

NORCO
COLLEGE
Norco Academic Senate Meeting
Oct. 15, 2018
1:30-3:30 ST107
Minutes

1:30 I. Call to Order 1:30 p.m.

II. Roll Call

Senators, Alternates, and Officers: Quinton Bemiller, Virgil Lee, Judy Perry, David Mills, J. Marie Hicks, Bob Prior, Barbara Moore, Kim Kamerin, Kimberly Bell,

Reporting members: Melissa Bader, Autumn Parra, Peggy Campo

Guests: Dr. Bryan Reece, Dr. Kevin Fleming, Damon Nance, Dr. Gail Zwart

III. Approval of Agenda

Motion to approved agenda: Quinton Bemiller moves; J. Marie Hicks 2nd, motion passed unanimously

1:35 IV. Approval of Minutes [September 17, 2018](#)

Motion to approve the minutes for September 17th Quinton Bemiller moves; J. Marie Hicks 2nd, motion passed (One abstention)

Approval of Minutes [October 1, 2018](#)

Motion to approve the minutes for October 1st David Mills moves; Kim Kamerin 2nd, motion passed (Two abstention)

1:45 V. Norco Senate Committee Reports and District Committee Reports

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

- The Academic Planning Council meeting was last Friday on October 12th
- Laura Adams discussed the SLO's assessment and explained the importance of completing the unassessed courses for accreditation
- There was a discussion about Nuventive and the challenges they are having with the system. The system expires in two years. After the two years, we can search for a better and improve system. Preferably a system the overlaps with META.
- It's more cost effective to keep using Nuventive for the remainder of the time
- It was suggested to see if assessment can be done through Canvas
- Program Review ranking is due on November 9th
- There will be between 2-4 faculty new hires
- November 13th students can register for classes for two semesters winter and spring 2019
- Summer and fall will be done at the beginning of spring 2019
- At the end of spring 2019 they will finalize winter and spring on 2020
- New procedures for faculty travel was discussed. Faculty need to start the process with their IDS and they need to ask for the budget code to provide to their IDS (funds will depend on whose paying for the conference)
- Any special projects need to be approved by the Deans of Instruction first
- Norco College was allocated 7135.44 FTE's for FY 18-19. We are short 8.1 FTE's
- The district is no longer dividing the short fall by the three colleges (Riverside, Moreno Valley, Norco)
- We are committed to have a catalog and an addendum every year (for new courses, inclusions, new programs and certificates only)
- Faculty need to have part-time evaluations submitted to the Deans of Instruction by Nov. 14th
- Faculty requested an extension to submit evaluations by Nov. 21st to Deans of Instruction

B. Assessment Committee (Adams) (#5,#9, 10+1)

- Laura Adams handed out a list of courses that need SLO's.

- Faculty were ask to please verify the courses that are being offered and the ones that are not (please have department chairs verify the list)
- We are matching information to the correct SLO's for accreditation (The information can be verified in Meta and it needs to match the information in Nuventive and the syllabus shells)
- Faculty are welcome to visit IT 106 for assistance in assessment every Thursday at college hour 12:50-1:50 p.m.

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

- No report

D. Distance Education Committee (Bobo/Wagner) (+1, 10+1)

- Blackboard contract ends in December 2018. However, the district will retain three years of archives from Blackboard available to faculty
- Canvas academy is every week available for faculty
- The Distance Education Committee will be recommending to extend the contract for Sean Ulbert, Instructional Designer since it ends on December 2018
- Professional Development Committee chairs will partner with the Distance Education Committee
- Faculty were encouraged to complete their Canvas training by December 2018. The training is also available online through the Districts website and it takes about three hours to complete
- Approximately 60% of faculty has been already trained
- The Academic Senate requested a list of names of faculty that still need to be train
- Norco will recommend having canvas shells for every section at Norco College
- All courses in Norco will be web enhance
- It was mentioned that Dereck Moore is the District contact for Canvas
- The Distance Education Committee is working on FAQ to point faculty in the right direction
- A faculty may teach an online or hybrid class only after obtaining Canvas certification from RCCD or another institution District PG&SL (Brockenbrough) (+1, 10+1)
- Peggy will be part of the PG&SL work group and there is no update on sabbaticals yet

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

- Student panel for read to succeed
- Two hours of flex are offered for faculty to meet with the librarians so faculty can order items

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

- No report

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

- No report

H. Study Abroad Committee (Campo) (#2, 10+1)

- No report

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

- TLC hosted a faculty forum on Oct. 9th, entitled, Making Course Content Relevant & Relatable to Students
- The next TLC business meeting is Tuesday, October 23th, during college hour

2:15 VI. Officer & Liaison Reports

A. CTE Liaison (Zwart)

- Dr. Zwart discussed the types of non-credit that are eligible for enhances non-credit funding; funding is the same as our current credit courses
- Non-credit is paid based on positive attendance, not on census
- Non-credit courses are free to students, but they may need to purchase books and supplies
- Faculty compensation is the same when teaching a non-credit course
- Students can take a non-credit class as many times as they want

B. Guided Pathways Liaison (Bemiller)

- There is Norco College team (administrators and faculty) attending the Scaling Guided Pathways District-Wide on November 28-29th
- The instituted is designed for California community college districts that have colleges engaged in the California Guided Pathways Project
- This institute is offered by the American Association of Community Colleges (AACC), with support from College Futures Foundation

C. President (Campo)

- Saturday attended the Area D meeting at Palomar College to discuss the resolutions that will be voted upon at the fall plenary in Irvine Nov. 1-3. The resolutions that were discussed can be found [here](#). Included among which were discussions around the California Online Community College, A Guided Pathways Handbook and Glossary, Redefining the FON, the new Funding Formula, Support for an Associates Degree for Transfer in Physics and Chemistry to the UC's, Establishing a Local OER Liaisons. Discussions also occurred around bringing forward a vote of no confidence in Chancellor Oakley. Consensus was not reached, but I is likely that a resolution establishing required changes needed to occur to avoid a vote of no confidence is likely. Norco College has been asked to host the area D meeting as well as the Diversification of Faculty Hiring regional meeting in the spring. We will also be presenting at the Fall plenary and at the CCLC meeting regarding our Military Articulation Platform efforts. I am serving on the state Credit for Prior Learning Committee.
- Wed. Oct. 10 attended Staff senate meeting to provide an update regarding the Stem/Photonics Center.
- Will be serving on the PG&SL workgroup to update the Board Policy and Administrative Procedure regarding professional growth and sabbatical leave.

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

E. Secretary/Treasurer (Kamerin)

- It was suggested to work on an agreement between the colleges about faculty hiring practices
- Any department chair can bring it up to the union

F. Student Liaison (Parra)

- The student representative will verify if they will be presenting to the state Chancellor a vote of no confidence
- The student board will meet with the Chancellor on Oct. 31st
- ASNC are preparing a resolution supporting the library on extending their hours (7:30-4pm) and to open on Saturdays
- *Motion to extend the meeting for 15 minutes; Kim Kamerin moves; Quinton Bemiller 2nd, motion passed (No abstentions)*
- *Motion to move item VIII A above VII A; Quinton Bemiller moves; Kim Kamerin 2nd, motion passed (No abstentions)*

G. Vice President (Thomas)

- No report

2:30 VII. Old Business

A. [BPAP 3950](#) Naming of Facilities-Action Item (Campo)

District legal is recommending the following changes to update the board policy and administrative procedure.

- Tabled for next meeting

2:45 VIII. New Business

A. The Library's Role in Success and Completion-Action Item (Nance)

The Library faculty, staff, and administrators are seeking support from the senate to ensure the library receives the necessary resources it needs to serve our students appropriately.

Motion David /Quinton.

- A handout was provided
- Mr. Nance requested faculty support to extend the library hours and part-time librarian funding
- The library would like to ensure coverage and to provide support to students
- The college president suggested on creating a strategy to get funding from the state. Maybe expanding tutoring hours so we can increase FTE numbers
- It was mentioned that associate faculty do not get office hours. However, they can offer tutoring and get compensated
- Barbara Moore was delegated to assist on creating a work group for the library

- The academic senate will write a resolution to support the library to receive additional resources to serve students
- *Motion to extend the meeting for 15 minutes; Kim Kamerin moves; Quinton Bemiller 2nd, motion passed (No abstentions)*

B. [Discipline Facilitator List](#)-Discussion Item (Campo)

The District Academic Affairs office has asked us to review and update the Discipline Facilitator List.

- Dr. Campo ask faculty to review the discipline facilitator list and to send her any revisions

3:15 IX. College Reports

A. College President

- Faculty hiring is being prioritized
- Norco College will have a recruitment fair for part-time faculty in November 16th
- Faculty will be hired on the spot
- LA job fair will be on January 26th for associate faculty and full time faculty
- Facilities is moving forward with the veteran's center and the childhood education center. They are also preparing the RFP for veterans housing project
- Norco College will have a meeting with Cervantes to expand the space at the prison so more students can attend
- Facilities master plan and education master plan will be finalized by the end of the 2019 spring semester
- The facilities bond needs to be submitted by spring 2019 in order to be placed on the ballot for the year 2020
- The chancellor's office has prepared the district strategic plan to present to the public
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B. Staff Senate

3:25 X. Open Hearing

3:30 XI. Adjournment 4:05 p.m.

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DRC at 951-372-7070.