



Norco Academic Senate Special Committee Meeting

Oct. 30, 2017

1:30-3:30 ST207

Minutes

1:30 I. Call to Order 1:30 pm.

II. Roll Call

Senators, Alternates, and Officers: Quinton Bemiller, Virgil Lee, Judy Perry, David Mills, Barbara Moore, Kim Kamerin, Jim Thomas, Cameron Young, Kara Zamiska

Reporting members: Melissa Bader, Peggy Campo

III. Approval of Agenda

Motion to approved agenda Kim Kamerin moves; Judy Perry 2nd, motion passed unanimously

IV. Norco Senate Committee Reports and District Committee Reports

A. [Academic Planning Council Report](#) (Bader)(#10, 10+1)

- Membership has not changed. It remains the same with Dr. Parks, Fleming and Melissa Bader as co-chairs.
- Faculty rankings and equipment rankings are complete for 2018-2019.
- APC is planning to discuss year-round scheduling at the November 3rd meeting. Also, how to better meet the needs of our students.
- High school outreach for the entire district needs board approval it may take place on January
- First job descriptions are ready:
 - Accounting
 - Electrician
 - Biology
 - Business
 - Game art
 - Electronics
 - Poly site
 - Librarian
 - Physics
 - Building energy
- Budget allocation model is determined by the district
- The chair of chairs job description includes reassign time (reassign time is 3 hours a semester of work and needs to have a description of the duties). It will be presented at the senate for approval

B. [Assessment Committee Report](#) (Burnett) (#5,#9, 10+1)

- The Assessment Committee presented their statement of purpose and their new members. They have included at least one representative for each department.
- The assessment committee also discussed their assignments to strategic planning goals and objectives for 2013-2018.

C. [Curriculum Committee Report](#) (Johnson) (#1, #2, 10+1)

- P. Campo will compile a list of the committees with the faculty voting members
- The senate President, the college President, and VP need to sign off on each course outline of record
- A policy will be elaborated for the objectives and it will be presented at the next district curriculum committee
- Any new course outline or when updating a course it is required to have an objective. This requirement will begin next year during fall for the next five years.

- New SLO's need to have been assessed
 - A suggestion was presented to create working groups to work on the objectives to make the process faster
 - P. Campo will bring an example of the paperwork that needs to be done to sign off on the course outlines send to the state
 - CurriQunet requires for individuals to respond in five days
 - It was mentioned for faculty to have an option to write the objectives in paper, email or excel spread sheet before inputting them in CurriQunet so they can be approved when submitted
 - Motion to recommend that our curriculum chair present a second alternative proposal of compiling the course outline of record objectives outside CurriQunet by to using other alternative resources such as word, excel, paper.
Motion for recommendation Jim Thomas moves; Barbara Moore 2nd, one abstention. Motion approved
 - Provide a timeline to faculty to complete the objectives
 - Meta does not match the information with TractDat. TracDat does not have the current SLO's.
- D. Distance Education Committee Report ([VACANT](#)) (+1, 10+1)
- No report
- E. District PG&SL (Brockenbrough) (+1, 10+1)
- No report
- F. [Library Advisory Committee Report](#) (Capps; Brockenbrough) (+1, 10+1)
- Membership has changed due to a couple of members are on leave
 - New Director will have an outstanding agenda item for every meeting
 - Damon submitted an application for the library to get a metal by the first lady
 - The Library Advisory Committee would like the senate to promote the library services to students and faculty. Students can use the different databases and faculty can request books and/or subscriptions from the library as well
- G. [Professional Development Committee Report](#) (Russell/Zamiska) (#8, 10+1) Please see update word doc
- Membership has been updated and they need a representative from Arts, Humanities and World Languages
 - The committee has sent a survey regarding topics that faculty would like to attend. They will be repeating topics for faculty that missed them
 - The New Faculty Retreat is pending approval from Vice President of Academic Affairs, Dr. Lee.
 - The PDC will be establishing subcommittees (e.g., Calendar subcommittee, New Faculty Retreat Subcommittee, etc.) to increase efficiency and effectiveness, as well as to enhance member's feelings that committee work is meaningful and engaging
 - Tim Russell and Kara Zamiska will be submitting an application to bring a team to the "Leading from the Middle" conference in February, where they will work on a two-year plan for integrating Professional Development with the aims of the Guided Pathways Project to meet our goals of strengthening student success
 - There is an on-going discussion about how the PDC will meet the professional development needs of staff members.
- H. [Program Review Committee Report](#) (Gray) (#9, 10+1) Review report
- Updated membership
 - Nov. 9th next meeting
- I. [Teaching and Learning Committee Report](#) (Bemiller) (#5, 10+1) Review doc
- Updated membership list and appointed a person for each department
 - They review the goals and objectives that should be included in the Strategic Planning Goals
 - TLC is hosting monthly Faculty Forums, to allow all faculty the chance to express their ideas and concerns
 - TLC is submitting an application to participate in the upcoming Leading From the Middle Institute (RP Group), with the goal of integrating Guided Pathways with teaching and learning at Norco College
 - TLC is working to develop a resource of pedagogical best-practices, which can be made available to all faculty

- Motion to extend the meeting for 5 minutes; Judy Perry moves; Quinton Bemiller 2nd, motion passed (No abstentions)

3:00 V. Officer & Liaison Reports

A. RCCDFA/CCA/CTA/NEA

- The faculty co-chair position is with Riverside this year and it is Preston Galusky
- There is still no replacement for the Vice Chancellor of Educational Services
- Tomorrow is the last day to submit a professor application
- There is no retroactive pay for salary reclassifications AP 7169a clearly states:
 - 2. Reclassification for pay purposes is not retroactive with respect to the date of completion of the course work approved activity, or the submission of verification of completed course work or approved activity
- The committee meets the first Thursday of the month using CCC Confer and meets in person once a year in December

B. Student Liaison

No update

C. Secretary/Treasurer

No update

D. Vice President

No update

E. President

No update

3:25 VI. Open Hearing

VII. Adjournment 3: 37 p.m.

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