

NORCO
COLLEGE
Norco College Academic Senate

April 20, 2020

1:30 p.m. – 3:30 p.m.

Via CCC Confer Zoom: <https://cccconfer.zoom.us/j/91614159553>

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.

Minutes

1:30 p.m. I. Roll Call/Sign-In Adjourned at 1:30 p.m.

(Use chat feature in Zoom to type your name for the record)

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Virgil Lee, Michael Bobo, Quinton Bemiller, Kim Kamerin, Dana White, Melissa Bader, Jan Muto, Kimberly Bell, Barbara Moore, J. Marie Hicks, Melissa Bader, Vivian Harris, Jody Tyler, Alexis Gray, Dominique Hitchcock

Members Absent: David Mills, Elisa Chung, David Payan, Timothy Russell, Kara Zamiska, Peter Boelman, Starlene Justice, Daniel Reade, Sara Gadalla, Dominique Hitchcock, Ashlee Johnson, Laura Adams, Celia Brockenbrough, Brian Johnson.

Guests: Samuel Lee, Monica Green, Kevin Fleming, Teresa Chihuahua, Samia Irfan. Parissa Clark, Barbara May, Mark Hartley, Gustavo Ocegueda, Sarah Burnett.

1:35 p.m. II. Approval of Agenda

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

III. Approval of Minutes of April 6, 2020

Motion to approved minutes: Kimberly Bell moves; J. Marie Hicks 2nd. Approved. No abstentions

1:40 p.m. IV. Action Item: Distance Education Handbook (M. Bobo)

The Distance Education Committee seeks feedback and approval of the [Norco College Distance Education Handbook](#).

- Motion to approve the Distance Education Handbook: Jan Muto moves; Marie J. Hicks 2nd. Approved. no abstentions
- The Academic Senate would like to commend Michael Bobo for all of the work that he has done. He has done a fantastic job. For him to have pulled it together in light of everything else that's been going on.

1:55 p.m. V. Discussion: Strategic Planning Structure (M. Bader/Q. Bemiller/M. Green)

Continued discussion of possible revisions to Norco College's Strategic Planning Structure. Supporting Documents (3): [Strategic Planning Structure](#) (PDF); [Relationship Chart](#) (PDF); [Norco College Flow of Communication/Collaboration: Councils, Committees, Workgroups, and Subcommittees](#) (PDF)

- Three different charts were presented to the Academic Senate. Discussion proceeded.
- Strategic Planning Structure: It was agreed to remove the 10+1 arrows in the strategic planning structure diagram. To move the Academic Senate to the same level as the President and going to Chancellor's Cabinet. ASNC are represented in the operational groups and committees (first column).
- It was mentioned that the Academic Councils have a Vice President with each one of those. It appears to be in the exact form of the executive Cabinet. But then it goes again to the executive Cabinet before it goes to the President it seems the second executive cabinet step is redundant.
- The Strategic Planning structure is strategic planning and decision making. The relationship chart is a better indication of the relationships and interplay. In the Norco College Flow, we can see the communication lines. These are conceptually different ways to look at the same issue. This helps each group on campus to understand what role it plays and to have a more consistent, streamlined flow in the strategic planning process.
- To color code, the structure to show the connection would be helpful.
- To add an agenda item to go through the responsibilities and structure of the leadership councils on the next Academic Senate meeting.
- The Venn diagram shows the overlapping of responsibilities and relationships.

2:15 p.m. VI. Information: Revision of Vice President, Strategic Development Job Description (M. Green)

Executive Cabinet has changed the job description for VP of Strategic Development, to coordinate with the District and better meet the needs of our college's Educational Master Plan (2019).

- The Vice President of Strategic Development job description includes a new focus on planning. The position leads the college strategic planning efforts, institutional assessment, evaluation reporting, institutional research, data analysis, outcome measurement, institutional effectiveness and planning. It also leads effectiveness and governance council (proposed). Some areas remain the same within the job description.
- The position is 90% general fund, and the difference is on the SPP 787, which is grant-funded.
- The position went through the committees and the board for approval.
- The position is currently interim, but it will be advertised soon.

2:20 p.m. VII. Information: Commencement 2020 (M. Hartley)

Dean Mark Hartley will provide an update on commencement planning.

- Marching Order is a company that offers virtual commencement ceremonies. Dean Hartley shared a 2-minute video. For virtual ceremonies, schools can choose to produce a standardized slide for each graduate, which will show

preset information for all participants, such as name and degree. Among many other things. There will be a faculty and student speaker for this year's virtual commencement ceremony.

- Dean Hartley is working with Kim Kameron to get some ideas on how we can involve the college choir in the virtual ceremony.
- A survey was sent out to 2,300 students, and 61 responded. The survey came back to 50/50. Students were given the option to walk in the 2021 commencement and participate in the virtual ceremony.
- Ruth Leal will be working on some pre-recorded videos on campus.
- A link will be uploaded and sent to students so they can watch the virtual commencement ceremony on June 12.
- It was suggested for faculty to be included, maybe provide a 20 seconds video for them to say something to their students. Dean Hartley will verify if something can be done with the company.

2:30 p.m.

VIII. Discussion: Student Feedback (M. Hartley)

Dean Mark Hartley will discuss student feedback and solicit faculty input on issues related to student/faculty interaction during the COVID-19 pandemic.

- There are students that are finding themselves in a position where they have to get two jobs. To make sure their families don't lose their homes. The students would like for instructors to be understanding of their situation. In some cases, they have expressed they are getting more work from their instructors.
- The syllabus is not an agreement and subject to change. If changed, students should be notified.
- There is a lot of stress, and faculty are trying their best to work with students. It is imperative for instructors to change their syllabus. Explain the hours they are available and how they are going to respond. Instructors need to have a mixture of everything to try to address different needs.
- Inconsistency among faculty is an issue. It would be helpful for instructors to have more structure in their classes.
- We are grateful to all faculty for rolling up their sleeves and did what you had to do to take care of students and their education.

2:40 p.m.

IX. Report: Associated Students of Norco College (T. Chihuahua, S. Irfan)

- Three candidates for the student trustees' elections: one from Norco and two from RCC.
- The student trustees' elections are next week, and the ASNC candidate applications are now available.

2:45 p.m.

X. Reports: Academic Planning Council and District Enrollment Management (M. Bader)

- The District has uncoupled summer and fall schedule. Students will have different dates to register. Summer will be all online, and potentially that will happen in the fall. The fall schedule will be submitted in May 1.

- Some of the hiring committees are requesting either delay or doing one year temporary rather than do hiring through zoom. That's being worked on with the Vice President of Academic Affairs and the disciplines. Other disciplines are moving along via zoom and are confident with the process.
- It was suggested to discuss course caps for online instruction. Course caps are negotiated through the union. There is also a district course cap committee, in which academic senate members participate. Someone mentioned that the online classes course cap is 42. This information will be collaborated with Dr. Mills office.
- APC would like to request the Academic Senate for an addendum to cover the CRC and correspondence courses. They are not covered by the DE addendum from the state. The list of courses will need to be approved by the disciplines and the curriculum committee.
- The pass or no pass and EW language is being discussed at the district level. They are asking that EW to be added retroactively to any student who dropped a class and that eight-week students might even have a retroactive P or no P if they are interested.
- The District wants to grow by 3%. This plan is for the fall 2020. This is still in discussion.
- Another conversation at the District at the state level is the differential funding for DE versus face-to-face.
- Motion that every student who withdrew after March 1 will get an EW automatically. Dominique Hitchcock; Kim Kamerin 2nd. Approved. No abstentions.
- Motion to allow students to change to pass or no pass through finals week up to when they get their final grade. Marie J. Hick moves. Kim Kamerin 2nd. Approved. No abstentions.

2:55 p.m.

XI. Administrator Reports

A. College Vice-President, Academic Affairs (S. Lee) 2:15 min

- There are a dozen accessibility mentors now trained. For the online sections that need the level of fixing from 30% to 79% on their Ally scores. Those need to comply as soon as possible. The accessibility mentors will be reaching out to faculty.

B. College President (M. Green)

- No report provided

3:05 p.m.

XII. Officer Reports

A. Secretary/Treasurer (K. Kamerin)

- No report provided

B. Vice-President (V. Lee)

- We are taking nominations for commencement speakers. We have four nominees who have agreed to run. Hopefully, we will have the election in the next few weeks.
- A software program would be selected for online voting.

- Please take the proposed constitution changes to your department meetings for feedback.

C. President (Q. Bemiller)

- There are the Faculty Association elections, and we need nominees. Please think nominating yourself or someone else who might want to be nominated. Nominations are through April 27 by 5 p.m.
- Cheating is a big issue in chemistry. Some faculty are asking if they can have the exam live. This topic will be discussed in the next Academic Senate meeting.

3:15 p.m. **XIII. Open Hearing/Good of the Order**

3:30 p.m. **XIV. Adjournment 3:50 p.m.**

<p>Academic Senate Spring 2020 Schedule</p> <p>February 24, 2020 (Workday) March 2, 2020 March 16, 2020, canceled April 6, 2020, via Zoom April 20, 2020, via Zoom May 4, 2020 via Zoom May 18, 2020 via Zoom June 1, 2020 via Zoom</p>	<p>The 10 + 1 Purview of Academic Senate</p> <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites and placing courses within disciplines. 2. Degree and certificate requirements. 3. Grading policies. 4. Education program development. 5. Standards or policies regarding student preparation and success. 6. District and college governance structures, as related to faculty roles. 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports. 8. Policies for faculty professional development activities. 9. Processes for program review. 10. Processes for institutional planning and budget development. 11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
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