



Norco College Academic Senate

November 4, 2019, 1:30 p.m. – 3:30 p.m.

Brenda & William Davis Center for Student Success, CSS-217

Minutes

1:30 p.m. I. Call to Order, Roll Call/Sign-In

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Michael Bobo, Quinton Bemiller, Kim Kamerin, Dana White, Jody Tyler, Melissa Bader, Jan Muto, Bob Prior, Kimberly Bell, Sara Gadalla, Barbara Moore

Members Absent: Dominique Hitchcock, Ashlee Johnson, David Mills, Elisa Chung, David Payan, Laura Adams, Alexis Gray, Brian Johnson, Timothy Russell, Kara Zamiska, Peter Boelman, J. Marie Hicks, Celia Brockenbrough, Vivian Harris, Starlene Justice, Daniel Reade.

Guests: Jason Parks, Samuel Lee, Monica Green, Michael Collins, Kevin Fleming, Peggy Campo, Stan Tyler, Barbara May.

II. Approval of Agenda

Motion to approved agenda: Kim Kamerin moves; Jan Muto 2nd. Approved. No abstentions.

III. Approval of Minutes of October 21, 2019

Motion to approve the minutes for October 21, 2019, as amended: Jan Muto moves; Kim Kamerin 2nd. Approved. No abstentions.

1:35 p.m. IV. Officer Reports

- A. President (Q. Bemiller)
 - Friday we had the PRT Visit. This was about implementing a scheduling platform so that chairs and deans can create detail class schedules well in advance. Q. Bemiller attended all of the sessions.
 - Several things came up from those meetings. We need to improve our communication across committees and workgroups.
 - The academic senate plenary is this weekend in Newport Beach. A packet of the proposed resolutions was passed out to academic senate members to review. The resolutions are also available online at www.ASCCC.org.
 - Hayward Awards is the most prestigious award for faculty to receive. The deadline is December 13th. Q. Bemiller would like for the Academic Senate to move forward a nomination.
- B. Vice President (V. Lee)
 - No report provided
- C. Secretary/Treasurer (K. Kamerin)
 - No report provided

1:40 p.m.

V. Action Item (Second Reading):

A. [RCCD Summary of Regulations for Distance Education](#)

(M. Bobo)

- This has been approved by district DE and curriculum committees from all three colleges. They are requesting approval from each academic senate at the three colleges.
- The document will be distributed to faculty once approved.
- Motion to approve the second reading of the RCCD Summary for Distance Education: Jan Muto moves; Virgil Lee 2nd, Approved. No abstentions.

B. [RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education](#) (M. Bobo)

About: These documents are an update to versions approved by Curriculum Committees in 2014, reflecting changes to ACCJC standards and Title 5 regulations.

- The changes were highlighted in the document and were presented to the Academic senate pages 1-3.
- Motion to approve the Second Reading of the RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education: JanMuto moves; Virgil Lee 2nd, Approved. No abstentions.

1:50 p.m.

VI. Action Item: Confirmation of Faculty Appointments (Q. Bemiller)

About: Faculty appointees for ISPC, PG&SL, Facilities Recognition & Naming Committee, and Course Capacity Task Force.

- A list was sent out of faculty appointments to ISPC, PG&SL, Facilities Recognition & Naming Committee, and Course Capacity Task Force.
- ISPC is short one faculty position
- The following people have express interest in the ISPC faculty position: Rex Beck, Sarah Burnett, Vivian Harris, Dominique Hitchcock, and Adam Martin.
- Motion to discuss ISPC appointment: Jan Muto moves; Barbara Moore 2nd. Approved. No abstentions.
- There are currently 8 positions in ISPC
- Motion to approved Rex Beck for ISPC; Jan Muto moves; Dana White 2nd. Approved. 3 nays. 1 abstention.
- Motion not to choose anyone for this committee. Given that we will be changing the composition for the committee. Jan Muto moves; Virgil Lee 2nd. Approved. No abstentions.
- Motion to appoint Vivian Harris to the PG&SL committee; Kim Kamerin moves; Virgil Lee 2nd. Approved. No abstentions.
- Motion to appoint Vivian Harris to the Facilities Recognition & Naming Committee; Kim Kamerin moves; Virgil Lee 2nd. Approved. No abstentions.
- Motion to appoint Dominique Hitchcock to the Course Capacity Task Force: Kim Kamerin moves; Virgil Lee 2nd. Approved. No abstentions.

- Move to discuss the three nominations (Edwin Romero, Vivian Harris, Sigrid Williams) to the Safety committee faculty tri-chair nomination; Kim Kamerin moves; Kim Bell 2nd. Approved. No abstentions.
- Kim Bell read background and experience for Sigrid Williams to the Academic Senate
- Move to appoint Sigrid Williams to the safety committee as a tri-chair; Kim Bell moves; Kim Kamerin 2nd. Motion denied.
- Motion to dismiss the motion to appoint Sigrid Williams as the safety committee tri-chair; Kim Bell moves; Kim Kamerin 2nd. Approved. No abstentions.
- The senate made a recommendation for the body to decide themselves for a tri-chair. A concern was brought up that the senate should not appoint tri-chairs but only representatives to committees.

1:55 p.m.

VII. Discussion: Faculty Representation on ISPC (V. Lee/B. Moore)

About: Proposed changes to the composition of the faculty membership of ISPC and the process by which they are selected.

- The focus of the proposal is to make everyone more inclusive.
- Proposal for new faculty representation on ISPC:
 1. Academic senate president
 2. Chair of chairs (Enrollment Management)-Elected by the senate
 3. At Large- Elected by the senate
 4. AHWL
 5. BEIT
 6. COMM
 7. MATH
 8. SCIENCES AND KIN
 9. SBS
- Rotation of positions: The department representatives will be selected in staggered terms so not all positions end their terms at the same time: 2 for one year, 2 for 2 years, and 2 for 3-year terms. After that then each position goes to a two-year cycle.
- This will come into effect in Spring 2020.
- A concern was stated about choosing departments, instead of schools.
- It was suggested adding an additional CTE person.
- A concern was expressed that there are a lot of meetings scheduled on days and times when faculty can't participate. That's why we have the same people participating.
- Take the proposal to the departments for feedback and present the information on the next Academic Senate meeting.
- The academic senate will vote on the proposed composition of the faculty membership at the next meeting.

2:10 p.m.

VIII. Discussion: Academic Senate Meetings/Agendas (B. Moore)

About: Consideration of the organization/timing of Senate meetings to resolve the issue of not having enough time to address agenda items. The following suggestions were presented:

- It was suggested having more meetings. To schedule three meetings instead of two.
- We need to start separating out items for information only and action items
- Members are supposed to report out once a semester on the senate committees.
- We need to have less on the agenda and have more conversations about those agenda items.
- The Academic Senate needs to provide guidelines and expectations from department chairs.

2:25 p.m.

IX. Discussion: Student Accommodations for Religious Holidays (B. Moore)

About: Science and Kinesiology faculty members have concerns about the Deans of Instruction insisting upon accommodations in lab classes for religious holidays.

- Religious freedom is part of the Ed Code and the first amendment.
- P. Pyle provided legal advice regarding this issue. “The faculty involved has discretion on how best to accomplish their goals within those constraints. I think the key is reasonableness in regard to the student under the circumstances.”
- This issues stems from a student missing three labs due to religious holidays.
- Faculty have discretion in regard to the students and their circumstances
- Students can maybe identify from the beginning of the dates and change to a different class to make up the lab.
- This issue needs to be addressed at a district level.
- When faculty cannot make these accommodations. Who will be responsible to provide the room, professor, equipment all of the necessary accommodations to the students? This needs further discussion.
- This can be an issue of diversity as well.
- A concern was brought up about dealing with students that abuse the system and how many labs can they miss to be reasonable.

2:40 p.m.

X. Discussion: Revisions to the [AS Constitution and Bylaws](#) (V. Lee)

About: [Guidance is needed on revisions to the AS Constitution and Bylaws.](#)

- The bylaws committee has identified areas that we need some feedback from the senate.
- Constitution Article III, Section 3: Include at-large positions
- Discussed having two department representatives instead of one. Present this proposal to departments.
- There is an issue with membership. Proposing to create two categories of membership: voting and non-voting members.
- Share the presentation with their departments and send feedback to Virgil Lee
- This item was tabled for further discussion.

2:55 p.m.

XI. Information: List Serve Proposal Presentation (K. Fleming)

About: [List serve proposal](#) to address email fatigue and effective communication.

- Dr. Fleming presented the listserv proposal for discussion and feedback.
- All people are automatically opted-in but they can opt-out anytime.
- There is no date for implementation. Maybe in spring 2020.

- The creation of additional list serves will need to be approved either by the executive cabinet, ISPC or President's office. However, it has not been decided yet.
- Change the name on the listserve in item number 7-O to NC-ANH-DL@lists.rccd.edu
- There is no cap on the number of members in the list serves that are created.
- Please share the proposal with other faculty for additional feedback/comments.
- Each department would like to have their own list-serve.

3:05 p.m.

XII. Information: [Military Articulation Platform \(MAP\)](#) (P. Campo)

About: Updates regarding the Military Articulation Platform. Peggy email it)

- Provided a presentation
- There are 9 colleges participating in our region.
- Key strategy: Faculty based decisions, automated and integrated
- The goal is to articulate the classes and CSU to accept them
- American Council of Education (ACE) recommendations have been reviewed by at least three faculties
- If you would like to be part of this, please speak with your department chairs. There will be one faculty per discipline lead. A special project will be paid
- Move to extend the meeting for an additional 10 minutes: Kim Kamerin moves; Kim Bell 2nd. Approved. One abstention.
- The presentation will be shared with all the academic senate members.

3:10 p.m.

XIII. Committee & Liaison Reports

- **New faculty hiring in APC**

3:15 p.m.

XIV. Open Hearing

3:30 p.m.

XV. Adjournment 3:34 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.

Fall 2019 Schedule

~~September 9, 2019~~
~~September 16, 2019~~
~~October 7, 2019~~
~~October 21, 2019~~
~~November 4, 2019~~
 November 18, 2019
 December 2, 2019

Spring 2020 Schedule

March 2, 2020
 March 16, 2020
 April 6, 2020
 April 20, 2020
 May 4, 2020
 May 18, 2020
 June 1, 2020