



**Minutes**  
**Norco Academic Senate Meeting**  
**November 1, 2021**  
**1:30 - 3:30 PM via Zoom**

Meeting called to order at 1:30 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Kimberly Bell, Courtney Buchanan, Sarah Burnett, Araceli Covarrubias, Vivian Harris, J. Marie Hicks, Dominique Hitchcock, Ashlee Johnson, Brian Johnson, Kim Kamerin, Daren Koch, Virgil Lee, Barbara Moore, Lisa Nelson, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham, Cameron Young

Guests: Hayley Ashby, Makenna Ashcraft, Melissa Bader, Quinton Bemiller, Torria Davis, Asley Etchison, Susan Finley, Monica Green, Amy Kramer, Samuel Lee, Dan Reade, Walter Stevens

II. Review of Agenda

M/Bell, S/M. Hicks-Approved as Amended

III. Review of [October 18, 2021](#) meeting minutes

M/D. White, S/M. Hicks-Approved.

IV. Open Hearing

Dr. Sarah Burnett asked the Senate to organize a faculty gathering. It was decided that she will work with TLC to arrange such a meeting.

V. CTA Report (Araceli Covarrubias)

- Sick Leave will be updated by the next pay period.
- The District is creating a report for sick leave accumulated over time.

VI. The Senate selected Hayley Ashby to serve on the Leading from the Middle Workgroup.

M/D. Hitchcock, S/K. Bell-Approved

VII. The Senate did a first read on the [Charter for the Library & Learning Resource Center Advisory Committee](#)

VIII. The Senate decided its sub-committees should present the first draft of their charters to the Senate by March 21, 2022.

Approved

IX. The Senate tabled its discussion of the establishment of guidelines for addressing colleagues in Senate meetings until the December 6<sup>th</sup> meeting to allow the departmental discussions.

- X. The Norco College Academic Senate approved a motion for the disciplines of Music and Music Industry Studies to receive priority in future facilities discussions until adequate and professionally appropriate instructional spaces are secured (using the National Association for Music Education and other professional organizations' standards for guidance).  
M/K. Kamerin, S/L. Nelson- Approved
- XI. Officer Reports
- A. Secretary/Treasurer (Kim Kamerin), No Report
  - B. Vice-President (Kimberly Bell), No Report
  - C. President (Virgil Lee)
    - [Schedule Production Timeline for Winter and Spring of 2023](#)
- XII. College Reports
- A. President of the Associated Students (Samia Irfan)
    - Scholarship is out, and it has 121 participants
    - Nightmare on Norco Drive event was very successful.
  - B. College President (Monica Green)
    - Norco College has been named Equity Champion of Higher Education for work in awarding ADTs to Latinx students
    - Student housing has been discussed and the District has contracted the Scion Advisory Services to assess feasibility for campus housing at all three colleges. Additionally, an application for student housing funding was submitted to the state at the end of October
    - Faculty are encouraged to take a look at the contract for new language regarding reassigned time, Article X; there is information on Article XI as it relates to IOIs as well.
  - C. Vice President (Sam Lee)
    - Looking into the costs of third-party textbooks
      - Doing a case study to see what the cost of textbooks are to our students from a variety of programs or variety of courses and will randomly select 25 students that enrolled in 12-15 units.
      - Costs will be summarized by title and total and get that in front of faculty so that a discussion can be had.
      - Will help with our movement toward zero cost textbooks and see where we can improve
- XII. Standing Committees & Liaisons Reports
- A. Academic Senate Standing Committees
    - Assessment (Ashlee Johnson)
      - We are now in the 1<sup>st</sup> year of the assessment cycle
      - Nuventive is going through an update; use the form for assessment instead of old Nuventive
      - Exploring the possibility of connecting Nuventive to Canvas for assessment data
    - Curriculum (Brian Johnson)
      - The Ethnic Studies Senate Resolution that is being circulated should also go through the Curriculum Committee so that they can comment on it.
    - Professional Development Committee (Dana White)

- PDC is modernizing the FLEX proposal process
- The Committee is seeking Spring FLEX ideas.

Library Report (Vivian Harris)

- [Read 2 Succeed Author Event](#) is this Thursday, November 4<sup>th</sup> at 12:30-2:30 PM  
Sign up to get your book signed & [meet the author in person](#) or [attend the event online](#)

LRC Report (Vivian Harris)

- We have a tutor shortage in the following disciplines: Accounting, Anthropology, Biology, Chemistry, Computer Information Systems, Economics, Engineering, English, Geography, Math, and Physics
- Submit the [Tutor Recommendation Form](#) to recommend a tutor
- Additional Information & Details
  - [Faculty Resources Webpage](#)
  - [Tutor Hiring Webpage](#)
  - Email [Daren Koch](#)

TLC (Dan Reade)

- Last Friday there was a fun event at Skyland Ale Works- Thank you to Kara Zamiska and Lisa Hernandez for arranging it.
- On Thursday, November 4<sup>th</sup>, Sarah Burnett will be hosting her hyflex presentation.
- On Friday, November 5<sup>th</sup>, there will be a presentation on Intercultural Communication by Ana-Marie Olaerts and Mark Lewis.

B. Academic Senate Liaisons

CSEA (Daren Koch)

- Classified Professional Development Committee will be holding a workshop on Financial Tips on Friday, November 19<sup>th</sup>. The committee is currently seeking more classified professional members.
- Classified Professionals collaborated with the other constituency groups on campus and brought forth a Reaffirmation of Constituent Group's Appointment Rights to IEGC, which was approved. It will go to the College Council in December as an information item.
- Many of the ideas and recommendations from the Caring Campus Initiative have been incorporated into CSEA's Classified Senate and its committees such as the Social Activities Committee, Classified Professional Development Committee, and Communications Committee.

DEMC (Melissa Bader)

- DEMC met last week to set agenda for the week, primarily it is in terms of support and integrating in region 9 guided pathways.

Guided Pathways (Melissa Bader)

- All charters are up on website.

Prison Education (Lisa Nelson)

- Working with Pitzer on a January 19<sup>th</sup> graduation and will be lived streamed due to COVID restrictions.

- In the process of putting together an advisory board for the Prison Education Community

Equity (Dominique Hitchcock)

- Hotep equity audit is ongoing and we're at the phase of collecting replies to the employee survey; there are 117 responses.
- Survey will be available until the end of the week.
- On December 1<sup>st</sup>, the Racial Justice Taskforce will be holding an event. Look for a message from President Green for details.

PG&SL (Vivian Harris)

- If you are going to be submitting a course approval request or a reclassification request, it must be submitted by November the 17<sup>th</sup>.

- XIV. The Senate's CTE liaison, Sigrid Williams shared information about a non-credit Community Emergency Response Team (CERT) certificate course that will be offered to College stakeholders and community members.
- XV. Sarah Burnett shared some of her experiences teaching hyflex classes this term and discussed issues around teaching hyflex classes at the College in future terms.
- XVI. Meeting adjourned at 3:30 PM.