

NORCO COLLEGE

Academic Planning Chairs

May 13, 2022

8:30am - 11:00am

[Zoom](#)

Minutes

Committee Members (14)

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
Araceli Covarrubias, Arts, Humanities & World Languages
James Finley, Business, Engineering, & Information Technology Department
Alexis Gray, Social & Behavioral Sciences 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
Suzanne Witmer, Science & Kinesiology Department
Patty Worsham, Business, Engineering, & Information Technology Department
Peter Boelman-Lopez, Social & Behavioral Sciences Department

Visiting: Dr. Sam Lee, Ashley Etchison

Absent: Teresa Friedrich Finner, Science & Kinesiology Department
Kim Kamerin, Arts, Humanities & World Languages Department
Steff Warsinski, Mathematics Department

1. Call to Order

- 1.1 Approval of Minutes (4/8/22) M/F. Mirzaei, S/A. Gray, A. Olaerts/absent(abstain)
- 1.2 Approval of Agenda M/A. Gray, S/S. Whitmer, approved unanimously

2. Action Items

- 2.1 New Faculty Ranking Procedure-
 - Ranking based on data and what is needed. PT vs. FT. and retirements.
 - Subcommittee to work over SUM22, to provide prefilled data for all faculty in advance. Consolidate to one document, prepare a timeline, send out in Sept.
 - Compare the 3 different hiring tracks, consolidate into one document.
 - APC to host breakout session regarding process during Fall Flex (Patty/Alexis),
 - Voted to move forward with discussed changes, M/A Gray, S/J Mulari, approved unanimously
- 2.2 New Faculty Hire

- Return FT BUS position and reallocate to BIO next; M/J. Tyler, S/D. Reade, approved unanimously

3. Standing Committee & Dean Reports

- 3.1 Academic Senate- See attached
- 3.2 College Council- no report
- 3.3 District Enrollment Management-
 - FTS Goals behind, same average, new district software from GIA, attempting to wrap up noncredit
- 3.4 Program Review Committee- no report
- 3.5 CTA- V. Lee appointed/effective July 1st
- 3.6 Dean's Report(s)

(Parks)

 - Acknowledge colleagues, SUM/FAL scheduling completed, SPR23 will be ready in Fall, hiring Interim Dean of instruction- in que for late May

(Bemiller)

 - Senate approved removing caps for HS enrolling, SUM demand for Spanish w/primarily HS enrolled
 - Online filling faster than in person.
 - Enrollment Mgt. – retention, prioritizing enrollment (S.Lee)

4. Discussion Items

- 4.1 Classroom & Office Technology
 - No current change to replace desktops w/laptops. Need more discussion
 - New Hires – receiving laptop w/docking station – two monitors
- 4.2 PT Faculty Evaluation Timeline
 - Surveys for students; Currently on week 4
 - APC recommends changing to week 6-7 Full, Week 10-11-late, Week 3-compressed with FT Evaluations done first prior to surveys
 - Survey -online or in person
- 4.3 Schedule Development Timeline
 - schedule earlier to align w/other area community colleges
 - WIN/SPR will be created earlier
 - proposed scheduling day (Pathmaker)
 - Discussion adding additional meeting once a semester to sort room/time class conflicts with chairs present for resolving issues
- 4.4 New Faculty Office Assignment Process
 - Faculty office assignment procedures based on seniority and discipline clusters. Proposal to designate new faculty into non-remote grouped offices/portables.
 - Events promoting unity
- 4.5 Department Chair Terms
 - ENG/COM- staggard term cycles, proposed to extend a year for assistant chair
 - Per contract: (3) years commencing after the last contractual working day of the spring semester of the year in which the selection is made (The terms of the Department Chair, Co-Chairs, Assistant Chair(s), or other positions designated by the department shall run concurrently

5. Information Items

- 5.1 Counseling Department

- FAL22 /fiscal impact est. \$60K coming from gen. fund to separate counseling as a dept. Chair reassign time .8-.9
- Question regarding GUI scheduling. Discussion w/Dr. James/Dr. Bemiller/J.Moore, housed in SBS. Keep w/Dean of Instruction

6. Good of The Order- (10:54 am)

Next meeting
September 9, 2022 (Location TBD)

Standing Committee Report- Worsham

Academic Senate, April 18, 2022

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

Peter: questions about reassigned time. Was not negotiated during the last rounds of negotiations. Once the new Vice Chancellor of Education is hired, reassigned time for all reassignments will be revisited.

Araceli- Voting is open until May 2. Also still working to clarify Equity Flex.

VI. Action Item: Continuation of Virtual Meetings for the Senate (V. Lee)

Meetings of the Senate fall under the jurisdiction of the Brown Act, which places onerous requirements for holding virtual meetings. While the Governor suspended provisions of the Brown Act to allow Senates and other public bodies to meet virtually through March 31, 2022, [AB361](#) allows Senates to meet virtually through the end of 2023 if the Senate deems a state of emergency exists. The Senate is now being asked to consider whether virtual meetings are necessary for the next 30 days. (This decision must be reevaluated every 30 days by a vote of the Senate.)

VII. Action Item: Consideration of the Course Materials Affordability Committee (CMAC) Charter (Sarah Burnett, Chair of CMAC) *(first read)*

CMAC is asking the Senate to approve the charter document the committee created and approved.

VIII. Action Item: Consideration of the Distance Education Committee Charter (Sarah Burnett, Chair of the DE Committee) *(second read)*

The DE Committee is asking the Senate to approve the charter document the committee created and approved. A few minor corrections. Approved.

IX. Action Item: Consideration of the LGBTQ+ Advocates Committee Charter (Cameron Young, Chair of the LGBTQ+ Advocates) *(second read)*

The LGBTQ+ Advocates Committee is asking the Senate to approve the charter document the committee created and approved. A few minor edits. Approved.

X. Action Item: Consideration of the Teaching and Learning Committee Charter (Starlene Justice and Dan Reade, Co-Chairs of the TLC) *(second read)*

The TLC is asking the Senate to approve the charter document the committee created and approved. Approved.

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. Approved.

XII. Action Item: Consideration the Academic Senate Charter (Kimberly Bell) *(second read)*

The proposed charter for the Senate is being submitted for approval. Approved

XIII. Action Item: Consideration of Whether the Library Representative Should Be a Voting Member (vs. a Non-voting Member) of the Academic Senate (Vivian Harris, Faculty Librarian)

Prior to December 2020, there was a Library Faculty Representative on the Academic Senate who was also a voting member. However, the Library Faculty Representative was removed from the Senate when the Senate Constitution was revised in December 2020. The Faculty Librarians are now asking for the position to be reinstated.

When the constitution changed the voting member of the library was removed. The library is ever present at Senate. The library is a hybrid department. They serve in an instructional role and a service role so they touch all programs. Lots of discussion. They serve an important role but to accomplish this would require ratifying the constitution. Not an impossible task but a burden of work. Library has a voice at Senate just like CTE

XIV. Officer Reports

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

2. B. Vice-President (Kimberly Bell) a. [2022 Spring Plenary Resolutions](#).

-Did attend the spring plenary. A number of resolutions were passed. Recording number of resolutions. Lots of legislation from the state telling us what/how to do things. Some changes to disciplines lists.

-Marie Hicks will continue to serve as the associate faculty rep on Senate for the next 2 years.

-Made a change to nomination chair. Lisa Nelson will serve as the nomination chair for the Academic Senate elections.

1. C. President (Virgil Lee). Post meeting agendas and minutes on the website. Grants committee looking for 5 new faculty members (one from each School) plus counseling.

2. See email from Ashley Etchison sent this morning about upcoming CTE and non-credit conference.

3. Distinguished lecture- Dariush H. See promotional information for dates/times.

XV. College Reports

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

a. Online meetings will continue. Updating budget for the upcoming year. 33 Disneyland tickets to give away.

2. B. President (Monica Green) No report

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

XVI. Standing Committees & Liaisons Reports

1. A. Academic Senate Standing Committees: APC, Assessment,

CMAC- need a co-chair

Curriculum,

DE: training is almost ready to go. Camp will be released soon.

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

2. B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL

Academic Senate, 5/2/22

V. CTA Report (Araceli Covarrubias, Norco College Faculty Association Representative, & Peter Boelman, Norco College Faculty Association Vice President) We should be receiving COLA starting this summer. Around 6%

VI. Action Item: Consideration of the [Program Review Charter](#) (Tim Russell, Chair of Program Review) *(first read)*

Program Review is asking the Senate to approve the charter document the committee created and approved.

VII. Action Item: Consideration of the [Course Materials Affordability Committee \(CMAC\) Charter](#) (Sarah Burnett, Chair of CMAC) *(second read)*

CMAC is asking the Senate to approve the charter document the committee created and approved. This item moved to the May 16 agenda.

VIII. Action Item: Request for Faculty Members to Serve On Guided Pathways Special Project In Summer (Ashlee Johnson)

Guided Pathways will be supporting a special project this summer involving faculty members. This opportunity was [presented to faculty via email](#) on April 22, 2022, and interested parties were given one week to respond. Current faculty members of the GP&E/LFM team were automatically included, and four more were selected. The Senate is being asked to approve these eight faculty members for this special project. Chose members from the LFM team or responded to the call for members. 5 members responded and were added to the list. Those 4 members are: Ashlee Johnson, Dominique, Haley Ashby, Nakita, Toren, Dana White, Kianda, Vivian Harris. Voted and approved.

IX. Action Item: Request for Faculty Members to Serve On Grants Advisory Panel (V. Lee and Gustavo Ocegüera, Dean of Grants and Student Equity Initiatives)

The GAP is seeking full- and part-time faculty members, which was [announced to faculty via email](#) on April 17, 2022. The GAP is asking for the approval of faculty members who responded to that announcement. There's one vacancy available- need someone from Business and Management. I think Adam Martin agreed to serve on this.

X. Action Item: Request for Dean Damon Nance to Serve as the Administrative Co-Chair of the Course Material Affordability Committee (Sarah Burnett, Chair of CMAC)

Non-faculty Co-Chairs of Senate subcommittees require Senate approval. In this regard, CMAC is requesting the Senate approve Damon Nance as its administrative Co-Chair.

XI. Action Item: Request for Dean Quinton Bemiller to Serve as the Administrative Co-Chair of the Distance Education Committee (Sarah Burnett, Chair of DEC)

Non-faculty Co-Chairs of Senate subcommittees require Senate approval. In this regard, DEC is requesting the Senate approve Quinton Bemiller as its administrative Co-Chair. Quinton approved to serve as Dean.

XII. Action Item: Senate Policy on Certification and Recertification for Teaching Online (Sarah Burnett, Chair of Distance Education Committee)

Last Spring, the Senate approved a policy for certifying/recertifying faculty members to teach online. Since then, the certification courses have evolved and morphed. Thus, DEC is seeking to modify the language in the original agreement, which it is asking the Senate to approve.

XIII. Action Item: Full-time Faculty Replacement Hire Recommendations (Patty Worsham, Chair of APC)

APC has approved replacement hires for a full-time faculty member in both English and

Business and is asking the Senate approve this request.

XIV. Action Item: Request to Change a Previously Approved Full-time Faculty Hire from Business to Biology (Patty Worsham, Chair of APC)

The faculty in the Business (BUS) discipline want to offer the hire that BUS was awarded in Fall 2019 to Biology (BIO). BUS feels it can no longer support a new hire due to enrollment declines in its classes, and BIO was the next on the list for the Fall 2019 hiring priority list. APC has approved this request, and the committee is asking that the Senate approve this request. Lots of discussion on this about who should receive this position.

1. Look at the rankings from this year
2. Throw it to the next fall and add it to that list
3. If we have a hire that's coming up it should be based on the current state of the college and not something historically back on 2019.
4. Take the 2021 rankings and pull from that list.

Patty will take this back to APC for a decision to either recommend the position come from the 2019 pool or from the 2021 pool.

XV. Action Item: Hosting the Distinguished Faculty Lecture at Norco College (V. Lee)

The Distinguished Faculty Lecture (sponsored by the Academic Senate) is the highest honor bestowed upon faculty members in RCCD, with its winners rotating between the colleges. The recipient of this honor gives a lecture at both their home college and the district office, the latter of which is to be lived-streamed to the campuses. This year's presentation recently took place, but there was a technical problem that prevented the event from being live-streamed. Thus, the Senate is being asked to consider hosting the Distinguished Faculty Lecture at Norco College sometime over the next month.

XVI. Officer Reports

1. A. Secretary/Treasurer (Kim Kamerin)
2. B. Vice-President (Kimberly Bell)
3. C. President (Virgil Lee) Senate: Kim Bell is President, Vivian Harris is VP, Haley Ashby Sec/Treas.

XVII. College Reports

1. A. Associated Students Senator of Finance (Aneesa Kashif)
2. B. President (Monica Green)
3. C. Vice President of Academic Affairs (Sam Lee)

XVIII. 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, DEMC, DSPC, Nominations Committee, Guided Pathways, Prison Education Program, Equity, PGSL

XIX. Discussion Item: Program Dashboard (Greg Aycock, Dean of Institutional Effectiveness)

The Institutional Effectiveness group will present the concept of a district Program Dashboard that would provide data on the various programs at each of the colleges.

XX. Discussion Item: Disability Resource Center Testing Space (Leona Vassale, Disability Specialist)

The DRC is experiencing space limitations in meeting student test-accommodation requests, which it would like to discuss with the Senate.

XXI. Discussion Item: Meeting Times for Senate Sub-Committees (Sarah Burnett, Chair of the Distance Education and Course Materials Affordability Committees)

It is becoming increasingly difficult for Senate subcommittees to meet during College Hours. Thus, the Senate is being asked to discuss designating alternate time windows for meetings of Senate subcommittees. Lots of discussion on when these committees should meet.

Academic Council April 28, 2022

Committee Members (total 14)

Kimberly Bell, Quinton Bemiller, Sarah Burnett, Rochelle Duran, Ashley Etchison, Monica Gutierrez, Azadeh Iglesias, Daren Koch, Samuel Lee (Co-Chair), Damon Nance, Jason Parks, Chris Poole (Temp Co-Chair), Dan Reade, Sigrid Williams (Co-Chair), Patty Worsham

2.1. Approval of Agenda

3.1. Sustainability Project – DLR Group (All College Councils Attending) . Toggled over to see presentation. Update on the proposed sustainability projects.

4.1. Baccalaureate Degree Workgroup Update (Williams, Etchison). Tabled. Dr. Williams at CERT training. Ashley out as well so will return to this at the next meeting.

4.2. Strategic Enrollment Management . Group met today and agreed that we would meet weekly to make headway on making a Strategic enrollment management plan. The group will meet every Thursday from 8-9AM starting May 12. Goal is to have the plan developed and in place by June 9. This will included everyone in Enrollment Management meetings but also extended an invitation to members of the Academic Council as well.

4.2.1. AACRAO Consulting Project on adult learner/equity goals, strategies, and tactics with the goal of adopting one recruitment goal and one student success/retention goal. At one point in time we'll bring in a consultant to help us with this plan.

4.3. Annual Evaluation of Committee Effectiveness Survey Results.

4.4. Program and Enrollment Dashboard Proposal. Dr. Lee shared with the group the program review dashboard and Greg Aycock talked everyone through it. Interesting data showing the percentage of completers.

3. Discussion Item

I mentioned the conversation being had at the Technology committee about replacing faculty computers with laptops and replacing classroom technology with ports. Dr. Lee said no- that isn't going to happen.