

MINUTES

Norco Academic Senate Minutes

November 16, 2015

1:30-3:30 ST 107

I. **Call to Order:** Meeting called to order at 1:45 p.m. by Peggy Campo.

II. **Attendees:**

- **Attendees:**

Peggy Campo – Senate President

Tom Wagner – Business, Engineering, and Information Technology Representative

Melissa Bader – Communications Representative

Kim Kamerin – Arts, Humanities and World Languages Representative

Jason Parks – Academic Planning Council Chair

Krystalyn Mansfield – ASNC Representative

Sarah Burnett – Assessment Committee Chair-Assessment Coordinator

Charles Sternburg – Math and Sciences Representative

Gail Zwart – Profession Development Co-Chair

- **Absentees:**

Jim Thomas – Senate Vice President

Vacant– Senate Secretary/Treasurer

Zina Chacon – Counseling, Social and Behavior Sciences Representative

David Mills – Communications Representative

Celia Brockenbrough – PG & SL Committee

Vivian Harris – Distance Education Chair & Library Advisory Committee Chair

Brian Johnson – Curriculum Committee Co-Chair

Kimberly Bell – Social and Behavior Science Representative

Alexis Gray – Program Review Co-Chair

Vacant – Part-time Faculty Representative, CTA Representative

Vacant – Social and Behavioral Science Representative

- **Guests:** Gail Zwart, Colleen Molko, Dean Hines, Mark Hartley, Lisa Nelson, Cathy Brotherton, Gustavo Ocegüera, Kevin Fleming, Ashley Etchison

III. **Approval of Agenda:** Motion by Sarah Burnett, second by Kim Kamerin to approve today's agenda with the following revisions:

a. Move item VII.F. to VII.A.

b. Eliminate Item VII.D.e. This is the same as Item VII.A.a.

Motion approved.

IV. **Approval of Minutes:** Motion by Jason Parks, second by Sarah Burnett to approve the minutes from November 2, 2016 with corrections to Item V.D. (Kaytee Mansfield),

Item VI.D. last bullet point (Blackboard) and Item VI.E. remove the word “tutors” after CATs. Motion approved with one abstention.

V. Officer & Liaison Reports

A. President (Peggy Campo)

- 10/14 Attended the ASCCC Regional Curriculum meeting held at Mt. SAC. Received updates regarding the new Chancellor’s Office Curriculum Inventory, updated Program and Course Approval Handbook (PCAH), UC Transfer Pathways, how to make the curriculum process effective and efficient, and SLOs vs. course objectives. Materials can be found at:
<http://www.asccc.org/events/2015-11-14-173000-2015-11-14-233000/fall-2015-curriculum-regional-meeting-south>
- 11/10 Attended CTA meeting. The new printed contracts should be in your mailboxes sometime this week. Working together with CTA to come up with measures to ensure students are aware of the code of conduct and consequences of not following it. Also, the updated by-laws will be submitted to everyone for review. Working on balancing college autonomy and proportional representation (including for part-time). Will present to each college at open forums when available.
- 11/9 Together with Dr. Chacon and Dr. Green, directed the Completion Initiative second Brown-Bag series dealing with Faculty Advisement Models. Was well attended and productive.
- 11/5-11/7 Attended the ASCCC Fall Plenary Session. On Saturday 28 resolutions were approved, including several on Community College Baccalaureate degrees, endorsing the CCCCCO’s Accreditation Taskforce Recommendations, LGBT MIS Data Collection and Dissemination, Creation of Local Online Education Rubrics, Definition of Regular, Effective, and Substantive Contact, Revisit the Title 5 Definition of the Credit Hour, Oppose External Honors Programs, and Addition of Course Identification Numbers (C-ID) to College Catalogs and Student Transcripts, among other topics. If you are interested in any of these topics, please see the Final Approved Resolutions at http://www.asccc.org/sites/default/files/Final_Adopted_Resolutions_Fall_2015.pdf
- 11/6 Attended DSPC meeting. Still discussing the purpose, role, scope, and membership of the committee.

B. Vice President (Update from Peggy Campo)

- New PT faculty representative (Cameron Young) will be starting in December.

C. Secretary/Treasurer (Vacant)

- No report.

D. Student Liaison (Kaytee Mansfield)

- Student Ambassador Program is currently looking for students with a 3.5 and above GPA to be student leaders on campus and to promote Norco College off campus. All students with 3.5 and above GPA have received an information letter and application. If there is a student you feel would be a good ambassador and does not meet the GPA requirement please send them to ASNC for consideration.

E. RCCDFA/CCA/CTA/NEA

- No Report

VI. Ongoing Business

A. AP7120c-Full-time Faculty Recruitment and Hiring - Action Item (Campo)

**Motion by Tom Wagner, second by Sarah Burnett to approve AP7120c.
Motion Approved with two opposed and one abstention.**

- Reviewed answers to questions that were asked at the last meeting.
- Discussion on current hiring committees that are in process.

VII. New Business

A. POR Modifications Game Art (Molko, Brotherton)

a. POR Game Art – Character Modeling

- These are modifications to concept that the Academic Senate has already approved.
- Faculty in CIS and gaming have worked together and decided to delete 3D Animation and Game Art Core and revised them into Character Modeling and Environments and Vehicles.
- Reviewed how courses were modified, combined or deleted to create new POR. Showed new courses that were created for new POR.
- Units have been increased by 10 and will help better prepare students. More efficient on how information is presented to students.
- New concept will support enrollment.
- Discussion on assessment rotation for these courses.

b. POR Game Art – Environments and Vehicles

- All changes will appear in the next catalog.

Motion Tom Wagner, second by Sarah Burnett to approve the PORs for both Character Modeling and Environments and Vehicles. Motion approved.

B. ASCCC White Paper-The Role of Counseling Faculty and Delivery of Counseling Services in the California Community College – Action Item (Chacon)

- Moved to next meeting.

C. Division of Math and Science Department into separate Math Department and Science and Kinesiology Department – Action Item (Parks)

Motion by Kim Kamerin, second by Chuck Sternburg to approve the separation of the Math and Science Department into two departments (Math Department / Science and Kinesiology Department). Motion approved with two opposed.

- The APC voted to endorse the splitting of the current Math and Science Department into the Math Department and the Science and Kinesiology Department.
- This would match with both Moreno Valley and Riverside City.
- Norco currently does not have a process for separation/dividing of departments. All college groups are being notified about this department split.
- Discussion on adopting a policy covering future department separations.

D. POR new Music Industry Studies – Concept Approval (Kamerin)

- At last Industry Meeting it was suggested that the name be changed to Music Industry Studies. This matches the name used in several other areas.
- Changing MUC (Commercial Music) to MIS (Music Industry Studies)
- Combined Pro Tools new classes in the new offerings in order to provide certificates in a more meaningful way.
- Students will be able to obtain a music industry certificate more efficiently.

Motion by Sarah Burnett, second by Melissa Bader to approve the concept of a Music Industry Studies POR. Motion approved.

E. New CTE Programs (Hines, VanHulle)

a. POR Industrial Automation Systems Technician

- Added industrial wiring class and eliminated micro-processor course.

Motion by Tom Wagner, second by Melissa Bader to approve the modification. Motion approved.

b. POR Sound and Communication Systems Installer Apprenticeship

- This updates courses for IBEW Apprenticeship program that will be offered off campus.
- Does not affect FTES. We do not get apportionment.

**Motion by Jason Parks, second by Sarah Burnett for concept approval.
Motion approved.**

c. POR Conventional Machine Operator

- This will include use of new equipment that will be added to the back of the CACT building.

**Motion by Sarah Burnett, second by Kim Kamerin for concept approval.
Motion approved.**

d. POR Electrician

- This is a modification to better align with state electrician requirements.

Motion by Sarah Burnett, second by Kim Kamerin to approve the modifications to the Electrician POR. Motion approved.

e. POR Computerized Numerical Control (CNC) Operator

- Modifications to align with San Bernardino Valley College.

Motion by Tom Wagner, second by Sarah Burnett to approve the modification. Motion approved.

F. POR New Certificate – Entrepreneurship: Finance/Legal Issues – Concept Approval (Zwart)

- This is a 10 unit certificate that includes two existing classes and two new classes.
- Has already been through the Technical Review Committee.
- Will have third certificate coming through this Fall.
- Classes are currently taught in the evening.

Motion by Tom Wagner, second by Sarah Burnett to approve the concept of the Finance/Legal Issues Certificate. Motion approved.

G. Revisions to Assessment Section of 2015-2016 Program Review – Action Item (Burnett)

Motion by Melissa Bader, second by Sarah Burnett to approve the revisions to the Assessment Section of 2015-2016 Program Review. Motion Approved.

- After reviewing the feedback it was decided that the assessment section needed enhancing. It needed to be easier.

- Provided boxes to help collect correct information.

****Motion by Sarah Burnett, second by Jason Parks to extend the meeting by 15 minutes. Motion approved.****

H. 2015 NC Student Equity Plan – Second Reading, Action Item (Oceguera)

- Gave data overview.
- Shared the plan’s philosophy and activities.
- Discussed the Multi Measures Assessment Process that has been added.
- Covered the final personnel that are included in the plan.
- Suggest that the plan indicate that all disproportionate groups will be impacted by this plan.

Motion by Sarah Burnett, second by Kim Kamerin to approve the 2015 Norco College Student Equity Plan. Motion approved.

I. Behavioral Intervention Team Presentation – Information Item (Hartley)

- The Behavioral Intervention Team is a sub-committee of the safety committee. Safety needs to be the number one priority.
- Home page of Norco website will provide access to a form that can be used to report any concerns about a student.
- Will work in connection with the other colleges that already have this team in place.
- Currently creating a process for Norco to follow.
- Behavior Intervention Team will follow the reports.

J. Multiple Measures Assessment Project (MMAP) – Information (Aycock, Bader, Parks)

- Happening at the state level. We have been accepted as a pilot college.
- These funds will be combined with funds from the Student Equity Plan and SSSP.

VIII. Norco and District Senate Committee Reports: Postponed for next Special Committee meeting held on November 30, 2015.

IX. Open Hearing

- No reports

VI. Adjournment – 4:20 pm