NORCO COLLEGE

Academic Planning Chairs

May 14, 2021
8:30AM – 11:00AM
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), Dr. Tim Wallstrom

Visiting: Ms. Shannon Minter, Ms. Diana Galindo, Dr. Courtney Buchanan, Ms. Suzie Witmer, Ms. Ashley Etchison, Dr. Jody Tyler, Ms. Vivian Harris, Dr. Quinton Bemiller, Dr. Greg Ferrer, Ms. Kimberly Bell, Dr. Samuel Lee

I. WELCOME   9:31AM
    i. Approval of Agenda w/Amendments
    ii. Approval of Minutes (4/9/2021) – M/J. Moore, S/A. Olaerts, approved unanimously.

II. INFORMATION ITEMS   8:32AM
    i. Reasonable Accommodations
        • Diana Galindo from Human Resources discussed different accommodation options available under CTA MOU. Faculty accommodations are processed through Lorraine Jones's office (District Compliance) in HR.
        • Vaccines are strongly encouraged but they are not mandated. The moment vaccines become mandated, accommodations based on health conditions or religious beliefs will go through HR District Compliance office. Health Risks will be assessed as per outlined by the CDC .
        • Deans and Department chairs responsibility in scheduling for accommodations; seniority comes into play but there is no formal process given by HR.
    ii. Honors Coordinator
        • Dr. Courtney Buchanan discussed and shared Draft Pathways for Transfer.
        • Specifically looking for feedback on the proposed pathways created based on the schools, as well as the course rotation to begin roll out in Fall 2021.
        • Create pathways for honors students so that they can get their transfer requirements out of the way and five honors classes, in order to finish their honors program and graduate as part of the honors program while staying within their timeframe of two years.
        • Create more support for STEM students, currently only 2 STEM courses; both are not major courses.
        • Separate into four terms for CSU and UC requirements
    iii. Presentation from GP & Equity
        • Our team goals for this year were to establish a data coaching program for the campus, to ensure that all the disaggregated data was accessible to our community and to capture the student experience through both qualitative and quantitative data.
        • We launched the data coaching program for program review assistance. The team is working on creating a sample survey for qualitative data collection that faculty can use within their classes and we hope to have that launched by the end of the year. It will allow data driven decision making, planning, and funding and the data will determine equity gaps and guide the narrative on racial equality on campus.
        • Cultural Competency Team: Team goals were to define cultural competency for students, classify professionals; faculty and managers, both in and out of the classroom as well as address unconscious bias and systemic racism, both in and out of the classroom, and to create and grow a culture of anti-racist equity minded practices.
        • The activities and deliverables is to create a mechanism to assess Norco College's current level of cultural competency and to provide opportunities for all constituent groups to examine personal and unconscious bias, leading to inequitable institutional practices and identify and recommend appropriate and available trainings and resources for all constituent groups.

- Ensure that cultural competency and equity mindedness in academic decision making.
- Aid APC to develop a vision and end goal for establishing a culture of equity mindedness and anti-racism. Make recommendations to adopt and institutionalize cultural competency training and ongoing assessment.
- Faculty Advising Team: goals were to develop and implement campus wide faculty mentoring across programs in schools to support students by sharing biographical and personal information as it relates to their academic and career goals and support students by referring out to academic and other Sports services when needed.
- Some of their activities and deliverables were to identify faculty leads and each school program and to develop and implement meetings within the first two weeks of each semester.
- Enroll willing faculty into the student success network as Mustang Mentors.
- Institutionalize faculty advising as part of the students support and success.
- Connect the guided pathways principles with career decision making practices, which is very much part of guided pathways
- Programs to Career Pathway: team goals were to create intentional alignment between academic programs and careers and research and consult with college stakeholder groups, track student outcomes and progress programs.
- Outline best practices of extracurricular student support and identify the flow of students through pathways including identifying bottlenecks. Their activities and deliverables develop a method to track students after exiting program.
- Scale the Stem pathways model to other college programs and track the rationale behind students and transitions in programs and courses. It connects to APC and encourages academic programs and departments to align curriculum and outcomes to career goals and skills, and it also identifies program bottlenecks within pathways and informs program and course planning and rotation practices.
- Recommendations to APC: utilize the data coaches and data coaching resources when writing your program reviews. Make data informed decisions when requesting resources, encourage academic departments and disciplines to evaluate their current practices for equity mindedness and anti-racist practices. Promote equity minded faculty resources and trainings identify potential faculty advisors were mustang mentors within your departments and disciplines and assess current curriculum and program outcomes for authentic connections to post Norco careers programs and transfer institutions.

III.   DISCUSSION ON STANDING REPORTS   9:32AM
   i.   Academic Senate
        - See attached
   ii. ISPC
        - See attached
   iii. District Enrollment Management Committee
        - Meets next week
   iv. Program Review Committee
        - 90%+ completed, good job!
        - Alexis Gray just confirmed that Tim Russell will be the new Program Review Committee Chair
   v.   Faculty Association
        - Negotiations are wrapped up.
        - Town Halls will be held next week.
        - Elections are going on, voting will end next Monday 5/17.
   vi. Dean's Reports
        - Electronics and Game Art faculty have been selected
        - Full-Time Lab Tech II has been hired.
        - Initial interviews for Dean that will replace M. Bader are next week

IV.   ACTION ITEMS   9:52AM
   i.   APC Charter
        - Draft to be discussed at next meeting
   ii. Chair of Chairs Election
        - Alexis Gray nominated P. Worsham

V.   DISCUSSION ITEMS   9:58AM

     i.   DRC Revised Letter (K. Bell)
- Went over Disability Resource Center letter which will move from paper to email format, with changes to verbiage, asking APC for feedback on any edits or information they'd like to include in email letter. (see attached)

     ii. New Faculty Ranking Process – Preparation for Fall 2021
- Moving this item to first APC item in Fall 2021

     iii. New Chemistry Retirement/Replacement
- After speaking to his colleagues, Stan Tyler would like to recommend searching for his replacement this Fall 2021, to be hired and start Spring 2022.
- One semester full-time temporary faculty in Spring 2021, with full-time faculty to start Spring 2022.

VI.   INFORMATION ITEMS   11:02AM

     i.   Chair Election Results & Outgoing Chairs
- Welcome Suzy Witmer (KIN) and J. Tyler (replacing S. Tyler)
- Leaving Chairs T. Wallstrom (KIN) and S. Tyler (retiring)
- M. Bader's last APC meeting as Dean.

     ii. KPIs Review
- J. Parks is setting up APC taskforce over Summer 2021 for KPI (Keep Performance Indicator). If anyone would like to volunteer, please let him know.

     iii. New Faculty Requests
- Coming from Program Review, everyone should get a copy by Fall 2021.

     iv. New Chair Orientation (Date)
- J. Parks wants to make sure August 27th works for all as First Friday before the Fall Semester begins.

     v. Department Meeting Minutes
- Please send old ones to Turajha Moore, new ones (future ones) should be sent to your IDS.

     vi. PT Faculty I of I Update
- Please encourage
- Recommendation provided to President for Fall term

VII. GOOD OF THE ORDER 11:10AM
- New faculty request from program review
- Review of forms in the Fall
- No new hires at District – Future review of Counseling and Biology
- New APC Chairs of Fall will be August 27th- Review of responsibilities and reports
- Reminder for part time IOIs
- Associate Dean for partnerships closing May 21st
- Lisa Nelson Presenting 5 to Thrive at Board of Trustees on Tuesday
- Highlight alumni from CRC program
- Drive thru graduation reminder for participation

Next meeting
September 10, 2021
8:30AM - 11:00AM
Zoom

Standing Reports

Academic Senate:

Academic Senate Meeting 4/19/21

1:40 p.m. V. Action Item, First Read: Adding Ethnic Studies to SBS (P. Worsham)
Academic Senate is asked to approve APC's recommendation to house Ethnic Studies in the Social & Behavioral Sciences Department/School of Social & Behavioral Sciences. Discussion only- will come back for a vote at the next meeting.

1:50 p.m. VI. Action Item, First Read: Social Justice Studies at Norco College (L. Nelson)
Academic Senate is asked to approve the development of Social Justice Studies at Norco College and will receive a report and status update on this work. Social Justice is going to be housed in Communications. The discipline will be in COM and there are two classes going through curriculum and launch for the Fall 2022. SJS 110 (Introduction to Social Justice Studies) and SJS 130 (Introduction to Gender and Sexuality) will be straight social justice classes. Brought it here today just for information. Social Justice studies is a field. It has a particular FSA and it's FSA is interdisciplinary studies. Lisa Nelson has an FSA in this area and Jessica Cobb will as well once she comes on board in the fall as faculty. An interdisciplinary approach that encourages students to employ various disciplinary perspectives in order to recognize, analyze, research, write and advocate on a variety of social issues. The exploration of interconnected systems of discrimination and oppression including institutional, relational, cultural, and socioeconomic racism, sexism, ableism, classism heterosexism, and CIS genderism. A program that does not engender a singular approach to social justice issues but rather to present students with a dynamic academic framework for thinking creatively and pragmatically about contemporary social issues. Triple launching:

- The discipline of Social Justice Studies
- Two new courses (SJS 110 and SJS 130)
- The ADT in Social Justice Studies

VII. Officer Reports
1. C. President (Q. Bemiller)
   a. Safe return Town Hall meeting is this Wednesday at 4PM. See email that was sent out. Can email questions in advance. Dr. Steinback will be moderating. Meeting is open to everyone.
   b. Attended Spring Plenary during spring break.
   c. Check out the ASCCC Events page for upcoming professional development.
   d. Norco College will give *Five to Thrive* presentation at the May 18 Board meeting.
   e. Upcoming newly tenured faculty will be presented at April 20 board meeting
   f. Board recommend approve hire 4/21/21 Kevin Fleming, Vice President Planning and Development.
   g. Academic Senate please complete the Survey of Effectiveness
   h. Chancellor Isaac was very complimentary of our SPGM
   i. It has been suggested by at least one faculty that Academic Senate once again host an All-Faculty meeting.

VIII. College Reports
1. A. Associated Students of Norco College (A. Calderon, S. Irfan) 2 events coming up: Step up to Leadership (live Zoom on 4/29 12-2PM) and another Magic show on Zoom on 4/23 at 5PM).
2. B. College President/Vice-President Academic Affairs (M. Green/S. Lee)
   a. Dr. Green: Each Town Hall is going to be recorded and recording will be posted on the RCCD COVID webpage. Will be the third Wednesday of every month. The theme of this meeting will be safety and facilities. Agenda will be overview of the topic then Q&A. We are being asked to coordinate among the colleges on the return back to the colleges. This plan needs to be done by the end of May to be ready to return in June.

2:55 p.m. XI. Information: Faculty Assignments to College Councils (V. Lee)
Academic Senate will be updated on the process for appointing Faculty members and co-chairs to the new College Councils for Fall 2021.

(Suggested) Faculty Needs for the Five Councils at Norco College

Academic Council (6 faculty needed[1,2,3])
- Rep from School of Arts and Humanities
- Rep from School of STEM
- Rep from School of Social and Behavioral Sciences
- Rep from School of Business and Management
- CTE Faculty Rep
- Distance Ed Rep

Student Support Council (5 faculty needed[1])
- SBS Counseling Co-Chair
- Counseling Faculty Rep
- Counseling Faculty Rep
- Guided Pathways/Faculty Advisors Rep
- Guided Pathways/Faculty Advisors Rep

Resources Council (3 faculty needed[1])
- A Chair or Co-Chair from a Department
- STEM Faculty Rep
- Coordinator, Student Activities

Institutional Effectiveness & Governance Council (4 faculty needed)
- Academic Senate Vice President
- Assessment Committee Faculty Co-Chair
- Program Review Committee Faculty Co-Chair
- Professional Development Committee Faculty Co-Chair

College Council (8 faculty needed[1])
- Academic Senate President
- Chair of Chairs (Enrollment Management)
- Faculty Co-Chairs of the other College Councils (4)
- Faculty Accreditation Liaison
- General Representative

[1]Positions highlighted in red (*italics*) need to be filled.
[2]It is recommended that one faculty representative be a Counselor or that a Counselor serves as a non-voting, ex officio member.
[3]The Chair of Chairs will represent their school.

Academic Senate Meeting 5/3/21
- Open Hearing

-Sarah Burnett: Board meeting, disappointed that the board didn't recognize by name each faculty and, a professor who got full professor and an administrator who took 3 years to for earn that position. None of their names were mentioned. This year of all years and she just wants to let these people know that she appreciates them. Quinton will mention this and said that each of the Norco tenured faculty will be recognized by Norco College. But this hasn't happened in the last 2-3 years. It use to happen but no longer happens. There will be a presentation for the Professor position. Monica will pass this comment along as well.

- Action Item, Second Read: Adding Ethnic Studies to SBS (P. Worsham)

Academic Senate is asked to approve APC's recommendation to house Ethnic Studies in the Social & Behavioral Sciences Department/School of Social & Behavioral Sciences. Senate approved this request unanimously.

- Action Item, Second Read: Social Justice Studies at Norco College (L. Nelson)

Academic Senate is asked to approve the development of Social Justice Studies at Norco College and will receive a report and status update on this work. Motion to approve the development of the Social Justice Studies at Norco College: Senate approved this request unanimously. The request to house it in Communication Studies needs first go to APC for approval and then come back to Senate for approval.

- Action Item: Five-to-Thrive Presentation: Prison Education (L. Nelson)

Academic Senate is asked to approve Prison Education as the topic and Dr. Lisa Nelson as the presenter of Norco College's Five-to-Thrive presentation at the May 18, 2021 RCCD Board of Trustees meeting. Senate approved this request unanimously.

VIII. Action Item, First Read: Part-Time Faculty IOI Review Document – Online Courses (S. Burnett)
Distance Education Committee is asking Academic Senate to complete a first read of this final draft of the Revised Part- Time Faculty Improvement of Instruction Document for online teaching.

IX. Action Item, First Read: Regular and Substantive Interaction Guidelines to Support AP 2105 (S. Burnett)
Distance Education Committee is asking Academic Senate to complete a first read of this final draft of the newly created Regular and Substantive Interaction (RSI) Guidelines.

X. Action Item, First Read: RCCD Online Teaching Certification—Proposed Options (S. Burnett)
Distance Education Committee is asking Academic Senate to review the proposed certification process for faculty to teach on-line using the LMS Canvas.

XI. Action Item, First Read: Faculty Appointments to Councils (Q. Bemiller/V. Lee)
Academic Senate will consider the nominees to fill faculty positions on the new Councils in preparation for the 2021-2022 academic year. Lots of discussion on who wants to co-chair.Voted and approved:
Student Support Council: Faculty Co-Chairs John Moore and Kimberly
Bell. IE and Govt Council: Chair is Virgil Lee
Resources Council: Co-Chairs Courtney Buchanan and Teresa Friedrich Finneran

XII. Action Item, First Read: Proposed Job Descriptions for Guided Pathways & Equity Faculty Coordinators, (M. Bader)
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.

XIII. Action Item, First Read: Approval of 2021-2022 Charter for the Professional Development Coordinating Network (G. Oceguera)
Academic Senate is asked to approve minor edits made to the previously approved Charter for the Professional Development Coordinating Network, in preparation for the 2021-2022 academic year. The changes were acknowledged and approved by CSEA in April.

XIV. Action Item: First Read: Approval of Charter Template Usage for Academic Senate Committees (Q. Bemiller)
Academic Senate will vote to approve usage of the Norco College Charter Template for its standing committees, ad hoc committees, project teams, etc. with or without modifications.

XV. Action Item, First Read: ESL Adoption Plan (M. Shirinian)
Academic Senate is asked to approve the RCCD ESL Adoption Plan, which outlines the adoption process of the current ESL placement method. Documents (2): ESL Adoption Plan Form, RCCD ESL Guided Self-Placement (GSP) Validation

XVI. Officer Reports
IX. Secretary/Treasurer (K. Kamerin)
X. Vice-President (V. Lee)
XI. President (Q. Bemiller) No fall 2021 sabbatical. Only option is spring 2022 and only 2 provided to the district and have to compete for it.
Educational Assistants- can apply for one. They are not allowed to grade but they can help you with your class. Applications will be coming out soon.

Mandated vaccines. CSUs and UC's are mandating this. Waiting to here from our Chancellor but it sounds like we are moving in that position as well.
We need a Co-Chair for Program
Review. We need a scholarship faculty chair.
Online meetings in the fall- no explicit guideline on this so it's really the choice of the committee. So communicate with your committees to determine a preference.

XVII. College ReportA. Associated Students of Norco College (A. Calderon, S. Irfan)/Samia- 2377 responses- district-wide. Question on returning to campus- was split 50/50. Quinton sent out the survey results and I can share this with any faculty who might like to see it. They want to share this with students but they don't know how. Ask Student Trustee to work with them on how to present this.
Working on a graduation promotion. First ? graduates to purchase graduation regalia will only pay $20.

B. College President/Vice-President Academic Affairs (M. Green/S. Lee)
Dr. Lee: Deans and chairs are scheduling fall. Priority reg will start on June 1. Finalizing the hiring of Physics, Game Art and Finishing up the "great office shuffle." The Associate Dean of Ed Partnerships closes on May 21. Have a DOI recruitment in process. June 11 planning a faculty recognition. Talking about FLEX for fall and thinking it will be some form or in-person and online component.
XIX. Discussion: Academic Senate Survey of Effectiveness Results (Q. Bemiller)
Academic Senate will review and discuss the results of the annual Survey of Effectiveness.
  XX. Information: General Education Update Plan (B. Johnson)
Academic Senate will be informed of the Academic Standards plan to update the RCCD General Education listings.
Documents (3): General Education Area Descriptions/Criteria, Local General Education Pattern Course List, Transition Plan for Listing of Courses in General Education Program

  XXI. Information: 2021-2022 Budget Priorities (K. Fleming)
Academic Senate will be informed of the 2021-2022priorities for budget allocation based on strategic objectives.

  XXII. Information: Senate Recommendation Regarding Institutional Set Standards-Procedural Response (G. Aycock)
Academic Senate will be informed of the Employment for Career and Technical Education job placement rates for CTE programs that fell below the Institutional Set Standard for two years requiring a response; Academic Senate will review the Senate Recommendation Regarding Institutional Set Standards-Procedural Response. Accounting and Business fell short of their mark. Manufacturing slightly off the mark. Need to discuss and determine why.

ISPC:

ISPC Meeting 4/21/21
1. FTES Distribution Plan – Sam Lee

How do we connect with our students and bring them back? Dr. Tarrant said they will be calling students who have stepped out and will see what can be done to bring them back to college.

        1. Accreditation Update – Sam/Laura. The update is much more visual. Lots of clickable links. There's also a more streamlined way of reporting information. Link is bit.ly.com/NorcoRU. Nice way of keeping track of strategic planning priorities. Now have employee news rather than faculty news to be more inclusive of how we're celebrating our successes.
2. Safe Return Update

- Good of the Order:
  - Dr. Tarrant. Just a reminder that next week is Black Students Success week.
- Future Agenda Topics

XVII. Survey of Effectiveness Results. Greg will present this at the next meeting.

XVIII. Defining "Participatory Governance" and "participate effectively" in the SPGM

XIX. Governance Meeting and Student Activities Block Schedule Feedback. ASNC and Classified Professionals will have feedback ready for the next meeting.

XX. Outlining the Appeals Process in the SPGM. Should have something for the next ISPC meeting.

ISPC Meeting 5/5/21

4. Co-Chair Updates

Ruth: 2021 Class Pro nominated Lenny Riley for CP of the year. Safe return dates- no date for their safe return yet.

Monica: District is working on the safe return. Expect employees to return soon. No definitive dates. Monday, June 7 for managers.

Virgil- Academic Senate is working on filling the council seats. More difficult than thought.

5. Action Items

5.1 Charter Consideration

a. Academic Council – Sam Lee. Voted and approved via consensus.
b. Marketing Committee – Ruth Leal. Voted and approved via consensus.
c. Diversity, Equity, & Inclusion Committee – Bernice Delgado, Brady Kerr,

Greg Ferrer. Voted and approved via consensus. All committees are single year terms and all councils follow the SPGM and are 5 year terms (4 years now since we're done with year 1).

- Guided Pathways and Equity Update – Melissa Bader, Tenisha James. *3 new faculty leads have been established for the upcoming year to make sure the work is seamless. There will also be a Classified Pro lead. Faculty leads: Faculty: Melissa Bader, Equity lead: Dominique Hitchcock, Counselling lead: Jethro Midgette*

- Social Justice Studies at Norco College – Lisa Nelson. Asking for endorsement from this body. Just an information item for today- not a voting item.

- Governance Meeting and Student Activities Block Schedule Feedback – Suzie Schepler, Angelica Calderon- They object to the council meetings. A concern about too many meetings and workshops that occur during college hour.Suzie- objects on behalf of classified pros. She read some prepared statement. Propose that the 1st and 3rd Tuesday be set aside for college-wide events like read to succeed. This should be a guiding document. Lots of discussion on this and setting aside designated student engagement time. Two different proposals here. CP's are saying this is a guide and show when we encourage other types of events. Wouldn't impact anything that's currently on the schedule. Making committed college hours.

Monica: just some thoughts. The standing committees calendar has been managed by the President's office so that people could plan their meetings accordingly. Student engagement plan was to have one or two times carved out. As she looks at the proposal she sees many of those TTH are standing committees of the Senate so that faculty can participate in them. This is what we aspire to but how do we get this out to the community. Not a decision that can be made today because faculty have built their fall-schedules around this.

7. Good of the Order

Still holding virtual commencement but will have drive through graduation for those who want some form of in-person recognition.

7.1 Next Steps of Prioritization of Resource Requests – Kevin Fleming

District Enrollment Management:

Program Review Committee:
- We had almost 100% completion. Program reviews are being scored and those scores will be provided to stakeholders before the end of the semester. Good job everyone!

CTA:
- The FA negotiation team is reviewing the contract changes to make sure the published contract matches what was agreed to by the District and FA Association. Two Town Hall meetings are being scheduled for next week to inform faculty of the changes in the contract and answer questions.

Deans Report:
- Reminder for part time IOIs

Academic Adjustments Glossary (A-Z)

All academic adjustments are approved on a case-by-case basis after an interactive process with a DRC Counselor or Director. Academic adjustments cannot be a fundamental alteration of the course curriculum in any way. If you have any specific questions/concerns about an academic adjustment not addressed below, feel free to contact us at drc@norcocollege.edu

Adaptive Furniture: Students are provided with adaptive furniture in class (e.g. table, desk, chair, equipment, etc.)

- **Faculty Responsibility** – make sure that only approved students use adaptive furniture.

ASL Interpreter: Student will have ASL Interpreters in class with them to provide communication access in both online and in-person classes. You will receive an email from the Senior Interpreter explaining the role of Interpreters in the classroom. Please note, this means there will be additional people in the classroom.

- **Faculty Responsibility**
  - In-person: allow Interpreter to set up seating in a way that best suits the Deaf or Hard of Hearing student. Provide interpreters with copies of the PowerPoint or lecture notes for clear communication and spelling accuracy.
  - Online: provide Senior Interpreter with Zoom links. Provide interpreters with copies of the PowerPoint or lecture notes for clear communication and spelling accuracy. For more tips on how to work with a Deaf or Hard of Hearing student in the online setting please reach out to the Senior Interpreter.

Audio Recording: Student has permission to record lecture for review. Student can use an approved DRC recording device in the class or a recording of the lecture can be provided by faculty. All students who have been approved for Audio Recording as an academic adjustment have a signed Audio Recording Agreement on file with the DRC instructing the student on the proper use of recorded information. The Audio Recording Agreement can be provided to faculty upon request.

- Recorder: digital audio recorder that can record audio and keeps it in a digital format on the device.
- Smart Pen: a pen with a microphone and camera that links written notes to audio recording. All information is stored on the Smart Pen and can be transferred to a computer.
- Sonocent: a recording app that uses the microphone on a smartphone. The app allows the student to audio record and color code audio clips using their smart phone device.
- Zoom Recording (Online setting): even if attendance is mandatory, live lectures should be recorded and a link provided to students with this approved academic adjustment.
  - **Faculty Responsibility** – provide Zoom link to the recorded lecture.

Breaks as Necessary: The student may need to occasionally leave the classroom for a brief period in order to attend to personal needs or to move around a bit. Student is responsible for all missed information when they leave the class.

- **Faculty Responsibility** – allow the student to leave and take a break when needed. Please consult with the DRC student privately if you have any questions or concerns. You can also reach out to the DRC Counselor for further clarification.

E-Text/Screen Reader: Students can request that their text book and/or required reading materials be converted into an alternate format by the DRC office.

- **Faculty Responsibility** – faculty may be asked to provide the DRC office with an electronic copy of any in-class reading materials or any take home articles that are provided to the student.

NCR/Copy of Notes: Students can get carbon copy paper from the DRC office and request that a peer volunteer take notes for them in class. The volunteer notetaker and the DRC student each get a copy of the notes when using the carbon copy paper. If a volunteer cannot be found, please contact the DRC office. A copy of the PowerPoint or instructor notes can also be provided to the student.

- **Faculty Responsibility** – ask the students in your class to serve as a volunteer notetaker while preserving the DRC student's confidentiality (our DRC office can provide a script that can be read to the class) OR provide student with PowerPoints/instructor notes.

Notetaker: A student employee is sent to class to take notes for the DRC student. Please note, this means there will be an additional person in class occupying a seat/desk. The notetaker is directed not to participate in classroom activities.

- **Faculty Responsibility** – NONE

Preferential Seating: Student's with this adjustment should be given priority of the seat of their choice (e.g. front of classroom, near door, back of class, near instructor desk, etc.)

- **Faculty Responsibility** – please ensure that DRC students with this adjustment have access to their preferred seats.

Real-Time Captioning: Student will have Real-Time Captionist in class with them to provide communication access in both online and in-person classes. You will receive an email from the Senior Interpreter explaining the role of the Captionist in the classroom. Please note, this means there will be additional people in the classroom.

- **Faculty Responsibility**
  - In-person: allow Captionist to set up seating in a way that best suits the Deaf or Hard of Hearing student. Provide Captionist with copies of the PowerPoint or lecture notes for clear communication and spelling accuracy.
  - Online: provide Senior Interpreter with Zoom links. Provide Captionist with copies of the PowerPoint or lecture notes for clear communication and spelling accuracy. Once the Zoom meeting has started you will need to share the API link with the Real Time Captionist. This will give them the right to live caption. For more tips on how to work with a Deaf or Hard of Hearing student in the online setting please reach out to the Senior Interpreter.

<u>Scribe/In-Class Reader</u>: A student employee accompanies the DRC student to class to scribe any written in-class work and read any in-class information to the student. Please note, this means there will be an additional person in class occupying a seat/desk. The scribe/in-class reader is directed not to participate in classroom activities.

- **Faculty Responsibility** – NONE

<u>Use of Computer/Laptop/Tablet:</u> Student is allowed to use computer/laptop/tablet in class for notetaking purposes. Not allowed for testing purposes unless otherwise approved.

- **Faculty Responsibility** – NONE

Testing Adjustments

Testing adjustments applies to any assessment that measures the student's knowledge of material in a timed manner (e.g. quizzes, tests, exams, timed writing assignments, midterms, finals).

<u>Distraction Reduced Setting</u>: Students need an environment that is quiet, distraction reduced, and different than the traditional classroom format.

- **Faculty Responsibility:**
  - In-person: student can take tests with the DRC office in a distraction reduced environment. Tests must be scheduled and coordinated with the DRC office at least one week in advance. Upon receiving this request, faculty should provide DRC with the student's scheduled test and the proctoring instructions.
  - Online: NONE. Student is responsible for creating this environment wherever they decide to take the test (some exceptions may apply on a case-by-case basis).

<u>E-Text/Screen Reader for Exams</u>: Student may request their test in an alternative format.

- **Faculty Responsibility** – when requested, provide DRC office with a digital copy of the test (e.g. PDF, Word Document) to be converted into e-text. Additional coordination with the Alternative Media Specialist may be required.

<u>Extended Testing Time (1.5x, 2x, 2.5x)</u>: Extended time that is to be applied in addition to the time given to the class. Extended time applies to any timed assessment that measures the student's knowledge in a timed manner (e.g. quizzes, tests, exams, midterms, finals). **Example**: Class is given 1 hour to take a test, DRC student would receive: 1.5x=1hour 30mins, 2x=2hours, 2.5x=2hours 30mins. For practical/hands on assessments, please reach out to the DRC for clarification.

- **Faculty Responsibility:**
  - In-person: student can take tests with the DRC office to access their full extended testing time. Tests must be scheduled and coordinated with the DRC office at least one week in advance. Upon receiving this request, faculty should provide DRC with the student's scheduled test and the proctoring instructions.
  - Online: for testing done via Canvas, faculty should adjust the extended time before the start of the test (applies to all assessments).

Formula Sheet: Student should be provided with a list of formulas from the course content that you are assessing them on. Applicable for most Math and Science courses.

- **Faculty Responsibility** – provide approved Formula Sheet for all tests. Consult with a DRC Counselor if you are unsure if the use of a formula sheet would be a fundamental alteration of the assessment/curriculum.

Make-Up Exams at the Discretion of the Instructor as Related to Disability: If the student misses a test due to their disability, it is at the discretion of the faculty member to allow a make-up test. For clarification on this academic adjustment, please reach out to our DRC Director Greg Ferrer or DRC Counselor Kimberly Bell.

Use of Calculator on Exams: In the instance when a test does not assess mathematical computation skills, the student may use a numeric calculator throughout their test.

- **Faculty Responsibility** – allow use of calculator. Consult with DRC Counselor if you are unsure if the use of a calculator would be a fundamental alteration of the assessment/curriculum.

DRC Test Proctoring – Fall 2021

DRAFT

KEY

Student Process

Office Process

Faculty Process

START OF TERM

1) Request Accommodations/Letter to Instructor
    a. Fill out Academic Adjustment Request Form
2) DRC sends out Letter to Instructor

DURING TERM

3) As a quiz/test is announced, students contact DRC office via phone or office visit to schedule their test (all tests should be scheduled 1 week in advance)
4) DRC staff would then fill out Test Request Form on behalf of the student.
5) DRC staff emails Test Proctoring Instructions Form to faculty member.
6) Faculty member fills out the Test Proctoring Instructions Form via Microsoft Forms.
    a. If instructions are not received, DRC sends reminder the day before test
7) Student shows up for scheduled DRC testing time.
8) Completed test sent to faculty in manner requested.

DRC On-Campus Test Proctoring

DRC, Norco <drc@norcocollege.edu>
Tue 5/11/2021 12:13 PM

To: Lopez, Michael <Michael.V.Lopez@norcocollege.edu>; Arnhart, Katie <Katie.Arnhart@norcocollege.edu>

Good Afternoon Professor,

This email is to notify you that student Jane Doe (#1234567) plans to utilize academic adjustments for ENG-1A (12345) testing. The DRC will help facilitate these test adjustments for the student in our DRC testing room (LIB101).

The student is scheduled to take a test with our office on Wednesday, 5-11-21 at 10 am in LIB101.

Please provide us with your testing instructions by submitting the Test Proctoring Instructions Form. If you have any questions or concerns, please let us know.

Best Regards,
Norco College Disability Resource Center (DRC)
drc@norcocollege.edu

REMINDER: DRC On-Campus Test Proctoring

DRC, Norco <drc@norcocollege.edu>

Tue 5/11/2021 11:35 AM

To: Lopez, Michael <Michael.V.Lopez@norcocollege.edu>; Arnhart, Katie <Katie.Arnhart@norcocollege.edu>

Good Afternoon Professor,

As a friendly reminder, student Jane Doe is scheduled to take a test with our office on **Wednesday, 5-11-21 at 10 am in LIB101**. We are still in need of your testing instructions in order to proctor appropriately. Please provide us with the testing instructions by submitting the Test Proctoring Instructions Form.

If you have any questions or concerns, please let us know.

Best Regards,
Norco College Disability Resource Center (DRC)
(951) 732-8433
drc@norcocollege.edu

DRAFT

To: **Assigned Faculty**

From: Norco College Disability Resource Center

Regarding: Academic Adjustments

Student: **Name**

ID# **ID Number**

The above student is receiving academic support services through the Disability Resource Center at Norco College for the **2021 Spring Term** and is currently enrolled in the following course section(s):

Class Name (Section)   Class meets: **Online**

Class Name (Section)   Class meets: **In person**

The academic adjustments listed below have been approved by a DRC Counselor for use in the classroom:

Testing Adjustments (Please adjust all quiz/test/timed assessments accordingly):

- **1.5 x Extended Test Time**
- **Distraction Reduced Setting**

For Use In Lecture:

- **Notetaker**
- **Use of Computer**
- **Scribe/In-Class Reader**
- **ASL Interpreter**
- **Real-Time Captioning**
- **Audio Recording**
- **E-Text/Screen Reader**
- **NCR/Copy of Notes**

Here is a link to our Academic Adjustment Glossary which outlines Faculty responsibilities.

For a step-by-step guide on adjusting quiz/test times within Canvas, please use the following link: https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-timed-quiz-how-can-I-give-my-students-extra/ta-p/999

We have additional resources for our faculty on the DRC Website: https://www.norcocollege.edu/services/drc/Pages/faculty-resources.aspx

Best Regards,
Norco College Disability Resource Center
drc@norcocollege.edu