

**NORCO**  
**COLLEGE**  
**Norco Academic Senate Meeting**  
**December 3, 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, Bob Prior, Barbara Moore, Kimberly Bell, Celia Brockenbrough, Jim Thomas, Peggy Campo

Reporting members: Melissa Bader, Autumn Parra,

Guests: Bryan Reece, Samuel Lee, Maureen Sinclair, Michael Bobo, Sarah Caperton, Laura Adams, Michael Lopez

III. Approval of Agenda

Motion to approved agenda: David Mills moves; Jim Thomas 2<sup>nd</sup>, motion passed unanimously

IV. Approval of Minutes [November 19, 2018](#)

Motion to approve the minutes for November 19th with the changes requested. Bob Prior moves; David Mills 2<sup>nd</sup>, motion passed (no abstention)

1:40 V. Norco Senate Committee Reports and District Committee Reports

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

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

- Provided and updated [NAS Committee report](#)
- Membership: move the time to meet once a month from 9-10:30a.m. on Wednesdays
- Drop in hours during college hour available for faculty
- Friday nights from 6-9 p.m. training for part-time faculty
- Need a representative from BIA
- There is a new SLO assessment Microsoft form that will keep faculty from having to go to Nuventive.
  - SLO report form: <http://bit.ly/SLOReport>
  - SLO tracking document: <http://bit.ly/SLOTracking>
- Much of the work with keeping Nuventive and the SLO tracking document up to date is a manual process because CurriQunet, Nuventive and the catalog do not ‘speak’ to each other
- They are working on creating a manual or document for PLO assessment before Spring Flex
- SLOs need to go through a six year cycle to be completed
- There are a total of 1,400 SLOS
- Motion to move up VII C: David Mills moves; Quinton Bemiller 2<sup>nd</sup>, motion approved

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

- Provided an updated [Curriculum Report](#)
- Goals and objectives need to be reported for accreditation
- The college has about 99 objectives
- The curriculum committee voted on the mission statement
- P. Campo review the Committee assignments to strategic planning goals and objectives 2013-2018
- The objectives need to be justified
- The new objectives will take effect on July 1, 2019 for the next five year plan
- First draft in early January

- It was mentioned that if a faculty would like to teach a class online, would it need to go through the curriculum committee process.
- When making a course addendum it needs to follow the same process as a new course

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

- Provided an updated [DE Committee report](#)
- Michael Bobo will be the DE chair for next year and the state liaison for the state senate
- Membership has been updated: It has four school representatives
- G. Aycock will be in conversation with DEC in Spring 2019 to clarify the extent of assessment of online courses and to collect aggregated data related to online education
- The committee has set their goals for 2018-2019 in response to the strategic planning goals
- Dr. Aycock's office provided a 5-year trend for the growth in online enrollment and hybrid sections
- Support a smooth transition from Blackboard to CANVAS through regular CANVAS academy training sessions offered by District staff in the Professional Development Center
- There will be a CANVAS Academy in Spring Flex  
DEC will circulate best practices in Spring Newsletters and videos to support CANVAS users
- Decreasing the gap of success: improve online teaching and take approaches that have been demonstrated to improve success online
- We would like to send a small team of 2-3 committee members to the Online Teaching Conference in Anaheim, CA from June 17-19, 2019. This will be useful in communicating to faculty at FLEX and in committee work.
- It would be great to have a few people participate
- Academic Senate will send a team to this conference

E. District PG&SL (Brockenbrough) (+1, 10+1)

- The committee is a recommending body for faculty requesting sabbatical leave
- They still want faculty involved when selecting a sabbatical requestor
- There are four faculty from Norco going for professorships

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

- Provided an updated [LAC report](#)
- A letter from the author was read to the senate
- The spring book will be on depression
- During spring, the library will sponsor a poetry performance
- Three resolutions were presented in support for additional library hours
- A meeting was held with Dr. Lee about this issue and they will provide the funding for the library hours
- They would like for the academic senate to ask faculty to tell students about the library and the services provided
- Faculty to send book requests that are most important in your discipline that students can use for their classes
- They are conducting a faculty survey
- They are planning a faculty workshop for the services offered to them
- Motion to move up VIIB : David Mills moves; Jim Thomas 2<sup>nd</sup>, motion approved

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

- No report provided

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

- No report provided

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

- No report provided
- J. Teaching and Learning Committee (Bemiller) (#5, 10+1)
- No report provided

2:30 VI. Old Business

A. Norco College [Mission Statement](#)-Action Item (Bader)

The Norco College Mission statement is being revised under the new strategic planning process.

- Motion: No vote was taken
- The Academic Senate had the following concerns regarding the mission statement:
  - Although perhaps technically correct, the words "...inclusive innovative..." in the first sentence do not read well. I suggest changing them to "...inclusive and innovative..."
  - The Mission Statement goes between a first-person and third-person narrative (e.g., our college is this...Norco College is that). I suggest rewording it to be in the same-person narrative throughout.
  - I do not see the connection between "employees" (and perhaps "community") in the last sentence and the final phrase of that sentence. Specifically, how is Norco College transforming the lives of its employees "...through its pathways to transfer, career and technical education, certificates, and degrees?" If employees are to be included in the Mission Statement, then I suggest it be done in a separate sentence.
  - Discussion will continue in the Spring

2:40 VII. New Business

A. Academic Senate and Senate Standing Committee Evaluation of Effectiveness [Survey Results for 2017-2018](#)-Discussion Item (Campo)

We will discuss the Norco Academic Senate yearly survey results.

- Looked over results; seemed the same as previous years. No discussion was warranted.
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B. Dual Enrollment Update-Information Item (Sinclair)

Maureen Sinclair will update us on dual enrollment: where we are at and what is in the future.

- A Spring and Summer 2019 Dual Enrollment Grid was presented
- All of the classes are run after school
- Six schools total
- In spring a hybrid class will starting in JFK
- CAVA online high school
- Next fall they will be adding Santiago and probably Corona High School
- There are a total of 418 students that are taking multiple classes with a target of 609 students
- The program will hold application and registration workshops
- FTES 63
- It was commented that Dual Enrollment is growing so fast that it will not have the resources to support the program
- The courses fall under the Guided Pathways guidelines
- There is a 77% success rate

C. DRC Testing Space Needed-Information Item (Lopez, Bell)

The Disability Resource Center (DRC) is looking to the Academic Senate for support and guidance in securing institutional resources to accommodate the increasing volume of students utilizing our testing services.

- A presentation was provided regarding the DRC testing space
- They need a possible solution for the DRC testing room space
- Current testing space is insufficient due to growth
- Motion to extend the meeting for 20 minutes: Judy Perry moves; Bob Prior 2<sup>nd</sup>, motion approved
- Testing Data: 217 students used their testing accommodations
- 1098 (Average 500 during main terms. 70 during short terms)
- Growth from 2016-2017: test proctored from 06/20/16-06/08/17 total: 970

- A solution is having a testing center for the whole campus added to the facilities master plan
- Use the assessment center for next semester as a temporary solution
- The DRC is in transition of helping out in matriculation as well
- Monday to Thursday is the coverage they are looking for a long term solution
- It was suggested to update Dr. Tarrant with this issue

3:10 VIII. Officer & Liaison Reports

- A. Vice President (Thomas)
  - No report provided
- B. Student Liaison (Parra)
  - No report provided
- C. Secretary/Treasurer (Kamerin)
  - No report provided
- D. RCCDFA/CCA/CTA/NEA (Boelman)
  - No report provided
- E. President (Campo)
  - No report provided
- F. Guided Pathways Liaison (Bemiller)
  - No report provided
- G. CTE Liaison (Zwart)
  - No report provided

3:15 IX. College Reports

- A. College President
  - No report provided
- B. Staff Senate
  - No report provided

3:25 X. Open Hearing

- Had a discussion with Chancellor for next year will be based on the new Budget allocation model

3:30 XI. Adjournment 3:59 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.