

# NORCO COLLEGE

## Minutes

### Norco Academic Senate Meeting

May 17, 2021

1:30 - 3:30 PM via Zoom

**Called to Order: 1:32 PM**

#### **I. Roll Call**

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Makenna Ashcraft (for Samia Irfan), Kimberly Bell, Quinton Bemiller, Michael Bobo, Peter Boelman, Courtney Buchanan, Sarah Burnett, Vivian Harris, J. Marie Hicks, Dominique Hitchcock, Ashlee Johnson, Kim Kamerin, Daren Koch, Virgil Lee, Barbara Moore, Lisa Nelson, David Payan, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham, Cameron Young

Guests: Melissa Bader, Peggy Campo, Zina Chacon, Araceli Covarrubias, Kevin Fleming, Monica Green, DJ Hawkins, Samuel Lee, Shaun LeFlour, Lisa Martin, Jethro Midgett, Gustavo Ocegüera, Jason Parks, Margarita Shirinian

#### **II. Approval of Agenda**

M/V. Lee, S/K. Bell- Approved

#### **III. Review of [May 3, 2021](#) minutes**

#### **IV. Open Hearing**

None

#### **V. Action Item: Approval of Faculty Co-Chairs for Academic Senate Standing Committees (Q. Bemiller):**

Academic Senate was asked to confirm the following appointments:

- Dana White, Faculty Co-Chair, Faculty Professional Development Committee
- Timothy Russell, Faculty Co-Chair, Program Review Committee

Approved unanimously.

#### **VI. Action Item, Second Read: [Part-Time Faculty IOI Review Document – Online Courses](#) (S. Burnett)**

The Distance Education Committee asked Academic Senate to complete a second read of this final draft of the Revised Part-Time Faculty Improvement of Instruction Document for online teaching.

- Items highlighted in yellow are changes that have been made.
- Document will be taken to District Senate where CTA always has representation, and will review it.

M/S. Burnett, S/K. Bell moved to Accept IOI Associate Faculty Distance Education Observation document. Approved unanimously.

**VII. Action Item, Second Read: [Regular and Substantive Interaction Guidelines](#) to Support AP 2105 (S. Burnett)**

The Distance Education Committee asked the Academic Senate to complete a second read of this final draft of the newly created Regular and Substantive Interaction (RSI) Guidelines.

- Bold text is Federal language
- What's highlighted is what has been modified

Approved unanimously.

**VIII. Action Item, Second Read: [RCCD Online Teaching Certification—Proposed Options](#) (S. Burnett)**

The Distance Education Committee asked the Academic Senate to approve the proposed certification process for faculty to teach on-line using the LMS Canvas.

Approved Unanimously.

**IX. Action Item: [Guidelines for Low Textbook Cost \(LTC\)](#) (S. Burnett)**

The OERL and the OER Taskforce requested approval of the guidelines for LTC determination. Note: this was shared/discussed in Sarah Burnett's OER report on May 3, 2021.

M/M. Hicks, S/V. Lee moved to accept the recommendations. Approved Unanimously.

**X. Information Item: Faculty Association/CTA Report (P. Boelman)**

The Academic Senate will be updated on RCCD Faculty Association/CTA activities.

- Today is the last day to vote for the Faculty Association representatives.
- Contract negotiations are done.
- Tomorrow during the regular Faculty Association Meeting, there will be a presentation for the new contract that will be in a Town Hall format at 6 PM.
- Link will be sent out with a complete new version of the new contract.
- Rhonda Taube will have a PowerPoint presentation going over new contract.
- Flex hours have not changed, it's still 24, but 8 of those hours need to be equity-related.
- Faculty will get the COLA increases.

**XI. Action Item: Partnership with the Southwest Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee (S. Lee)**

The Academic Senate was asked to give conceptual approval to a planned partnership/[MOU with SCATJATC](#), in which Norco College would be the Local Education Agency (LEA).

M/K. Kamerin, S/K. Bell. Approved Unanimously.

**XII. Action Item, Second Read: [Proposed Job Descriptions](#) for Guided Pathways & Equity Faculty Coordinators, (M. Bader)**

The Academic Senate is asked to approve the new job descriptions for Guided Pathway/Equity Faculty Coordinators for the 2021-2022 and 2022-2023 academic years.

M/M. Hicks, S/V. Lee- accepted as amended. Approved unanimously.

**XIII. Action Item: Second Read: Approval of Modified Charter Template for Academic Senate Committees/Groups (Q. Bemiller)**

The Academic Senate is asked to approve usage of the Norco College Charter Template for its standing committees, ad hoc committees, project teams, etc. with minor modifications.

M/V. Lee, S/M. Hicks- Accept as amended. Approved unanimously.

**XIV. Action Item, Second Read: ESL Adoption Plan (M. Shirinian)**

The Academic Senate is asked to approve the RCCD ESL Adoption Plan, which outlines the adoption process of the current [ESL placement method. ESL Adoption Plan Form, RCCD ESL Guided Self-Placement \(GSP\) Validation](#)

M/V. Lee, S/K. Bell. Approved unanimously.

**XV. Action Item, Second Read: [Faculty Appointments to Councils](#) (Q. Bemiller/V. Lee)**

Academic Senate will consider nominees to fill the remaining faculty positions on Councils for the 2021-2022 academic year.

M/D. White, S/M. Hicks, moved that the general representative should not serve on any of the other Councils. 6 yes, 2 abstentions, motion passed.

M/V. Lee, S/K. Kameran Move to approve the appointments of Dana White to Professional Development and Tim Russell to Program Review Committee. Approved unanimously.

Virgil to set up an election for the Schools of Arts and Humanities representative this week

In Fall, a College Council REP and Senate will be chosen and then each one of the Councils will choose their own chairs at their first meeting.

**XVI. Officer Reports**

A. Secretary/Treasurer (K. Kameran)

- No Report

B. Vice-President (V. Lee)

- Thanked the Union reps for serving on CTA and especially Peter Boelman and Monica Gutierrez who is leaving the union.

C. President (Q. Bemiller)

- [See Attached](#)

**XVII. College Reports**

A. Associated Students of Norco College (A. Calderon, S. Irfan)

- There will be a donation drive June 17<sup>th</sup>, and will be accepting canned food, blankets, socks, wet wipes.
- There will be a speaker for the LGBTQ+ on Wednesday, May 19<sup>th</sup> with more info on Instagram.

B. College President (M. Green)

- On the board agenda for tomorrow is a resolution 70-20/21 outlining the transition back to campus.
- Administrators back on June 7<sup>th</sup> and classified professional back on June 16<sup>th</sup>.
- Town Halls will be taped and placed on the District's COVID 19 webpage
  - 4/21 focused on Facilities and Safety

- 6/16 will focus on Student Services
  - 8/18 will focus on Student Life and Athletics
- C. College Vice President (S. Lee)
- Thanked everyone for their support on the Apprenticeship MOU
  - Congratulated the Senate for an extremely productive year

## **XVII. Standing Committees & Liaisons Reports**

### A. Academic Senate Standing Committees

- APC (P. Worsham) No Report
- Assessment, Curriculum, DE, FPDC., LGBTQ+, Library/LRC, PR, TLC
- FPDC [report](#) read by Q. Bemiller
- LGBTQ+ report (C. Young)
  - We recapped the experiences from the most recent CCC LGBTQ+ Summit which provided incredibly valuable insights from the various workshops; our team predominantly separated into differing workshops to gather as much as we could. We are happy to note that while there is still much to do, we take comfort in knowing that we are also making headway.
  - Thanks to Dr. Green's office for the support of this Summit
  - We plan to hold an ALLY training sometime at the end of this Month and also plan to examine more in-depth workshops toward specific segments of the ALLY workshop. We also plan to hold Train the Trainer sessions at the start of the upcoming AY
  - We also discussed the relationship of the LGBTQ+ committee to the community we advocate for in a more direct manner and are looking into how best to further actualize our charge.
  - Our Speaker Series is locked in and ready to go. We ask to please spread the word to your students in Canvas via Announcements and/or register for yourself. Each event offers FLEX and a chance for Norco College students to be entered for a chance to win a \$25 gift card. Additionally, it is especially exciting that for our upcoming Speaker Series on this week's Tuesday we will be having an introductory address from our esteemed Dr. Muto.
  - DATING, RELATIONSHIP, AND INTIMATE PARTNER VIOLENCE IN THE LGBTQ+ COMMUNITY, 5/18, 2-3:30pm: <https://bit.ly/2SnRYGa>
  - SOMOS DE AQUI: AN INTROSPECTION OF QPOC, NEO-COLONIALISM, AND NECESSITY FOR ACTIVISM, 5/19, 1-3pm: <https://bit.ly/3xq8tBD>
  - WE'RE QUEER, WE'VE ALWAYS BEEN HERE, 5/20, 2-4pm: <https://bit.ly/32Xn616>
  - THE "COMING OUT" EXPERIENCES OF RCCD STUDENTS, 5/20, 4-6pm: <https://bit.ly/3b3FxFt>

Academic Senate discussed current issues in the context of Unity Zone's history.

- Our 2019 to 2022 Sep it stated that the end zone will be staffed with an hourly employee and fall and spring of each year.
- COVID shut down the campus and we lost that staff member, no one has been serving in that capacity since.

- We don't know if there were other support services that were helping students out throughout this experience of the online learning environment only that a population of students that are already kind of rendered invisible in many ways, experience and even further extreme isolation.
- Members of the LGBTQ+ community, they often don't have a support system at home to turn to, and so there was no where they continue to turn to during this time.
- The unity zone provided information resources and support for to student populations.
- PT position has been written into the budge.
- We don't know if there will be any funds available for most items that people who use the unity zone benefited from such as food beverages and supplies and more these items were added to an area program review and we are hoping to have positive news on this.
- This is where our committees frustration comes from, we do not have a way to state financial requests outside of our disciplines and program review.
- We're hoping to have some sort of process to memorialize or ensure relative promises may are carried through so when changes do occur.
- It's kind of hard to feel also, at least from our committee to not feel like the uni zone is some sort of great experiment when it should also be just more of a permanent fixture of who and what Norco College is for the students that they serve.
- Quinton will follow up on this with administration.
- Per Courtney Buchanan and Laura Adams, this is one of the specific populations that were supposed to be using the equity gap for by 40%, but there was no way to capture data in Program Review.
- Library/LRC (V. Harris)
  - Repairs to the library should be completed over the summer so that everyone can physically moved back in before fall semester.
  - Dean Nance has a new 18 hour a week Library Administrative Assistant, Eileen Cechini.
  - The Saturday PT Library Clerk has resigned.
  - The Read to Succeed book for 2021 Fall will be “*The How of Happiness*” and was written by Sonja Lyubomirsky, so pleas come out and support us!

B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, Equity, OER, PGSL

- CTE (S. Williams)
  - The Empire Regional Consortium was held today and the workshop was fun.
  - We all need to be aware that the job market has changed.
  - Professionals and experts are all saying that our students need to learn the soft skills and the employability skills along with articulation support.
  - They need to be earning industrial certifications.
  - This has to go beyond CTE with more professional development, which means that Community colleges need to improve their programs and curriculums be beyond CTE.
  - We need to upgrade equipment, connect with the community college pathways- students need more support time, we need more professional development.
  - There needs to be increases in work based learning opportunities, so this is all coming with us through strong workforce funding.

- Even though our program reviews have been done, we really need to focus on what it will take to get our students through our programs and into the workforce.
- CSEA (D. Koch)
  - It's Classified School Employees Week: Essential Workers Getting It Done! This week CSEA's Classified Senate will be hosting fun daily activities with prizes on social media to celebrate and recognize the importance of classified professionals and the work that we do for our students and the college. On Friday, there will be a game activity at the weekly Classified Catch-Up beginning at 11:30 am. Happy CSEW 2021.
  - On Friday, May 28th, the Classified Professional Development Committee is hosting "Transitioning Back to Campus." The workshop will provide classified professionals with an opportunity to plan and discuss the transition while preparing for childcare, budgeting expenses such as gas, health care concerns, and more. The proposed return date of June 15th for classified professionals is currently in discussion with the district and CSEA.
  - The nomination period for Chair and Secretary of CSEA's Classified Senate opened on May 12th and will close on May 21.
  - CSEA's Classified Senate is working on appointments for committee vacancies and will be filling representative positions on the new councils during the summer in preparation for fall in accordance with the CSEA Committee Appointment Process

**M/K. Kamerin, S/M. Hicks- Move to extend the meeting by 20 mins. Approved.**

**XVIII. Information: Survey of Effectiveness Results for Academic Senate Standing Committees(Q. Bemiller)**

Academic Senate received an overview of the Survey of Effectiveness results for all Academic Senate Standing Committees.

**XIX. Information: Racial Justice Task Force “Group A” Presentation (D. Hitchcock/S. Leflore)**

Academic Senate was informed of the following: The RJTF Group A conducted a survey of Black/African American Norco students to gather quantitative data in Fall 20. As a follow-up, nine students volunteered to be interviewed individually, which provided additional qualitative data. A presentation will be given to summarize their answers regarding their overall experience at Norco College.

**Adjournment: 4:07 PM**