

NORCO COLLEGE

Academic Planning Chairs

April 8, 2022

8:30am - 11:00am

[Zoom](#)

Minutes

Committee Members (14)

- *Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
- *Peter Boelman-Lopez, Social & Behavioral Sciences Department
- *Araceli Covarrubias, Arts, Humanities & World Languages
- *James Finley, Business, Engineering, & Information Technology Department
- *Teresa Friedrich Finnern, Science & Kinesiology 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
- *Jason Parks, Schools of Business & Management and STEM
- *Dan Reade, Communications Department
- *Jody Tyler, Science & Kinesiology Department
- *Suzanne Witmer, Science & Kinesiology Department
- *Patty Worsham, Business, Engineering, & Information Technology Department

Absent: Alexis Gray, Social & Behavioral Sciences Department
Steff Warsinski, Mathematics Department
Ana-Marie Olaerts, Communications Department

Visiting: Vivian Harris, Ashley Etchison, Valorie Piper, Lisa Myers, Juan Alvarez, Dr. Sam Lee

1. Call to Order

- 1.1 Approval of Minutes (3/11/22)- M/F.Mirzaei, S/D. Reade. Unanimous /JTyler abstains
- 1.2 Approval of Agenda-approved unanimously
 - Add discussion item 4.6 and amend agenda to add AOE's/Early alert. M/JTyler, S/FMirzaei/approved unanimously

2. Action Items

- 2.1 English Position (Reade)
 - Approved-replacement of FT ENG position transfer to FT ENG/WRC Coordinator. APC to recommend to Dr. Green. M/JMoore, S/JMulari/approved unanimously
- 2.2 Two Business Positions (Worsham)
 - Vote for 1 FT BUS position to replace retirement position (R. Beck)/start in Fall23. APC to Recommend to Dr. Green. M/KKamerin, S/PBoelman/approved unanimously

3. Standing Committee & Dean Reports

- 3.1 Academic Senate- See Attached
 - Norco college presenting five-to-thrive, guided pathways podcast, Bader/Spencer
 - pathway approval process for going to conferences, put this in your program review.

- APC Request for a “lump sum” for professional development, have money set aside for travel/conferences/professional development
 - Peggy Campos- commencement speaker, extended to 20/21/22 graduates, guests must be vaccinated /onsite rapid testing
 - Juneteenth official, summer term starting on a Tuesday
 - M. Bader guided pathways project, soliciting volunteers
 - Cleared4 in use until end of SPR semester
 - ASNC purchasing/installing mustang statue
 - Received I3 grant (cross-disciplinary) Starting FALL22
 - LIB/LRC, 7 study rooms being used. Library has one-time funding; send book requests to V. Harris for anything related to courses
- 3.2 College Council-See attached
- 3.3 District Enrollment Management
- Established targets for upcoming academic year, average of three colleges based on prev. 5 years
- 3.4 Program Review Committee
- Annual update due April 22/email HelpDesk to get old computers replaced
- 3.5 CTA
- 1) Covarrubius- 4/8 deadline to nominate faculty assoc.
 - 2) Boelman-faculty association providing beer/wine at Graduation
- 3.6 Dean’s Report(s)
(Bemiller)
- reconciling room conflicts
 - planning faculty reception, Dan Reade, Mark Lewis to co-MC
 - Chairs to keep on-top of Faculty for surveys/ IOI’s, surveys too early, can they be extended?
 - Hirings- reopened PSY, (2) COM- final interviews. Ethnic studies open, Art, English in the works
- (Parks)
- Census rosters in. 4/8, last day of 8-week classes, remind faculty to get grades in

4. Discussion Items

- 4.1 Potential ACE 2.0
- Farshid/ Ashley/VPiper; Grant – 2 parts, general/research
 - Student employment focus; goal – advanced employment
 - Increase workforce through STEM pathways
 - Targeting long term unemployed, incumbents workers, veterans, underrepresented populations, for Advanced Manufacturing
- 4.2 New Faculty prioritization process
- Parks- second review. sending out list (May 22) of data normally provided to make decisions
- 4.3 APC Annual Calendar Taskforce
- Develop a calendar for items to address on a monthly basis/put on website
 - Volunteers – Parks/Worsham/Mulari. Will bring back to meetings
- 4.4 New Program Process
- Second read/11 step process for new programs
 - additional things to address: needs/resources required, flowcharts, forms- talk to curriculum for disciplines/costs, approval processing- resources council to address
 - Next steps, RE: -forms district-wide, bring proposals to district curriculum committee
 - Purpose/Goals? who champions new programs?
 - Patty to discuss with Virgil Lee (Senate) and Brian Johnson (Curriculum)
- 4.5 New Faculty Office Assignment Procedure

- office swaps/ spread of new faculty; recommendation to consider assigning newer faculty into a connected area like portables that have higher faculty proximity

4.6 Counseling

- J. Moore- Early alert. Response rate is low. How can it be improved?
- Pops up to early, once closed- locks out/can't resubmit, reminders come out too often/too early. Instructors never hear anything back from responses
- What triggers students to drop the class? Roster to check off/submit indications of student help. How to get more faculty involvement?
- Initiative removing AOE's from catalog- counseling divided. Pair down with streamlined recommendations. Benefits – keep for the students to get various degrees/many degrees default to ADT
- J. Moore to share feedback with Counseling and Dr. Tarrant

5. Information Items

5.1 Hiring Updates- (See Deans report) Chemist hired. BOT approval April, chemistry discipline request to stall second position for Fall 22/23 hiring

5.2 May Retreat Agenda

- Subs provided for faculty -Wed,5/4 evening to midday Fri 5/6
- 3 themes – creating community with new faculty, understanding where faculty programs live within the college, creating a sense of ownership/success of students
- Agenda to be sent out before retreat

5.3 Winter/Spring Scheduling Timeline

- WIN/SPR coupled, role to happen in June – will be available in August,
- WIN/SPR schedule final 10/7, web-published 10/17, registration 10/31
- Role for APC/Pathmaker/fall22?
- Pathmaker: Everyone's needs? guidelines/roles/timelines and fixes prior to everyone using. Possible hands-on training if there is interest, including IDS's
- Purpose is to help build schedules/project out future classes; plan is also to link the rooms. Find a day early fall to address schedules for spring. Rediscuss at May APC

5.4 Summer Chairs

- Tenured designations to get to May board meetings for SPR processing

5.5 Reminder: Chair Elections for AHWL, BEIT & COMM

6. Good of The Order – (11:00am)

Next meeting
May 13, 2022
8:30AM - 11:00AM
Location: TBD

3/21/22 Academic Senate Meeting

V. CTA Report (Araceli Covarrubias, Norco College Faculty Association Representative, & Peter Boelman, Norco College Faculty Association Vice President)

-A few faculty have asked about graduation this year. We have not heard anything on

-Elections are coming up for Faculty Association VP- Norco College. Nominations start 3/28.

-Meetings are back F2F but with the ability to Zoom.

VI. Action Item: Selection of Norco College's Next *Five to Thrive* Presentation Topic (V. Lee)

Norco College is [scheduled](#) to give its next *Five to Thrive* presentation to the RCCD Board of Trustees on April 19, 2022, and a topic/presenter needs to be selected.

-This is a presentation that's given to the board of directors each month. Every 4th month our college is up so we're up April 19. Topics needed. We have a California Space Consortium grant. Could be a viable topic but we gave a similar presentation on this the last time. Any suggestions. Melissa Bader suggest Guided Pathways podcast series that's about to be launched. Slides/presentation have to be done by April 12. Bader offered to present on this. Senate voted in favor of this presentation topic.

VII. Action Item: Consideration of the [Curriculum Committee Charter](#) (Brian Johnson, Chair of the Norco College and RCCD Curriculum Committees) (*first read*)

The Curriculum Committee is asking the Senate to approve the charter document the committee created and approved.

-just reviewed, no comments, will vote on it at the next meeting.

VIII. Action Item: Consideration of the [Faculty Professional Development Committee Charter](#) (Dana White, Chair of the FPDC) (*first read*)

The Faculty Professional Development Committee is asking the Senate to approve the charter document the committee created and approved.

-Dana spoke about some of the content in the document.

-Discussion about who supports the cost of attending conferences. It's been determined that this should be a department supported function and not paid for by FPDC because FPDC only has \$10k to support towards faculty professional development. Jody would like to have a broad discussion about this. In the chat it was noted that these requests usually come through Program Review.

-Comment on membership because it identified how many members there are from each department. There aren't allotted seats per department so it makes better sense to remove numbers of constituents

IX. Action Item: Electorate for Election of the 2022-2024 Adjunct Senate Representative (V. Lee)

The Senate will hold an election for its 2022-2024 adjunct representative this Spring. In this regard, there is a question about which adjunct faculty members are eligible to vote (only those teaching in Spring, only those who taught in Fall and those teaching Spring, etc.). The Senate needs to determine the electorate before the adjunct-faculty election can be conducted.

Motion for those teaching in the term of the election. Will run the election with the adjunct faculty that are teaching this semester only.

-If they aren't working in the spring we don't know if they are coming back and giving power to the associate faculty. We need a caveat in there based on concurrent employment but does not construe employment. It's not an offer of employment to be this representative.

2:30 PM X. Officer Reports

1. A. Secretary/Treasurer (Kim Kamerin). No report

2. B. Vice-President (Kimberly Bell). Would like to announce the commencement speaker: Peggy Campo. The two runner ups would be honored by helping to announce names- historically this is done. We are going to be running an election for the PT rep. Kim did attend the plenary this past Saturday for Area D. Lots of discussion on the F2F v the Zoom Brown Act decision. There's some conflict in terms of how people are interpreting the language and

we're not getting any clear guidance from the state. We need a nominations and an election chair.

3. C. President (Virgil Lee) a. Equity Audit Results

-HOTEP last Monday (slides are included in Virgil's notes).

-Dominique was not selected for an equity award. Disappointing because Dominique has done extraordinary work in this area.

-Peggy is a duplicate commencement speaker. Is there any interest in talking about this and do we want to limit having repeat commencement speakers? There's some agreement on having some language and time limits on this. Kim Bell will put together a work group on this for the future.

-Virtual meetings. The Brown Act requires committees to have open meetings because they are funded by the public. And we are required to meet in person. If meeting on Zoom from home then technically have to also open up your house to the public. AB 361 was passed in COVID to meet remotely because we're in a state of emergency. At the plenary session this weekend this came up and there's lots of different ways of interpreting AB 361. To do this, every 30 days, we have to vote to meet for 30 more days because it's not safe to vote. Lots of discussion with people in favor of continuing with meeting via Zoom and holding a special election for next Monday to vote for this. Monday, March 28 @ 3PM.

2:35 PM XI. College Reports

1. A. Associated Students Senator of Finance (Aneesa Kashif)

-3/11 ASNC will be awarding 200 students \$100 for their transfers. We discussed the purpose of a mustang student. Giving 75 students Disney park-hopper gc through the app. This month athletic training. Umoja asked for \$3k for trip to Knotts- will revisit that.

2. B. President (Monica Green)

-We are planning an on-site commencement. Will be extending this to our 2020, 2021 as well as 2022 graduates. Don't anticipate will attend. Guests must be vaccinated or negative results in order to attend. Will also have Livestream options. We expect a large crowd so we've asked for on-site rapid testing and extra security. Faculty will be required to attend graduation.

-Dr. Lee's temporary assignment to MAP. Flying the interim position and looking for a May 1 appointment.

3. C. Vice President of Academic Affairs (Sam Lee)

-Summer, the Juneteenth day and has since been revised to start on June 21 (Tuesday) instead of Monday (June 20) to allow for this holiday.

- We applied for our construction technology apprenticeship program which will serve around 700 students.

2:45 PM XII. Standing Committees & Liaisons Reports

1. A. Academic Senate Standing Committees:

2. APC: Hotep, Retreat, Scheduling

3. Assessment: drop in hours this week

4. CMAC: Working on the charter. Developing it from scratch. Really good first meeting.

5. Curriculum: Brian not here. No meeting. Request- the district curriculum meetings- we can't hear what's being said in the meeting and then we miss what we're there for. With the technology we have now. I agree. This needs to be addressed.

6. DE: hosting an information session on 4/5. Time to join the consortium. Working hard on an internal peer-reviewed course. Working on revising the lol document from last year. We should be done with certification by spring break. Please keep reading the updates from the district. Please make sure you're using the District's website.

-Union contract agreement has our calendars in there through 2024-2025.

7. FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC

8.B. Academic Senate Liaisons: Accreditation- no report.

CSEA-no report

CTE- no report

DBAC- no report

DEMC-special meeting to talk about the un-coupling of summer and fall taking into account student feedback. Will

be in hold-harmless for next year. Targets need to be readjusted to be more realistic
DSPC,
Guided Pathways,
Prison Education Program,
Equity,
PGSL

XIII. Discussion Item: [Leading from the Middle Project Update](#) (Ashlee Johnson, LFM Lead, & Dominique Hitchcock, LFM Member)

The LFM team is developing a process to streamline SLO assessments and obtain disaggregated assessment data to support pedagogy improvements using Canvas and Nuventive. The team would like faculty feedback on their level of interest and concerns. A formal request to administer a faculty survey to follow.

XIV. Discussion Item: Library and Learning Resource Center Academic Support [Statistics](#) and [Highlights](#) (Hayley Ashby & Vivian Harris, Associate Professors of Library Services)

Library faculty members will provide an update on the LLRC's Fall 2021 reopening and review statistical data related to services/instruction provided to students to support their academic success between Fall 2019 and Fall 2021.

April 4, 2022 Academic Senate Meeting

IV. Open Hearing

Melissa Bader is looking for faculty to serve on a workgroup regarding the expansion of our 4 schools into 9 schools as part of the Guided Pathways. Melissa will put together a flyer to send out to faculty to solicit taskforce volunteers.

V. CTA Report (Araceli Covarrubias, Norco College Faculty Association Representative, & Peter Boelman, Norco College Faculty Association Vice President)- No report.

VI. Discussion Item: Sustainability Project Update (Lindsey Graff, Senior Campus Planner of the DRL Group)

The Senate will be given an update on the sustainability plan project development in the District and the College. Michael Collins kicked off the presentation by this group. This is the District's plan. Norco is taking this plan and customizing it to fit our college. District plan was presented to us. Questions being asked... how do we create a sustainability lens for academics and engagement.

VII. Action Item: Consideration of the [Distance Education Committee Charter](#) (Sarah Burnett, Chair of the DE Committee) *(first read)*

The DE Committee is asking the Senate to approve the charter document the committee created and approved. Committee will review and come back to the next meeting to vote.

VIII. Action Item: Consideration of the [LGBTQ+ Advocates Committee Charter](#) (Cameron Young, Chair of the Norco College LGBTQ+ Advocates) *(first read)*

The LGBTQ+ Advocates Committee is asking the Senate to approve the charter document the committee created and approved. Committee will review and come back to the next meeting to vote.

IX. Action Item: Consideration of the [Teaching and Learning Committee Charter](#) (Starlene Justice and Dan Reade, Co-Chairs of the TLC) *(first read)*

The TLC is asking the Senate to approve the charter document the committee created and approved. Committee will review and come back to the next meeting to vote.

X. Action Item: Consideration the [Academic Senate Charter](#) (Kimberly Bell) *(first read)*

The proposed charter for the Senate is being submitted for approval. Committee will review and come back to the next meeting to vote.

XI. Action Item: Consideration of the [Curriculum Committee Charter](#) (Brian Johnson, Chair of the Norco College and RCCD Curriculum Committees) *(second read)*

The Curriculum Committee is asking the Senate to approve the charter document the committee created and approved.

This item was first presented to the Senate during its meeting on March 21, 2022.

XII. Action Item: Consideration of the [Faculty Professional Development Committee Charter](#) (Dana White, Chair of the FPDC) (*second read*)

The FPDC is asking the Senate to approve the charter document the committee created and approved. This item was first presented to the Senate during its meeting on March 21, 2022. Based on review and comments from first read, changes made to this version of the charter. Lots of discussion about how faculty can advocate and have the college pay for them to attend conferences. This use to go through FPDC and there were questions about and how this process is now managed. Dr. Lee was asked if he could provide the amount of money that is spent on conferences in the past. It's complex because travel/ conferences is paid out of different areas, including grants, so the cost is not collected in just one "bucket."

XIII. Action Item: Consideration of the [Adult Education, Noncredit, and RCCD: Status, Outlook, and Planning for 2022-2027](#) (V. Lee) (*second read*)

The Senate is being asked to approve the RCCD adult education and noncredit strategic plan (2022-2027). This item was first presented to the Senate during its meeting on February 28, 2022. Many conversations have taken place on this and this team has incorporated all the input that they have received from constituent groups. Plan approved by Senate.

XIV. Action Item: One-Year Extension of the Terms of Service of the Guided Pathways and Equity Project Team Leaders (Melissa Bader, Guided Pathways Liaison to the Academic Senate)

Guided Pathways & Equity Project team members were given two-year terms. However, three of the teams have extended work that require an additional year to complete. Rather than recruiting new team leaders, the groups are asking the Senate to extend the terms of the existing leaders for an additional year. 3 projects extending into the next year and want to extend those team leaders (program to Career, Cultural Competency, LFM-Equity Assessment)- would like to extend the faculty assigned to these project teams for another year. Then build 2 new teams: Schools Identity-Students and Schools Identity-Institution. Want to keep these same faculty members in order to maintain continuity. Want to keep this LFM team together- it's an 18 month assignment. Extend for 1 year only. After that time put out a call for new team leaders. Encourages people to apply to be a new school's project team leader. Next Lunch and Learn is on April 25. Podcast #2 is upcoming.

XV. Officer Reports

1. A. Secretary/Treasurer (Kim Kamerin) No report
2. B. Vice-President (Kimberly Bell)
 - a. Sent out a call for nominations for associated faculty rep. Seeking two volunteers to help tabulate voting.
 - b. Vivian Harris offered to be the nomination committee chair for the Senate officer elections. Will open April 18, voting by April 25.
3. C. President (Virgil Lee)
 - a. Progressive disciplinary procedure will be shared with us soon.
 - b. Two faculty members have achieved the rank of full professor and will be acknowledged at the next BOT meeting (Melissa Bader and Patty Worsham).
 - c. Study Abroad committee seems to be going well
 - d. CSU's and UC's...
 - e. Board Policy's and APs will be coming through because they need renewal.
 - f. Senate meetings were voted to continue with Zoom meetings for the next 30 days. All Senate sub-committees can also hold Zoom meetings for the next 30 days. Must be voted on next 30 days assuming we're still in an emergency situation.

3:00 PM XVI. College Reports

1. A. Associated Students Senator of Finance (Aneesa Kashif)
 - a. Umoja's trip to Knotts was approved and funding has been secured.
 - b. Rugby team approved to travel to Texas for nationals but may not happen because Texas is not on the approved state travel list.
2. B. President (Monica Green)
 - a. Have some town-halls scheduled on the HOTEQ equity report. Will be virtual during college hour on 4/19

and 4/20.

3. C. Vice President of Academic Affairs (Sam Lee)
 - a. 13 hiring's currently underway.

3:10 PM XVII. Standing Committees & Liaisons Reports

1. A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC
2. B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC,
 - a. DEMC: Registration is coupling again- this group voted to continue with this.
 - b. DSPC: no report.
 - c. Guided Pathways: Cohort 2 will be meeting in person this April.
 - d. Prison Education Program, Equity, PGSL

XVIII. Discussion Item: Details of ANSC's 30-Year Anniversary Gift Statue to Norco College (Edwin Romero, Coordinator of Student Activities)

A [presentation](#) will be given about ANSC's plan to purchase and pay for the installation of a mustang statue for celebration of the College's 30-year anniversary. A couple of statue options and three possible locations have been identified, and ANSC is seeking the Senate's feedback on the prospective statue designs and location sites.

Gerlene Ariel Aquino, our ANSC Student President. Two options:

- Bronze Statue \$22K
- Rearing Stallion \$16K

Where to put it, several options.

-1st Location: Statue 1: Round About v. Statue 2 Round About

2nd Location: Student Services building- showed what it would look like

-3rd location option- above the amphitheater (remove a planter).

Academic Council Meeting 3/24/22

Discussion Item

Call for Workgroups for Potential Council Projects:

- Strategic Enrollment Management Plan
- Annual Council Calendar of Reports
- Program and Enrollment Dashboards
- New Program Feasibility, Prioritization, and Development

We spoke about the REACH grant and how it applies to the Strategic Enrollment Management Plan workgroup. Quinton added that we should consider sharing our Program Reviews with the college. FTES council- we are liaising with APC and the Enrollment management workgroup to keep the momentum moving.

Information Items

- Workgroup to explore potential baccalaureate degree (Parks, Etchison, Finley and Clendenning). Nothing to report out yet.
- [Noncredit Strategic Plan \(presentation given\)](#).
- Sustainability Plan (link to presentation recording) (tabled for next meeting)

Reports

- Academic Senate -meeting online for April at least and voting every 30 days
- Academic Planning Chairs - nothing to report
- Office of Instruction- working on fall schedule is done, lol's underway
- CTE, Apprenticeship, Noncredit - we received the i3 grant. Esports tournament on campus. Graduating 77 IBEW apprentices this June.
- Distance Education -certification courses finalized soon. CVC-OEI presentations to join consortium. New Chair will be Quinton
- ZTC/OER now known as the Course Material Affordability Committee (CMAC) -18 faculty completing ASCCC OER basics. Damon will be chair
- Education Partnerships, Dual enrollment, Prison Education. Submitted last Friday for Rising scholars program estb. At 15 community colleges. Will know if we'll be funded or not for 3 years to continue providing services at the CRC. Hope to

have graduation this summer at the CRC. Will have a summer term at the CRC. Dual enrollment- still working on the fall schedule because the bell schedule is changing.

- Library LRC - we have 7 study rooms in the library and they are being used. They've been booked about 324 times this semester. Average reservation time is 2 hours. Getting lots of use. Glad those resources are being used.

5. Good of the Order. Nothing to add

6. Future Agenda Topics. Email to Dr. Lee if you have any.

7. Adjournment

Next Meeting:

April 28, 2022, 12:50 – 1:50 pm [Zoom](#)

[4/7/22 College Council meeting cancelled.](#)