

MINUTES
Norco Academic Senate Minutes
October 17, 2016
1:30-3:30 ST 107

1. Call to Order: Meeting called to order by Jim Thomas.

II. Attendance

• **Attendees:**

Jim Thomas –	Senate Vice President
Kim Kamerin	Senate Secretary/Treasurer
David Mills	Communications Department, Senator
Kimberly Bell	Social and Behavioral Sciences Department, Senator
David Payan	Social and Behavioral Sciences Department, Alternate Senator
Tom Wagner	Business, Engineering, and Information Department, Senator
Jason Parks	Academic Planning Council Chair
Celia Brockenbrough	District PG & SL Committee Representative
Maria Barragan	ASNC Student Representative
Jan Muto	Distance Education Committee Chair
Teresa Friedrich Finner	Math and Science Department, Alternate Senator

• **Absentees:**

Peggy Campo –	Senate President
Cameron Young	CTA Representative Senator
Charles Sternburg	Math and Science Department, Senator
Brian Johnson	Curriculum Committee Co-Chair
Melissa Bader	Professional Development Chair
Alexis Gray	Program Review Co-Chair
Vivian Harris	Library Advisory Committee Chair
Peter Boelman	RCCDFA/CCA/CTA/NEA
Quinton Bemiller	Arts, Humanities, and World Languages Department, Alternate Senator
Sarah Burnett	Assessment Committee Chair-Assessment Coordinator

• **Guests:**

Kris Anderson	Accreditation
Dr. Diane Dieckmeyer	Academic Affairs
Jeff Warsinski	Math and Science, Assistant Faculty

III. Approval of Agenda:

Motion to approve agenda David/Kim MSC

Moved VIIA to IV before approval of minutes.

IV. New Business

- POR- Facilities Maintenance- Action Item (VanHulle)
- Most classes already exist and are being taught
- Adding two new classes, currently going through curriculum process
 - ELE/MAN ## Fundamentals of Tooling and Test Equipment
 - Need expressed by the field
 - ELE/MAN ## Fundamentals of Maintenance
- Begin Fall 2017, taught by mostly Part time faculty
- Market analysis – hands on mechanics needed

Motion to approve concept Kim/Tom **MSC**

V. Approval of Minutes:

Motion to approve the minutes from:

October 3, 2016 David/Kim **MSC** 1 abstention

with corrections-

- Cameron Young is CTA rep, not part time faculty rep. Part time faculty position is unfilled.
- VI. A bullet 6 – BEIT abstained

Discussion: Part Time representative is a 2 year commitment – does not guarantee rehire

VI. Officer & Liaison Reports

A. President: Email read

B. Vice President:

- Calling for election of Part Time Senate Rep
- Building Facility and Planning – need 2 more faculty

● Secretary/Treasurer-Kim Kamerin: No Report

D. Student Liaison-Maria Barragan:

- Selling Tshirts for Breast Cancer and tickets to comedy night
- Proceeds will go to the City of Hope, they will be making Chemo Baskets
- Still planning the Harvest Festival

● RCCDFA/CCA/CTA/NEA

- Jan Muto was elected, unopposed as the representative for District K.

VII. Old Business

- **Revised Syllabus Shell-Action item – Jason Parks**

Motion: Tom/David **MSC** 1 abstention

- Discussion:
 - APC asked to clean it up
 - Less paper
 - Resource list is too difficult to maintain
 - “Parts” are meant for tracking purposes, not intended to be included on final
- Recommendations:
 - Part B and Part B optional is confusing.
 - Add Counseling Department to resource list

- **Midterm Report-Action Item (Dieckmeyer, Anderson)**

Motion: David/Kim **MSC** 1 abstention

- Additions since first reading:
 - Added signature page with real names
 - Trend Report-New-reflects the trends of our March annual reports since 2013. The report is now done. No specifics given on what “trends” they are looking for. No model provided. May change in appearance based on the needs expressed by ACCJC but in essence the information will be the same.
 - Actionable Improvement plan – chart added – clear picture of the relationship to the college planning process. Narrative included at the end.
- Findings:
 - Improved SLO and assessment
 - Increased distant education
 - Stability

Q1: Why 2014 decrease in transfer?

A: May be because 2009& 2010 had decreased class offerings.

- Timeline:
 - Brought to Senate
 - Shared with district in collaboration
 - In process of data collection
 - Complete by end of semester in December
 - Goes to district committees in February 2017
 - Due ACCJC March 15
 - No visit is required

VIII. New Business

A. POR- Facilities Maintenance- Action Item (VanHulle) – see above # IV

B. BP/AP4100-Graduation Requirements for Degrees and Certificates-First reading

Discussion:

- Q1: “In subjects attempted” – What does that mean?
 - All classes taken
- Q2: What does competency mean?
 - Competency is different than the course requirement. Student must meet reading and math competency.
- **AP7120a-Academic and Classified Administrators Recruitment and Hiring-First reading**
- **AP7120b-Classified and Classified-Confidential Recruitment and Hiring-First reading**

Discussed items C & D together.

- Result of hiring over the summer.
- Need faculty representation where it impacts faculty.
- Senate and CTA
- “determine where appropriate”
- Q1 Who determines appropriate? Should it be spelled out?
 - If it is spelled out than there will be need to revise it every time there is a change is title or position
- Academic Senate is not capitalized
- **BP5050-Student Success and Support Program-First reading (Etchison)**
 - Add students in the apprenticeship program (off site) to the AOC exemptions
 - Currently have over 400 students in apprenticeship program
 - Q1 How will these student’s be flagged so they cannot enroll in other academic courses?
 - Information services would take care of the programming side of it.

VIII Norco and District Senate Committee Reports

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

- **No report**

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

- **No Report**

C. Professional Development committee (Bader) (#8, 10+1)

- **No Report**

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

- **No Report**

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

- What are we doing to do when Dr. Anderson leaves at the end of November? Chancellor Burke is trying to make sure we have people in place that can do multiple jobs.
- Reviewing professorship and sabbatical leave applications
- Push from RCC to remove sabbatical leave form the District PGS&L – it appears there is a lack of understanding. The PGS&L does not make the decisions, they review to make sure the requirements are met
- **Add to agenda for the next meeting**

F. Distance Education Committee (Muto) (+10+1)

- Working hard to invigorate
- Listserv created
- A lot of our DE instructors are associated faculty
- Meet 1st Thursday of the month during college hour
- RCCD has a new District Director
- OEI – Online education Initiative
 - Course rubric and design – ccconlineed.gov
 - Gateway program so students can take online classes across the different colleges.
- Blackboard vs Canvas
 - Canvas is cheaper 200,000 20,000
 - Every course could have an online shell
 - Looking for pilot faculty
 - Export available from Blackboard to Canvas
 - Need to identify what support is needed
 - Blackboard contract through 17/18
- Goals
 - Analysis of OEI rubric
 - Work on District Professional Development for Distance Ed.
 - Online Teaching Conference June 19-21, 2017

G. Curriculum committee (Johnson) (#1, #2, 10+1)

- Switched to META (updated version of Curricunet)
- Meta Camp - October 20 12:30-2:30 in the NOC. If your department has things they need to go through Brian recommends attending. FLEX credit is available.
- Questions contact Brian Johnson

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

- No Report

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

- Met Friday
- Worked on SP17 schedule – minor revisions will need to be made as not all chairs were present
- Medina Mendoza Bill AB1690/SB1379 – effective July 2017
 - per Union not compulsory
 - Emphasis on part time evaluations Ranking for PT faculty.

IX. Open Hearing

Meeting adjourned 3:15

Next meeting Monday, October 31, 2016