

NORCO
COLLEGE
Norco College Academic Senate

May 18, 2020

1:30 p.m. – 3:30 p.m.

Via CCC Confer Zoom: <https://cccconfer.zoom.us/j/96532792671>

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 Called to Order at 1:31 p.m.

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, Marie J. Hicks, Vivian Harris, Jody Tyler, Alexis Gray, Dominique Hitchcock, Brian Johnson, Laura Adams, Starlene Justice, Daniel Reade, Timothy Russell, Kara Zamiska.

Members Absent: David Mills, Elisa Chung, David Payan, Peter Boelman, Ashlee Johnson, Celia Brockenbrough.

Guests: Samuel Lee, Monica Green, Kevin Fleming, Teresa Chihuahua, Samia Irfan, Sarah Burnett, Sigrid Williams, Leona Crawford, Marshall Fulbright, Ruth Leal, Jason Parks, Greg Aycok, Monica Gutierrez, Peter Boelman, Gustavo Ocegüera.

II. Approval of Agenda

Motion to approved agenda: Michael Bobo, moves; Virgil Lee 2nd. Approved. No abstentions.

III. Approval of Minutes of [April 20, 2020](#)

Motion to approved minutes as amended: Kim Kamerin moves; Marie J. Hicks 2nd. Approved. No abstentions.

IV. Approval of Minutes of [May 5, 2020](#)

Motion to approved minutes as amended: Kim Kamerin moves; Marie J. Hicks 2nd. Approved. No abstentions.

1:35 p.m. V. Action Item: Approval of Faculty Chair/Coordinator Position Descriptions (L. Adams/M. Bobo)

The Academic Senate is asked to vote to approve the following:

A. [Faculty Assessment Coordinator Position Description](#)

- Add another bullet point that reads collaborating with other coordinators and committees on campus.

- Motion to approve with the added bullet the approval of faculty chair/coordinator descriptions: Kimberly Bell moves; Dana White 2nd. Approved. No abstentions.

B. [Distance Education Faculty Co-Chair Position Description](#)

- Motion to approve the DE Faculty Co-Chair Position Description; Dana White moves; Kim Kamerin 2nd. Approved. No abstentions.

1:40 p.m. VI. Action Item: Approval of Standing Committee Faculty Co-Chairs (L. Adams/M. Bobo)

The Academic Senate is asked to vote to approve:

- A. Ashlee Johnson as Faculty Co-chair of Norco College Assessment Committee/Faculty Assessment Coordinator, Fall 2020-Spring 2022.
- B. Dr. Sarah Burnett as Faculty Co-Chair of Norco College Distance Education Committee, Fall 2020-Spring 2022.
 - Motion to approved Ashlee Johnson as Faculty Co-chair of Norco College Assessment and Dr. Sarah Burnett as Faculty Co-Chair of Norco College Distance Education; Kimberly Bell moves; Kim Kamerin 2nd. Approved. No abstentions.

1:45 p.m. VII. Action Item: Approval of Faculty Representatives to Grants Committee (Q. Bemiller)

The Academic Senate is asked to vote to approve:

- A. Brittnee Quintanar as a Faculty Representative to Grants Committee.
- B. One additional Faculty Representative to Grants Committee, selected by Academic Senate from a pool of nominees who have stepped forward.
 - Vivian Harris, Stephen Hicks, and Glen Graham were interested.
 - Motion to approved Brittnee Quintanar and Glen Graham as the faculty representative for the Grants Committee; Kim Kamerin moves; Michael Bobo 2^{nds}. Approved. No abstentions.
 - Motion to move up agenda item XI; Michael Bobo moves; Virgil Lee 2nd. Approved. No abstentions.

1:50 p.m. VIII. Action Item: Approval of Assessment Cycle Timeline (L. Adams)

The Academic Senate is asked to vote to approve waiting one year to begin the next six-year assessment cycle. This was voted on and approved by the Assessment Committee on 5/13/2020. The committee wants to wait until Fall 2021 to begin the next six-year assessment cycle so that Assessment can align with Program Review, get closer to the 100% goal we set in the last cycle, and respond to the disruptions in instruction that happened during the COVID-19 pandemic.

- Motion to approve to move the assessment cycle; Kim Kamerin moves; Marie J. Hicks 2nd. Approved. No abstentions.

1:55 p.m. IX. Action Item: Approval of Faculty Representatives to Institutional Strategic Planning Council (ISPC) (Q. Bemiller)

The Academic Senate is asked to select and approve one voting member and two

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non-voting members to ISPC, from a pool of nominees who have stepped forward. Preference is for CTE, Counseling, and Library faculty.

- Names: Krista Wagner, Jethro Midget, Peggy Campo, Ashley Johnson, Adam Martin, Maria Adams, and Vivian Harris.
- Motion to appoint three people for ISPC: Jethro Midget, Vivian Harris, Adam Martin. Marie J. Hicks moves; Kimberly Bell 2nd. Approved. No abstentions.
- Motion to make Jethro Midget as a voting member (faculty representative at large). Marie J. Hicks moves; Kim Bell 2nd. 4 abstentions. Motion Passed.

2:05 p.m. X. Action Item: Approval of Mission Statement for LGBTQ+ Advocates Academic Senate Standing Committee (J. Muto)

The Academic Senate is asked to vote to approve the mission statement for the LGBTQ+ Advocates committee:

The LGBTQ+ Advocates committee supports, defends and serves as an advocate for lgbtq+ students, faculty and staff. This committee is responsible for making recommendations on academics, supportive measures, and training related to intersectionality (sexual orientation, gender identity, sex, race, ethnicity, etc.), lgbtq+ campus climate, student success and retention. Members of the committee also serve as points of contact on lgbtq+ issues.

- Motion to approve the Mission Statement for LGBTQ + Advocates: Quinton moves; Jan Muto 2nd. Approved. No abstentions.

2:10 p.m. XI. Report: Faculty Association (P. Boelman/M. Gutierrez)

The Academic Senate will be updated on the Faculty Association business.

- The association is working with the District to get as much technical support for accessibility for the fall semester for online courses.
- Recession is worse than 2008; we're expecting significant budget cuts. We don't know how much our District is going to be affected.
- Elections by email are due on May 20 by 5 p.m.
- If we can get a copy of the DE emergency addendum, Brian Johnson will provide a copy.
- Concern on raising the course caps for online education without faculty consultation.
- The Faculty association will try their best to minimize the impact on faculty.
- Email any concerns or questions to Monica or Peter.

2:15 p.m. XII. Action Item, Second Read: Pathways Coordinator Job Description (M. Bader)

After feedback from Academic Senate, revision has been made to the Pathways Coordinator Job description, and Academic Senate is asked to vote to approve the [revised document](#).

- The position will be split between five people—one from each school and one counselor. The positions will be funded by Guided Pathways Grant.
- Appointments will begin in Fall 2020.
- Motion to approve the Pathways Coordinator Job description; Jan Muto moves; Barbara Moore 2nd. Approved. No abstentions.

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- 2:20 p.m. **XIII. Information/Discussion: Update on Emergency Distance Education Blanket Addendum (B. Johnson)**
Updates on Distance Education Curriculum, including the [Distance Education Addendum Form](#) created by the District Curriculum Committee.
- One form per discipline is required. You can also add courses for campus closure. Disciplines would need to have this form fill out by September 2020. The approval will be done by the curriculum committee in December 2020.
 - The form will be emailed to all the senators, and it will be posted on the Curriculum website as well.
 - Motion to extend the meeting by 30 minutes; Kim Kamerin moves; Virgil Lee 2nd. One opposed. No abstentions. Motion approved.
- 2:25 p.m. **XIV. Information/Discussion: Course Capacity Guidelines (Q. Bemiller)**
Academic Senate will review, discuss, and offer feedback regarding the [Course Cap Understanding memorandum](#) that was released districtwide on May 12, 2020.
- There is a concern regarding the decisions on changing course caps. There is no consultation among the faculty in those disciplines to make the changes. There shouldn't be a committee making these decisions.
 - There is language that needs to be changed in this memo of understanding so that we can ensure we are not losing the right to have purview over the caps from an academic standpoint.
- 2:30 p.m. **XV. Discussion: Strategic Planning Structure (M. Bader/K. Fleming/M. Green/Q. Bemiller)**
Academic Senators will share feedback from their departments on potential revisions to Norco College's Strategic Planning Structure with continued discussion. Supporting Documents (3): [Updated Rationale "Why"](#), [Strategic Planning Structure Version V](#) and [Strategic Planning Structure \(Relationships\) Version V](#)
- The charts will be sent out to everyone.
 - Melissa presented a new chart to the Academic Senate to describe things differently and get feedback.
 - Please send any questions or feedback to Melissa Bader.
- 2:40 p.m. **XVI. Discussion (Possible Action): Proposed Changes to Norco College Academic Senate Constitution (V. Lee)**
Discussion and feedback from Senators/Departments regarding [proposed changes](#) to the Constitution of Norco College Academic Senate (tabled from the last meeting).
- Feedback from some departments has been sent to Virgil Lee. Some departments have not met yet.

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- It was proposed to approve the Academic Senate Constitution at the next meeting.

2:50 p.m. XVII. Discussion: Teaching & Learning Committee and Professional Development Committee (S. Justice/G. Ocegüera/D. Reade/T. Russell/K. Zamiska)

Academic Senate is asked to give guidance regarding the future roles of these committees.

- Some concerns that the committee is trying to resolve are: The roles of these two committees and the overlap between TLC and PDC in terms of training. In addition, TLC doesn't get reassigned time, and PDC is a standing committee of the Senate. Now PDC is scheduling professional development for the whole college.
- It was suggested to have TLC as a subcommittee of PDC.
- There is professional development for classified professionals group. They should have their own body when it comes to professional development funding.
- Continued discussion is needed

3:00 p.m. XVIII. Report: Academic Planning Council, District Enrollment Management, Guided Pathways (M. Bader)

- We will not have a cost of living (COLA) increase from the state.
- The 2% raise and the 2.5% for associate faculty would continue to go through, and it's on the budget.
- They are using the 2018-2019 budget numbers to create our budgets for next year at the state level. That means we will be in a non-growth model.
- For the Academic Year 2021, this District is going to have a \$19.47 million shortfall. For this year 2019-20 were going to have a deficit of about \$9 million.
- Step and column professional growth those things were all going to go on as expected for next year.

3:05 p.m. XIX. Report: Professional Growth & Sabbatical Leave (PG&SL) (V. Harris)
[PG&SL faculty representative needed for Fall 2020.](#)

- They need a faculty representative for Fall.

3:10 p.m. XX. Officer Reports

A. Secretary/Treasurer (K. Kamerin)

- No report.

B. Vice-President (V. Lee)

- There were about 63 people that voted in the election.
- Kristine Anderson will be the new commencement faculty speaker.

C. President (Q. Bemiller)

1. Review Survey of Effectiveness Results for [Academic Senate](#) and [Standing Committees](#)
(Tabled to June 1, 2020)

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- Dr. Bemiller would like to remind everyone that the Academic Senate meeting is an open meeting and anyone can attend.
- 2. [Department of Finance Fiscal Update](#) (05/07/2020) and [Governor's May Revise Budget Summary](#) (05/14/2020)
- Please read Dr. Collins' email regarding the budget update.

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

3:30 p.m. **XXII. Adjournment 4:10 p.m.**

<p style="text-align: center;">Academic Senate Spring 2020 Schedule</p> <p style="text-align: center;">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 style="text-align: center;">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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