

MINUTES

Norco Academic Senate Minutes

October 5, 2015

1:30-3:30 IT 218

I. **Call to Order:** Meeting called to order at 1:35 p.m. by Peggy Campo.

II. **Attendees:**

- **Attendees:**

Peggy Campo – Senate President

Jim Thomas – Senate Vice President

Tom Wagner – Business, Engineering, and Information Technology Representative

Melissa Bader – Communications Representative

Zina Chacon – Counseling, Social and Behavior Sciences Representative

David Mills – Communications Representative

Sarah Burnett-Assessment Committee Chair-Assessment Coordinator

Celia Brockenbrough – PG & SL Committee

Jason Parks – Academic Planning Council Chair

Charles Sternburg – Math and Sciences Representative

Kim Kamerin – Arts, Humanities and World Languages Representative

- **Absentees:**

Vacant– Senate Secretary/Treasurer

Brian Johnson – Curriculum Committee Co-Chair

Vivian Harris – Distance Education Chair & Library Advisory Committee Chair

Kimberly Bell – Social and Behavior Science Representative

Alexis Gray – Program Review Co-Chair

Gail Zwart – Profession Development Co-Chair

Vacant – Social and Behavioral Science Representative

Vacant – ASNC Representative

Vacant – Part-time Faculty Representative, CTA Representative

- **Guests:** Monica Green, Carol Farrar, Maureen Sinclair, Jesse Lopez

III. **Approval of Agenda: Motion by Jason Parks, second by Melissa Bader to approve today's agenda. Motion approved.**

IV. **Approval of Minutes: Motion by Kim Kamerin, second by Jim Thomas to approve the minutes from the September 21, 2015 meeting. Motion approved.**

V. **Officer & Liaison Reports**

A. **President (Peggy Campo)**

- **9/22/15** Attended District Enrollment Management meeting. Mostly discussed the role and scope of the committee. District received 134 additional FTES for Spring. Norco received 31.
- **9/23/15** Met with VP Beth Gomez to discuss important issues regarding the 2015-2016 budget that was passed by the BoT at their last meeting. Will be meeting with VC Aaron Brown for further clarifications on 10/8/15.
- **9/25/15** Attended the Legacy retreat. Had adequate faculty participants; Dr. Tyler was voted as faculty co-chair of the committee, together with Dr. Ocegüera, and Eric Betancourt. Committee is working hard on equity and diversity issues.
- **9/28/15** met with Chancellor Burke before the DAS meeting. Discussed the need to bring back sabbaticals for faculty. RCCAS was interested in making the PG&SL committee local to each college, but Dr. Thomas made a case for the need to keep it at the district level to ensure fairness and objectivity. The Chancellor took note of the history of the loss of sabbaticals and said he would look into it. Need to make sure that everyone is aware of February deadline to submit for sabbaticals if they are going to be granted. Also discussed the low percentage of full-time faculty at Norco in comparison to the other colleges in the district (Norco has 19.3% of all the FT faculty in the district, MVC has 21.9% and RCC has 58.8%). Chancellor was clear he would not change the current model of allotting new faculty hires with the 50% for RCC, and 25% for both NC and MVC. Also, the Chancellor took note of our concerns regarding the district's lack of tackling diversity issues. Lastly, discussed the matter regarding college's using their SSSP funds to hire full-time/tenure track counselors. After explaining the issues, the Chancellor agreed that monies from SSSP should not be used to fund full-time positions.
- **9/28/15** Had our first DAS meeting. Some of the issues discussed:
 - Deadline to submit for Educational Assistants is Monday, November 23, 2015. An updated application form will be uploaded onto the NAS website shortly. If need it, just email me and I can send you a copy.
 - The District Academic Standards committee was changed into an ad hoc committee, since they really had no charge at this point. If any grading or passing/failing policies do come forward, then they will reconvene.
 - AP7120c was discussed; will discuss later at meeting.
 - Discussed the need to consider the Additional Graduation Requirements placed on the new GE pathways. Need to talk with your department about deleting Health and Kinesiology from the new degree transfer pathways. They are additional requirements kept in by Norco College.
- **9/29/15** The Gen Ed workgroup met, via teleconferencing. They agreed that working on alignment with the NEW GE PLOS is the first task. They also agreed that, in TracDat, they would break the new GE PLOs down into smaller alignments that are more specific. They agreed that each college would do the breakouts in TracDat starting in spring as we get faculty on board with the PLO to SLO mapping. After everyone has completed the alignments, they will discuss potential changes to the GE Program of courses.

- **9/29/15** Attended the CTA meeting. For those interested in retirement, Dariush mentioned that there is a strong possibility that “golden handshakes” will be offered this year, so be on the lookout.

B. Vice President (Jim Thomas)

- Nominations for Distinguished Faculty Lecturer/Commencement Speaker opened 1½ weeks ago. Received five nominations. Ballots will be out in about 2 weeks. This honor comes with a 2.5 Reassign time.
- Discussed that the Academic Senate Part Time representative is not compensated. Want to make sure they are included and represented, but they are not compensated. By -Laws require election for part time faculty member.

C. Secretary/Treasurer (Vacant)

- No report.

D. Student Liaison

- No report

E. RCCDFA/CCA/CTA/NEA

- Discussed earlier.

VI. Norco and District Senate Committee Reports

A. Academic Planning Council (Parks) (#10, 10+1)

- Faculty rankings were completed on Friday. (First Five = English for Puente, Sociology, Psychology-Personality/Social/Development, Math and Electronics/Electrical Engineering)

B. Assessment Committee (Burnett) (#5, #9, 10+1)

- There will be TracDat open lab hours for faculty members and will be offering some additional TracDat trainings.
- Currently doing evaluation of the evaluation mechanism (Recommendation #2). There will be some minor adjustments.

C. Curriculum Committee (Johnson) (#1, #2, 10+1)

- No report

D. Distance Education Committee (Harris) (+1, 10+1)

- No report

E. Library Advisory Committee (Harris) (+1, 10+1)

- No report

F. Professional Development Committee (Zwart) (#8, 10+1)

- No report

G. Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)

- City College wants to combine Professional Development and PG & SL. PG & SL did not like that idea.
- The sabbatical issue was discussed. The committee is waiting for comments from Chancellor Burke.
- Reminder that you need to notify the committee and make it very clear if you are requesting a salary reclassification along with your sabbatical.
- Deadline for professorship application is Oct 31.

H. Program Review Committee (Gray) (#9, 10+1)

- No report

VII. Ongoing Business

A. AP 7120c - Full-Time Faculty Recruitment and Hiring (Campo)-1st reading

- Can have two subject matter experts (SME) currently for a position. The IoI of new contract says that you need three SME on the committee and one has to be on your hiring committee. Proposed version changes to four SMEs per committee and one will need to be from one of the other two colleges. Discussion on number of SME that should be on the committee and whether or not one should be required to come from another college.
- Discussion regarding possible difficulty of meeting the District HR diversity requirements along with the SME component.
- Reviewed sample committee make-up sheet and discussed suggested revisions.
- Request to remove the word “affected” college and change it to the “hiring” college.
- Peggy will make revisions and bring the new version to the next meeting. E-mail any additional suggestions to her.

VIII. New Business

A. Student Success and Support Program Plan-SSSP (Green)

- SSSP Plan was shared with the Senate. It will be presented at the ISPC meeting next week.
- Outlines orientation, assessment and counseling and what we do and what we intend to do. (See handout – attached)
- The highlighted areas of document are specifically for Academic Senate’s review. Still need to work on budget numbers when we know our allocation amount.
- Will be changing to state wide assessment.

- Suggestion to send out plan to nor-all and have each senator request their departments review and provide feedback.

B. Approval of Jan Muto to Serve on BFPC (Campo)

Motion by Jason Parks, second by Melissa Bader to approve Jan Muto as the Academic Senate representative on the BFPC. Motion approved.

C. Norco College’s Internal Campaign-Silver Scholarship (Muto and Gomez)

- Norco College has decided to have an internal scholarship campaign as part of the 25 year birthday celebration.
- Explained procedure and collectible items that are available for donations.
- October 15, during college hour and in the evening, there will be a race day event that includes an update on the campaign and a derby hat competition.
- See Jan Muto, Beth Gomez or Elena Santa-Cruz to obtain your donation form.

D. Additional Degree Requirements for New GE Pathways (Johnson/Campo)

- See above – 9/29/15 meeting under the President’s Report.
- Please remember to discuss with your departments.

E. Scheduling NAS-Faculty-at-Large Meetings for Fall and Spring (Campo)

- During the Senate Retreat the group discussed restarting faculty meetings. The difficult part is trying to find a date and time that will work. What should the meetings be called?
- Suggest that college hours would work best. Possible dates are October 27 for Fall and April 26 for Spring.
- Possible name would be “All Faculty Meeting” facilitated by the Academic Senate.

IX. Open Hearing

- Shared draft Equity Plan Activities for 2015-2016 (see attached). Please review and send any comments to Gustavo. Just received the new template. Looking at ways to coordinate with the new Title V Grant. Don’t forget to discuss the new plan with the departments that are affected by these activities. Draft will be sent to all Senators requesting input from their departments.

X. Adjournment – 3:45 pm

Ruth Smith (Recorder)