

MINUTES

Norco Academic Senate Minutes

October 19, 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

Brian Johnson – Curriculum Committee Co-Chair

Vivian Harris – Distance Education Chair & Library Advisory Committee Chair

Krystalyn Mansfield – ASNC Representative

- **Absentees:**

Vacant– Senate Secretary/Treasurer

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 – Part-time Faculty Representative, CTA Representative

- **Guests:** Mark Hartley, Monica Green, Diane Dieckmeyer

III. Approval of Agenda: Motion by Jason Parks, second by Jim Thomas to approve today's agenda. Motion approved.

IV. Approval of Minutes: Motion by Jason Parks, second by Melissa Bader to approve the minutes from Oct 5, 2015 with a formatting change to Item VI.G. There should be another bullet point starting with the word "Reminder" currently part of bullet point #2. Motion approved.

V. Officer & Liaison Reports

A. President (Peggy Campo)

- 10.14.15 Completion Initiative had its first Brown Bag meeting where meta-majors were discussed. Thinking in presenting and organizing our programs, degrees, and certificates in a novel way that helps student succeed. Next one Nov. 9 at noon will discuss Faculty Advisement models.
- 10.15.14 Had the first meeting with the Student Success ad hoc committee. Was very productive; thinking of forming a Teaching and Learning Committee of the Senate to promote faculty interactions discussing successful pedagogic models and ways to increase student success from within the classroom. Will come back to the Senate with a mission, purpose, and membership once complete. Sarah Burnett is interested in being a member of this committee.
- 10.9.15 attended the DSPC. Still are discussing the purpose, role, and scope of the committee. Also had discussions regarding the budget, technology changes, and FTEs update.
- 10.8.15 met with Vice-Chancellor Aaron Brown to discuss the budget. Got a clear timeline and explanations of the approved budget. District offices need a clear process by which to proceed when getting the budget approved. Need to shift the culture of being one main college with 2 satellite campuses to a 3 college district. Need to adjust to the specific needs/demands of each college.
- 10.6.15 the BoT met at RCC; received summary report of grants awarded/received this year. This year was a record year of receiving grants, thanks to Norco College.
- Discussed equality on the three colleges as far as full-time faculty numbers. Also talked about the expensive programs that are offered throughout the District and how the other colleges have a greater need because of their specialty programs.

B. Vice President (Jim Thomas)

- Elections opened for Distinguished Faculty Lecturer. Voting will close on Friday at 4:00.
- The part-time senate rep will be elected after the faculty lecturer is decided.

C. Secretary/Treasurer (Vacant)

- No report.

D. Student Liaison (Katie Mansfield)

- Need faculty advisors for clubs. Peggy will send an e-mail requesting advisors.

E. RCCDFA/CCA/CTA/NEA

- By-laws voting was delayed to allow for further discussion and review. Send any comments to Joe Eckstein or Tim Wallstrom.
- The Faculty Association sponsored a chair's retreat to share, review and discuss the changes to the contract. There were department chairs, deans and vice presidents in attendance in order to discuss any concerns together. The chairs will distribute the information they learned to their departments.

VI. Ongoing Business

A. Distance Education Faculty Guide – Action Item (Harris)

- Reviewed final copy. There were a couple recent minor changes.
- Document will be visited annually to review for any changes.
- Will be printed in hardcopy.

Motion by Jason Parks, second by Melissa Bader to approve the Distance Education Faculty Guide. Motion approved.

B. AP 7120c – Full-time Faculty Recruitment and Hiring – Action Item (Campo)

- Reviewed revisions requested at the last Norco Academic Senate meeting to make sure that everything was included.
- Discussion on SME and FSA and how they should be selected to participate on a hiring committee. May need to consider that SME is the same as FSA to help the smaller colleges.
- “Some experts” will be changed to “faculty with FSA” and the document will be redistributed before the next meeting for discussion and approval.
- Noted that the original version has been approved by RCC and is pending approval at Moreno valley.
- Discussed the new accreditation standards and if each college can be allowed to have their own hiring policy. Suggestion to revise Subsection II to align with each college.

Motion by Melissa Bader, second by Kim Kamerin to approve the version of AP 7120c passed by the RCC Academic Senate. Motion denied unanimously.

VII. New Business

A. Accreditation Follow-up Report Review (Dieckmeyer)

- Norco's follow up visit is scheduled for November 5-6, 2015.
- Dr. Catherine Burke is the Chair that is coming with a team of four other members. Team room is CSS 216.
- There is a very good possibility that the team will request individual interviews.

- There are two District Recommendations and Norco College has four recommendations. Reviewed the college two recommendations that are related to the Academic Senate.
- Requested that Senate members review the follow up report in preparation for the visit. You can find the report on the Home page – Accreditation – Reports.

B. Technology Committee Update – Office 365 Migration Report (Leal)

- Currently use Outlook and will be migrating to Office 365 – it is a cloud service.
- Migrating will begin mid-November and go to mid-December.
- District will be sending out an e-mail with dates/information about the migration.
- There is a link that has a frequently asked questions page.
- Ruth will send everyone her PowerPoint presentation that contains all the current relevant information.

C. Authorize NAS President or Officers to Approve Composition of Hiring Committees – Action Item (Campo)

- Academic Senate President approves the hiring committee.

Motion by Melissa Bader, second by Tom Wagner to authorize Peggy Campo to approve the composition of faculty hiring committees. Motion unanimously approved.

D. December’s 5-To-Thrive Board Presentation (Campo)

- Would like to receive ideas for the topic of Norco’s 5-To-Thrive presentation at the December 5 board meeting. Please check with your departments and bring back ideas.

VIII. Norco and District Senate Committee Reports

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

- No report.

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

- October 31 is the deadline for applications for Professorship. Send them electronically to Sylvia Thomas and follow up with a hard copy.

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

- Senate applied for flex credit for the “All Faculty” meetings. First meeting is set for Oct 27 during college hour.

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

- No report.

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

- No report

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

- Tomorrow 1:30 to 4:30 – Camp Curriculum will be held in OC 110.
- Bring anything that you need to have done. There will be people to help.

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

- Needs help from Senators. Department chairs have been doing some assisting.
- There are several courses that have not been assessed.
- Would like to see more positive energy displayed in the assessment area.

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

- No meeting since last academic senate meeting.
- Discussion on reviewing/approving the faculty hiring priority list and moving it forward to the ISPC.

IX. Open Hearing

- Introduced the new Dean of Student Life - Mark Hartley. Some areas the new Dean oversees are athletics, student activities, health services and student discipline.

X. Adjournment – 3:20 pm

Ruth Smith (Recorder)