

# NORCO COLLEGE

## Minutes

### Norco Academic Senate Meeting

December 7, 2020

1:30-3:30 p.m. Zoom

Call to Order: 1:34 pm

I. Roll Call:

Officers, Senators, Alternates, and Committee Chairs & Liaisons:

Laura Adams, Kimberly Bell, Quinton Bemiller, Michael Bobo, Courtney Buchanan, Sarah Burnett, Alexis Gray, J. Marie Hicks, Vivian Harris, Dominique Hitchcock, Brian Johnson, Kim Kamerin, Virgil Lee, Barbara Moore, Lisa Nelson, David Payan, Dan Reade, Tim Russell, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham

Guests: Peggy Campo, Meghan Chandler, Michael Collins, Greg Ferrer, Kevin Fleming, Monica Green, Azadeh Iglesias, Ruth Jones-Santos, Starlene Justice, Daren Koch, Ruth Leal, Samuel Lee, Shaun LeFlore, Barbara May, Damon Nance, Gustavo Ocegüera, Marianne Stefanous

II. Approval of Agenda

III. Review of [Minutes of November 16, 2020](#)

IV. **Action Item:** [APC Faculty Rankings](#) (P. Worsham) Academic Senate asked to approve the prioritized list of full-time faculty position requests, as ranked by Academic Planning Chairs (APC).

- There were several positions that were on the list of rankings, but most were pulled by department chairs.
- Final positions left for ranking were six counselors and one biology instructor.
- Most counselor positions are funded by grants and not by general funds.
- It is recognized that there may be no funds available for these hires.

M/V. Lee, S/L. Nelson, Approved, 1 abstention

V. **Action Item:** [Job Description Equity Language](#) (P. Worsham) Academic Senate asked to approve equity language to be used in job descriptions for faculty hiring. Note: time sensitive—one read only

- This language has been approved by APC
- Virgil suggested that “minority serving institution” be capitalized
- Gustavo suggested both Hispanic Serving Institution and Minority Serving Institution be spelled out.
- Other minor edits were made

Motion to approve with the modifications to the CORA designations.  
M/V. Lee, S/L. Nelson- Approved.

- VI. **Action Item, Second Read:** [Faculty-Student Expected Communication Syllabus Language](#) (P. Worsham) Academic Senate asked to approve syllabus language regarding Email/Pronto Communication, as recommended by APC.
- Department Chairs took language to their departments and incorporated changes
  - With the help of Alexis and Jody, some minor edits were made

M/M. Hicks, S/D. Hitchcock- 1 opposed- Approved

- VII. **Action Item, Second Read:** BP/AP 2235 Credit for Prior Learning (Q. Bemiller/S. Lee) Academic Senate asked to approve revised Board Policy/Administrative Procedure for Credit for Prior Learning: [BP Draft](#); [AP Draft](#); [Updated AP Draft 12/4/2020](#)
- All three colleges looking at it today, and a special district meeting will be held to review
  - Raising the Credit for Prior Learning from 30 to 40 units is being considered
  - It was noted that we are trying to approve the language so that we are in compliance with the State

Motion to approve BP2235 and AP2235, M/K. Bell, S/M. Hicks- Approved

- VIII. **Action Item, Second Read:** [Charter for PDCN](#) (G. Ocegüera) Academic Senate asked to approve the Charter for the Professional Development Coordinating Network.
- Gustavo incorporated feedback from faculty and classified professionals
  - The PDCN is the coordinating venue, through which the college's constituent bodies develop common professional development activities to strategize and maximize resources to achieve the college's strategic goals
  - This coordinating effort will be part of the college's strategic planning process to achieve the goals targeted in the Educational Master Plan
  - The formation of the PDCN will not preclude classified professional or faculty from determining their own professional development activities

M/V. Lee, S/M. Hicks- Approved

- IX. **Action Item, Second Read:** [LRC Faculty Coordinator Job Description](#) (D. Nance) Academic Senate asked to approve the proposed Learning Resource Center (LRC) Faculty Coordinator job description/position.

- No changes to Job Description since the last discussion on 11/16/20

M/V. Lee, S/L. Nelson- Approved

- X. **Action Item, First Read: [SPGM Final Draft](#)** (K. Fleming/Q. Bemiller) Academic Senate asked to review the Final Draft of the Strategic Planning & Governance Manual (SPGM) in advance of a second read and vote on March 1, 2021. For reference: [Summary of Changes](#) and [Final Draft with Track Changes](#).
- All of the feedback from the Academic Senate standing committees about EMP objective assignments have been incorporated in this final draft, along with a number of other edits, such as name changes like for APC and the LLRCC.
  - The approval timeline is reflected on page 116 of the SPGM
- XI. **Report/Discussion: Academic Senate's Role in Equity & Social Justice (D. Hitchcock)**  
Dr. Hitchcock gave a [brief report](#) on information taken from the Academic Senate for California Community Colleges (ASCCC) Fall 2020 Plenary, including: [Action Plan PPT](#) and [Self-Assessment Tool](#); discussion of how Norco College Academic Senate can lead this work.
- PPT was presented by Dominique (Click on links above)
- XII. **Report: [GP Update](#)** (M. Bader/T. James/C. Buchanan/D. Hitchcock) Academic Senate received a brief update on Guided Pathways, including the Equity Data Project Team and the Cultural Competency Project Team.
- Presented by Dean Bader
- XIII. **Report: [Library & LRC Plan](#)** (D. Nance) Academic Senate received a brief update on the 2020-2021 Library & Learning Resource Center Plan for the 2020- 2021 Academic Year.
- This is a living and ongoing document that lives with the LRC
  - Discusses supplemental instructors to imbedded tutors and how tutoring costs will be funded
  - Costs of running the Library/LRC
- XIV. **Report: FIPHE: A Faculty Social Justice Initiative at RCCD** (L. Nelson/S. LeFlore) Academic Senate heard a report about the creation of a model pathway from incarceration-to-college that would make RCCD a statewide leader in re-entry educational programming.
- Seeking conceptual approval from the Academic Senate
  - Formerly Incarcerated Pathways to Higher Education (FIPHE) [Presentation given](#)
- XV. **Discussion: DRC/Proctoring for F2F Classes in Winter/Spring 2021** (S. Lee) Academic Senate will discuss considerations for proctoring and Disability Resource

Center (DRC) services for Winter/Spring 2021, as related to Face-to-Face (in-person) classes.

- One section of Microbiology along with a section of Manufacturing 34 sections of face-to-face scheduled in Spring
- The plan is to have faculty administer their Disability Resource Center students, authorized academic adjustments and accommodations for testing
- Classes being held on campus will make the faculty a one-stop shop and will be held responsible for legally mandated accommodations
- DRC wants to ensure that our students are provided such, to protect both students and faculty
- Faculty teaching on campus will receive training
- We have two staff members who have gone above and beyond and already developed the training
- There may be some students who use some adaptive software and we would want to identify
- DRC wants to be proactive and plan ahead so that faculty know where to send their students should they need accommodations
- Working with Faculty Association on the language that will go out to faculty
- There is not enough staff to proctor via Zoom due to the number of sections that are going to be offered
- Ultimately, the faculty member is responsible for providing accommodations

XVI. **Discussion: Permission to Record Students in Online Classes** (V. Lee) Academic Senate will discuss a proposed agreement form for online classes between students and professors that would allow professors to record class sessions without violating FERPA requirements.

- Brought up in a Science and Kinesiology department meeting
- Virgil proposed that Quinton take this to District. Quinton agreed

XVII. **Discussion: Classified Professionals Academic Senate Liaison** (V. Lee) Academic Senate discussed the possibility of creating a Classified Professional Academic Senate Liaison role.

- Virgil proposed to have a Classified Professional representative as we do for the student body
- This person would be a non-voting member

Motion to have a non-voting liaison classified professional, M/V. Lee, S/D.  
White-Approved

XVIII. **Discussion: Spring 2021 Academic Senate Schedule** (Q. Bemiller)

[Academic Senate will review the proposed Spring 2021 meeting dates.](#)

(See Attached)

**XIX. College Reports**

**A. Associated Students of Norco College (A. Calderon, S. Irfan)**

- No Report

**B. College President/Vice-President Academic Affairs (M. Green/S. Lee)**

1. Face-to-Face Classes: [Winter 2021](#) and [Spring 2022](#) (S. Lee)
2. [Academic Affairs Prioritization Subcommittee 2020 Rankings of Annual Program Review Resource Requests for Items](#) (S. Lee)

**XX. Liaison & Standing Committee Reports**

**A. Academic Senate Standing Committees**

- [LGBTQ+ Report](#)

**B. Academic Senate Liaisons**

**XXI. Officer Reports**

**A. Secretary/Treasurer (K. Kamerin)**

- No Report

**B. Vice-President (V. Lee)**

- New Constitution was passed 30-to-2

**C. President (Q. Bemiller)**

1. [Academic Senate Report to ISPC, Fall 2020, Including Standing Committee Reports](#)

**XXII. Open Hearing/Good of the Order**

**XXIII. Adjournment at 3:38 pm**