1. Call to Order: Meeting called to order by Peggy Campo.

II. Attendees:

- **Attendees:**

Peggy Campo – **Senate President**
Jim Thomas – **Senate Vice President**
Vacant- **Senate Secretary/Treasurer**
Vacant   Arts, Humanities and World Languages Representative
Kim Kamerin   Arts, Humanities and World Languages Representative
Tom Wagner   Business, Engineering, and Information Technology Representative
Vacant   Business, Engineering, and Information Technology Representative
Melissa Bader   Communications Representative
Vacant   Math and Science Representative
Jason Parks   Academic Planning Council Chair
Brian Johnson   Curriculum Committee Co-Chair
Sarah Burnett   Assessment Committee Chair-Assessment Coordinator
Vivian Harris   Distance Education Chair & Library Advisory Committee Chair
Gail Zwart   Profession Development Co-Chair
Celia Brockenbrough   PG & SL Committee

- **Absentees:**

Alexis Gray   Program Review Co-Chair
Zina Chacon   Counseling, Social and Behavior Sciences Representative
Charles Sternburg   Math and Science Representative
               ASNC
David Mills   Communications Representative
Kimberly Bell   Social and Behavioral Science Representative
Cameron Young   Part-Time Faculty Representative

- **Guests:**

III. Approval of Agenda:

IV. Approval of Minutes: Motion to approve the minutes from May 16, 2016 Motion: Kamerin, Second: Burnett. Unanimously approved

V. Officer & Liaison Reports
    A. President: No report

B. Vice President: No report
C. Secretary/Treasurer (Vacant)
D. Student Liaison
E. RCCDFA/CCA/CTA/NEA

VI. Norco and District Senate Committee Reports

GOAL 1: INCREASE STUDENT ACHIEVEMENT AND SUCCESS

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).	SSC/AS
Objective 2: Improve transfer rate by 10% over 5 years.	SSC
Objective 3: Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.	SSC/AS
Objective 4: Improve persistence rates by 5% over 5 years (fall-spring; fall-fall).	SSC
Objective 5: Increase completion rate of degrees and certificates over 6 years.	SSC
Objective 6: Increase success and retention rates.	SSC
Objective 7: Increase percentage of students who complete 15 units, 30 units, 60 units.	SSC
Objective 8: Increase the percentage of students who begin addressing basic skills needs in their first year.	SSC/AS
Objective 9: Decrease the success gap of students in online courses as compared to face-to-face instruction.	DE/AS
Objective 10: Increase course completion, certificate and degree completion, and transfer rates of underrepresented students.	SSC

GOAL 2: IMPROVE THE QUALITY OF STUDENT LIFE

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).	SSC
Objective 2: Increase frequency of student participation in co-curricular activities.	ASNC
Objective 3: Increase student satisfaction and importance ratings for student support services.	SSPC
Objective 4: Increase the percentage of students who consider the college environment to be inclusive.	ASNC/Legacy
Objective 5: Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics.	Legacy
Objective 6: Increase current students' awareness about college resources dedicated to student success.	SSC/ASNC

GOAL 3: INCREASE STUDENT ACCESS

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: Increase percentage of students who declare an educational goal.	SSC
Objective 2: Increase percentage of new students who develop an educational plan.	SSC
Objective 3: Increase percentage of continuing students who develop an educational plan.	SSC
Objective 4: Ensure the distribution of our student population is reflective of the communities we serve.	SSC
Objective 5: Reduce scheduling conflicts that negatively impact student completion of degrees and programs.	APC

GOAL 4: CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: Increase the number of students who participate in summer bridge programs or boot camps.	SSC
Objective 2: Increase the number of industry partners who participate in industry advisory council activities.	APC
Objective 3: Increase the number of dollars available through scholarships for Norco College students.	ASNC
Objective 4: Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.	ASNC/APC
Objective 5: Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken).	NC-JFK WKGRP (SSPC)
Objective 6: Increase community partnerships.	Pres. Cab
Objective 7: Increase institutional awareness of community partnerships.	Pres. Cab
Objective 8: Increase external funding sources which support college programs and initiatives.	GC

GOAL 5: STRENGTHEN STUDENT LEARNING

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews.	PRC/SSPC
Objective 2: Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.	NAC/SSPC
Objective 3: Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.	NAC/SSPC
Objective 4: Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.	NAC/DE
Objective 5: Increase the number of faculty development workshops focusing on pedagogy each academic year.	PDC/TC

GOAL 6: DEMONSTRATE EFFECTIVE PLANNING PROCESSES

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: Increase the use of data to enhance effective enrollment management strategies.	APC/ISPC
Objective 2: Systematically assess the effectiveness of strategic planning committees and councils.	ISPC
Objective 3: Ensure that resource allocation is tied to planning	APC/BFPC/ISPC/SSPC
Objective 4: Institutionalize the current Technology Plan.	TC
Objective 5: Revise the Facilities Master Plan.	BFPC

GOAL 7: STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

GOAL OBJECTIVES	COMMITTEE(S) LEADING
Objective 1: Provide professional development activities for all employees.	PDC/TC
Objective 2: Increase the percentage of employees who consider the college environment to be inclusive.	Legacy
Objective 3: Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics.	Legacy
Objective 4: Increase participation in events and celebrations related to inclusiveness.	Legacy/LAC
Objective 5: Implement programs that support the safety, health, and wellness of our college community.	Safety

Report from the Academic Planning Council
5/23/2016
 Statement of Purpose:
The Academic Planning Council (APC) is a standing committee of the Academic Senate, comprised of faculty chairs, co-chairs, and assistant chairs. The APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.
Is the committee satisfied with its statement of purpose?

   Yes

If not, what plans does the committee have of improving its statement of purpose?

   N/A

How does the committee align with Norco College's Mission?

   Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Membership:
The Academic Planning Council is comprised of all academic department chairs and the Dean of Instruction.

- **Carol Farrar (Co-Chair), Dean of Instruction**
- **Jason Parks (Co-Chair), Associate Professor, Mathematics (Mathematics & Sciences Department)**
- Melissa Bader, Associate Professor, English (Communications Department)
- Peter Boelman-Lopez, Associate Professor, Economics (Social & Behavioral Sciences Department)
- Rosina "Zina" Chacon, Professor, Counseling (Social & Behavioral Sciences Department)
- Alexis Gray, Associate Professor, Anthropology (Social & Behavioral Sciences Department)
- Dominique Hitchcock, Professor, Spanish/French (Arts, Humanities and World Languages Department)
- Colleen Molko, Interim Associate Dean CTE (Business, Engineering, and Information Technology Department)
- Ana-Marie Olaerts, Associate Professor, Communication Studies (Communications Department)
- Phu Tran, Associate Professor, Physics (Mathematics & Sciences Department)
- Paul Van Hulle, Associate Professor, Manufacturing Technology (Business, Engineering, and Information Technology Department)
- Patricia Worsham, Associate Professor, Business Administration (Business, Engineering, and Information Technology Department)

Is this membership correct?

>*Yes, but changes will be made for the following semester:*
>*Zina Chacon is replaced with John Moore*
>*Paul Van Hulle will not be on the committee, replacement is undetermined*
>*Kim Kamerin has joined the committee*

If not, what corrections need to be made?

Is the committee satisfied with its membership?

>*The committee/council is satisfied with the defined composition of the committee. There has been an issue for the past year in which a Department Chair from BEIT could not be found from within the department. Fortunately Colleen Molko, and filled this position, but Colleen is not faculty (she is a Dean) and this has put her and the committee in a few awkward situations including her not being a voting member of the committee but still needing to successfully representing Gaming/CTE. This problem will persist into next year as none of the faculty from that area are willing to step up to serve. The administration is currently exploring ways to remedy this situation through the possible outside hire of a Chair to serve.*

If not, what changes does the committee recommend?

Committee's Assignments to Strategic Planning Goals and Objectives-2013-2018:

Goal 3: Increase Student Access
> Objective 5: Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

Goal 4: Create Effective Community Partnerships
> Objective 2: Increase the number of industry partners who participate in industry advisory council activities.
> Objective 4: (together with ASNC) Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry.

Goal 6: Demonstrate Effective Planning Processes
> Objective 1: (together with ISPC) Increase the use of data to enhance enrollment management strategies.
> Objective 3: (together with BFPC, ISPC, and SSPC) Ensure that resource allocation is tied to planning.

<u>Does the committee feel these assignments reflect its mission?</u>

Yes

<u>If not, which Goals/Objectives should be removed?</u>

<u>If not, which Goals/Objectives should be included?</u> (Please see entire list of committee assignments attached at the end.)

<u>Please state what the committee has done or will do during the Fall 2015 semester to address each Goal and Objective mentioned above.</u> It is not expected that the committee address all goals and objectives each semester, this is just to ensure that in the strategic planning cycle (2013-2018) all objectives have been addressed somehow. Please include which goal and objective each activity listed addresses.

Goal 3: Increase Student Access
  Objective 5: Reduce scheduling conflicts that negatively impact student completion of degrees and programs.

- *The APC has worked diligently with the scheduling grid to reduce the number of conflicts for students. This has been measured via the number of overlapping class petitions filed with the Dean of Instruction's office.*
- *The committee has developed 5-year rotations for all degree patterns.*
- *The committee is working closely with administration and constituent groups on the Completion Initiative aimed at improving student matriculation.*
- *The committee has committed to convene to work during the 2016-2017 academic year to overhaul the entire schedule in an attempt to improve the flow for students. This would be unveiled for the Fall 2017 semester.*

Goal 4: Create Effective Community Partnerships
  Objective 2: Increase the number of industry partners who participate in industry advisory council activities.

  Norco College Career & Technical Education (CTE) hosts an annual Industry & Advisory Breakfast during the spring semester. The goal of the breakfast is to invite our local industry, community, and educational partners to meet with Norco College faculty to review curriculum and offer needed input into what industry expects from our students.
  The event has also become an opportunity for the College to promote current programs, events, accomplishments, as well as provide our faculty an opportunity to collaborate with industry and other educational partners.
  Past Attendance:

- *2015-2016: <u>85</u> Industry Partners, <u>163</u> Total Attendance (Community, High school district partners, & Norco College attendees)*
- *2014 – 2015: <u>70</u> Industry Partners, <u>115</u> Total Attendance*
- *2013 – 2014: <u>75</u> Industry Partners, <u>108</u> Total Attendance*
- *2012 – 2013: <u>64</u> Industry Partners, <u>101</u> Total Attendance*

  Though the number of Industry Partners attending has remained a steady increase, we have also been able to build the number of industry partners in each advisory group. Each year new partners attend, and others may miss the current year's event but remain on our roster.
  For many years, the event was held off campus due to adequate space. But the event has been held on the Norco College campus the last three years (under a large rented tent in the amphitheater). This has allowed faculty to provide our attendees with a firsthand view of our campus, classrooms, technology,

and in some cases, a demo provided by students.

> *Objective 4: (together with ASNC) Increase institutional awareness of partnership, internships, and job opportunities established with business and industry.*

> *In 2011, Career & Technical Education used Carl D. Perkins grant funds to hire an Employment Placement Coordinator. In this role, Ashley Etchison has assisted with placing students directly into internships and jobs, as well as other related duties.*
> *Through activities such as attending local Chamber of Commerce meetings, planning and hosting Career & Job Fairs, cold calls, marketing, referrals and other employer-related activities, the placement rate has consistently increased:*

- *2014 - 2015: 75 Students were placed directly into internships and employment*
- *2013 - 2014: 72 Students were placed directly into internships and employment*
- *2012 - 2013: 53 Students were placed directly into internships and employment*
- *2011 - 2012: 40 Students were placed directly into internships and employment*
- *2010 - 2011: 15 Students were placed directly into internships and employment*

> *Integral to job placement is also marketing to students and making them aware these opportunities are available to them. We currently have more available jobs than students to fill them! Attending classes to present job opportunities and gain contact information of students has been helpful, as well as faculty referrals. Sending targeted email blasts to students that have completed specific courses/programs has also been an important strategy.*
> *Mrs. Etchison is no longer in this role. We have no dedicated staff to focus on this strategic goal going forward.*

Goal 6: Demonstrate Effective Planning Processes
> *Objective 1: (together with ISPC) Increse the use of data to enhance enrollment management strategies.*

- *The use of data has become the center of everything APC does. This is evidenced by the consistent use of data in Faculty Position Ranking and enrollment management (e.g. scheduling)*
- *It's worth noting that Norco College has not missed an enrollment target in more than 3 years, even while other colleges in the District are failing to make their goals.*

Is there anything else the committee would like to report to the senate?

What assistance does the committee need from senate?

Additional comments?

Report from the Curriculum Committee
Statement of Purpose:
The curriculum committee, a sub-committee of the academic senate, has two primary purposes: to review and approve new curriculum including new courses, course modifications, new programs and program modifications, and to review and approve the curriculum approval process. The college curriculum committee is the sole approving body for Norco College only curriculum. For district shared curriculum it has one vote in the district curriculum

committee. The curriculum committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty. Committee members report on curriculum at their department meetings and solicit suggestions and recommendations when needed.

Is the committee satisfied with its statement of purpose?_yes

If not, what plans does the committee have of improving its statement of purpose?

How does the committee align with Norco College's Mission? Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

Membership:

The Curriculum Committee is comprised of two representatives from each academic department, a representative from the library and the Vice President of Academic Affairs.

- **Dr. Diane Dieckmeyer, Vice President of Academic Affairs (Administrative Co-Chair)**

- **Brian Johnson, Math & Sciences (Faculty Co-Chair)**

- Nicole C. Ramirez, Dean of Instruction Office (Secretary)

- Rex Beck, Business, Engineering & Information Technology

- Nicole Capps, Communications

- LadyLyn Dominguez, Social & Behavioral Sciences

- Dr. Carol Farrar, Dean of Instruction

- Dr. Kevin Fleming, Dean of Instruction, CTE

- Nicholas Franco, Social & Behavioral Sciences

- Dr. Teresa Friedrich Finnern, Math & Sciences

- Dr. Monica Gutierrez, Math & Sciences

- Vivian Harris, Library

- Diane Palmer, Arts, Humanities & World Languages

- Mitzi Sloniger, Communications

Is this membership correct? yes

If not, what corrections need to be made? Please add "student rep"

Is the committee satisfied with its membership? yes

If not, what changes does the committee recommend?

Committee's Assignments to Strategic Planning Goals and Objectives-2013-2018:

Goal 1: Increase Student Achievement and Success

> Objective 1: (together with SSC) Improve transfer preparedness (complete 60 transferable units with a 2.0 GPA or higher).

> Objective 3: (together with SSC) Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum.

> Objective 8: (together with SSC) Increase the percentage of students who begin addressing basic skills needs in their first year.

Objective 9: (together with DE) Decrease the success gap of students in online courses as compared to face-to-face instruction.

Does the committee feel these assignments reflect its mission? No, the curriculum committee approves courses and programs. Its purpose is not reflected in any of the objectives listed.

If not, which Goals/Objectives should be removed? all

If not, which Goals/Objectives should be included? (Please see entire list of committee assignments attached at the end.) None seems to be directly related to the curriculum committee.

Please state what the committee has done or will do during the Fall 2015 semester to address each Goal and Objective mentioned above.   It is not expected that the committee address all goals and objectives each semester, this is just to ensure that in the strategic planning cycle (2013-2018) all objectives have been addressed somehow. Please include which goal and objective each activity listed addresses.

Is there anything else the committee would like to report to the senate? no

What assistance does the committee need from senate? none

Additional comments?

A. Report from the Distance Education Committee
Statement of Purpose:
The distance education committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for distance education training of faculty and students. The committee advises strategic planning committees on institutional needs and best practices for distance education.
Is the committee satisfied with its statement of purpose?
Yes
If not, what plans does the committee have of improving its statement of purpose?
N/A
How does the committee align with Norco College's Mission?
Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.
The Distance Education Committee develops guidelines for DE courses, makes recommendations about DE training for faculty and students, and suggests best practices for the DE learning environment.
Membership:

- **Vivian Harris, Chair, Associate Professor, Library Services**

- **Carol Farrar, Co-Chair, Dean of Instruction**

- Marissa Iliscupidez, Associate Professor, Counseling (on leave)

- Diane Palmer, Assistant Professor, Humanities

- Sandra Popiden, Assistant Professor, Political Science

- Deborah Tompsett-Makin, Professor of Political Science (retiring)

- Walter Stevens, Professor, Theater Arts

Jan Muto will be joining the committee in 16FAL (as DE Chair).

<u>Is this membership correct?</u>

Yes

<u>If not, what corrections need to be made?</u>

See above

<u>Is the committee satisfied with its membership?</u>

No

If not, what changes does the committee recommend?

The DE Committee would like a larger representation of the entire faculty across disciplines and departments at Norco College (at least 1 representative from each of the 5 departments) that offer DE courses. Membership from Math & Sciences and BEIT is highly desired.

It has been noted that the monthly committee meeting coincides with the weekly ASNC meeting. However, there should be at least 1 student representative on the DE Committee (even if the student is not an ASNC member). A student should be on the DE Committee due to the shared governance process. Also, having student representation on the DE committee would allow the student voice to be heard to address issues and concerns about the DE learning environment at Norco College.
Starting in 16FAL, the DE Committee meetings will be held on the first Thursday of the month during college hour to accommodate membership.

Committee's Assignments to Strategic Planning Goals and Objectives-2013-2018:

Goal 1: Increase Student Achievement and Success

- Objective 9: (together with AS/CC) Decrease the success gap of students in online courses as compared to face-to-face instruction.

Goal 5: Strengthen Student Learning

- Objective 4: (together with NAC) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.

<u>Does the committee feel these assignments reflect its mission?</u>

Yes

<u>If not, which Goals/Objectives should be removed?</u>

N/A

<u>If not, which Goals/Objectives should be included?</u> (Please see entire list of committee assignments attached at the end.)

N/A

<u>Please state what the committee has done or will do to address each Goal and Objective mentioned above.</u> It is not expected that the committee address all goals and objectives each semester, this is just to ensure that in the strategic

planning cycle (2013-2018) all objectives have been addressed somehow. Please include which goal and objective each activity listed addresses.

Goal 1: Increase Student Achievement and Success

- Objective 9: (together with AS/CC) Decrease the success gap of students in online courses as compared to face-to-face instruction.

According to a report from Norco College's Office of Institutional Research, this goal has been met. The success gap between DE & face-2-face students is decreasing. The committee is currently investigating measures that were implemented in the last 2 years that may have resulted in the decrease.

Goal 5: Strengthen Student Learning

- Objective 4: (together with NAC) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.

The committee is currently working with the Assessment Committee in order to find out which DE courses have been assessed across disciplines. The committee will also need information from instructors who have assessed both their face-to-face and DE courses in order to determine whether or not this objective is being met. This will be an ongoing project that will require the DE committee to coordinate with both the Assessment Committee and Office of Institutional Research at Norco College.

The committee plans to obtain disaggregated data of course-level assessment by instructional modality (F2F vs DE) and establish a formal liaison with the Assessment Committee (the Administrative Co-Chair) and Technology Committee (Walter Stevens). This will allow the Committee to define what steps need to be taken to meet this goal.

Is there anything else the committee would like to report to the senate?

N/A

What assistance does the committee need from senate?

The DE Committee would like the Academic Senate to assist with membership. We are currently the smallest committee at Norco College with only 5 faculty members.

Additional comments?

N/A

B. Report from the Library Advisory Committee
Statement of Purpose:

The Library Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster strategic planning, student success, and sustained continuous improvement, in order to uphold the overall mission of Norco College. In addition to the library's physical and informational resources and services, the committee's purview includes the learning support services provided by the Learning Resource Center.

Is the committee satisfied with its statement of purpose?

Yes

<u>If not, what plans does the committee have of improving its statement of purpose?</u>

N/A

<u>How does the committee align with Norco College's Mission?</u>

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

The Library Advisory Committee fosters strategic planning, student success, and sustained continuous improvement; upholds the overall mission of Norco College; provides physical and informational resources and services within the Wilfred J. Airey Library; and offers learning support services provided by the Learning Resources Center.

Membership:

The Library Advisory Committee is comprised of faculty, staff, students, and the Dean of Technology and Learning Resources.

- **Damon Nance (Chair), Dean, Technology and Learning Resources**
- **Vivian Harris (Co-Chair), Associate Professor, Library Services**
- Rex Beck, Professor, Business Logistics Management
- Celia Brockenbrough, Professor, Library Services
- Miguel Castro, Library Clerk II
- Elisa Chung, Associate Professor, Mathematics
- Joseph DeGuzman, Associate Professor, Mathematics
- Siobhan Freitas, Associate Professor, Chemistry (transferring to Moreno Valley)
- Teresa FriedrichFinnern, Associate Professor, Biology
- Daniel Lambros, Instructional Media/Broadcast Technician
- Ruth Leal, Instructional Production Specialist
- Gabriela Lemus, Administrative Assistant, CalWORKS
- Deborah Makin, Professor, Political Science (retiring)
- Carol Miter, Associate Professor, English
- Miriam Torres, Student Representative
- Walter Stevens, Associate Professor, Theater Arts

<u>Is this membership correct?</u>

Yes

<u>If not, what corrections need to be made?</u>

See above

<u>Is the committee satisfied with its membership?</u>

Yes

<u>If not, what changes does the committee recommend?</u>

N/A

Committee's Assignments to Strategic Planning Goals and Objectives-2013-2018:

Goal 7: Strengthen Our Commitment to our Employees

- Objective 4: (together with Legacy Committee) Increase participation in events and celebrations related to inclusiveness.

Does the committee feel these assignments reflect its mission?

Yes

If not, which Goals/Objectives should be removed?

N/A

If not, which Goals/Objectives should be included? (Please see entire list of committee assignments attached at the end.)

N/A

Please state what the committee has done or will do to address each Goal and Objective mentioned above. It is not expected that the committee address all goals and objectives each semester, this is just to ensure that in the strategic planning cycle (2013-2018) all objectives have been addressed somehow. Please include which goal and objective each activity listed addresses.

Goal 7: Strengthen Our Commitment to our Employees

- Objective 4: (together with Legacy Committee) Increase participation in events and celebrations related to inclusiveness.

The Dean of Technology and Learning Resources sends numerous email blasts to the college community about the Read 2 Succeed, Poetry Performance, & Celebrate Books in Libraries events each semester. He also distributes flyers both in person and via mailboxes and makes announcements at meetings to spread the word about these important library events. In addition, copies of our Read 2 Succeed book are distributed to faculty, staff and students so they can more fully participate in the activities of the college-wide read.

Is there anything else the committee would like to report to the senate?

N/A

What assistance does the committee need from senate?

N/A
Additional comments?

N/A

C. Report from the Professional Development Committee May 2016
Statement of Purpose:
The Norco Professional Development Committee offers ongoing opportunities to improve, develop, and expand the

skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

Is the committee satisfied with its statement of purpose?

Yes, the committee is satisfied with the statement of purpose.

If not, what plans does the committee have of improving its statement of purpose?

N/A

How does the committee align with Norco College's Mission? Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.
The PDC committee aligns with the mission of Norco College by providing professional development opportunity to our faculty, staff and management in order to increase their ability to provide quality educational opportunities for our students, celebrate diversity, and to further increase the institutional knowledge in the areas of learning and emerging technologies.

Membership:

The Norco Professional Development Committee is comprised of the following staff, faculty, and administrators:

- **Gail Zwart, Business Administration (Co-Chair)**
- **Dr. Carol Farrar, Dean of Instruction (Co-Chair)**
- Eva Amezola, Director, TRIO Upward Bound-AUSD
- Kris Anderson, English (Communications)
- ~~Peter Boelman, Economics (Social and Behavioral Sciences)~~
- Janet Frewing, Mathematics (Math and Sciences)
- Mark Lewis, Communication Studies (Communications)
- Leticia Martinez, Student Financial Services Analyst
- Dr. Lorena Patton, Director, Title III STEM Grant
- ~~Judy Perry, Simulation and Gaming (Business, Engineering, and Info Technology)~~
- Jefferson Tiangco, Instructional Technology Specialist
- ~~Dr. Sheryl Tschetter, English (Communications)~~
- Dr. Dominique Hitchcock, World Languages (Arts, Humanities & World Languages)
- Jethro Midgett, Counseling (Social & Behavioral Sciences)
- Timothy Russell, History (Social & Behavioral Sciences)
- Sandra Popiden, Political Science (Social & Behavioral Sciences)
- Bev Wimer, Kinesiology (Math & Science)

Is this membership correct?

No, I made corrections above.

If not, what corrections need to be made?

See above, note some of the above changes were made in the Fall report.

Is the committee satisfied with its membership? If not, what changes does the committee recommend?

None, we have good representation on the committee. Next year the committee may need to seek out a CTE representative as Gail Zwart is leaving the committee.

The committee could use someone from the Math Department. Also next year, when Gail Zwart goes off the

committee a CTE person would be beneficial.

Committee's Assignments to Strategic Planning Goals and Objectives-2013-2018:

Goal 2: Improve the Quality of Student Life
      Objective 1: (together with SSC) Increase student engagement (faculty and student interaction, active learning, student effort, support for learners).

Goal 5: Strengthen Student Learning
      Objective 5: (together with TC) Increase the number of faculty development workshops focusing on pedagogy each academic year.

Goal 7: Strengthen our Commitment to our Employees
      Objective 1: (together with TC) Provide professional development activities for all employees.

Does the committee feel these assignments reflect its mission?
The committee provides professional development for all aspects of the college community. This year we did not provide as much classified training, which will need to be increased in the upcoming year. We could always increase the number of faculty development workshops that are focused on pedagogy.

If not, which Goals/Objectives should be removed?
None

If not, which Goals/Objectives should be included? (Please see entire list of committee assignments attached at the end.)
N/A

Please state what the committee has done or will do during the Spring 2016 semester to address each Goal and Objective mentioned above.   It is not expected that the committee address all goals and objectives each semester, this is just to ensure that in the strategic planning cycle (2013-2018) all objectives have been addressed somehow. Please include which goal and objective each activity listed addresses.

The committee is going to focus on new faculty orientation with two Friday workshops geared towards new faculty who are being hired this year. These will be mandatory (have tentative agreement from the union) so that new faculty are familiar with all aspects of the campus and operations.

Is there anything else the committee would like to report to the senate?
The committee completed 146.75 hours of professional development over the past year.

What assistance does the committee need from senate?

- Promote the new faculty workshops to new faculty.
- Support and advocate with the union to provide these workshops and make them mandatory for all new faculty.
- Make suggestions on various trainings in the area of pedagogy to increase training in this area.
- Continue to streamline the payment process for part time faculty professional development and assessment payments.

Additional comments?

Gail Zwart has resigned as chair of the committee. Melissa Bader is willing to serve as Chair for the upcoming year and has been approved by the committee. Melissa will make a great chair as she has a passion for new faculty training, one of our objectives for the upcoming year. She will need to be voted on by the Academic Senate as the Chair for 2016-17.

Date	Workshop	How many hours?
5/11/2016	Getting the Mosty out of the Bb Grade Center	1
5/6/2016	Math Discipline Meeting	3
4/26/2016	Empowering At Risk Youth to reach their full academic potential	2.5
4/21/2016	Read 2 Succeed: Author appearance- The Autistic Brain	2
4/7/2016	Completion Initative - Brown Bag Session	1.5
4/4/2016	Getting the Most out of the Bb Discussion Board	1
3/29/2016	25 LIVE Training	1
3/29/2016	Clicker/Turning Point Cloud	1
3/25/2016	Active Shooter Behavioral Indicators and Threat Managment Strategies	3
3/24/2016	Read 2 Succeed: Book Discussion- The Autistic Brain	1
3/17/2016	SLO and PLO Assessment Advice session	1
3/16/2016	Creating Tests and Using Test Availability Exceptions in Bb	1
3/14/2016	Completion Initiative-Linking College to Career	1.5
3/8/2016	EEO & Interview Protocols Training	1.5
3/8/2016	Q&A Assessment section of the APR	1
2/27/2016	Hands on training inputting assessment data in TracDat	2
2/27/2016	Part-time faculty Hands on training inputting assessment data in TracDat	2
2/26/2016	Reading Disciplines Meeting	6
2/23/2016	EEO & Interview Protocols Training	1.5
2/22/2016	Psychology Discipline Meeting	2.5
2/19/2016	Library and Learning Resources Retreat	2
2/19/2016	EEO & Interview Protocols Training	1.5
2/5/2016	SPRING FLEX DAY at NORCO	6
1/26/2016	25 LIVE for department chairs	2
1/7/2016	EEO & Interview Protocols Training	1.5
12/17/2015	25Live Training workshop	1.25
12/11/2015	25Live Training workshop	1.25
12/11/2015	ESL Discipline Meeting	2
12/4/2015	Shared Governance	1
12/3/2015	EEO & Interview Protocols Training	1.5
12/1/2015	Completion Initiative Brown Bag Series	1.5
11/30/2015	25Live Training workshop	1.25
11/25/2015	25Live Training workshop	1.25
11/20/2015	Dr. Joy Degruy FLEX Training	4
11/20/2015	Professional Development - 1st year faculty	2
11/19/2015	TracDAT Lab hours	1
11/19/2015	Read 2 Succeed Book Discussion	1
11/17/2015	Ally Training	4
11/12/2015	25Live Training	1.5
11/11/2015	25Live Training	1.5

11/10/2015	25Live Training	1.5
11/9/2015	Completion Initiative Brown Bag Series	1.5
11/5/2015	TRACDAT LAB Hours	1
11/4/2015	Poetry Performance	1
11/3/2015	EEO & Interview Protocols Training	1.5
10/30/2015	EEO & Interview Training Session	1.5
10/29/2015	Learn with Lynda: Blackboard Essential Training	1
10/27/2015	NAS All Faculty Meeting	1
10/23/2015	Reading Discipline Meeting	2
10/22/2015	Read 2 Succeed Book Discussion	1
10/19/2015	ALLY Training	4
10/15/2015	Social and Behavioral Sciences meeting	1
10/14/2015	Completion Initiative Brown Bag Series	1.5
10/12/2015	Psychology Discipline Meeting	3
9/29/2015	Norco College Welcome Day event	3
9/25/2015	Reading Discipline Meeting	2
9/24/2015	Read 2 Succeed Book Discussion	1
9/22/2015	Faculty TracDat V Training	1
9/18/2015	Fab Friday Assessment workshop	2
9/17/2015	Faculty TracDat V Training	1
9/11/2015	Library/learning Resources Winter Retreat	2
9/9/2015	Political Science Discipline Meeting	1
8/29/2015	Norco College Welcome Day Volunteers	3
8/28/2015	Political Science Discipline Meeting	1
8/28/2015	Science and Kinesiology Discipline meeting	1
8/28/2015	Norco College Fall FLEX days - Various workshops	6
8/27/2015	Norco College Fall FLEX days	6
8/26/2015	Norco College Fall FLEX Days!	6
8/25/2015	Political Science Discipline meeting	1.25
8/25/2015	New Faculty Orientation	6
8/25/2015	Math Discipline meeting	4
8/13/2015	Learn with Lynda: Google Drive Essential	1
	Total Hours	**146.75**

D. Report from the Norco Assessment Committee
 Statement of Purpose:
The Norco Assessment Committee (NAC) is a standing committee of the Academic Senate, comprised of representatives from faculty, students, and administrators with particular interest in or responsibility for learning outcomes assessment. The NAC formulates and helps to implement policy on all aspects of assessment at the college, including processes for gathering information on student learning and using data to improve courses, programs and institution-wide learning outcomes.
Is the committee satisfied with its statement of purpose?
Yes
If not, what plans does the committee have of improving its statement of purpose?
Please see above.
How does the committee align with Norco College's Mission? Norco College serves our students, our community,

and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees. NAC serves our students by working towards improving their success via the assessment process. It promotes collaboration in the forms of joint assessments in a discipline, transdisciplinary assessment in the AOE or GE assessments, and by engaging in review of the assessment program review with its student, faculty, and administrator members of the committee. NAC is inclusive; we connect with full and part time faculty, administrators, and students via the ASNC representative. We try to encourage innovative approaches to assessment by using the application of emerging technologies (TracDat), assessing on-line courses, Roundtable discussions, and the use of videos to train faculty/

Membership:

- **Greg Aycock (Co-Chair), Dean of Institutional Effectiveness**
- **Sarah Burnett (Co-Chair), Associate Professor, Early Childhood Education**
- Laura Adams, Assistant Professor, Psychology
- Khalil Andacheh, Associate Professor, Sociology
- Quinton Bemiller, Assistant Professor, Art
- Tami Comstock, Associate Professor, English
- Gerald Cordier, Associate Professor, Engineering
- Araceli Covarrubias, Assistant Professor, Spanish
- Diane Dieckmeyer, Vice President, Academic Affairs
- Kevin Fleming, Associate Dean, Career & Tech Ed
- Siobhan Freitas, Associate Professor, Chemistry
- Alexis Gray, Associate Professor of Anthropology
- Stephany Kyriakos, Associate Professor, History
- Daniela McCarson, Assistant Dean, CalWORKS and Special-Funded Prorams
- Jethro Midgett, Assistant Professor, Counseling
- Judy Perry, Gaming
- James Finley, Gaming

Is this membership correct?

Yes – I made the correction in the list above

If not, what corrections need to be made?

Is the committee satisfied with its membership?

Yes, but we would like to continue to have 2 members per discipline. We now have new members from Gaming! Yeah!

We still need a member from MATH (maybe Janet Frewing) and will need a new member from both Science and BEIT for the fall. Siobhan is transferring to RCC and Gerald is retiring.

If not, what changes does the committee recommend?

The committee would like to continue to make sure that any new members of NAC are aware that it is an active committee, meaning that each member will at some point be engaged in work/activities to support the committee. This might come in the form of guiding department members in assessment, using TracDat, or reporting in

department meetings on NAC activities. In addition, all NAC members must participate in scoring the assessment section of the APR and CPR. Ultimately NAC is a committee that needs to be comprised of faculty members that understand assessment, are conducting assessment, are familiar with TracDat, and that have written Annual and Comprehensive Program Reviews. We are a purpose driven committee and members will be expected to engage.

When a new member of the faculty joins NAC we plan on setting up a mentoring relationship with an existing member to help with the steep learning curve of the committee.

Committee's Assignments to Strategic Planning Goals and Objectives-2013-2018:

Goal 5: Strengthen Student Learning
>   Objective 2: (together with SSPC) Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods.

>   Objective 3: (together with SSPC) Increase the percentage of programs that conduct program level outcomes assessment that closes the loop.

>   Objective 4: (together with DE) Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses.

Does the committee feel these assignments reflect its mission?

Yes
If not, which Goals/Objectives should be removed?

If not, which Goals/Objectives should be included? (Please see entire list of committee assignments attached at the end.)

Please state what the committee has done or will do during the Fall 2015 semester to address each Goal and Objective mentioned above.   It is not expected that the committee address all goals and objectives each semester, this is just to ensure that in the strategic planning cycle (2013-2018) all objectives have been addressed somehow. Please include which goal and objective each activity listed addresses.

Please see the updated chart on the next page for an update on NAC Action Plan goals/activities.
Objective 2

- All assessment currently completed on SLOs or PLOs use authentic methods

Objective 3

- All GE PLOs have now had an initial and loop-closing assessment. We are now starting the second round of initial assessment and will be working on a new SLO-GEPLO curriculum alignment/mapping in the fall 2016
- All AOE have been assessed once. We are now engaging in loop closing activities in the identified rotation schedule.
- ADT's scheduled for assessment in the fall 2015 have not been completed. Only 1 is complete and in TracDat.

Objective 4

- 2 large assessments were conducted of on-line assessment
    - ANTH completed a comprehensive assessment comparing face-to-face and on-line. The assessment

was conducted over multiple semesters and involved multiple sections and instructors.
- THEATRE has also conducted on-line assessment.
- Assessment Coordinator will try to attend the DE meetings to connect NAC and DE more consistently. More joint meetings between NAC and DE committee will be planned.

Final Action Plan 2013-18 NAC SECTION

Activities	Method(s) of Measurement	Overseeing Committee	Timeline	Responsible Offices/Parties	Objective(s) Addressed
Revise assessment portion of program review template (both comprehensive and annual) to focus on PLO assessment	Completed revision included in CPR and APR	NAC	2014-15 Completed and 2nd revision in 2015-16	NAC/PRC	2, 3
Create and provide workshops on program assessment (e.g., SLO-PLO alignment)	Workshops assessed for effectiveness	NAC	Annually TracDat trainings in spring and fall 2015, Assessment Roundtable in fall 2015, Retreat planned for spring 2016	NAC	2,3
Establish a rotation cycle for program-level outcome assessment	Cycle created and posted on web	NAC	Fall 2014 Completed, and revised in spring 2015	NAC	3
Develop workshops on innovative online assessment strategies (see DE activity above)	Completion of workshops	NAC	2016-17 In process	NAC/DEC/TC	4
Ensure that courses taught in both FTF and online modalities are assessed in the same semester by the same instructor	Data will be analyzed for differences in learning between modalities	NAC	Annually Completed in ANTH and THR	NAC/DEC	4

Is there anything else the committee would like to report to the senate?
SLO assessments in the fall were completed at a dismal 50% rate. Many courses subsequently remain unassessed and will roll over to the next semester in which they will be offered. Many of these unassessed courses are taught by full time faculty that are required to participate equally in assessment (per the contract). Only 1 Program Assessment out of 14 were input into TracDat. I know of only 1 other that has been completed. This lowered our success rate from 100% in the fall 2015 to 75% in the spring. The Program Level assessment is a really big red flag for ACCJC.

We might not all like or agree with doing assessment, but it is now part of our current job – any help you can give would be appreciated.

A charge to all faculty to engage in assessment to help us avoid being put on Warning or given a Special Report. At this point

Additional comments?
None, thank you

Program Review Committee
Year End Statement

This year the Program Review Committee did the following things:

- Revised the templates for both Annual and Comprehensive

- Revised the rubrics for both Annual and Comprehensive

- Continued to work on linking Program review to the strategic planning of this college

- Attempted to restructure/dissolve the District level program review

- Asked the Departments to consider what makes sense to them in terms of program/discipline review in terms of groupings and stand-alone disciplines.

- Will have scored all program reviews submitted before the end of the term.

Our Plans for next year:

- Consider the viability of having all program reviews completed in TracDat to avoid the unforeseen problem this year of the lengthy document. Breaking the data down by demographic information changed the chart from 3 to 36 and this expanded the document size. The same is true for including a printed copy of assessment at the end of the document. Some program reviews were over 100 pages.

- Based on the discussions the Departments will have mentioned above, we expect to restructure who completes a program review and we are discussing the frequency of review as well. We will require department input as this is not a decision that can be made unilaterally. It must meet department needs and vision. It must also meet the ACCJC requirements which are being considered within the restructuring.

District level issues:
The MVC representative is retiring. RCC is electing their representative and it may not be the same representative as has previously served. If that is the case, while we normally rotate the chairship, it may not make sense to pass the chair on to someone who has never served on the committee before, particularly in light of the loss of administrative support for the meetings (we will have no secretarial or district manager). If the committee is not dissolved, AND RCC elects a new PRC chair, Norco should retain the chairship. If the committee is not dissolved, the Academic Senate needs to provide a charge for the district committee as the process of accepting or rejecting Comprehensive Program Reviews makes little sense except for the handful of disciplines that complete a joint comprehensive (those need to be identified as much has changed). In short, Norco believes the committee should dissolve as it no longer serves its charge or the purpose statement of the committee. If it is to continue, the DAS must give us clear instruction of what work it would like done on its behalf.

VII. Open Hearing

VII   Adjournment

Next meeting Monday, September 19, 2016