

NORCO COLLEGE

Agenda

Norco Academic Senate Meeting

Sept. 18, 2017

1:30-3:30 ST207

Minutes

I. Call to Order : 1:31 p.m.

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Peggy Campo, Elisa Chung, David Mills, Barbara Moore, Judy Perry, Bob Prior, Jim Thomas, Cameron Young,
Reporting members: Melissa Bader, Maria Barragan, Sarah Burnett
Guests: Dr. Kevin Fleming, Dr. Jason Parks, Albert Jimenez, Arezoo Marashi, Dr. Samuel Lee, Virgil Lee.

III. Approval of Agenda

Jim Thomas moves; Kimberly Bell 2nd; motion passed (No abstentions)

IV. Approval of Minutes of [9/11/17](#)

David Mills moves; Jim Thomas 2nd; motion passed with grammatical corrections. (No abstentions).

V. Norco Senate Committee Reports

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

- Quinton Bemiller will be the sole chair for the committee. There are two monthly meetings one for votes and another brown bag meeting for teaching strategies.

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

- No report provided.

C. Professional Development Committee (Russell/Zamiska) (#8, 10+1)

- No report provided

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

- No report provided.

E. Distance Education Committee Report (VACANT) (+1, 10+1)

- We are in need of a DE Committee chair. A group of faculty and administrators are working on a description of the expected duties for the DE committee chair who will be given a 0.2 stipend. As soon as that description is complete, we will send it out requesting for interested faculty.
- There will be trainings every Friday led by Sean Ulbert regarding the use of Canvas. Sean is our Instructional Designer who is here to help faculty to transition from Blackboard to Canvas. He is available not only during the Friday meetings, but also via email and has offered to meet with faculty individually if need be.
- Their first meeting this week is on Wednesday from 3-4:15 p.m. at the Operation Center 102.
- They need more faculty serving on this committee. An email will be sent to department chairs.

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

- Tomorrow curriculum camp from 12-2:00 p.m. at the STEM center. Deadline for new curriculum to be entered in Curricunet META and be in the following year's catalog is September 29th.

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

- They have been creating for the last 6 months a matrix for faculty to assess courses for next year.
- Sarah discussed the need to ensure that ALL committees communicate their changes in a more timely and transparent manner. At last week's senate meeting, Brian mentioned that any new CORs must add objectives to the course outline of record; this is necessary to be in compliance with Title 5. This creates huge problems for the assessment committee who worked hard to design an assessment matrix for faculty to enter into TracDat to ensure all outcomes are assessed.

A change in adding objectives to CORs will inevitably change the SLOs of courses making the matrices useless. Discussion ensued.

- The timeline for changes on the objectives and SLO's was discussed
- Virgil Lee suggested for this issue needs to be decided by the District Senate.
- Peggy Campo will bring an update to the next Senate meeting.

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

- The winter schedule has been completed. Enrollments are high and Norco is 13 FTE's above target. A daily report is sent by Dr. Jason Parks.

VI. Old Business

A. Clarification of the use of the [syllabus shell](#)- Discussion item (Lewis)

- The senate shall review the proper use of the recommended syllabi shells and clarify the requirements.
- Peggy Campo clarified that the syllabus shell is not a required document, however, it is recommended to use to facilitate information about the syllabus requirements.
- The Senate would like a clarification of who is the person responsible for updating the syllabus shells. There are already some posted shells with incorrect information.
- There are sections of the syllabus that cannot change: office/phone, class hours, section code, email, office hours, and class location are required in the syllabus (part-time does not have an office and a phone).
- There are accreditation, board of trustees, state and federal requirements that the syllabus must contain.
- Faculty need to be sure everything that is required is included in the syllabus and the shells were provided as a way to make it easier for faculty to do that. But the syllabus shells are NOT required to be used by any faculty.
- Dr. Kevin Fleming suggested a fillable template with all the required information selected automatically.

Requirements for syllabus:

- *Violence on campus*
- *Cheating Policy*
- *DRC*
- *SLO's*
- *Textbook Requirements*
- *Changes to syllabus*

- Peggy Campo encouraged faculty get feedback from the different departments about the syllabus shells and to clarify that they are to facilitate things and are not mandatory. The senate will collect the recommendations for updating the syllabus shell document at the next meeting.
- Bob Prior suggested part-time faculty access the syllabus shells to know the requirements.
- Sara Burnett proposed an email to notify faculty about the changes made on the syllabus shells.
- Dr. Kevin Fleming suggested creating a core syllabus of the requirements and clicking on the specific course that pulls up the information for a particular course. The information can be pulled from a template for each discipline.
- Virgil Lee commented that faculty can access the embedded links that route them to the web page for each SLO's, which lists the requirements. We should also make a place where the SLO's are updated and to create a link.

B. Selection of Academic Affairs Prioritization Subcommittee Senate representative- Voting item (Campo)

- VP-AA has requested the senate provide a faculty member to serve on the Academic Affairs Prioritization Subcommittee.

Motion for Barbara Moore to represent the academic senate: Judy Perry moves; Kimberly Bell 2nd, motion passed. No abstentions. Approved.

VII. New Business

A. [International Baccalaureate Exam Chart](#)- Action item, first read (Franco)

The three articulation officers in the district are requesting approval of the proposed chart to award units toward RCCD GE in the designated highlighted areas in red (3 semester units per exam). In the past the district has awarded IB higher level credits towards CSU GE and IGETC as approved by the CSU and UC systems.

- Nick Franco our articulation officer is asking for an IB credit that is already acceptable for IGETC or CSU GE certification purpose equivalents be accepted for our local degrees as well (see handout current IB chart).
- This is accumulative process from a number of years from high school.
- The high school has to be accredited by the IB for the students to get credit for equivalent coursework by the college.
- CSU semester units earned toward transfer is the maximum units approved.
- The International Baccalaureate Chart will be placed as a voting item in next meeting agenda.

B. [Second Annual Inland Empire SI Conference and Pre-Conference SI Faculty Training](#)- Information item (Marashu, Jimenez)

Arezoo Marashu and Albert Jimenez will inform faculty regarding the opportunity to participate in an SI training conference at Mt. San Jacinto College.

- Ms. Marashu is working with many campuses in the inland empire joining this conference.
- Offering 8 seats for faculty to attend the 2nd Annual Inland Empire SI conference.
- Title 5 will pay for the training and faculty will get flex credit for attending. The conference will be in Mt. San Jacinto College on November 17th from 2:00 p.m.- 5:00 p.m. and November 18th 8:30 a.m.-5:00 p.m.
- You can also send students since they usually recruit at this event as well.
- In a SI session, the leaders prepare learning techniques to work with students. The SI leader does the planning and sessions are two hours per week.
- Dr. David Mill commented that it is a good program to encourage students and helps them create study groups. He uses the SI leaders for modeling skills. It is a great opportunity for students to get a good job as well.

VIII. Officer & Liaison Reports

A. A. President

- Will be attending the Area D meeting on Oct. 14 from 9:30-3 pm at Fullerton College. It is free to attend, so anyone interested in coming with me to learn about state senate issues, please let me know.
- The IEPI is holding a CCC Change Leadership Summit on Oct. 5-6 at the Irvine Hotel. We are generating a list of faculty who are interested in attending to see if enough funds are available to send a team from Norco College. For more information go to: <https://ccctechedge.org/news/12-miscellaneous3/857-ccc-change-leadership-summit-2017>
- Working on how many units are transferrable through military experience. Will meet this week to discuss.
- Will serve on the Chancellor search committee.
- Would need some information regarding a discussion that ensued at ISPC last week regarding PDC and TLC. She is concerned that the purpose of these committees may not be understood by all stakeholders at the college.

- Have been asked by faculty if there are any guidelines regarding course substitutions and what happens when the department faculty and chair do not agree on what is an acceptable course substitution. Does anyone have an answer to that? She could not find a written policy.
- Concerns have been raised by faculty of the lack of following our strategic processes substantively regarding many of the new programs/initiatives. We must ensure that we follow the processes outlined for requests. We need to make sure that decisions affecting all stakeholders at the college do not occur in a vacuum or behind a curtain. All stakeholder's, especially faculty, need to be involved in discussions.
- Andy Robles wanted to report to the senate that the STEM club is continuing work on a service learning project with Loma Linda University where we are creating a prosthetic hand for a patient from LLU. The students have been developing the electronics and programming necessary for the movement the patient has requested. Faculty advisor Glen Graham has been an amazing resource to the students on electronics and manufacturing. They now have a 3D printer in the STEM center and this Friday he will be trained on how to use the printer. They are scheduled to present the final product to Norco College on Nov. 14 at 12:50 in CSS 217. This is starting discussion about a future "Maker Space" in the STEM center along with future projects for the STEM club, program and STEM school.

B. B. Vice President

- Position for ISPC for Barbara will be up for election
- The part-time representative will be up for election.

C. C. Secretary/Treasurer

D. D. Student Liaison

E. E. RCCDFA/CCA/CTA/NEA

- Mr. Cameron mentioned that they are developing a rehire rights procedure FAQ. To answer questions for full-time and part-time faculty. He will also be serving on the Chancellors hiring committee.

- Motion to extend the meeting for 10 min: Jim Thomas moves; Kimberly Bell 2nd; motion passed. (No abstentions).

IX. Open Hearing

- Peggy Campo mentioned LGBT students need more assistance. We need the college to commit assistance and support to all underrepresented students.

3:25 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.