Senate decision to change the name.
- This chart needs to stay still. It's time to send this to the departments for discussion and feedback.
- The Academic Senate, College Councils, and Committees Relationship chart was discussed. This is not a working chart; however, it helps people conceptually understand what's going on. There was a suggested modification to this chart that there would be another bubble circle for Administrative professional development, and that would also be tied in with the Norco College professional development.
- Dr. Fleming will send the fixed chart with APC to Q. Bemiller so he can send it out to everyone.

2:10 p.m.

VI. Information/Discussion: Concerns Regarding Handling of Job

Descriptions/Hiring Process for Chemistry and Physics (J. Tyler/V. Lee)

Report and discussion of faculty/department concerns regarding the handling of Full-Time Tenure-Track Job Descriptions/Hiring Process.

- J. Tyler discussed the job description for chemistry and physics.

- There are major issues with job descriptions. There are not being posted with the recommendations provided by faculty. The faculty should see the job description before it is advertised. This issue has been discussed at the faculty association, District Academic Senate, and with the Norco President and Vice President of Academic Affairs.
- Some of the issues: lack of transparency, due process, shared governance, etc. The suggested proposal moving forward:
 - Transparency and appropriate shared governance is needed in all parts of the college structure (decisions that affect faculty, students, function, budget, etc.).
 - All problems associated with the JD process need to be identified, addressed and corrected and progress reported to the Senate.
 - Have the JD be generated by the discipline and sent directly to HR. RCC does it this way. Norco's current practice is to have the JD sent to the Dean, and the Dean sends it to HR.
 - Committee to determine the general language of JD that must be used throughout Norco College or what flexibility do faculty have on JD content, and who gets to decide? Condense any general language (equity & diversity statements) and omit repetitious language.
- We need to figure out a process to ensure the integrity of the job descriptions and accountability.

2:20 p.m. VII. Discussion: Proposed Changes to Norco College Academic Senate Constitution (V. Lee)

Discussion and feedback from Senators/Departments regarding [proposed changes](#) to the Constitution of Norco College Academic Senate.

- Tabled for next Academic Senate meeting

2:45 p.m. VIII. Discussion: Chair of Chairs Job Description (M. Bader)

Continued discussion of the Chair of Chairs Job Description with new feedback from Academic Planning Council.

- The chairs did not vote in favor of adding enrollment management to the Chair of Chairs job description. They said that it would be excessive on the chair of chairs. It would mean that this person will not be able to teach. It would be exceeding the reassign time.
- The Senate eventually will need to appoint someone to be part of the District Enrollment Management.

2:50 p.m. IX. Report: Academic Planning Council and District Enrollment Management (M. Bader)

- Nothing to report

2:55 p.m. X. Report: Associated Students of Norco College (T. Chihuahua, S. Irfan)

- A student trustee has been elected.
- ASNC has purchased a cap and gowns for the first 250 participants.
- There are 11 candidates for the ASNC elections.

3:00 p.m. XI. Report: Teaching & Learning Committee (S. Justice/D. Reade)

- TLC got the ball rolling on a couple of Brown Bag events for the final few weeks of this semester. (Online, of course). Both will be planned and presented in cooperation with the Distance Education Committee.
- Serious concerns were expressed about the increased workload for all faculty (but especially science and CTE faculty) without the commensurate support from administration. The committee feels that this issue should be taken up by the Academic Senate and brought to the attention of the administration.
- The Faculty Ethics Statement was discussed. A lot of questions and uncertainty arose around the language of the document, the need for and purpose of the document, and the proposed short turnaround time. The committee would like more information (esp. with regard to the use of the Ethics Statement), as well as an opportunity to engage in more meaningful discussions about it. To that end, TLC moved to table the matter until the fall semester. A vote was taken as a Yes/No vote in Zoom, with the motion being approved 12-0.

3:05 p.m. XII. Administrator Reports

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

- Please let us know, talk about it amongst yourselves and make a recommendation if there's anything we can do to support faculty. This is a conversation that we will have along the way. In the meantime, let us know how we can help to ease some of the load.

B. College President (M. Green)

- We are grateful for the work that you are doing.
- During the President's open hours, one of the issues that were raised was how do we help faculty to feel more appreciated for all of the work they are doing behind the scenes. Some concrete examples were not sending emails over the weekend. Even just giving a simple thank you and that we appreciate the work that you do.
- We are looking for nominations for the alumnus of the year. An announcement will go out, and if you have someone in mind, please submit them for consideration.

3:15 p.m. XIII. Officer Reports

A. Secretary/Treasurer (K. Kamerin)

- No report

B. Vice-President (V. Lee)

- We are moving forward with the election of the faculty commencement speaker. We have seven nominations for that position, for of whom have accepted. The ballot will be going out tonight via Microsoft Forms.

C. President (Q. Bemiller)

- There is an RCCD Draft proposal for institutionalized accessibility (DE), which has been followed by the faculty Association response, and a response from the District Academic senate. This proposal is still in a draft state and would need to be vetted through our Strategic Planning process, including Senate and District Strategic Planning Committee.
- There are multiple reports from faculty about Zoom class meetings being scheduled by professors at times/days that conflict with their student's other classes. Dr. Sheila cited a March 17, 2020, Inside Higher Education article that explains why a balance between asynchronous and synchronous is needed.

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

3:30 p.m. **XV. Adjournment 3:37 p.m.**

<p style="text-align: center;">Academic Senate Spring 2020 Schedule</p> <p style="text-align: center;">February 24, 2020 (Workday) March 2, 2020 March 16, 2020 canceled April 6, 2020 via Zoom April 20, 2020 via Zoom May 4, 2020 via Zoom May 18, 2020 via Zoom June 1, 2020 via Zoom</p>	<p style="text-align: center;">The 10 + 1 Purview of Academic Senate</p> <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites and placing courses within disciplines 2. Degree and certificate requirements 3. Grading policies 4. Education program development 5. Standards or policies regarding student preparation and success 6. District and college governance structures, as related to faculty roles 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
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