

**MINUTES**  
**Norco Academic Senate Minutes**  
**September 19, 2016**  
**1:30-3:30 ST 107**

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

**II. Attendance**

• **Attendees:**

**Peggy Campo – Senate President**  
**Kim Kamerin Senate Secretary/Treasurer**  
David Mills Communications Department, Senator  
Charles Sternburg Math and Science Department, Senator  
Kimberly Bell Social and Behavioral Sciences Department, Senator  
David Payan Social and Behavioral Sciences Department, Alternate Senator  
Quinton Bemiller Arts, Humanities, and World Languages Department, Alternate Senator  
Cameron Young Part-time Faculty Senator  
Melissa Bader Professional Development Chair  
Sarah Burnett Assessment Committee Chair-Assessment Coordinator  
Celia Brockenbrough District PG & SL Committee Representative  
Maria Barragan ASNC Student Representative

• **Absentees:**

Alexis Gray Program Review Co-Chair  
Jason Parks Academic Planning Council Chair  
Brian Johnson Curriculum Committee Co-Chair  
Tom Wagner Business, Engineering, and Information Department, Senator  
Vivian Harris Library Advisory Committee Chair  
Jan Muto Distance Education Committee Chair  
Peter Boelman RCCDFA/CCA/CTA/NEA  
**Jim Thomas – Senate Vice President**

• **Guests:**

Robbie Bishara ASNC President  
Mark DeAsis Admissions and Records  
Dr. Koji Uesugi Student Services  
Dr. Diane Dieckmeyer Academic Affairs  
Dr. Carol Farrar Instruction

**III. Approval of Agenda:**

Motion to approve agenda David/Chuck MSC

**IV. Approval of Minutes:** Motion to approve the minutes from May 23, 2016

Motion tabled until next meeting. Too many abstentions to approve. Will be voted on at next meeting.

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

### **A. President:**

President's report September 19, 2016

- Although some faculty did not work over the past summer, much was done at the college.
- The Completion Initiative workgroup met several times to discuss concrete steps to implement what measures were suggested and discussed last year: faculty advisement, models of student care, and meta-majors (now called schools). The workgroup continues to meet on a regular basis to move the project forward. As well, a group of participants will be presenting what Norco College's Completion Initiative is all about at the next Strengthening Student Success conference sponsored by the RP Group.
- A dedicated group of faculty, staff, students, and administrators worked diligently to coordinate another successful Welcome Day before the start of the semester.
- Over the summer, the district budget was finalized and brought to DSPC and finally to the BoT.
- Also over the summer issues arose regarding the behavior of a trustee member which we will discuss during the meeting.
- I am participating in the ASCCC Relations with Local Senates Committee that had its first meeting this past Saturday in Sacramento. This committee deals with updating the Local Senate Handbook, college visits, and rostrum articles regarding actions of local senates.
- The DAS has its first meeting next Monday from 3-5 at the district offices. We will be discussing several BPs/APs that need to be updated.
- Mark Selek is the new DAS president. Kim Kamerin would be a good liaison for the senate.

### **B. Vice President:** No report

**C. Secretary/Treasurer-Kim Kamerin:** Attended last Board of Trustees meeting. Concerns about trustee Miller were overwhelmingly negative.

### **D. Student Liaison-Maria Barragan:**

- Moving forward with recycling program.
- Moving forward on the purchase of two technology-charging lockers for student use. Each locker can house up to 12 items and will accommodate items up to laptop size.

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

Peter could not be here today. Peggy relayed the following information:

- Peter Boelman is the new CTA Vice President
- Tim Wallstrom is the CTA rep
- Cameron Young is the PT faculty Rep
- All of you should have received Peter's email regarding the faculty association's position surrounding Trustee Miller urging an emergency action/vote for his resignation. More information regarding the circumstances can be found on-line. The Faculty Association found out that CSEA will present at the next Board of Trustee meeting to censor Trustee Miller. FA passed a vote of no confidence, including a clause to possibly extended a vote of no confidence to the entire board, if no actions were taken by the board to

reprimand Trustee Miller.

- Tim Wallstrom sent a Nor-all email asking for comments on Trustee Miller. He received three speeches and three letters so far.

## VI. Old Business- None

## VII. New Business

### A. Resolution NAS 01-2016-17 Vote of No Confidence in Trustee Nathan Miller-first reading (Campo)

Resolution read aloud by Peggy.

Discussion:

- Please talk to anyone that has not already received the information. A Vote of No Confidence is taken very seriously.
- Peggy gave her personal statement at the last board meeting.
- There is also concern that if Trustee Miller remains on the board it may have a negative impact on our search for a new Norco College President.
- There is also concern about applying the “Vote of No Confidence”, as worded in our resolution, to the entire board if Trustee Miller is not removed. It is included in Riverside’s, and Norco’s (toned down a bit), but not in Moreno Valley’s. Should we keep it in our resolution or remove it? Peggy encourages you to take the discussion back to your department meetings for further input.
- *What would be the perceived ramifications if we left in the Vote of No Confidence for the Board?* It would/could jeopardize our relationship with the Board. One member of the Board has already stated her acceptance of his apology so there is some concern that others on the board could move in the same direction.
- The Social and Behavior Science Department discussed their absolute outrage. Trustee Miller is NOT someone we want to “speak” for us. Based on the violation of his JD ( AP2715.1.A) it seems clear that we have a valid reason for sanction.
- We need to make sure we listen to our faculty before making any final decisions. If the majority of faculty supports censure then we will move forward.
- ASNC will vote this Friday. They feel that there was no evidence to support the Vote of No Confidence. While they do not *like* what he said, they felt that it could be a free speech issue. They *do not* support his views but they do feel that losing his job was punishment enough.
- Regarding Trustee Miller, there appears to be a disconnect between community and college.
- *If he remains on the Board, is there any attempt from CTA to support another candidate?* No faculty, that we are aware of, attended Thursday evening’s meeting at Nellie Weaver Hall in Norco.
- Please bring your feedback to Peggy once your meetings are over. Please send this information to your Department Chairs BEFORE their next department meeting. Have the discussion included on their meeting agenda. Voting should be anonymous due to the current political environment.
- SBS will go back to the department and ask for an anonymous vote. Peggy strongly supports the resolution.

### B. Revised Syllabus Shell-first reading (Gray)

Alexis Gray was not here. Melissa Bader led the discussion.

Discussion:

- Syllabus issues are almost all resolved. The revised document is essentially the same. The main idea was to shorten, mostly by adjusting the spacing.
- Some issues came up because the Course Description is not automatically prefilled and became more than just the standard Course Description when entered by faculty.
- If you do not typically use an introduction and welcome, it is OK to remove it from your template.
- Remember, there is a difference between course policy and classroom policy.
- Academic Dishonesty is now only included once.
- The Student Services list was cut and now contains only Health Services and Tutorial Services. All other areas can be found in the Student Handbook. The two areas left in were academic in nature and very important to students. If the Senate feels we need a full list of Student Services included in the syllabus shell we can put it back in. Caution was given that we do not have the resources to make absolutely sure the syllabus shell is updated, whereas the Faculty Guide and Student Handbooks are updated annually. *What was the reason to place it in the syllabus shell in the first place?* The idea of using a syllabus shell came from a recommendation in the ACCJC's findings in the hopes of ensuring all syllabi contained the correct course SLOs.
- In light of the upcoming mid-term report we must maintain our efforts. Make sure SLO's are entered correctly and allows autonomy for faculty so they can add or take things out.
- No other sister college has a syllabus shell. Alexis is in charge of the syllabus shell. Look at possibility of also removing special programs because approximately 5000 students receive handbooks and the lists are also available on-line.
- APC and DOI Office will support whatever the AS supports. Please take back to your departments for determination on whether or not to include the list of campus resources in the shell.

### **C. Selection of 5 to Thrive Presentation at the October 18, 2016 Board of Trustees meeting (Campo)**

The Senate will be given five minutes at the next Board of Trustees meeting to highlight our college's faculty. Does the committee have any recommendations?

- Monica Gutierrez-Success Seminar. Shows the efforts of faculty to improve student learning and success. It was presented at Faculty Flex and was really good. If Monica cannot do it, Sarah will step in.
- Think about future volunteers for future 5 to Thrive presentations.

### **D. Discussion of Minimum Qualifications for faculty at California Community Colleges (Campo)**

AP7211 Minimum qualifications (minimum quals) and equivalency.

- Talk to APC (Department Chairs) about how they evaluate the MQs of potential instructors. If a person does not meet the mandated MQs they go to an equivalency.
- We should bring the issue to the Professional Development Committee. The Academic Senate will request that the Professional Development Committee design a training session for Department Chairs to determine equivalency.
- Currently you need three faculty to review equivalency requests but you only need approval from two.
- The committee composition is one member from each college.
- District Academic Senate will be working on tightening up requirements/language.

- HR needs the chairs to be trained. Melissa will talk to Department Chairs as the PDC rep.
- Have we considered that it may be better to use a document that is less open to interpretation?
- Rush decisions will impact the course of our decisions.
- Once equivalency is granted in a discipline, it means they can now teach any class within the Faculty Service Area (FSA).
- Melissa recommends the District Academic Senate sponsor training for chairs on equivalency.
- HR should not be calling for an equivalency; department chairs should. HR should only request equivalency after a candidate has not presented the corroborating documentation. This way we are ensuring we are hiring qualified candidates to teach our classes.
- Peggy will move forward with Melissa's recommendation.

## **VIII Norco and District Senate Committee Reports**

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

Winter scheduling went well. Currently working on spring.

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

Sarah provided an assessment handout.

This information will be sent out on 9-20. We are only worried about the lines with "nothing". There are whole departments that have no input. If your department is listed, please take back to your department meeting and encourage participation.

- SLO's are status quo.
- Please share information with your department.
- Procedure reviewed with the committee. This action should get us out of hot water, but it is not ideal.

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

No report.

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

No report. Committee needs more faculty reps.

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

- Dr. Anderson is still without clerical support which is currently being done by Celia.
- Professor applications are due 10-31. Forms are available online. Celia will send email to our faculty.
- Celia will chair for fall, Carol Miter will chair for spring.
- Next meeting is on October 6.

### **F. Library Advisory Committee (Harris) (+1, 110+1)**

No report

### **G. Professional Development Committee (Bader) (#8, 10+1)**

- Committee met and approved everything that was FLEX. Received an entire year schedule from Dr. Uesugi that included topics on leadership, FERPA, students, and stress management just to name a few. All

sessions are open to all.

- First Friday's for new faculty are going well. We have 20 new full-time faculty hires. Group meets on the first Friday of the month 9am-12. Some of the topics covered include finding your place at the institution, Reading your TA, Acronym bingo and demystifying the hiring process.

### **Motion to extend the meeting Kim/Cameron MSC**

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

No report

#### **I. Teaching and Learning Committee (Bemiller) (#5, 10+1)**

- Committee met for the first time this month, 19 FT Faculty and 1 Associate faculty.
- Worked on drafting their Mission Statement.
- Next meeting they will meet with a rep from tutoring.

### **IX Open Hearing**

- Because bylaws were updated, Cameron Young needs to run again (2 year term).
- Kimberly Bell shared that there is talk about discontinuance of EAR 35( infant/toddler) Can't support EAR 35. No placement available. No center on campus.
- Cal State moving from quarterly system to semester over the next 3 years. May want to revisit ADT's. If you have any questions please contact your Curriculum committee representative.
- Plea to senate for more traffic control and parking for staff. Staff that arrive later in the day cannot find parking.
- Are there any plans to get graduation video loaded to the website? We miss Jefferson. We do have district support and will follow up regarding uploading graduation video.

Meeting adjourned

**Next meeting Monday, October 3, 2016**