

# NORCO COLLEGE

## Academic Planning Chairs

October 8, 2021

8:30AM - 11:00am

Zoom: <https://cccconfer.zoom.us/j/96912189235>

### Present Committee Members (17)

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences  
Peter Boelman-Lopez, Social & Behavioral Sciences Department  
Araceli Covarrubias, Arts, Humanities & World Languages Department  
James Finley, Business, Engineering, & Information Technology Department  
Teresa Friedrich Finnern, Science & Kinesiology Department  
Alexis Gray, Social & Behavioral Sciences Department  
Kim Kamerin, Arts, Humanities & World Languages Department  
Farshid Mirzaei, Business, Engineering & Information Technology Department  
John Moore, Social & Behavioral Sciences Department  
Jeff Mulari, Mathematics Department  
Ana-Marie Olaerts, Communications Department  
Jason Parks, Schools of Business & Management and STEM  
Dan Reade, Communications Department  
Jody Tyler, Science & Kinesiology Department  
Steff Warsinski, Mathematics Department  
Suzanne Witmer, Science & Kinesiology Department  
Patty Worsham, Business, Engineering, & Information Technology Department

### Visiting:

Vivian Harris, Hayley Ashby, Laura Adams, Virgil Lee, Sigrid Williams, Kara Zamiska,  
Melissa Bader

### 1. Call to Order

- 1.1 Approval of Agenda - M/A. Gray, S/D. Reade, approved unanimously
- 1.2 Approval of Minutes (9/10/2021) – M/P. Worsham, S/J. Moore, approved unanimously

### 2. Action Items

- 2.1 New Faculty Prioritization (4-minute presentation + 1-minute questions)
  - Jason Parks sent updated initial rankings to APC with slight adjustment, Math went down one ranking and Counseling went up one ranking and Outreach Librarian fell off rankings.

- Virgil Lee requested one (1) Full-time Faculty hire in **Chemistry**.
- Sigrid Williams advocated for one (1) Full-time Faculty hire in **Administration of Justice**.
- Kara Zamiska and Laura Adams advocated for one (1) Full-time Faculty hire in **Psychology**.
- Hayley Ashby and Vivian Harris advocated for two (2) Full-time Faculty hires in **Library**.
- Dan Reade advocated for one (1) Full-time hire (**Writing and Reading Center Coordinator**).
- Teresa Friedrich Finnern advocated for one (1) Full-time Faculty hire in **Biology**.
- John Moore advocated for one (1) Full-time Faculty hire in **Counseling**.
- Steff Warsinski advocated for one (1) Full-time Faculty hire in **Mathematics**.
- Approve to put Ethnic Studies position at the top of new faculty prioritization requests - M/K. Kamerin, S/P. Boelman, approved unanimously
- Jason Parks shared new faculty prioritization requests ranking spreadsheet (see attached).
- Approve to move Humanities and Theatre faculty request to end of faculty prioritization requests ranking spreadsheet – M/P. Worsham, S/A. Gray, approved unanimously.
- Approve to move Psychology faculty request to number 2 on ranking spreadsheet – M/K. Kamerin, S/A. Gray.  
The motion failed with 1 in favor, 9 against, 1 abstention.
- Approve to move Administration of Justice faculty request to number 3 on ranking spreadsheet – M/P. Worsham, S/K. Kamerin – The motion failed with 3 in favor, 10 against.
- Approve to extend current APC meeting to accommodate for 10-minute breakout rooms allowing each department to discuss faculty prioritization request ranking and resubmit spreadsheet at the end of breakout session – M/A. Gray, S/K. Kamerin, approved unanimously.
- Jason Parks shared updated new faculty prioritization requests ranking spreadsheet after each breakout session ended (see attached).
- Approve to accept new faculty prioritization request ranking, placing Ethnic Studies, Chemistry, and Librarian as top three – M/T. Friedrich Finnern, S/A. Gray, approved unanimously.

### 3. Standing Committee & Dean Reports

#### 3.1 Academic Senate

- See attached

#### 3.2 Dean's Report

- See attached

#### 3.3 Enrollment Management

- See attached

#### 3.4 Faculty Association

- [AB-375](#)
- 3.5 Program Review
- Nothing to report

#### 4. Discussion Items

- 4.1 New Faculty Ranking Debrief
- Committee agreed to come back and revisit this item at next APC meeting.
- 4.2 New Faculty Ranking Taskforce
- Committee agreed to come back and discuss this item at next APC meeting.
- 4.3 New Program Planning Update
- Committee agreed to come back and discuss this item at next APC meeting.
- 4.4 Social Media Board Policy
- Policy went through Senate and is now with Legal.
- 4.5 Faculty Professional Development Committee (FPDC) [Equity Statement](#)
- FPDC would like APC feedback and input on equity statement.

#### 5. Information Items

- 5.1 Scheduling Update (Parks)
- 22WIN schedule is done, 22SPR is underway.
- 5.2 PT Faculty Update (Parks)
- PT Faculty evaluations are underway, chairs need to make sure they are issuing PT evaluations to those that will be doing them.
- 5.3 CORA Trainings (Worsham)
- CORA trainings need to be wrapped up this semester.
- 5.4 ILA (Bemiller)
- ILA-1 and ILA-800 will be housed under Dan Reade's area, ILA-3 will stay under John Morris's area.
- 5.5 Schools Meetings (Bemiller)
- Taking place this month, zoom links and agendas have been created.
  - Melissa Bader discussed examination of schools, revising, and making some new ones. She will be sending out proposal and looking for revisions to have a broader conversation.
- 5.6 California Clean Air Day (Friedrich Finfern)
- October 6<sup>th</sup> is Clean Air Day.
  - Encourage your friends, family, and students to take the pledge and work toward cleaner air here in the IE

#### 6. Good of The Order

**Next meeting**  
**November 05, 2021**  
**8:30AM - 11:00AM**

## APC Standing Committee Report for 10/8/21 APC meeting (P. Worsham)

### College Council Meeting: 9/9/21

- Reaffirmation to follow Robert's Rules of Order Procedures. This came up often when creating the SPGM. Adopt and use this in the spirit of continuous learning and collegiality.
- Review ISPC Survey of Effectiveness: Greg Aycock presented ISPC 2021 Survey of Effectiveness. Sorted out the information that's pertinent to the College Council. Some members of ISPC didn't find the committee meaningful and important. Slide of some comments provided in that survey. *Virgil*: these comments indicate that there are members in these committees who feel like they are not part of these conversations.

### IS THERE SOMETHING THAT YOU WOULD RECOMMEND TO HELP THE COMMITTEE FUNCTION MORE EFFECTIVELY?

- With any committee, norms, charge and an outline of responsibilities would be helpful. This would potentially lower the learning curve for those joining established committees.
  - The committee does a great job staying on track. I believe that when it comes to students they have their best interest.
  - While agendas and minutes are usually included, supporting documents are, at times, forgotten and the website is not maintained with current information. "Discussions are collegial, and differing opinions are respected." This is only true for those whose "status" within the college is respected and fully recognized. "All members are encouraged to be actively involved." Only if administrators "approve" of particular participation.
  - Looking forward to transitioning to the new structure in 2021-2022 academic year. <sup>5</sup>
- DSPC Update. Virgil is unable to attend those Friday afternoon meetings so Melissa Bader will serve in his place.
  - **Future Agenda Topics**: Ruth: presented some additional topics (see minutes)- spoke too fast- couldn't capture it but has to do with reaffirmations.

### Academic Council Meeting: 9/23/21

- Equity Audit. Hopped over to the Student Support Council meeting to hear Dr. James' presentation.
- **Prioritization of Resource Requests**. Part of our annual process for making informed decisions on the use of our resources. Take the list back to the department and rank their own requests. Historically it's something that's usually done in the spring. We're doing this ranking now. So, this will go out to DOI's and they will send to chairs. Chairs will send to their faculty for ranking and assemble that feedback into one document for the October APC meeting. Or departments can call for a separate meeting. If faculty are satisfied with the current rankings, then there's nothing left to rank.
- Winter, Spring 2022 Schedule Guidance

1. WIN completed and to IDS by 10/1
2. SPR completed and to IDS by 10/25
  - a. Guidelines. Schedule to meet projected student demand similar to how we are scheduling now. Schedule as many F2F sections as you think will fill. We would like every opportunity if we can. Avoided scheduling whole disciplines OL. If it

is warranted advanced approval from the VPAA is required. Keep scheduling decisions student centered. Waiting for feedback on the .6 limitation and DX extensions.

### **Enrollment Management Meeting: 9/23/21**

- Plan to recover lost headcount and FTES. The Chancellor wants each college to develop a plan for recovering this loss. For Norco this means:
  - SUM we were at 76% of our target FTES goals
  - Fall we are at 70%
  - Win- forecasting 80%
  - Spring - forecasting 80%
  - We basically lost 2,000 full-time students. The question is have we lost these students or are they just taking fewer units or maybe they skipped a semester.
- Areas of opportunity:
  - NC FT Free (Promise) Freshman Experience (Opt-Out)
  - Noncredit
  - Norco Senior Center (classes for seniors)
- Schedule changes (short-term 4,5,6,7,8-week)
  - Weekend College
  - Short-term classes (6 week class with 2 weeks off followed by 6 weeks with 2 weeks off).
  - Flexibility, speed to pathway
- **Stacked sections:** need definitions
  - In-person/Online+ What if we put livestream cameras in the classrooms so students can come in person or watch via a livestream. Patty, Melissa and Dr. Lee formed a sub-group to discuss terminology and structure.
- Expand Dual Enrollment, Concurrent Enrollment, Prison Education, Apprenticeship
  - Expand offerings at HS
  - Advertise OL Concurrent
  - Change GPA from 3.0 to 2.5
  - Streamline onboarding for concurrent
- Large cap OL sections
- Enroll active duty military
- Explore more with Competency based education (CBE) and Credit for Prior Learning (CPL)
- Marketing
  - International students
  - New programs of study
  - Printed non-credit schedule
    - Outreach

- Community, Churches, community events, Silver Lakes, JCSD, Eastvale Community Center, Libraries Chamber of Commerce

### **Academic Senate Meeting: 9/20/21**

- **Selection of Faculty Representative to the District Enrollment Management Committee (DEMC) (VLee)** The Academic Senate needs to select a representative to DEMC. It is envisioned that this person will also serve as a member of the Norco College Enrollment Committee. Nominations for this position were solicited from faculty from 9/15-9/20. One nomination received. **Nomination for Melissa Bader approved.**
- **Action Item: Approval of Meghan Chandler as a Faculty Member of the Technology Committee (VLee) Approved.**
- **Action Item: Full-time Faculty Replacement Recommendations from APC (Patty Worsham, Chair of Chairs of APC)** APC is recommending that the Senate approve the replacement of a full-time faculty member in each of the following disciplines: COM, MAT, PSY, SOC, Studio Art. **Approved.**
- **Approval of Job Description for Prison Education Program-Faculty Coordinator (Juan Alvarez, Associate Dean of Special Projects)** Administration is asking the Academic Senate to approve the position of Prison Education Program [CRC] Faculty Coordinator for a faculty member with a 0.4 proposed release time. Administration requests that the Senate approve this item in one read. Lots of discussion. Want to ensure it doesn't tread on CSEA duties. Funding source? It is reassigned time so it falls to the Instructional budget. Motion to approve with the understand that there needs to be some collegial modifications. **Approved.** At the next Senate meeting will vote on the nominees.
- **Action Item: Equity Statement for Faculty Professional Development Committee (FPDC) (first read) (Dana White, FPDC Coordinator)** FPDC is proposing the approval of an equity statement help to guide its equity-related training and education activities. Discussion about the word vetted "training, conferences and courses from better organizations (CORA, CUE, USC Alliance, etc.). There needs to be a certain amount of oversight from other organizations within the institution. Used the word vetted because of this oversight. Concern regarding the process and what counts as equity related education/training. Having a list of vetted trainings would be helpful.
- **Letter from 3-college Academic Senate Presidents to Dear Chancellor Isaac,**  
*We hope this message finds you and yours well. We are writing to memorialize the conversation that the three Academic Senate Presidents had with you Wednesday afternoon. Before getting into the topics we discussed, we want to thank you for a thoughtful consideration of the issues.*

*During our discussion on September 8, 2021, we addressed the following items:*

- *Communication expectations,*
- *Planning for contingencies,*
- *Reporting of COVID case status,*
- *Scheduling for Winter 2022 and Spring 2022, and*
- *Academic Senate purview.*

*The following is a summary of our discussion on these topics.*

*1. Communication expectations: We all agreed that we would respond to one another's messages within a 48-hour period, even if the response is to point out that more work needs to be done prior to offering a comprehensive answer.*

*2. Planning, particularly for contingencies: We all discussed planning for future contingencies and the reconvening of the Safe Return Task Force to update our previous plans. You informed us that you have met with county health officials and other relevant parties to get guidance on this matter. You also mentioned your plan to reinstate the Safe Return Task Force in order to construct a comprehensive approach to establish a) where the District in the mitigation of COVID cases and b) how the District and colleges would respond under various scenarios. You likened your vision to the tiered framework in the guidance provided by county and state authorities. The Senate Presidents stated that although we appreciated the thoroughness of this vision, yet, we are concerned about the timeliness of its construction and implementation. Nonetheless, we look forward to hearing from President Steinback regarding next steps.*

*3. Reporting of COVID case status: We all discussed establishing a mechanism to update the colleges and the District Office about the status of COVID cases through the creation of a "COVID Dashboard." You stated that the District is in the process of constructing such a reporting mechanism, though your goal is to place the Dashboard within the framework mentioned above to ensure that the magnitude of District's COVID cases is understood in the proper context. You stated that the District hopes to have the Dashboard completed within the next week or so.*

*4. Academic senate purview: We all also discussed the purview of the Academic Senate within RCCD. For example, in our discussion of the Safe Return Task Force, you informed us that a "core group" of the Task Force had apparently already met to discuss several matters connected to items mentioned above. The Senate Presidents neither they nor any proxies acting on their behalf had participated in the "core group." This provided us with an opportunity to discuss the Senate's primary role as one of the two recommending bodies in the District (the other being administration) and how planning is a joint Senate/administration function in accordance with Board Policy 2005. It's clear to us that members of stakeholder groups must continue to be educated about the primary role of the Academic Senate in institutional decision-making. In this regard, we suggested that the District organize a retreat with District Office personnel and college administration to properly address this matter before it becomes a point of contention.*

*Although we did not directly address the matter of scheduling for Winter 2022 and Spring 2022, it appears that the schedules for those terms will be informed by current conditions and reasonable expectations of future events. The colleges are currently teaching their courses roughly 60% online and 40% in contact modalities (i.e., face-to-face and hybrid). We envision these values will provide a baseline for scheduling courses during the remainder of the academic year. We believe that this is an issue needs to be addressed in the very near future.*

*The matter of hiring authority was broached briefly, and Title 5 53203(f) was referenced in passing. As we stated, the Academic Senates are empowered under that section of the Code to select faculty members for any college or District committees, unless the committee is specifically tasked with a matter under the purview of the collective bargaining unit (e.g., benefits committee). We hope this accurately captures the key points of our discussion.*

*Please let us know if you have any edits or corrections. All the best, Academic Senate Presidents*

- Center for Human Performance/Kinesiology Project survey- see details).



- Academic Senate Liaisons: Accreditation, CSEA, CTE- impressive website: <https://experience.arcgis.com/experience/c36da81abafc4492b5df2caa07bd76dc/>
- **Discussion Item: APC Recommending a Board Policy regarding Faculty-Student Interpersonal Communications (Patty Worsham)** APC is recommending that the Senate propose creating a District board policy about posting copies of faculty-student communications on social media. As I stated, we live in a climate where boundaries have eroded and privacy is not longer respected and rather seems more of a luxury. Course content and conversations are no longer respected as private and can be subject to public disclosure/ humiliation and shame. APC is asking to have a board policy that will bring privacy back into the classroom and provides a level of safety that these things will not be made public on social media. No discussion ensued. Virgil pre-empted this by taking this to district senate. They were unclear if BP could be made; not sure there's a legal grounds to do so. So... Virgil will take this to legal for an opinion and will bring this back to APC once legal has weighed in on this.
- **Discussion Item: Student Medical Vaccine Academic Adjustment Process (Kimberly Bell, DRC Counselor, and Greg Ferrer, Director of the Disability Resource Center)** The DRC would like to present the process by which students request and are provided the Medical Vaccine Academic Adjustment

## THE PROCESS

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- A STUDENT NEEDS TO TAKE A COURSE THAT IS BEING OFFERED ON CAMPUS AND IS NOT OFFERED ONLINE BUT DUE TO MEDICAL REASONS IS NOT ABLE TO RECEIVE THE VACCINE
- STUDENT IS DIRECTED TO COMPLETE THE [Student Medical Academic Adjustment Request for COVID-19 Vaccine Exemption](#)
- STUDENT MUST PROVIDE EXPLICIT DOCUMENTATION DRAWING THE NEXUS BETWEEN MEDICAL CONDITION AND INABILITY TO RECEIVE VACCINE FROM A LICENSED MEDICAL PROFESSIONAL TO DISABILITY RESOURCE CENTER
- ONCE DOCUMENTATION IS RECEIVED AND REVIEWED, STUDENT MEETS WITH THE DRC DIRECTOR OR COUNSELOR TO DETERMINE APPROPRIATE ACADEMIC ADJUSTMENTS (ACCOMMODATIONS)

Process another thing going back to bullet 1 I'm sorry can I should have said it when you were presenting on it That is the MLU guidance on

\*\*[Center for Human Performance & Kinesiology project](#)

**QUESTION:** With the updated Educational Master Plan and your Program Review process in mind, **what are the future academic and instructional needs that this new facility needs to support?** BE SPECIFIC (degree programs, course offerings, non-credit community courses, etc.)



## **RESPONSES:**

### **Faculty1:**

- Adding more courses to our department, including High-Intensity Functional Fitness, Weightlifting with progression on technical lifts from; Powerlifting, Olympic Weightlifting, Traditional Bodybuilding, Functional Bodyweight Fitness ], etc. Volleyball / Basketball for community partnerships.

### **Faculty2:**

- Growth and expansion of the existing athletics program; Increased education opportunities for our students and increased course options; Increased facilities use options by our campus and community members.

### **Faculty3:**

- Athletics; Tournaments; City leagues; Intramural programs; gym based activity courses

### **Faculty4:**

- Certificate/degree programs and course offerings:
  - Karate, Tai Chi, Yoga, Kickboxing (activity courses) 30-45 students (multi-use type of room)
  - Cardio Strength Training (beg, int, adv activity)course 30-45 students (Fitness/weight type of room)
  - Fitness and Wellness (lect/lab)course 30-45 students (classroom and fitness/weight type of room)
  - Introduction to Kinesiology (lecture) course 45 students (classroom and would be nice to have lab space in a multi-use room)
  - Nutrition (lecture) course roughly 45 students (classroom and would be nice to have lab space in a multi-use room)
  - Stress Management (lect/lab)course roughly 45 students (classroom and would be nice to have lab space in a multi-use room)
  - First Aid & CPR (lecture) course roughly 30 students (classroom and would be nice to have lab space in a multi-use room)
  - Introduction to Athletic Training (lecture) course roughly 35 students (classroom and would be nice to have lab space in a dedicated athletic training room)
- Potential Future activity classes:
  - Spin (activity multi-use facility)
  - Self-defense (activity multi-use facility)
  - Volleyball (Gym)
  - Basketball (Gym)
  - Badminton (Gym)
- Potential Future Lecture Classes (Classroom)
  - Sports Officiating
  - Introduction to Coaching
  - Techniques of Strength and Conditioning
  - Sports Appreciation
  - Intro to Community Recreation
  - Fitness Program Design & Instruction Exercise Science & Fitness Assessment

### CTA Report:

- Faculty preferences. Chairs should have received a list by now from HR so that when they are scheduling for the spring those faculty aren't overlooked.
- AB375 at state legislature. Would increase the load for faculty. Increases the load from .6-.67 to .8-.85. Melissa- asked if there's a way to know how much sick time we've accrued from working overload. FA has asked but we don't know. Would like to know what this is and this get paid out or is it part of my regular sick leave? FA keeps asking about this. Yes, we accrue sick leave for overload. So there are two buckets of sick leave. Sick leave earned for regular hours and sick leave earned for overload hours. We don't have the ability to see what this is and we should.
- Questions regarding the breakdown of load .6 OL/HYB and .4 F2F. The MOU was for the fall semester. Have not been approached by the district for another MOU so we're still contract.
- The dashboard is up, some issues updating it but it will be updated on a weekly basis.
- Sarah raised an issue about the number of hours required to complete two required courses to be certified to teach Distance Education. It's 200 hours. It's concerning the amount of hours people will have to work to get certified/recertified and they won't get paid for it. Asked that the FA look into this.
- **Approval of Faculty Members On the *Racial Justice Taskforce* (VLee)** The *RJTF* has identified faculty members for its project teams and are seeking Senate's approval of these individuals. The taskforce has been actively recruiting faculty members, including email messages from President Green to the entire college community on September 9, 2021 and September 17, 2021, requesting volunteers. Melissa asked what is the scope of the appointing body? Senate doesn't appoint members. Dominique- She's removed from the Black Student Care group/lead and moved to Classroom & Campus Experience

### Racial Justice Taskforce (RJTF) Project Teams Membership

Black Student Care	Celebrating Black and African American Culture	Classroom & Campus Experience	Institutional Commitment
<b>Leads:</b> T. James; K. Tarrant; D. Hitchcock 2-3 faculty 2-3 managers 2 classified professionals 2 students <b>Faculty:</b> - Ruben Aguilar (Kin) - Bibiana Lopez (Math) - Steven Camacho (English/ Men of Color) - Dominique Hitchcock (Spanish) <b>Managers:</b> Tenisha James; Kaneesha Tarrant <b>Classified Professionals:</b> - Dallas Carter - Kimberly Thomas <b>Students:</b>	<b>Leads:</b> Charise Allingham; Antonio Muñiz 4-5 faculty 1-2 managers 2 classified professionals 2 students <b>Faculty:</b> • Vivian Harris • Sean Davis • Amy Kramer • Klandra Jimenez • Melissa Bader <b>Managers:</b> • Antonio Muniz <b>Classified Professionals:</b> • Charise Allingham <b>Students:</b>	<b>Leads:</b> Lisa Nelson; Courtney Buchanan 2-3 faculty 2-3 managers 2 classified professionals 2 students <b>Faculty:</b> • Courtney Buchanan • Peggy Campo • Lisa Nelson <b>Managers:</b> • Quinton Bemiller <b>Classified Professionals:</b> <b>Students:</b>	<b>Leads:</b> Monica Green; Gustavo Ocegueda 2-3 faculty 2-3 managers 2 classified professionals 2 students <b>Faculty:</b> • Janet Hill (Soc) • Daniel Turrubiarres (Eng) <b>Managers:</b> • Gustavo Ocegueda • Monica Green • Greg Ferrer <b>Classified</b> • (Monica - email sent to Azadeh requesting interested classified for appointment for all project teams) • (Gustavo – email sent to Azadeh for appointment to the Institutional Commitment PT) <b>Students</b> • Will send request to Samia Irfan, Klutvert Mgbatu Tabot, and Edwin Romero

**Action Item: Selection of Faculty Member as the *Prison Education Program-Faculty Coordinator* (VLee)** The Senate will select an individual to serve as the *Prison Education Program-Faculty Coordinator* from a list of nominees. Nominations for this position were solicited from faculty from September 23, 2021-October 4, 2021. 2 Nominations received. Lisa Nelson and Sigrid Williams. 2 minutes given to each candidate to share with the group why they think they are qualified for this position. Roll call vote. Lisa Nelson won the position 6:3.

**Action Item: Removing the Capacity Limits On Concurrently Enrolled Students In Future Terms (VLee and Sam Lee, Vice President of Academic Affairs)** Administration is asking the Senate to approve the removal of the capacity limits on the number of concurrently enrolled students who can enroll in a Norco College course in future terms. This proposal was made during the Senate meeting on August 30, 2021, with the understanding that Senate representatives would solicit feedback from their constituents in time to consider the approval of this item at this meeting. We're talking about a small number of students (31 students). These students would priority would come after all the registration students have been met for our standard college students. 3 high school students per section and 5 high school students per section. AWOL was in favor. Dominique- we're serving equity by serving this population students. Also- we need to make it clear to our community that we have this program. **Approved for the 2022-2023 year and will be re-evaluated after that.**

**Action Item: Proposal to Move Forward the Registration Dates of Concurrently Enrolled Students In Future Terms (VLee and Sam Lee)** Administration is asking the Senate to allow concurrently enrolled students to register for classes earlier in the registration process. Specifically, administration is proposing that in 2 future terms concurrently enrolled students be allowed to register for Norco College classes following the final registration date of general college students. This proposal was made during

Senate meeting on August 30, 2021, with the understanding that Senate representatives would solicit feedback from their constituents in time to consider the approval of this item at this meeting. **Approved for the 2022-2023 year and will be re-evaluated after that.**

**Action Item: Proposal to Prepare Charters For the Academic Senate and Its Subcommittee (VLee and Kevin Fleming, Vice President of Planning and Development)** As a central governance body within the College, the Senate is being asked for it and its subcommittees to prepare charters based on the Norco College [Charter Template](#). Additionally, the Senate is being asked to consider the inclusion of an equity section within these charter documents. **Approved to include an equity piece.**

**Officer Reports** President (V. Lee). Chancellor has sent request for BP for social media to legal.

### **I. College Reports**

1. A. President of the Associated Students (Samia Irfan). Club rush had a good turnout- 200 students via virtual rush
2. B. College President (Monica Green). Giving Week for Veterans. Need to raise \$20k for an endowed scholarship to provide for 2 scholarships. Had recent drops due to students vaccination status. 6 students dropped out of 9 sections at Norco College. For Oct. 18 start classes, 11 students are at risk for being dropped.
3. C. Vice President of Academic Affairs (Sam Lee). No report

### **Discussion Item: The Use of Titles in Senate Meetings (VLee)**

The Senate will discuss guidelines for addressing colleagues during Senate meetings in an equitable manner. Dominique- it's an equity issue if it hurts people. Sometimes the titles are intimidating. Dropped them at the Racial Justice task force. Lisa- it gets at the power structure in our institution and our siloes of Administration, Faculty, Classified Professionals. Dana- FPDC, agreed that in meetings would go by preferred names. Melissa- respects the DR. but doesn't like when it's weaponized and used to stratify. Virgil- not fair to Classified Professionals, many of whom have advanced degrees. Sigrid- courtesy demands how we should address someone. Bring these conversations back to the department level then feedback, back to Senate.

NewFacultyRequestPrioritizationAY2122 [Read-Only] - Excel

Final Rank	Faculty Request	Initial Rank	Sum	AHWL 1	AHWL 2	AHWL 3	BEIT 1	BEIT 2	BEIT 3	COMM 1	COMM 2	COMM 3	Math 1	Math 2	Math 3	S&K 1	S&K 2	S&K 3	SBS 1	SBS 2	SBS 3
	Biology	1	53	1	1	1	5	5	5	3	4	3	2	2	2	2	2	1	7	5	2
	Chemistry	2	65	3	3	3	4	4	4	4	5	4	1	1	1	1	1	2	6	7	11
	English (WRC Coordinator)	3	82	2	2	2	7	7	7	5	3	5	5	5	5	7	7	7	1	1	4
	Counselor	4	83	4	4	4	3	3	3	7	7	7	8	8	8	3	3	4	3	3	1
	Mathematics	5	96	8	8	8	6	6	6	6	6	6	3	3	3	6	6	6	2	2	5
	Psychology	6	101	5	5	5	8	8	8	8	8	8	4	4	4	5	5	5	4	4	3
	Librarian (Instructional Design Librarian)	7	114	9	9	9	10	10	10	1	1	1	6	6	6	4	4	3	8	8	9
	Education	8	147	6	6	6	12	12	12	9	9	9	7	7	7	9	9	8	5	6	8
	Administration of Justice	9	150	7	7	7	1	1	1	11	11	11	11	11	11	10	10	10	10	10	10
	Librarian (Outreach Librarian)	10	162	10	10	10	11	11	11	2	2	2	9	9	9	12	12	12	9	9	12
	Humanities	11	174	11	11	11	9	9	9	10	10	10	10	10	10	8	8	9	11	11	7
	Theatre	12	177	12	12	12	2	2	2	12	12	12	12	12	12	11	11	11	12	12	6

NewFacultyRequestPrioritizationAY2122 UPDATED - Excel

Final Rank	Faculty Request	Presentations	Meeting Rank 2	Meeting Rank 1	Initial Rank	Sum	AHWL 1	AHWL 2	AHWL 3	BEIT 1	BEIT 2	BEIT 3	COMM 1	COMM 2	COMM 3	Math 1	Math 2	Math 3	S&K 1	S&K 2	S&K 3	SBS 1	SBS 2	SBS 3	
1	Ethnic Studies		1	1																					
2	Chemistry	1	3	3	2	65	3	3	3	4	4	4	4	4	5	4	1	1	1	1	1	2	6	7	11
3	Librarian (Instructional Design Librarian)	4 & 5	8	8	7	114	9	9	9	10	10	10	1	1	1	6	6	6	4	4	3	8	8	9	
4	Counselor	8	5	5	4	83	4	4	4	3	3	3	7	7	7	8	8	8	3	3	4	3	3	1	
5	English (WRC Coordinator)	6	4	4	3	82	2	2	2	7	7	7	5	3	5	5	5	5	7	7	7	1	1	4	
6	Biology	7	2	2	1	53	1	1	1	5	5	5	3	4	3	2	2	2	2	2	1	7	5	2	
7	Administration of Justice	2	9	10	9	150	7	7	7	1	1	1	11	11	11	11	11	11	10	10	10	10	10	10	
8	Psychology	3	7	7	6	101	5	5	5	8	8	8	8	8	8	4	4	4	5	5	5	4	4	3	
9	Mathematics	9	6	6	5	96	8	8	8	6	6	6	6	6	6	3	3	3	6	6	6	2	2	5	
10	Librarian (Outreach Librarian)	4 & 5	10	11	10	162	10	10	10	11	11	11	2	2	2	9	9	9	12	12	12	9	9	12	
13	Education	X	13	9	8	147	6	6	6	12	12	12	9	9	9	7	7	7	9	9	8	5	6	8	
13	Humanities	X	13	12	11	174	11	11	11	9	9	9	10	10	10	10	10	10	8	8	9	11	11	7	
13	Theatre	X	13	13	12	177	12	12	12	2	2	2	12	12	12	12	12	12	11	11	11	12	12	6	

Hello Everyone,

Below are the summary notes from today's, October 8, Academic Planning Chairs (APC) meeting:

**New Faculty Prioritization:** This process absorbed the majority of the 3 hour meeting time. Formal presentations were given by CHE, ADJ, PSY, LIB, ENG, BIO, COUNSELING, MAT. Ethnic Studies, while not on the initial ranking, after lengthy discussion APC agreed that there is an urgent need for a FT ETS faculty member. ETS was added to the ranking. Final APC ranking and recommendation to Dr. Green via Academic Senate will be as follows:

1. Ethnic Studies
2. Chemistry
3. Librarian (Instructional Design)
4. Counselor
5. English (WRC)
6. Biology
7. ADJ
8. Psychology
9. Math
10. Librarian Outreach
11. Education, Humanities, Theater (all 3 of these pulled from the rankings by their department)

**Standing Committee & Dean Reports-** see standing report

**Faculty Association-** Senate Bill in process supporting increasing Associate Faculty teaching load from .6-.67 to .8-.85

**New Faculty Ranking Debrief-** lack of time; moved to November meeting.

**New Faculty Ranking Taskforce-** moved to November meeting. APC agrees that the ranking process needs improvement and a more holistic approach that reflects Guided Pathways, support of on-going programs and growth of new programs based on master plan forecasts. Cross-functional Taskforce needed.

**New Program Planning Update-** due to lack of time, moved to November meeting. Will then review and discuss the draft prepared by Alexis Gray.

**Social Media Board Policy-** This topic is under review with the District's legal office. Discussion moved to November meeting.

**Faculty Professional Development Committee (FPDC) [Equity Statement](#)-** APC has been asked take this statement to their departments. Collect input then have department Senators bring this input to the next Senate meeting.

**Scheduling Update-** Winter and Spring are ongoing right now.

**PT Faculty Update-** APC please have your faculty complete and submit I of I's before the end of the semester.

**CORA Trainings-** Reminder to APC to complete this training by the end of the semester.

**ILA-** a few of these courses will now be reporting to Dan Reade (ENG chair); one of them will stay with John Moore.

**Schools Meetings** are this month and will replace department meetings. If departments want to hold a "school" and "department" meeting they may do so. Quinton is coordinating School meetings complete with agendas and Zoom links.

**Next APC meeting changed to Nov. 5 (11/12 is a holiday) and Dec. 3 (Dec. 12 is first day of finals).**

Best,

Patty Worsham, Associate Professor  
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