

## MINUTES

### **Norco Academic Senate Minutes**

**(Special Meeting)**

**December 3, 2015**

**1:30-3:30 ST 107**

**I. Call to Order:** Meeting called to order at 1:40 p.m. by Jim Thomas.

**II. Attendees:**

- **Attendees:**

**Jim Thomas – Senate Vice President**

Melissa Bader – Communications Representative  
Kim Kamerin – Arts, Humanities and World Languages Representative  
Jason Parks – Academic Planning Council Chair  
Sarah Burnett – Assessment Committee Chair-Assessment Coordinator  
Gail Zwart – Profession Development Co-Chair  
David Mills – Communications Representative  
Vivian Harris – Distance Education Chair & Library Advisory Committee Chair  
Brian Johnson – Curriculum Committee Co-Chair  
Cameron Young – Part-time Faculty Representative, CTA Representative

- **Absentees:**

**Peggy Campo – Senate President**

**Vacant– Senate Secretary/Treasurer**

**Vacant – Social and Behavioral Science Representative**

Tom Wagner – Business, Engineering, and Information Technology Representative

Krystalyn Mansfield – ASNC Representative

Charles Sternburg – Math and Sciences Representative

Zina Chacon – Counseling, Social and Behavior Sciences Representative

Celia Brockenbrough – PG & SL Committee

Kimberly Bell – Social and Behavior Science Representative

Alexis Gray – Program Review Co-Chair

- **Guests:** Gail Zwart, Damon Nance, Carol Farrar, Kevin Fleming, Nancy Hernandez (Student)

**III. Approval of Agenda: Motion by Sarah Burnett, second by Jason Parks to approve today’s agenda with a revision to move a student presentation under “Open Hearing” (Item VIII) to the beginning of the agenda. Motion approved.**

**IV. Approval of Minutes: Motion by Sarah Burnett, second by Melissa Bader to approve the minutes from November 16, 2015. Motion approved with one abstention.**

## **V. Officer & Liaison Reports**

### **A. President (Peggy Campo)**

- No report

### **B. Vice President (Jim Thomas)**

- Election for PT Faculty Representative has been completed - Introduced Cameron Young.

### **C. Secretary/Treasurer (Vacant)**

- No report.

### **D. Student Liaison (Kaytee Mansfield)**

- No report.

### **E. RCCDFA/CCA/CTA/NEA**

- No report.

## **VI. Norco and District Senate Committee Reports**

**Motion by Kim Kamerin, second by Melissa Bader to accept all the committee reports presented today. Motion tabled for vote at next meeting.**

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

- Reviewed their report (see attached)
- Committee regularly meets once per month on Fridays with scheduling meeting dates set between the regular Friday meetings. They create a schedule of meeting dates for the year.
- Shared that the committee had a difficult time ranking counselors due to different funding areas. A workgroup will meet to discuss changes to their rubric to help with clarity in this area.
- Would like to encourage the computer science/gaming department to elect a faculty representative/chair from their area.
- ISPC has approved a recommendation to split the Math and Science department, but requested that the APC create a formal process for future changes or revisions to department structure.

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

- Sarah shared their report with the entire Assessment Committee before bringing it to today's meeting. (see attached)

- The Statement of Purpose has been changed and will be on the agenda for approval at the next Academic Senate meeting.
- Would like more representation from a couple of the disciplines to help with underrepresentation.
- Want members to be aware that this is a very active committee. It requires participation, engagement in assessment and TracDat knowledge by all members.
- Working on a mentoring relationship between committee members and new faculty members.
- Shared new PT faculty assessment and professional development hours reporting form for tracking across the district. Discussion regarding whether or not the department chairs need to sign off on this document. Suggest that the forms be taken to APC meetings as a group for signature. Will put on next agenda to discuss obtaining of signatures.

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

- Shared report with the committee (see attached)
- Would like to fill BEIT and AHWL department vacancies with a full time committed representative.
- The committee feels that there aren't any Planning Goals or Objectives that pertain to them.
- Would like to have better connection with the Distance Education Committee.
- Received comment that like faculty enjoyed Camp Curriculum.

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

- Shared report (see attached)
- Would like to have a student representative on the committee and a few more faculty, but they realize that not all departments have distance education faculty.
- There has been discussion about the possible need to change the meeting date and time so it fits better with faculty schedules.

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

- Would like to change the Statement of Purpose for this committee. It will be discussed later in this meeting. Suggestion for a change to the revised Statement of Purpose to indicate only the "Learning and Resource Center" without any further clarification or specific areas listed.
- \*\*Discussed having PT faculty members on committees. Are they welcome? Shared that there aren't any funds available to pay for their participation. This could be a Union question/concern. May want to discuss this as a shared governance issue at a future meeting.\*\*

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

- Corrected membership list to indicate their current members. Would like to have more classified staff as members.

- Gail is currently tasked by the committee to sign off on professional development and part time faculty assessment forms. She then presents a list of approved items to the committee each month.
- Classified staff trainings are offered in the winter and summer semesters.

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

- No report

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

- Kevin Fleming is the new co-chair for this committee. He is presenting their report today.
- Need to make some changes to the Statement of Purpose. They will be made next semester.
- The membership has been changed to include students in order to promote collaboration and transparency.
- Would like to discuss, in the future, what the relationship should be with the District Program Review Committee as far as sending Instructional Program Reviews to them for acceptance.

### **VII. New Business**

#### **A. Revised Assessment Section of the Comprehensive Program Review Template – Action Item (Burnett)**

- Most changes are aesthetic to help make the form easier.
- One major modification, at the end of the form, asks for assessment rotation dates under the “plan for assessment” section.
- Suggestion to change the word “modification” to “changes”. Sarah will make the changes in TracDat.

#### **B. Approval of Karin Skiba Presenting the Five-to-Thrive at the December 8 Board of Trustees Meeting at Norco College – Action Item**

- Tabled

#### **C. ADT – Administration of Justice – Action Item (Gray)**

- Tabled
- This will be presented at the Board of Trustee meeting tomorrow night and brought to the Academic Senate at the next meeting.

#### **D. Annual Program Review Template – Action Item (Gray)**

- Tabled

## **E. Revised Library Advisory Committees Statement of Purpose – Action item (Harris)**

- Tabled

## **VIII. Open Hearing**

- Nancy Hernandez – (Norco STEM and Honor student that is planning to transfer to Cal Poly Pomona). Shared concern about tutorial services not offering previous student tests or notes to current students. Wants to encourage students to take STEM classes. Would like reform in tutorial that will make study guides, information, etc. from previous semesters available to current students prior to those students attending the corresponding class session.
  - The Committee suggested that current students review or read the textbook prior to the start of the class.
  - Suggest that teachers of STEM classes share their teaching styles prior to the start of class.
  - Caution that information from a class is “intellectual property”.
  - Shared that SI tutors sometimes share an instructor’s teaching style rather than covering the material as well as it should be.

## **VI. Adjournment – 3:25 pm**