

NORCO COLLEGE

Academic Planning Council

Business & Scheduling Meeting

November 13, 2020

8:30 – 11:00 am

Zoom Conference

Present: Ms. Melissa Bader (co-chair), Mr. Peter Boelman, Mr. James Finley, Dr. Teresa Friedrich Finnern, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Farshid Mirzaei, Mr. Jeff Mulari, Dr. Jason Parks (co-chair), Ms. Ana-Marie Olaerts, Mr. Dan Reade, Dr. Stanley Tyler, Mr. Jeff Warsinski, Ms. Patricia Worsham (co-chair)

Absent: Dr. Tim Wallstrom

Visiting: Ms. Vivian Harris, Dr. Samuel Lee

A. Welcome

Patty Worsham welcomed everyone

B. Approval of Minutes

Motion to approve minutes October 9, 2020: M/Dr. Gray, S/D. J. Finley, Approved unanimously.

C. Discussion on Standing Committee & Dean's Reports

1. Academic Senate (2 min.)

- See Attached

2. ISPC (2 min.)

- See Attached

3. District Enrollment Management (2 min.)

- District is trying to encourage us to schedule more courses to make up for the fact that the district as a whole is down about 10% on enrollment.

4. Program Review Committee (2 min.)

5. CTA (2 min.)

- See Attached

6. Deans' Report(s) (2 min.)

- See Attached

D. Action Items

1. Equity Language on Job Descriptions

- This is a diversity statement and there are no diversity programs in CTE.
- There are diversity programs within Guided Pathways with equity mindedness, i.e. Prison Education, Foster Youth, PUENTE, Umoja, etc. all of which have an equity component.
- CTE is included in the first paragraph where it states we offer more than 250 degree and certificate programs, both of which CTE is a part of.
M/Gray, S/Reade to go forward with this language, Approved Unanimously

2. Ranking of New Positions (after Discussion Items)**

E. Information Items

1. Scheduling Updates

- Everything will be rolling out at the end of the week, keep checking your CSARs and make sure you add any staffing changes.
- IDSs are pleased with this scheduling cycle.
- Deans are very thankful to all department chairs.
- 46 face to face sections are scheduled for Spring, many of which are cross listed.

2. Strategic Planning Governance Manual – 2nd Draft

- 2nd draft is coming out December 7th. Please look out for links coming out of Dr. Fleming's office to review and provide your input.

F. DISCUSSION ITEMS

1. Syllabus Shell Revision:

- Communication Frequency
Racial and Equity Taskforce request
 - Taken to Senate and there will be a vote taken in the next meeting.
 - Some of the language was in question so it was sent back to the departments.
 - Once it is revised, it will go back to Senate.
 - Cultural Competency Project Team/Guided Pathways is coming to APC to discuss the possibility of adding a segment to the current syllabus shell templates.
 - This will tell students where to go and how to file a grievance against the faculty member. (i.e. reporting racial discrimination in and out of the classroom)
 - No language has been developed yet, but the group is asking for support to take this to Senate.
 - Student Handbook was discussed.

** APC New Faculty Hiring Prioritization Discussion and Ranking

- Counseling
- Biology
- Counseling
- Counseling
- Counseling
- Counseling

F. Good of the order 11:16 am

Next Meeting
Business Meeting
January 8, 2020 (Tentative)
8:30 – 11:00 am

Standing Reports:

ISPC:

Meeting: 10/21

1. Associated Students Feedback on SPGM review
 0. ASNC students is asking for two reps/one vote. One rep and one alternate member. In draft 2 revise to reflect 1 student and 1 student alternate to serve on each of the 5 councils (College Council, Academic Council, Student Support Council, Resources Council, Institutional Effectiveness & Governance Council).
1. Classified Professional Feedback on Chapters 6-11
 - a. Terminology- issues with this
 - i. Inconsistent use of terminology
 - ii. Not defined
 - iii. Confusing
 - iv. Want to align with district on strategic planning
 1. We will benefit from district strategic planning alignment
 - v. Governance is not defined in education code except for using the term district of college governance. When it is reference other than those terms its confusing.
 - vi. Is it participatory or shared or college governance? Which is it?
 - vii. Norco College President job description in the SPGM advocates shared governance so why are we using a different term?
 - viii. Why are we using participating instead of shared which is what we use at the district or college governance which is what is used in Education code?
 - b. Tri-Chairs
 - i. Want the term tri-chairs instead of co-chairs. Consistency is important. ACCJC Peer Review Team report applauded NC for the tri-chair system. Equal voice is important.
 - ii. Agenda items requests go to all three tri-chairs
 - iii. Classified tri-chair would share in the facilitation of meetings.
 - iv. Decisions by tri-chairs are made collaboratively.
 - v. Make sure that it's made clear that classified tri-chairs are appointed by the committee appointment process from CSEA and determines the length of time they serve.
 - vi. Change to: when the committee comes to consensus it is the tri-chairs...
 - c. Classified Professionals recommend verbiage page 50. Replace the word staff with classified professionals.
 - d. Classified Senate recommend inserting below CSEA section p.60. Talks about who the pillars are of classified senate, etc.
 - e. Classified Senate detail needs to be provided.
 - f. Charter
 - i. Include that Classified Senate/CSEA are not required to have a charter
 - ii. Classified reps are appointed.
 - iii. Roles and responsibilities outline in the committee appointment process
 - g. Operational v. Strategic
 - i. Want to know what is an operational group compared to what is a strategic group
 - ii. What is the function of the executing committee/council
 - iii. Create clearer examples.
 - iv. Section is confusion
 - h. Recommendations
 - i. Maintain 5 classified representative on councils as approved by ISPC in 2013/2014
 - ii. Need a crosswalk to demonstrate how the core commitments are incorporated
- i. Draft 2 will release on October 30. Kevin needs their red-lined feedback since there's less than 2 weeks to get this turned around.

- j. Committee feedback on this:
 - i. Who's deciding whether these recommendations are being implemented or not. Quinton needs to review Ruth's presentation as well. Participatory is the correct term is the one that should be used. In regard to tri-chairs, it might have been a mistake because staff is not a recommending body for policy for the board of trustees, only faculty are. Using the logic of using tri chairs means we should then have a student co-chair. All of this needs to go over with a fine-tooth comb. At RCC there are no tri-chairs. Our job is not just to placate ACCJC but to follow the law. Need to sit down and go over all of this. The other two Academic Senate presidents are meeting with the chancellor to go over participatory governance.
 - ii. Rex- there are some specific education codes that do say they should be involved in participatory governance. It does show that. If it's there it's there.
 - iii. Leona- when we do move forward with the conversation make all the recommendations on how making an exclusive system would benefit our collegiality. How does making college governance an exclusive system benefit the system?
 - iv. Quinton- never said that. It's only the faculty that make recommendations to the board of trustees for policy.
 - v. Kevin- propose that we take time in a future meeting to discuss this. No one uses the divisive language of exclusion. Let's do a deeper dive about what ed code says about everyone's role.
 - vi. Anything ISPC does is merely a recommendation to the President.
 - vii. Virgil- sees an issue here requesting that we have a co-chair here requesting that we delay the release of the next draft. How is this going to go forward. Kevin wants to honor the hundreds of hours of work that has gone into this. Feedback has been collected since June. These suggestions were brought forward a week before draft 2. So present draft 2 and include these suggestions in draft 3.
 - viii. Ruth-what's happened in the past. We make recommendations that are welcomed but never included. These need to be fairly considered.
 - ix. Leona- gives us an opportunity to see how this body is going to figure out these challenges. Great exception to there being additional discussion? If it wasn't this topic but it was something else how would it be handled?
- 2. Set dates for SPGM for Committee of the Whole:
 - a. First read in 12/7
 - b. Second read ISPC (March 3) and Academic Senate (March 1)
 - c. COTW March 9. DSPC March 19
- 3. Role of Committee of the Whole- Kevin
 - a. Changing the name back to Town Hall instead of COTW because of its intended function.
- 4. SPGM- Chapter 10 (Kevin)
 - a. Program Review section will need updating pending changes being made to program review.
 - b. Submit any additional suggestions by October 28.
- 5. Budget Update- Mike Collins
 - a. Went to Trustees for approval last night.
 - b. Presentation to ISPC on November 4.
 - c. A few items of interest:
 - i. \$44m in cash deferrals that we are relying on 2021. Getting IOUs.
 - ii. Tax Revenue Anticipatory Note. Ensuring we have enough cash to meet our operational needs to meet our bills. First draw is targeted for February.
 - iii. Enrollment is down. We are trying to increase enrollment but it's down.
 - iv. 2021-2022 budget year it's going to be a tough one. We need to be eyes-wide open in the 2021-2022 year. No additional new revenue and mid-year cuts and reductions in revenue.
 - v. We need to resist adding new cost outside of fixed cost.
 - vi. BFPC provided our performance. Highlights:
 - 1. Utility expenses are well below budget
 - 2. Anticipate reductions in PT faculty and counselling support.

3. CARES budget working through it. Expenditures focuses around technology to mitigate the impact of COVID on our students. CARES funding won't cover all of our needs.
 4. Scaling guided pathways is a key priority for our district. District is working to find a way to accomplish and establish a stable on-going budget.
 5. Budget performance reports are presented at BFPC and are on their website. Posted under supporting documents under BFPC website.

Meeting 11/4:

1. Co-Chair updates:
 - a. Ruth- really good guided pathways workshop. Also looking for two classified professionals to serve on their professional development committee.
 - b. Monica- Quick reminder of the ISPC standing reports are due on the 10th. The college is preparing for a Listening Tour for the State Chancellor's office. This was originally scheduled last spring. Will be here Tuesday November 10. There will be 4 sessions.
 - i. Session 1: Area of Pride
 - ii. Session 2:
 - iii. Session 3:
 - iv. Session 4: Town Hall and everyone encouraged to join.
<https://cccconfer.zoom.us/j/92121303272>
 - c. Lot of work going with the racial justice group and the ADT in Social Justice.

2. Joint Academic Senate-ISPC September 30 Meeting (Chapters 6, 7, 11, Charter) Report:

SPGM: What is different between the current and proposed structures? (5 minutes)

o Creating two new councils: Academic Council and Institutional Effectiveness & Governance Council

o Increasing clarity and effectiveness of how we get the strategic work completed at the college:

§ The SPGM proposes that all councils, committees, work groups and project teams have a posted charter.

§ A charter will clarify the scope, purview, purpose, expected deliverables, and membership.

§ The SPGM aligns each committee based off their scope and their functions.

§ Standing committees of the Academic Senate will still report to Academic Senate; no change proposed.

o Refining the meeting schedule

§ In the proposal schedule, all councils to meet during college hour allowing for greater stakeholder participation while reducing the total hours spent in meetings.

§ College Council would also meet during college hour on the second Thursday. Leadership Councils will meet concurrently on the fourth Thursday of the month

Dates were strategically chosen not only to increase governance participation, but also to expedite our processes.

§ Meeting dates selected to assure that items going through the College Council can be presented at the next District Strategic Planning Council meeting.

- o We are looking to eliminate any duplicate groups or deliberations as we are too lean to have duplicate work.
- o Move operational discussions under administrative areas when possible to organize committees and council work around strategic goals and objectives.
- o Make sure that all our governance language aligns with our values and our college mission.
- o Question raised: "The membership composition of committee shall be decided by the respective leadership council. I thought standing committees are decided by the Senate?"
- § Response: We will add a statement to the SPGM excluding Academic Senate subcommittees from this requirement.
- Edit Meetings section where it reads, "One meeting per month during college hour" to read, "Meeting at least 3 times per semester".
- Edit Membership section that reads, "Members may be removed after three absences at the discretion of the constituent group" to match the language of the Academic Senate bylaws.
- Edit Members section by removing sentence that reads: "Academic Senate standing committees are composed of faculty representatives from all schools/departments."
- Edit the following Co-Chairs section, "The meetings are led through a co-chair system: standing committees of the Academic Senate comprised of

a.

2. Classified Professionals SPGM Recommendations – Ruth Leal

Summary of recommendations:

- o Goals of recommendations are to ensure wording in the SPGM is reflective of the voice of classified professionals being heard, valued and respected. Words matter, tone matters, choose carefully. Looking to make sure these are considered.
- o RCCD Board Policy 1510 take this into consideration.
- o Adhere to Title 5 and Education Code. Recommend adhering to Title 5, 51023.5 and Education Code 70901.2. Make sure the wording is consistent and consult with classified professionals that impact them. This is what board policy calls for.
- o Committee Appointment Process. This spells out how classified representatives are appointed and should be referenced throughout the document
- o CSEA chapter 535 replace wording on p. 60 with this.
- o Rewrote the Classified Professional section on p. 50 with this.
- o Continue with 5 classified pros on each council. Not applicable to Academic Senate or APC. Just for councils that are standing committees of governance process outside of Academic Senate.
- o Continue using the term classified professional or classified pro.
- o Align governance terminology with district
 - Recommend using "shared governance" and changing to align when district changes governance terminology
- o More discussion on operation v strategic section
 - Recommend additional work on clearer definitions and examples
- o Need crosswalk for core commitments
 - Recommend adding a crossway to demonstrate how the core commitments are incorporated into the governance structure and processes
- o Needs amendment process
 - Recommend adding a process for revisions and updates
- o Update appeals process
 - Recommend updating the appeals process

- Creating A Caring Campus Environment
 - Recognize that classified professionals are experts in their field with knowledge and education
 - Respect classified professional who they are and their contributions to making a difference in a student's life
 - Value classified professional as vital members of the team
 - Want classified professionals to feel that they are making difference and working toward the mission of the organization.

Kevin- thanked all off the classified professionals for all of their feedback. Was expecting feedback to trickle in all summer and not 10 hours before. Need time to give full consideration to the feedback. Quinton agrees. Ruth wants to know who will be making the decision as to what and what won't of their recommendations will be included. Now that those recommendations have been brought forth what's next. Kevin- 80% of the feedback was heard, value, respected in draft 2. Deeply grateful for the edits. Included a lot of the citations and the links. A lot of that has been included. There are a few items that are still outstanding but some topics require some thoughtful discussion at a future meeting. Rex- Amendment process and appeals process. Need to look at that and Kevin agrees this is a great piece of feedback. Leona what would like to see the track changes to see what was there before and what was changed. Kevin's not sure this can be reverse engineered. Leona clarified that she's not asking to go backwards, just going forward.

Kevin and Quinton will work on a response to the classified pros at the next meeting. Ruth would like to have them in advance. Kevin will work to make this happen.

3. SPGM Draft 2 Preview – Kevin Fleming

- Thanked everyone for their feedback and includes a summary of changes (see document). Added a nice section on what was learned from the previous plan to this current plan.
- Sigrid asked that Kevin send it out after Thanksgiving break so that we don't get any emails. If send it on 11/30 then committee will only have 48 hours to read it before the first read of this second draft on 12/2. But not having to go through these extra emails would be appreciated. 12/2 is the last meeting for ISPC. Monica would like this to go to Academic Senate and then ISPC. Moving the ISPC date would then give people enough time to read the document. Change the final draft to come out on 11/30 and move ISPC to 12/9.

4. COTW Discussion:

- Faculty is going to take this to a vote of Senate before it comes back to ISPC. We have right now in our strategic planning process as COTW is the final stage of the process and then it goes forward. Discussion has been should we do away with COTW or keep it as part of the final approval process or should COTW be more of a town hall. COTW is not in the SPGM. So how do people feel about this? Should we keep this or not? Quinton remembers in conversation that there was some consensus to hold a town-hall meeting. The way we've used it in the past doesn't really make sense. Quinton thought we were moving towards consensus on this. Leaning towards the value of a town hall but not a voting meeting. This will be on the agenda for the next meeting.

5. 20-21 Adopted Budget Presentation – Michael Collins

- 20-21 Adopted Budget Overview for NC
 - \$3.7m deficit for salaries and benefits largely due to golden handshakes.
 - Total non salary were positive.
 - On-going budget challenges:
 - PT and Overload Instructional overspent by \$890k
 - PT overload non-instructional overspent by \$611k. Mainly PT counselors and PT librarians. Going to take a deep dive into these accounts or is the formula broken. Why do all the colleges

chronically overspend in these areas? We have to realize savings to cover these shortfalls.

- We are going to borrow from internal funds first to cover our current cash flow needs. TRAN in November- borrow from internal funds first to reduce the TRAN. Tax Revenue Anticipatory Note.
- Measure C when it passed Norco's projects were already started and we spent over \$2.5m more than originally allocated.
- We will have increased liability in the out-years
- 3.2m was budgeted from District reserves to other funds to mitigate 20-21 lost revenue and to continue payment of S&B
- \$295k lost revenue. Also have to pay for law enforcement and their salaries came out of parking revenues which are now lost.
- \$520k decrease in ongoing district revenue
- \$8m in cost increases.
 - 2% increase in FT salaries
 - 2.5% increase in PT salaries
 - Step/column grown placements
 - PERS 20.7%
 - Health insurance
 - 16 new FT faculty positions
 - New distance ed positions
 - PT faculty harassment training
- NC savings plans
 - Holding 4 faculty, 1 management and 1 classified positions- \$812K
 - Utilities 16% reduction
 - Travel restriction 40% reduction
 - Total savings \$930K
- \$1.2m committed to the Veterans Resource Center Project with local matching funds.
- Professional development \$15k
- Chancellor has put an emphasis on implementing and scaling of guided pathways and wants us to use savings to accomplish this.
- 20-201 budget expenditures:
 - The adopted budget shows a reduction of \$1.5m
- Covid 19 and Cares funding:
 - CARES 1 to students \$1.7m
 - CARES II 1.76m
 - CARES III \$231k in funding. This will go towards covering the increase cost of instruction for F2F for fall winter and spring term.
 - COVID019 Response block grant. \$1.4m Has to be spent by the district by December 30, 2020. Using this to cover the new outdoor student studying area. A shaded amphitheater.
 - Revenue allocation by college: NC 22.29%, RCC 54.56% and MVC 23.35%

6. Accreditation Standing Report – Sam Lee/Laura Adams

Nothing to report.

7. DSPC Update (October 23, 2020) . All of this is in the 92 page report by the district strategic planning committee notes.

8. Good of the order:
 - a. Nothing

Academic Senate:

Meeting 10/19:

1. Action Item: Request to approve APC name change from Academic Planning Council to Academic Planning Chairs. Motion approved.
2. Senate asked to endorse new Noncredit certificates. Jason presented the certificates. Completion applies to non-credit class. Competency applies to ESL. These will be sent from the district office. Would like something bigger than a half-sheet of paper. And want them sent out more quickly than 7-9 months post completion.
3. Senate asked to endorse suggested syllabi language for faculty / student communication. Lots of discussion. Mostly supported but some didn't like the specificity of the turnaround time and want to time to review the document and provide comments and feedback. So while the document was mostly positively received Senate asked that this document be shared with faculty for feedback then brought back to Senate for discussion before agreeing to include it in the syllabus shells. Laura Adams supported and said it makes sense from an accreditation perspective to have this language which speaks to substantive and regular contact.
4. Senate discussed the most recent executive order for EW, Pass and No Pass.
5. Senate consider AP 6120a - Hiring for Academic and Classified Managers.

6. Laura Adams- Accreditation regular update. So the regular update was designed as a way to share out what is happening at the college. In the old form it listed out everything in bulleted form. Kris's old update- archived on the website under the President section in the document's folder. Laura worked with Diana Meza and has changed the format. It's more visually appealing and more readable on a mobile device. Still has the same types of information be reported out. Also created a Microsoft form for collecting this information. Report the things you are working on and serves as a nice collection of evidence on the things were working on rather than having to go back and dig things up. Will still have to go through an sift through information but this gives us a nice centralized location and systematic process. Whatever you list in Program Review you have to link to the EMP. Can find it by searching for Strategic Planning. Summarized view of the EMP Executive Summary which is needed for Program Review so here's the link to access that:
<https://www.norcocollege.edu/about/president/Pages/update.aspx>
7. Dr. Green- Listening Tour, November 10. Will include 2 hours of various groups speaking with the chancellor's office team. Monica will be working with Quinton and Virgil and a Virtual Town Hall from 4:30-5:30. More information to come.
 - a. Call to Action Development group. Create an effective district wide professional development structure. Kara, Tim, Star and Peter serve on this committee.
 - b. Virtual Veterans resource center. That is being taped and will include various dignitaries. Scheduled to go out November 10 the day before Veterans day. Construction will start with expected completion Fall 2021.

8. Dr. Lee
 - a. F2F seems to be going well with our 9 sections. No significant issues. Students are following their protocols.
 - b. Using a new method to proctor exams remotely. Solves the problem of proctoring exams remotely.
 - c. Beginning discussions on F2F exams in the spring.

- d. Shade structure will provide additional outdoor study space and test taking opportunities.
 - e. Looking at opening a single study space for students on a reserved time and basis. Not looking at reopening the library. We use the Rave Guardian app about student's exposure. Students have to complete a health assessment with this app.
 - f. Schedule dates:
Oct. 16, 2020 the colleges complete WIN Schedule
 - Oct. 26, 2020 WIN Schedule published
 - Nov. 2, 2020 is expected WIN registration start.
 - Nov. 6, 2020 the colleges complete SPR Schedule
 - Nov. 16, 2020 SPR Schedule published
 - Nov. 30, 2020 is expected SPR registration start.
9. Quinton
- a. All of the standing committees were asked to send their standing reports to Quinton. The report is being used for Senate and SPGM
10. Alexis- Program Review
- a. CTE needs representation on Program Review. Gail retired, we need to fill that seat.
11. Sarah-Distance Education
- a. Looking at the I of I document for the spring. They meet on Wednesday so not much to add right now.
12. Dominique
- a. Ethnic Studies course. Looking at creating an AT in Social Justice. Racial Justice task force has 3 groups.
 - b. Area F- how many courses will come under that category? Some ENG, Sociology. Nick Franco has a list. Anyone who has a course that fits in with that area contact Nick Franco. At Norco ENG 20. Hum 9. ANT 4 ANT 5. ANT 2. We have 4 courses across the discipline what would fit Area F.
13. Next meeting Nov. 2. Three more meetings this semester.

Meeting 11/2:

1. Officer Reports
- a. Virgil didn't receive any nomination's for commencement speaker. Will send out another email asking for nominations.
 - b. Quinton-
 - i. State Academic Senate plenary this weekend. Theme is addressing anti-blackness and IDEAs (Inclusion, Diversity, equity and anti-racism)
 - ii. ASCCC call for nominations for Hayward Award. Gail Zwart was nominated last year. All faculty, FT and PT are invited to make a nomination.
 - iii. CBE (Competency based education) is a topic to discuss in the future.
<https://www.sac.edu/AcademicAffairs/TracDat/SiteAssets/Pages/Competency-Based-Education-%28CBE%29-/CBE%20Webinar%202%20Slides.pdf>

- iv. Change of AP 6120a.
 - v. Different roles Administration, faculty, classified and students should be playing in strategic planning.
 - vi. Lots of Board Policies that need updating/revising.
2. Liaison and Standing Committee Reports
- a. Student Report- Angelica Calederon and Samia Irfan
 - i. Had a meeting for student debt relief. And will have another meeting on Friday.
 - ii. Looking into doing a COVID emergency stimulus. \$13k was given last year for students who didn't qualify for CARES act.
 - iii. This Thursday, having a virtual magic show at 5PM
 - iv. ASNCs Instagram page was hacked last week so they are making a new page.
 - v. New ASNC Instagram page.
 - b. Dr. Green:
 - i. Chancellor's office listening tour, 11/10. There are 4 different sessions starts at 2PM. One session talking about our college in general. Guide pathways. Equity, data analysis coaching group. Career counseling and coaching. Session on vision for success with the district office. 4:30-5:30 general town hall.
 - ii. Racial Justice Task force: meets monthly. Has 32 members, 13 faculty, 7 administrators and 5 staff and 7 students. Focusing on the 10 point plan to address anti-blackness.
 - c. Dr. Lee:
 - i. Continue to work on the spring schedule.
- Upcoming Deadlines
- Nov. 2, 2020 is expected WIN registration start.
 - Nov. 6, 2020 the colleges complete SPR Schedule
 - Nov. 16, 2020 SPR Schedule published
 - Nov. 30, 2020 is expected SPR registration start.
- ii. CTA-Peter:
 - 1. Survey results in terms of what faculty want in a contract. Majority voted to just roll over the contract. Some of the comments were:
 - a. Make sure we protect salary and health care benefits
 - b. Increase benefits for PT faculty
 - c. Reducing the online teaching load and office hours requirements.
 - 2. Hope to have a decision on this by the end of the semester or beginning of next year.
3. Academic Senate Business:
- a. Nominations Committee Appointment
 - i. Virgil. Needs two others on the nominations committee. Marie will continue on the committee. Needs one other person. Needs someone to validate the election results. Dominique will serve on the committee.
 - b. NC Academic Senate Constitution

- i. Virgil- the constitution requires a vote of faculty. Section 5, term limits. Making a motion to change the word concurrent to consecutive so that when Senate brings it to faculty it has the same wording. Changing the wording of Academic Planning Chair to Academic Planning Council.
 - ii. Constitution will go out to faculty for a vote after Thanksgiving, end of the fall term.
 - c. NC Academic Senate Bylaws
 - 4. First Read: BP/AP 2040 Library Services (V. Harris)
 - a. Library- Vivian
 - i. BP 2040 library Board policy needs some revising. Flexibility with regard to reading materials. Working with the district on revising this.
 - 5. First Read: AP 2015 Distance Education (S. Burnett)
 - a. First read of AP 2105 Distance Education Policy. This came to us from the district. Went back to the distance ed chairs. Coming to Senate in a good draft.
 - b. Definition hasn't really changed.
 - c. What an instructor is- this is what the district has come with. But is still a conversation that is happening.
 - d. Lots of discussion on course requirements in particular (1) Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion and also includes at least two of the following:
 - i. Providing direct instruction via synchronous and asynchronous methods or;
 - ii. Assessing or providing feedback on a student's coursework; or
 - iii. Providing information or responding to questions about the content of a course or competency, or;
 - iv. Facilitating a group discussion regarding the content of a course or competency; or
 - v. Other instructional activities approved by the institutions' or program's accrediting agency.
 - 1. Discussion ensued on if this is a contract issue. Can we ask only 2 things or more things? And how do these apply to all the departments and others may be doing things not even on this list. Let people know we understand the problem and this is what we like and how do we get there? Perhaps a best practices (Alexis). Dominique- add something about individual communication with students. Not added because we can't track it because of FERPA. To achieve this should be moving communication with our students to the discussion board unless they have something personal in nature.
 - 2. Student-to-student interaction is new. Instructors will provide opportunities for regular effective contact among students.
 - 3. This document needs support from Senate but before that can happen we need input from faculty. Would like this input before the next Senate meeting (11/17). Go back to department's and disciplines and Senate will

vote on this at the 11/17 meeting. Type comments on the side and send to Sarah.

6. Reorganization of ECE and ADJ out of SBS and over to BEIT
 - a. BEIT supports this decision and this was discussed at our last department meeting. Kim- makes perfect sense to have as many CTE disciplines under one umbrella as possible. However, since MIS and MUC collaborate as much as they do it makes sense for them to stay together. Kim- suggests a CTE department. This would increase the number of people in this department and would now then add some additional FT faculty to represent BEIT on committees. Lots of good support from Senate on this request. Departments need to vote their approval (BEIT and SBSS)
7. Lisa Nelson- upcoming event for the Racial Justice Task Force. Rent this film and then holding a webinar on the 12th. Film talks about restorative justice and trauma. Barbara- thank you for sharing this. The things that Lisa is bringing forward to us is important and this is a nice way to weave this in.
8. Kimberly Bell- Just a quick plug for registration. Messaging that's going out to students- schedule isn't as clear as we would like it to be. So if you are teaching a class that requires they attend class please let them know ahead of time.
9. Kim- there are two MIS events on the same day. 11/20, online concert- 6 feet apart. Current and former MIS students. Another album release, 10th album release 11/20/20.
10. Sarah- wants to share that this online environment has fostered communication and collaboration that we didn't have before. More unification.

This is a super good link: https://www.rccd.edu/admin/bfs/risk/Pages/cv_student.aspx

This is a repository of all messages that are sent to students so when something goes out to them this is a folder of all the messages sent to them.

Program Review:

No Report

CTA:

- Survey results for Faculty Contract are in with 253 responses and 239 of them saying they want to roll over the contract with comments stating:
 - o They want to make sure salaries and healthcare benefits are protected.
 - o Some faculty were concerned about increasing salary and benefits for part time faculty.
 - o Renegotiating the online teaching load requirement and online office hours.
 - o BUT again, vast majority of faculty wanted to just roll over the contract.
- Discussions will take place with administrators and a decision should be made hopefully by the end of the semester or early next semester.
- If the contract is not rolled over, negotiations will begin next year.

- CTA is confident the contract will be rolled over.

Deans's Report-

I of Is for FT are about finished. Chairs and committees should be seeing the documents going through Adobe sign. PT I of Is are coming in. Please encourage your people to use the form sent to them as a fillable PDF and have them completed no later than December 1st. That way the Office of Instruction has time to get them out for signatures in Adobe Sign before the end of the semester.

Winter registration has begun. Keep an eye on enrollments. Things will move quickly as we get closer to the end of the semester.

Spring will be available to students on November 16th. Staffing changes need to be in to the IDSs before the end of the week. Everything else should be finished. Remember to thank your IDS for her hard work.

Keep your eye out for TA notifications. They are going on now for winter and spring. Please check for reassign time for your full-time faculty and yourself. If you have someone doing load over winter, you need to make sure it is in with the IDS now. It is really hard to go back and correct that if it is already paid out.

Remind all of your faculty to submit their load bank form (attached) before they leave for winter break. Those need to be submitted to the VPAA (Dr. Lee) prior to the new year.

The Instructional equipment requested should be in soon. When it is in, faculty who requested equipment, will get an email and some pick up options. There will be a second opportunity to request, but we need to get the first delivered to the faculty first.

If you are ordering classroom equipment for Winter or Spring, please work with your IDS now. We are seeing ordering times get longer and longer. We don't want you to have to start a class without the appropriate supplies.

If you have classes that will have an on-ground component, please make sure you are communicating with your Dean about those days and times. We will need to have all faculty listed on the schedule. If you are having testing accommodations on-ground, please make sure to check with Dr. Parks.

Standing Reports

Senate:

- Discussion to expand Senate membership. Currently have 10 voting members. Should it be expanded to include at-large Senators to have more departmental representation?

Members were in favor of expanding to at-large senators. Who these constituents are was not defined - that membership will be defined later. 8 in favor, 1 opposed.

- Proposed updates to the Academic Senate Constitution:

- Impose term limits for officers (2 consecutive terms max)
- Establish more specific quorum requirements for Senate and Faculty meetings.
- Establish specific guidelines for amendment process

- Discussion on Distance Education and the expectation of the Ally score. High and hard to achieve. We need to be demonstrating that we are striving to achieve this goal. Not meant to be an undue burden but also shouldn't be a burden on the student.

- Provided draft language recommendation for Winter/Spring 2021 catalog/schedule

- Approved name change for the Library Advisory Committee to "Library and Learning Center Advisory Committee."

- Prison Education Workgroup- want an intensive evaluative process- like an accreditation. Policies and procedures have been established by Dr. Cobb but she would like the institution to evaluate them and provide her with feedback. Develop a charter of specific goals and how we're institutionalizing this process. Think through short-term and long-term goals and scope. Do a mini review and this can be paid for by the state.

Senate has three items they would like APC to discuss:

- Changing our name to avoid confusion with Academic Council in SPGM

- Dr. Green/ Faculty hiring and prioritization and questions about how new programs are evaluated with the same standards as existing programs with regarding to the hiring rubric

- Draft language for catalog/schedule (done). Templates prepared by Dr. Gray.

Joint ISPC/Academic Senate:

- Review of SPGM chapters 5,6,7,8, 11

- Timeline and process for SPGM draft

- EMP assignments/ chapter reviews

- Reviewed each of the 12 goals which council or committee would be responsible for the work of the goals/objectives.

Program Review Committee:

Program review met and has begun working on the template for the comprehensive program reviews this Spring.

CTA:

Faculty have regained the capability to add people to their courses in different roles.

The four roles are:

- Co-Teacher – The same as the teacher role. This role is helpful when there is a need to distinguish between two teachers in the same course.
- TA – This is able to see unpublished instructor content, but will not be able to view student grades, assignments or discussion submissions for the time being. This is a good option for student tutors.
- Designer – This role is able to build content in Canvas the same as the teacher role, but will not be able to view grades or course analytics.
- Observer – This role is the same as the student role as long as the observer is not assigned to a specific student.
- For the IOIs the the Faculty Association recommends the TA role. It safeguards student’s privacy which has been a major concern for the district. There is not that much difference between the TA role and with the “Observer” role.

Deans Report:

The deans are working on the schedule for winter and spring. We will need to recoup some of the lost FTES, so we will be looking at some creative scheduling for those semesters. Please refer to the approved language for the comments on REG MEET and OCC MEET classes. We all want to be clear for students. Overlapping classes will need to go to the deans as before our emergency online.

Evaluations for FT and PT are taking place now. Student evals for FT can be accessed in sharpening folders for the committees and PT student evals should be requested from the IDSs. Please be sure to read the faculty association MOU for Guidelines for COVID 19 evaluations. To request access to a course for evaluation, please email the faculty member directly. They have access to add under the people tab in canvas. Please also let faculty members know when you have completed the evaluation, so you can be removed. PT evals are due to the Office of Instruction by 12/1. All signatures will be going through adobe sign.

The college is exploring ways to have testing on ground in the future semesters. This will take coordination. Please check with your dean if you are interested in this ongoing conversation.