

# NORCO COLLEGE

## Minutes Norco Academic Senate Meeting April 3, 2017 1:30-3:30 ST107

### Members:

Peggy Campo-  
Jim Thomas-  
Kim Kamerin-  
Gail Zwart  
Celia Brokenbrough  
Quinton Bemiller  
Maria Barragan  
David Mills  
Melissa Bader  
Bob Prior  
Kimberly Bell

Senate President  
Senate Vice President  
Senate Secretary/Treasurer  
Business, Engineering, and Information Department Senator  
District PG&SL Committee Representative  
Arts, Humanities, and World Languages, Alternate Senator  
ASNC Student Representative  
Communications Senator  
Academic Planning Council Chair  
Math Department, Senator  
Social and Behavioral Sciences Department, Senator

### Absentees:

Cameron Young  
Charles Sternburg  
Jan Muto  
Alexis Gray  
Peter Boelman  
Sarah Burnett  
Brian Johnson

CTA Representative Senator  
Science and Kinesiology Department, Senator  
Distance Education Committee Chair  
Program Review Co-Chair  
RCCDFA/CCA/CTA/NEA  
Assessment Committee Chair-Assessment Coordinator  
Curriculum Committee Co-Chair

### Alternates (not in attendance)

David Payan  
Barbara Moore  
Mark Lewis

Social and Behavioral Sciences, Alternate Senator  
Science and Kinesiology Department, Alternate Senator  
Communications Department, Alternate Senator

### Guests:

Bryan Reece  
Gustavo Ocegüera  
Jason Parks  
Diane Dieckmeyer  
Kevin Fleming  
Koji Uesugi

President  
Dean, Grants and Student Equity  
Interim Dean of Instruction  
Vice President, Academic Affairs  
Dean of Instruction, Career and Technical Education  
Dean of Student Services

I. Call to Order  
1:30

II. Roll Call

III. Approval of Agenda  
Motion Gail/kim  
MSC

IV. Approval of Minutes of [3/20/17](#)  
Motion David/Jim  
MSC 1 abstention

V. Officer & Liaison Reports

A. President

- 3/21/17 attended BoT regular meeting. Chancellor Burke announced a partnership will be signed 4/17/17 between TriTech and NASA for the development of small businesses; only CCD in the nation with such a partnership. Also, the district was awarded the Governor's Innovation grant for foster students, could be up to \$3M.
- 3/23/17 participated in the phone interview to move forward with the Pathways Project grant. RCC was also invited for an interview as well. Will find out mid-April if we were awarded the grant. No money attached yet, but hopeful.
- 3/24/17 the program viability and discontinuance TF recommended the discontinuance of the following programs: Mobile Application Development and Early Childhood Education: Infant and Toddler Specialization.

Discussion:

- Kevin reviewed the process for Program Discontinuance
- 3/24/17 attended the RCCD OEI consultative committee meeting. Will discuss in more detail later during meeting.
- 3/25/17 attended ASCCC Area D meeting at Barstow CC. Resolutions that will be voted on at plenary were discussed as well as given an update of what is going on throughout the state. Plenary will be in San Mateo, April 20-22. The resolutions discussed were:

- \*3.01 S17 Revise the Paper *A Re-Examination of Faculty Hiring Processes and Procedures*
- \*6.01 S17 Support for AB204 (Medina, January 23, 2017)
- \*7.01 S17 Improve the Basic Skills Funding Formula
- \*+7.03 S17 CCCApply and Adult Education Schools
- \*9.02 S17 Adopt the Revised Paper *The Course Outline Of Record: A Curriculum Reference Guide*
- \*10.01 S17 Disciplines List – Public Safety
- \*10.02 S17 Faculty Internship Minimum Qualifications in Disciplines Not Requiring a Master's Degree
- \*10.03 S17 Review Experience Definitions for Disciplines Not Requiring A Master's Degree
- \*10.04 S17 Review Experience Requirements for Disciplines Not Requiring A Master's Degree
- \*10.05 S17 Equivalency Resources for Local Senates
- \*+13.01 S17 Support for Federal Funding of Arts and Humanities Programs

You can read each resolution at: <http://www.asccc.org/events/2017-04-20-150000-2017-04-22-230000/2017-spring-plenary-session>

- 3/27/17 District Academic Senate had its meeting. Discusses SB1359 (Donahue HE Act) This bill would require each campus of the California Community Colleges and the California State University, and would request each campus of the University of California, to identify in the online version of the campus course schedule its courses that exclusively use digital course materials, as specified, and communicate to students that the course materials for these courses are free of charge and therefore not required to be purchased. By imposing new duties on community college districts, this bill would impose a state-mandated local program. The bill would become operative on January 1, 2018. Also discussed issues with tutors at RCC and what to do when faculty hiring committees are not

available from other colleges within the district. Will also be discussing in the near future issues of diversity in our faculty hiring committees with VC Hampton.

Discussion:

- The number of basic skills classes will be reduced. Does this create a problem due to M-MAP? Will we lose funding? Possibly but they are separate from from FTES. We will work with the Chancellor and look at alternate funding.
  - Please discuss with your departments possible solution/s for issues surrounding participation on faculty hiring committees. We are not always able to get participants from district-wide faculty. Consider possibly changing the wording to say that if we have attempted to have district faculty participation but are unsuccessful in that attempt can we move forward. Please ask if your faculty been overburdened by participating on the other colleges hiring committees? The issue of diversity on the committees was also discussed. Ethnicity may not be as written. The three college presidents will meet with VC Hampton.
- 3/30/17 attended DEMC. Norco will be given 7051.23 FTES for 2017-2018 year.

Discussion:

- District is still below projected FTES. We had 1% growth within calculation. 650 FTES rolled. RCC/MV did not reach targets. To be fair Norco is under by 9. Is there any evidence that their demographics have changed? There is. Headcount is down. We are in the process of getting data from the District Strategic Planning Council (DSPC) on what is changing. MV has been openly criticized for no growth. We need to figure a way to take the pressure off when there is no clear explanation why not reaching target; very probably out of the college's hands. We will be addressing the FTES distribution at the next DSPC meeting. Not asking to give anything up. Let's discuss and figure out what can be done differently instead of doing the same thing over again. Norco's representation at DSPC is very informed and prepared.
- Need to correct something that was in our last meeting's approved minutes. Faculty who choose to take sabbatical must remain with the district for at least 2 years (and not 3) after returning.

B. Vice President

No report

C. Secretary/Treasurer

No Report

D. Student Liaison

No Report

E. RCCDFA/CCA/CTA/NEA

- We are still working on the Medina bill and have made progress. We believe we will have a working copy of the implementation of the bill after this week's meeting.  
Discussion: Feedback on designation: Getting some pushback. Is listing a specialty going to hinder getting hired? How do we allow someone to say they are a generalist but still get hired? English is considering offering faculty a rotation in classes. FSA does not always work. Does the Medina bill accommodate this hindrance? If part-time faculty push to have a second class just because they can, it could mean putting someone in a class that has no experience in that area. Construction was used as an example. You can't allow an instructor that teaches plumbing to step in and expect to teach wiring.

VI. Old Business

- A. Five to Thrive for April Board of Trustees meeting Kara Zaminska- Teaching to Millennials- Action item (Campo)
- Kara and Laura Adams taught workshop on working with Millennials.
- Motion to accept Kara Zaminska to present Gail/Kimberly MSC

- B. Commencement Faculty Speaker-Action item (Campo)  
Nominees:

- Rex Beck, Professor, Business Logistics Management
- Quinton Bemiller, Assistant Professor
- Art Angelo Esposito, Associate Faculty Chemistry
- Bob Prior, Professor, Mathematics
- Cameron Young, Associate Faculty, English

Motion to hold Anonymous vote Melissa/Kim Kamerin

Has anyone in the group above done this before-yes Bob Prior.

Voting will be done by Senators-President will be tie breaker if needed.

- Rex Beck selected as **commencement speaker**
- Bob Prior –**name reader**
- Quinton Bemiller-**name reader**

- C. Participation in OEI (Online Education Initiative) Resources: Recommendation from DE (Distance Education) Committee to use OEI resources, with additional faculty training and support- Action item (Muto)

Motion to accept recommendation from DE Committee-David/Kimberly

No one from DE Committee could come today.

Peggy reviewed information from the OEI website.

Discussion: We are very behind on this issue. 108 community colleges already participate.

There are three ways to participate

- Option 1-Colleges using OEI Resources only. Participate only in resources that the OEI provides Resources include online proctoring, online counseling, online tutoring (net tutor), online learning diagnostic, online course that teaches students how to participate in online classes, online plagiarism (see handout). This is the level that our OEI committee recommends.
- Option 2-College using OEI Resources and Canvas
- Option 3-Colleges using Resources, Canvas & Exchange.

Our DE Committee has been looking at the OEI. The DE committee recommends participating in resources for now as long as we have faculty training and support. Need to have conversations about switching over from Blackboard to Canvas. District wide discussions are needed. Please take back to your departments for discussion with faculty on switching to Canvas. Consider having faculty from other colleges that currently use Canvas talk about the differences. AHWL department discussed at last meeting. Not as easy as it appears. We also need to discuss the changes with students. Price: Canvas is free to participating colleges up to 2018-2019 year. Price will not skyrocket after 2018-2019. Will it be comparable to what we are paying for Blackboard? College would have to assume the cost if not covered by a grant. Access could be an issue. If we haven't already established that student success will improve then why make the change? If the participating colleges can show that student success is improved, then it should be a go. All University of Phoenix online courses are offered in EXACTLY the same format. This is what Norco lacks. Our on-line classes look very different. We need a consistent model so that students understand exactly how it is going to work. The question is still; will this improve student success? To clarify, this recommendation is not about student success, it is about using the platform. This is a faculty driven decision. This has to be a district-wide agreement (2 out of 3) through DAS. Are we concerned about cost? We have not spent any funds on Net Tutor. Prep talk is paid for through counseling. Are there any implied financial obligations at this level. No. Now or later. No. DE committee has had similar conversations. Please talk with your faculty that teach in a traditional face to face manner but would like to teach online (WE). One advantage to Canvas is that if you want to teach a WE class it is automatically included. You

have to opt out.

Call for question: Accept DE recommendation of participating in OEI resources, with additional faculty training and support.  
MSC.

## VII. New Business

### A. Program Review changes- Action item (Bemiller)

Motion to discuss - Kim/Bob

- Starting 2018, there will be no more Annuals and Comprehensives as part of the move towards Program Review in TracDat.
- We are starting in 2018 and will be doing Program Review in years that are divisible by three for ease of remembering (2018, 2021, 2024, etc.).
- There will be articulation with Assessment so no more cut and paste.
- We plan to have the PR look similar to the Comprehensive now except with drop down menus and easy links to the Strategic and Educational Master plans (no more hunting around) for ease in transition  
\*The optional annual update will only have a space for changes in goals and resource requests.
- These changes should result in less time for the authors but more meaningful program reviews that will more seamlessly integrate into our strategic planning process.
- Administrative and Student Services will likely be doing much the same thing.
- Win-Win for everyone.

Discussion: Looked at what other colleges were doing. Had Department Chairs come to us and walk through what they do. Great for accreditation. First year will be done in Tracdat. EVERYONE will be on the same cycle. First year will not be preloaded. We will all be doing an initial input with subsequent years being updated. 3-year cycle will work better with assessment. Will the committee have to review all PRs every three years? They will all be reviewed, but they will be divided among the committee for review. Who will have access to the program reviews? PDF report will be posted to the website. MV has been doing this for many years. MV program review in TracDat is exemplary.

Call for question: Recommend that we approve the Program Review changes  
MSC

Next steps. Forward to ISPC as an information item. Administrative PR may come later.

### B. Certificate students participating in commencement- Discussion item (Fleming)

Discussed the question: Should students receiving a local certificate be allowed to participate in commencement (should they walk)? Currently, students missing no more than 9 units (must be completed by summer) for a State Certificate are allowed to walk but the issue is silent regarding local certificates. Board Policy 4100 has been discussed at the district level for two years. Current Board Policy only addresses requirements of 18 or more units. Language is left open for each college to make their own policy. RCC and MV colleges have denied the request. Norco has 132 students that have earned a local certificate. From a CTE perspective-this is a big deal. Shouldn't students be able to celebrate if they reach *their* educational goal, whatever that may be? Would adding more students to commencement mean we would need to change venues? While it will have an impact, most will not return to participate. From an A&R perspective it will be impossible to monitor the different requirements. Recommend that the senate base their decision on the principle's of commencement. Would a student that has completed 60 units feel this will take away from their understanding of what commencement means to them? They

may be commencing with someone that has earned a local certificate with just a minimum of 6 units. Student representative supports the idea. Designation is made by who gets a tassel to be worn for commencement. Degrees get a tassel. State approved certificates do not wear a tassel. Same issue with transfer students. Sarah Burnett does a ceremony in her class. Would a higher percentage of students show up if there was a separate ceremony for their group/certificate? CI discussed holding a celebration at 30 units. It is a personal decision to walk. Students should have the choice of walking or not. Universities speak to this issue. Typically, everyone goes to the large ceremony with subtle distinctions. Do we recognize transfer students? As a former student of RCC, they did not keep transfer stats through mid-90's. The number of transfer students will probably go up with the elimination of area E. Are we in agreement that any students with a local certificate that wants to walk as a completer be allowed to participate? Future discussion is needed. Also further discussion is needed regarding transfer and certificate students celebration.

Motion to extend meeting Kim Kamerin /Quinton

C. District Function Maps- Information item (Bader, Dieckmeyer)

We have been tasked by the District to identify functions within the district and align. Meetings to discuss our function map process have been held with President Reece, Dr. Dieckmeyer, Melissa Bader and Ruth Leal. We are bringing this to the Academic Senate for further discussion. Use of the function map will help us with District Strategic Plan. Discussed also at BFPC. Functions are identified as P-primary, S-secondary or SH-shared. Add comments to the map whenever possible.

- Need to articulate how things “should be”. Is it a district centric function or a college centric function.
- There should be two entries in each box (what it is currently and what it should be)
- Map will be mailed to groups.

D. Discipline Facilitator- Discussion item (Campo)

Motion to postpone Melissa/Kim

E. Fund Nicole Brown to attend Curriculum Institute- Action item (Campo)

Motion to fund Nicole Brown's attendance at the Curriculum Institute

Melissa/Quinton

Discussion:

- Cost is for registration only.
- Funding is typically for faculty but the Curriculum Committee feels that by having Nicole attend it would benefit the committee.

MSC

F. SSSP/Equity/BSI Integrated Plan- Information item (Oceguera)

New requirement for the integrated SSSP/Equity/BSI plan were discussed.

- Effective next year all three plans will be merged into one plan.
- The due date for 2017-2019 Integrated Plan is December 1 2017.
- Submit for Board approval no later than Nov 2017.
- Take to committees for first and second readings.
- Covers all activities for a two-year period.
- Implement Jan 2018. 17/ 18 budget allocation.
- Plan will be much easier to read and implement.
- Pulled groups together to look at template, model programs and see how plans overlapped. Found a minimum of 5 goals that overlap.
- This is the first attempt by the Chancellor's office to bring these groups together.
- How will this integrated plan work into our strategic plan? Stay tuned for more

information. Will bring up at next CI meeting.

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

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

- Planning Professional Development day. The day will be run like conference.

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

No Report

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

No report

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

No report

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

- Meets this Thursday

E. Distance Education Committee (Muto) (+1, 10+1)

No Report

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

- The disciplines of anatomy and microbiology are being merged into the biology discipline. Health science courses may be cross-listed with biology. That is still under discussion.
- Please remind your department members that for any curriculum work done in META, discipline and department minutes supporting the proposal should be attached before it can come to the tech review committee.

H. CTE Liaison (Zwart) (#4, 10+1)

- Leadership Institute May 5-6, 2017 in Sacramento

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

No report

J. Academic Planning Council (Bader)(#10, 10+1)

- Meets this Friday. Scheduling Fall

#### IX. Open Hearing

- Sabbatical leave. Bob Prior changing to 1 semester request (May 15 deadline). Encourage people to apply for Sabbatical leave.
- Flex credit - College Hour-Learning Disability - what faculty need to know. Tomorrow

#### X. Adjournment

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DHRER at 951-222-8039.