



Norco Academic Senate Meeting

Minutes

March 19, 2018

1:30-3:30 ST207

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

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Rex Beck, Jim Thomas, Kim Kameron, David Mills, Laura Adams, Barbara K. Moore

Reporting members: Melissa Bader, Maria Barragan, Peggy Campo

Guests: Dr. Samuel Lee, Dr. Jason Parks, Dr. Kevin Fleming, Ruth Leal, Leona Crawford

III. Approval of Agenda

David Mills moves; Quinton Bemiller 2nd, motion passed (No abstentions)

IV. Approval of Minutes of [3/5/2018](#)

Jim Thomas moves; David Mills 2nd, motion passed. One abstentions

V. Administrative Reports

- A. College President
No report

VI. New Business

- A. [Draft Academic Reorganization](#)/Strengthening our Schools discussion. Discussion item. (Campo, Lee)

Presentation of the draft reorganization chart by the Strengthening our Schools co-chairs, Dr. Lee and Mrs. Campo.

- Dr. Lee discussed the institutional reorganization handout (spreadsheet) to senate members
- He explain that this is a draft and it can be revised
- The purpose of the reorganization is for all support staff to be align to schools
- It was explained that this spreadsheet should not be read as an org chart
- The priority of the reorganization is to keep schools intact and they are looking for different combinations to distribute work load evenly
- CTE has been distributed into the different schools
- A concern about CTE decentralization was brought forward. A structure will be decided that works best for the program
- During the initial conversation it was decided that the CTE programs will fall into disciplines or academic programs instead of looking at it as a management function
- Some of the benefits of the institutional reorganization are that operational decisions will be made by faculty under the different schools
- Dr. Parks will be leading the operational aspect of the STEM grant portion
- Grants administration will be under Dr. Fleming
- It was explain that the grants administration always has been fragmented meaning manage by different individuals including the district offices

- B. Discussion of Reorganization/Advancement. Discussion item. (Green, Lee, Reece, Reeves)

The college president and vice-presidents will explore what an Office of Advancement might look like at Norco College.

- Student services division:
 - Dr. Oceguela moves under student services
 - The cashier's office moves to business services
 - College Outreach will be moving under Dr. Fleming office

- Director for the disability center needs to be filled (required by Tile V)
- It was brought forward that the same attention has not been provided to student services area for the workload distribution
- To add departmental functions/names to each area for student services
- Dr. Lee is currently working on an org chart
- It was suggested to add additional explanation for the changes under each area (a reason for moving departments)
- Any concerns or comments regarding the institutional reorganization please send them to Peggy Campo as soon as possible. It is essential for faculty to be on the same page
- It was mentioned that under the completion initiative, the reorg was going to be done around the schools as well
- Melissa Bader will share the environmental scan data available with faculty
- Guided Pathways groups had discussed doing a reorg on the student services side
- There will be a college hour institutional reorganization conversation open forums during college hour. They have being schedule on March 29th ad April 3rd
- Peggy Campo encourage everyone to share the institutional reorganization with their colleagues
- The proposed college advancement initiative was presented. This includes the following:
 - Reorganizing existing college functions and resources was explained as a functional map
 - Grants development, oversight & administrati8on
 - Government affairs
 - College Affairs
 - College advancement activities
 - Communications
 - College Marketing activities
 - The college anticipates a strategic marketing/outreach plan
 - Development of media including print, website and social media materials
 - Branding
 - In some point a recruitment will be done for this position
 - Will augment the deans of instruction line to fund an Associate VP position
 - It was explained that when there is a statutory requirement for a position it means that it needs to be funded

C. [Guided Pathways Multi-Year Work Plan](#). Action

D. Item. (Bader, Bemiller)

California Community Colleges Guided Pathways (CCC GP) Action Plan, Implementation Timeline, and Allocation Summary

- The Norco College Executive Summary for the California Community Colleges Pathways Action Plan was discussed
- Please review the document and provide any feedback or edits to either Melissa Bader or Quinton Bemiller
- This needs to be completed by the end of March
- Phase I (Spring 2018-summer 2019)
- This is in alignment with the ABC705 requirements
- They will be awarding the funds in May 2018
- Additional funding will be used in the proactive and integrated student support and integrated technology infrastructure
- ***Motion to approve the first reading for the California Community Colleges Guided Pathways (CCC GP) Action Plan moves Kimberly Bell; Kim Kameron 2nd, motion passed (No abstentions)***

E. Norco College Art Mural. Discussion item. (Bemiller)

Faculty Senate input and support of a mural on our campus is requested.

- Everyone was encourage to start thinking of a location where the mural can be placed (the mural will symbolized our value as a college)

- Will be designing the mural with the input collected from students
- F. Earlier enrollment update. Information item (Parks)
- Dr. Parks will update the senate on progress and timeline for earlier enrollments for students.
- We are still on tract and the enrollment system for winter and spring will be completed by Oct. 22nd
 - Will start testing the system (if it breaks) at the district offices
 - In April, the summer and fall sessions will be completed. After, the schedule will be available on an annual basis.
 - Curriculum committee is reviewing the enrolling and catalog deadlines
 - The purpose of an annual enrollment system is to compete with colleges around the region
 - Courses will reopen if not filled
 - ***Motion to move up the student report in the agenda moves David Mills; Kim Kameron 2nd, motion passed (No abstentions)***

VII. Norco Senate Committee Reports, District Committee Reports, and Liaison Reports

- A. Teaching and Learning Committee (Bemiller) (#5, 10+1)
- Norco College's Leading From the Middle (LFM) team (Quinton Bemiller, Dan Reade, Tim Russell, Kara Zamiska, Colleen Molko) have formed an LFM home team, basically a larger group dedicated to the efforts of LFM, which is to foster "professional learning and leadership development" among "deans, directors, department chairs, faculty coordinators, classified staff, and teaching faculty" (<https://rpgroup.org/Leading-from-the-Middle>). Specifically, we are working on strategic professional development for faculty and staff, in support of Guided Pathways objectives
 - The LFM home team had it's first meeting on March 6, 2018 and plans to meet monthly. The next LFM Academy is in June 2018
 - TLC hosted a Faculty Forum on March 13, 2018. The topic was equity in the classroom. It was discussed the needs of students utilizing DRC services, balancing course content with student care, differences in pedagogy across disciplines, cultural wealth, seeing one's discipline through a world view (Ex: math in history), GE outcomes, structuring our classes for adult learners
 - Upcoming meetings:
 - LFM Home Team, April 3, 2018, IT-218, 12:50pm-1:50pm.
 - TLC Business Meeting: April 24, 2018, IT-218, 12:50pm-1:50pm
- B. Program Review Committee (Gray) (#9, 10+1)
- There is a roll out of the New Nuventive platform
 - Completed a workshop and there is a tutorial posted on the Program Review site for anyone needing help
- C. Professional Development Committee (Russell/Zamiska) (#8, 10+1)
- No report
- D. Library Advisory Committee Report (Brockenbrough) (+1, 10+1)
- First meeting of the semester centered on updating the committee on important issues and dates:
- There is a membership update and this information needs to be updated on the college's website as well
 - LRC Update (Albert Jimenez) Reconstruction of the LRC, the front desk has been eliminated to alleviate confusion
 - CIS lab is moving to STEM.
 - Library events update
 - Read 2 Succeed dates March 22nd, April 26th, Meet the author May 24th
 - Celebrate Books and Libraries April 3rd
 - Poetry Performance May 3rd
 - Need to survey dates for an April meeting, scheduled meeting time occurs during spring break
- E. District PG&SL (Brockenbrough) (+1, 10+1)
- Sabbaticals are not been submitted to the committee
 - Due to the lack of leadership at the district level they have not been following the regular process

- F. Distance Education Committee Report (Wagner) (+1, 10+1)
No report
- G. Curriculum Committee (Johnson) (#1, #2, 10+1)
No report
- H. Assessment Committee Report (Adams) (#5,#9, 10+1)
 - Tim Wallstrom became a member of the committee and the committee has representation from all the departments.
 - Names of the current membership of the committee were provided
 - ***Motion to extend the meeting for 10 minutes moves Kimberly Bell; Kim Kameron 2nd, motion passed (No abstentions)***
- I. Academic Planning Council (Bader)(#10, 10+1)
 - Summer and fall schedules have been completed

3:15 VIII. Officer & Liaison Reports

- A. CTE Liaison (Zwart)
No report
- B. Guided Pathways Liaison (Bemiller)
No report
- C. President (Campo)
 - This upcoming Saturday Peggy Campo will be attending the Area D meeting at Crafton Hills College. Will discuss current issues at CCCs and the resolutions brought forward thus far that will be voted upon at Spring plenary. If you would like to have a look at the agenda and discussion items please go to: <https://www.asccc.org/content/area-d-meeting>
 - 3/16/18 DSPC meeting.
 - Chancellor Isaac's report: provided a safety update, need to use our available resources (for ex. Rave app) more effectively. Searches for Vice Chancellor of Strategic Planning and Ed. Services and President for RCC are on their way. Using a different search firm than the one used at Mo Val and Norco.
 - Chancellor would like to have a rough draft of the district strategic plan within the next 6 months. Environmental scan almost complete; SWOT analysis beginning. Survey of district/colleges closed 3/16. Should see those results at external survey results at next DSPC.
 - Budget update: the rollout of the new funding model is still up in the air. VC Brown said state should come out with simulations using the new model by early April. Will have a clearer idea after that where we are.
 - 3/15/18 DEMC meeting.
 - The district is currently estimated to be around 200 FTEs short of target (Norco about 50 short). Chancellor was very clear that colleges that do not reach target will have their budgets cut accordingly. It is especially important for faculty to submit their census rosters on time because that is where the numbers for our FTEs are officially taken from.
 - 3/7/18 ISPC meeting.
 - Discussed the college's mission, vision, and core commitments. ISPC voted to review these.
 - Were given a grants proposal process update, a CI/GP update, a budget report, safety update, and introduction to the academic reorganization/institutional advancement proposal.
 - 3/6/18 Completion Initiative workgroup meeting.
 - Voted to keep the name of Completion Initiative workgroup for now. Need to review in the future to see if we should not be more appropriately called the Guided Pathways workgroup since that is what is recognized statewide.

- Received update from 3rd CA GP Institute, Insidetrack visit, and LFM 2018 project.
- Each school needs to review its description and design; for ex. Revision of Social and Behavioral Studies to Social and Behavioral Sciences.
- 3/6/18 BoT met.
 - Discussed Riverside's dual enrollment partnership, information technology update and the 2017 student success scorecard.
 - May is Norco College's turn to present the 5-to-thrive at the BoT meeting. Any faculty/department or program that would like to present to the trustee members please let your senator know.

D. RCCDFA/CCA/CTA/NEA (Boelman; Young)

CTA

- The District will be meeting with the RCCDFA President and three college FA VPs to discuss campus safety and security across the district
- The FA Executive Board voted to amend the Improvement of Instruction Process for Regular Faculty (Article XI.C.2.a) in the CBA.
- A faculty member (if he/she has concerns) may request a different administrator sit on his/her IOI committee. Currently, The College President, in consultation with the college Senate President selects a new administrator. The change now reads that the college President will consult with the college Senate President and the college Faculty Association VP.

E. Secretary/Treasurer (Kamerin)

Authorized \$545 to purchase

F. Student Liaison (Barragan)

- Students are not in favor of the online college that will be implemented at a state level (if they are not credited they don't offer financial aid, they want the same support for students services (tutoring, counseling)
- Not enough brail around campus for blind students
- At the hawk traffic signal students appeared to be confused and they were still stopping
- Chill-out event this Friday 3:00-7:00 p.m.

G Vice President (Thomas)

- Vice President Thomas will placed the voting valets for the commencement speaker position sometime this week with the two nominations: Bob Prior and Buck Stevens.

X. Open Hearing

- The accreditation committee co-chairs are reviewing an accreditation software APOL
- Facilities is starting a committee for signage: The committee will be evaluating signage campus wide. If any faculty would like to join this group contact Trish Hodawanus.

3:45 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.

