



Minutes
Norco Academic Senate Meeting
March 20, 2023
1:30 - 3:30 PM | CSS-217, HUM 107 & via [Zoom](#)

Meeting called to order at 1:34 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Hayley Ashby, Melissa Bader, Kimberly Bell, Michael Bobo, Courtney Buchanan, Sarah Burnett, Zina Chacon, Araceli Covarrubias, Alexis Gray, Vivian Harris, J. Marie Hicks, Ryan Hitch, Dominique Hitchcock, Amy Kramer, Virgil Lee, Lisa Nelson, Dan Reade, Tim Russell, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham, Cameron Young

Guests: Quinton Bemiller, Lana Borissova, Peggy Campo, Erin Cole, Torria Davis, Ashley Etchison, Petria Gonzales, Monica Green, Lisa Hernandez, Ryan Hitch, Tenisha James, Ruth Leal, Gustavo Ocegüera, Jason Parks, Erin Spurbeck

II. Approval of Agenda

M/A. Gray, S/M. Hicks; Approved

M/J. Tyler, S/L. Nelson; Approved as amended

III. Approval of [March 6, 2023 minutes](#)

M/A. Gray, S/M. Hicks; Approved by Consensus

IV. Open Hearing

None

V. CTA Report- A. Covarrubias, V. Lee

- [Spring CCA Conference and Who Awards](#) in Costa Mesa coming up on April 28-30, 2023 and would like to send the maximum of 25 delegates; per the [conference agenda](#), to vote in any CCA elections held at the conference, delegates must be checked in by 9am on Saturday, April 29; email Vivian Harris with your name and personal email to request Board approval as a delegate; attendance (hotel and travel) will be fully funded but you must be present and sign in at the CCA Council session meeting from 9am-12pm on Sunday, April 30 to be eligible for reimbursement; can claim [FLEX credit](#) for attendance
- Per the Faculty Association Agreement, full-time faculty are to be provided a desk, desk chair, filing cabinet, bookshelves and side chair, computer, access to printers, and a phone; if faculty have outdated or damaged furniture in their office, reach out to the department chair to request a replacement and they will contact the dean
- Elections are coming for Full and Part Time representatives; nominations start March 24 - April 7 (two weeks) and then elections will be April 17 - May 1 (after spring break); results will be announced May 3; electronic voting facilitated by a third-party vendor

- VI. Officer Reports
- A. Secretary/Treasurer (Hayley Ashby)
 - No Report
 - B. Vice-President (Dan Reade)
 - Norco College will select the 62nd Distinguished Faculty Lecture for next year and the nomination email will be sent out soon
 - Roster of current senators and alternates was read out; no corrections noted
 - C. President (Kimberly Bell)
 - ASCCC Spring Plenary will be in April and first region meeting is this Saturday, March 25 to review resolutions packet; email sent with [Resolutions](#) for senators to review and provide feedback to the President; timeline for feedback will be sent out via email
 - Academic Senate Vice President sent out the [Survey of Effectiveness](#) via email for senators to complete.
- VII. College Reports
- A. Associated Students Representative (Jack Harris)
 - No Report
 - B. President (Monica Green)
 - First Annual President's Industry Breakfast and Awards Ceremony last Friday was well attended with over 100 visitors; recognized two businesses and alumnus of the year; broke out into industry councils
 - Attended CCLC CEO Symposium with topic areas on Strong Workforce; faculty are encouraged to send letters to Assembly Member, Marc Berman regarding AB 928; can also reach out to the Associate Degree for Transfer Intersegmental Implementation Committee
 - Cal Poly held a convening on 10% community college transfer to Cal Poly; conversations on multi-factor admission process; AB 132 Transfer Success Pathway required in 2023 for all UC and Cal States allows students graduating in 2023 to come to a community college and then enter into an agreement with a UC or Cal State to transfer within 3 years; Cal Poly is looking for feedback on what programs to offer; programs decided by May 2023, opportunity opened in August, and closed in September
 - C. Vice President of Academic Affairs (Jason Parks)
 - Associate Dean for Educational Partnerships, Tyee Griffith will start on Wednesday; she has a wealth of experience
 - Chancellor Isaac and the District Office have made progress on resolving the issues with the Data Science degree and Data Analytics certificate; they have passed at the state level
 - The new website is coming along; basic templates are on track; deciding on transition timeline
 - Enrollment for Summer and Fall Semesters is 6 weeks away (May 1st); department chairs asked to save the date for a district-wide Enrollment Management and Department Chair Retreat on April 28, 2023
- VIII. Standing Committees & Liaisons Reports:
APC (P. Worsham)

- Met March 10, 2023 and wrapped up year-round scheduling; chairs met and had a year-round scheduling retreat with an EduNAV demonstration; discussion of algorithms and how that populates students' EduNAV screens; Dr. Parks shared data that can be used to schedule based on student demand; email Leonard Riley to add associate faculty members names to the website; Program Review update should include any full-time faculty needs (due March 30)
- Curriculum – Questions about unit load; committee will be working through survey related to common course numbering
- Distance Education
 - Reviewed AP 2105 updates based on Title 5 changes and some federal changes; aiming to bring this to Academic Senate for a first read on April 3, 2023
 - Reviewed CVC/Exchange rollout
 - Reviewed the internal POQR proposal document that was developed in the 2021-2022 academic year and made plans for continuing prep work in Spring 2023 with the goal of bringing an official proposal document to Academic Senate in late Spring 2023 or early Fall 2023 depending on our internal progress in reviewing and finalizing the document
 - Established a need for DEC workgroup meetings with the first one scheduled for Wednesday, March 22, 2023, 3-4pm via Zoom
 - DE Committee meets 2nd Thursdays during college hour; next meeting is April 6, 2023

Curriculum

- Questions about unit load; committee will be working through survey related to common course numbering

DE (R. Hitch)

- Reviewed AP 2105 updates based on Title 5 changes and some federal changes; aiming to bring this to Academic Senate for a first read on April 3, 2023
- Reviewed CVC/Exchange rollout
- Reviewed the internal POQR proposal document that was developed in the 2021-2022 academic year and made plans for continuing prep work in Spring 2023 with the goal of bringing an official proposal document to Academic Senate in late Spring 2023 or early Fall 2023 depending on our internal progress in reviewing and finalizing the document
- Established a need for DEC workgroup meetings with the first one scheduled for Wednesday, March 22, 2023, 3-4pm via Zoom
- DE Committee meets 2nd Thursdays during college hour; next meeting is April 6, 2023

Library/LRC (V. Harris)

- 7th Annual Celebrate Books & Libraries event on April 4, 12:50-1:50pm; visiting author, [Cory Besskepp Cofer](#), poet, and storyteller, who blends originality and rich heritage into his sought-after writings and performances, will be discussing his latest poetic offering, “Dreaming Under Polka-Dot Stars;” attend the event live in the Wilfred J. Airey Library or register to attend via [Zoom](#)

- The Read 2 Succeed book selection for Spring 2023 is *The Velvet Rage: Overcoming the Pain of Growing Up Gay in a Straight Man's World* by Alan Downs; the student panel will be held on April 18, 12:50-1:50pm, CSS-217; you can also register to attend via [Zoom](#)

Program Review (T. Russell)

- Last day to submit is March 30; drop-in hour on Monday, March 27, 12-1pm on Zoom; the update is for anyone who needs to update and has a resource request, but is not mandatory; data has been requested from Institutional Effectiveness for some faculty position requests

Liaison Reports

Accreditation (H. Ashby)

- Provided an update on the Midterm Report at the Assessment Committee meeting; at the next meeting, NAC will be discussing 6.B. *Reflection on Improving Institutional Performance: Student Learning Outcomes and Institution Set Standards* (Section 1. SLOs)
- Reviewed Recommendations, Improvement Plans, and QFE items with Program Review Co-Chairs to identify whether any feedback was needed from PRC; no specific areas align with the PR charge and warrant additional follow up
- Met with Office of Institutional Effectiveness and reviewed Improvement Plan 1 that relates to student survey results; identified a list of potential evidence; reviewed II.A.7 in ISER to identify the gap; created folders in SharePoint to begin evidence collection and will start pulling meeting agendas, minutes, and survey data/reports; College has a solid process for 6.B.2 that relates to Institution Set Standards due to presentations at various meetings
- Will coordinate with the ALO on progress and evidence collection next week

CSEA (D. Koch)

- The Classified Professional Development Committee held its Dealing with Burnout Workshop featuring Health Services' Sheree Summers last Friday; it was a successful event with over 25 classified pros attending in a hybrid format
- Nominations for the Classified Professional of the Year have closed; the Classified Professional of the Year Committee is reviewing them with an announcement in the coming weeks; the recognition event will be held during Classified School Employees Week; more information is coming soon.
- The Norco College 2022 Classified Professional of the Year has been selected as the RCCD Classified Professional of the Year; board confirmation is scheduled to take place at the Board of Trustees meeting tomorrow; join CPROS in congratulating Leona Vassale as the 2023 RCCD Classified Professional of the Year

CTE (S. Williams)

- The Annual CTE Advisory meeting this past Friday was well attended by CTE faculty; individual discipline advisory boards are upcoming in April and May;

- Perkins Grant applications have been rewritten for the 2023-2024 academic year and will require additional time for faculty to learn the new process and complete

DEMC (M. Bader)

- The Enrollment Management and Department Chair Retreat will be on April 28, 2023

Guided Pathways (M. Bader)

- Continuing to meet about new schools proposal that will be coming to Senate in the next month; met with management and classified professionals; meeting with ASNC this week
- Town Hall will be held on March 30 discussing the new schools and structure; building a toolkit for resources and support
- New document due to the state on integration of pathways into schools
 - Please provide feedback if asked; the document will come to Senate on May 1 (first read) and May 15 (second read) and will go to the Board of Trustees
- Need a Fulbright Scholar Liaison or Fulbright Scholar Advisor appointment from the Senate; the Academic Senate President will talk to the college president about the appointment as an application appointing Gustavo Oseguera was already submitted based on an email she received.

Prison Education (L. Nelson)

- Excited about the hiring of a new Associate Dean for Educational Partnerships and new specialist position
- An 8-hour Rising Scholars voluntary training was held on Saturday and Norco College had the highest attendance with 14 members (part timers and full timers)
- Held inaugural meeting of the advisory committee last Monday

Equity (D. Hitchcock)

- Student Equity Plan delayed to ensure that we are ready for a better start; working with a consultant to design teams to do the work (students, faculty, admins, and classified professionals); more information coming on composition
- Professional development will take place during the summer with work beginning in the fall; a full report is due in Spring
- RJTF meeting on Monday focused on moving recommendations to specific committees and workgroups

PGSL (V. Harris)

- Vivian Harris and Susan Brucks will be facilitating a Professional Growth & Sabbatical Leave (PG&SL) Workshop for full-time faculty via [Zoom](#) (passcode: 200089) on Thursday, March 30, 12:50-1:50pm;
- Details will be provided about the application process and required [PG&SL](#) forms/documentation for Course Approval & Salary Reclassification/Progressing Upwards on the Faculty Pay Scale (Professional Growth); sabbatical leave; requesting the Rank of Professor
- Email requests to District Educational Services Reemployment Coordinator, Susan Brucks (susan.brucks@rccd.edu), by the following deadlines: March 23 - Course approval and reclassification requests for the PG&SL meeting on

April 6; May 15 - Sabbatical leave requests for spring 2024; October 31 - Rank of professor requests for the 2024/2025 academic year

- IX. **Action Item:** There were no Senate President appointments
- X. **Action Item:** The Senate approved the nomination of Dominique Hitchcock to replace Barbara Moore for the Nominations Committee
M/A. Gray, S/M. Hicks- Approved by Consensus
- XI. **Action Item:** The Senate approved the [Review of 2000 series Board Policies \(BPs\) and Administrative Procedures \(APs\) - Part 2](#)
M/A. Gray, S/D. Hitchcock; Approved by consensus
- XII. **Information Item:** The Senate was given a presentation by the Principal and Vice Principal of JFK that included [updates, success, and celebrations of the JFK and Norco College partnership.](#)
- XIII. **Information Item:** Concurrent Enrollment Registration
- The Principal and Vice Principal of JFK provided information on the Norco College and high school partnership
 - 2018-2019: 553 unduplicated students; 2023-2024: 700 unduplicated students (added two teachers and an additional counselor)
 - Increase in enrollment due to the addition of freshmen and outreach to Home Gardens and Auburndale
 - CDE Grant applications for Middle College Expansion that will allow deeper partnership through increased collaboration
 - AA/AS completion rates off the charts (2022-2023: 66 graduates; 41% of senior class earning an AA/AS; 230 degrees earned)
 - Academic Senate previously made some changes to concurrent enrollment and caps, but we will need to return to the prior cap practice due to problems with general student population course availability (no cap impacted online courses and certain disciplines); for Summer 2023/Fall 2023 will put the five cap back during priority registration which will be removed as of June 1 when the concurrent enrollment registration period starts; this will be the process for two registration sequences and then the caps will be re-evaluated; faculty should not provide add codes to students before they are able to register
- XIV. **Action Item:** The Senate approved the [2023-2024 Norco College Budget Priorities.](#)
M/A. Gray, S/M. Hicks; Approved by consensus to support allocations as Dr. James has laid them out.

Time extended by 10 mins. M/M. Hicks, S/D. Reade; Approved

- XV. **Information Item:** The Norco's Prison Education Community/Rising Scholars faculty share the following information:
- Data shared on state prison population
 - Information shared on the Rising Scholars Program and the challenges for men inside the CRC
 - CRC students are invisible and cannot engage in student life including student government
 - Students cannot access tutoring, food pantry, health services, library, and the Internet
 - No Program Review underway for the Rising Scholars Program with 430 students
 - Full and part-time faculty see the students and are aware of how much the students miss out
 - Launching a campaign of familiarity to address invisibility; events planned
 - Would like to make the CRC Advisory Committee a formal subcommittee of the Senate
 - Need disaggregated data that is currently not provided on the CRC
 - Proposing the submission of a Leading from the Middle Team to address the challenges for Rising Scholars students

Time extended by 5 mins. M/M. Hicks, S/A. Kramer; Approved

XVI. **Discussion Item:** [Senate Bylaw Revisions](#) were tabled until the April 17th meeting.

XVII. Meeting adjourned at 3:42 PM.



Minutes
Norco Academic Senate Meeting
March 6, 2023
1:30 - 3:30 PM via Zoom

Meeting called to order at 1:34 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Hayley Ashby, Melissa Bader, Kimberly Bell, Michael Bobo, Courtney Buchanan, Araceli Covarrubias, Alexis Gray, Vivian Harris, J. Marie Hicks, Dominique Hitchcock, Ashlee Johnson, Daren Koch, Amy Kramer, Virgil Lee, Lisa Nelson, Dan Reade, Tim Russell, Jody Tyler, Sigrid Williams, Patty Worsham

Guests: Quinton Bemiller, Peggy Campo, Ashley Etchison, Lisa Hernandez, Ryan Hitch, DJ Hawkins, Christina Miranda, Jason Parks, Erin Spurbeck

II. Approval of Agenda

M/D. Reade, S/M. Hicks; Approved by Consensus

III. Approval of [December 5, 2022](#)

M/M. Hicks, S/A. Johnson; Approved by Consensus

IV. Open Hearing

None

V. CTA Report- A. Covarrubias, V. Lee

- The Faculty Association is in negotiations with District administration for a Golden Handshake for eligible RCCD employees; a Golden Handshake would require the approval of the Board of Trustees, but RCCD administration appears receptive to the idea
- In accordance with AB 190, the Faculty Association has issued a Demand to Bargain with the District to discuss part-time health insurance coverage
- The Faculty Association notified District administration that any sharing of offices by faculty members, whether voluntary or involuntary, is against the Contract. If RCCD wants to pursue faculty office sharing it will need to be negotiated with the Faculty Association
- The issues between the Riverside Medical Clinic and RCCD's Health Net HMO medical insurance provider have been resolved; RCCD employees having Health Net insurance coverage will be able to continue to use the services of the Riverside Medical Clinic without interruption
- The Faculty Association affirmed that associate faculty may, but are not required to, take part in assessment activities and can receive up to three hours of compensation for their assessment work
- The Faculty Association affirmed at the last meeting that tenure-track faculty members who have not yet received tenure may apply for a different tenure-track faculty position within RCCD once the internal job announcement is posted, so long as they follow the guidelines set forth in the Contract
- The Faculty Association clarified at the last meeting that an academic department cannot have an instructor's class(es) recorded without the

instructor's consent, since California requires the consent of both parties in such recordings

- The Faculty Association meeting on Tuesday, March 14 will be held at Norco College in CSS-217 from 1-3pm; all Faculty Association members are welcome to attend

VI. Officer Reports

A. Secretary/Treasurer (Hayley Ashby)

- The current NCAS Secretary has been added as an approver for the Academic Senate (EAG) budget in Galaxy
- The revised budget for conferences was \$5,239 and \$3,727 has been expended for the NCAS President and NCAS Secretary to attend the Fall Plenary in Sacramento; \$1,511 remains for AS leadership to attend the Spring Plenary in Anaheim
- The fee for statewide Academic Senate membership has already been paid at a cost of \$2,946, with \$4.54 remaining

B. Vice-President (Dan Reade)

- Norco College will select the 2023-2024 Distinguished Faculty Lecturer
- The 2022-2023 Distinguished Faculty Lecturer is Jeff Rhyne from Moreno Valley College, and he will speak at Norco College on April 25 at college hour

C. President (Kimberly Bell)

- Held a moment of silence for counseling faculty member, Marissa Iliscupidez, who passed away on December 24, 2022
- Conversations are ongoing regarding space allocation
- Moving along on discussion about AI (artificial intelligence) cheating; working with TLC to develop advice, guidelines, and recommendations; also discussing with administration
- DSPC approved the new structure and subcommittees with a new list of needs for faculty participation; large overhaul and a lot of additional members from the colleges are being requested
- Need to look at AB 928 - Student Achievement Reform Act of 2021 (single CAL-GETC transfer pattern) to determine impact; a proposed plan was approved and is moving to the next step at the Board of Governors; the CAL-GETC pattern does not include the Lifelong Learning and Self-Development component
- AB 1111 - Common Course Numbering Project is in the works; the Curriculum Committee chair will report out soon on the timeline; catalog updates are due by September 2023 to get into the 2024 Catalog; waiting for guidance from the state and the Curriculum Committee is working in the background to ensure a smooth transition

VII. College Reports

A. Associated Students Representative (Jack Harris)

- No Report

B. President (Monica Green)

- No Report

C. Vice President of Academic Affairs (Jason Parks)

- There is an issue with the Data Analytics certificate and the Data Science degree and where the courses are offered; the Chancellor is working with the State Chancellor on explaining how common curriculum works in the district
- Zoom storage will be transferred over to MediaSite; eventually Zoom recordings will be deleted automatically after 100 days; support and training will be offered to ease the transition
- A new Associate Dean of Educational Partnerships will start March 22, 2023, and work on Rising Scholars and dual enrollment
- Working on the Accreditation Midterm Report and will have a draft by early summer; will be reaching out to people for information
- Early Childhood Education will be moving over to the Stokoe site where there will be dedicated space for Norco College faculty and students; that space will not be open to the public (check-in required); first class will be in Spring 2024
- MESA grant director hire is moving through the system; hopefully in place by Summer 2023 to help revive the STEM Center
 - Title 5 specifies that any asynchronous, online course offered by the College must be open to the public and cannot be restricted for dual enrollment; CCAP agreements require restrictions; the Chancellor and President are working on this; hoping to find a legislative fix for the problem; impact on one-unit courses and special programs was discussed (Note: Dr. Parks has determined that UMOJA, Puente, and Men of Color restricted courses are not impacted and can proceed as planned)

VIII. Standing Committees & Liaisons Reports:

APC (P. Worsham)

- Meeting this Friday, March 10, 2023; question about format ratios for offering courses for Fall 2023, which are not working effectively for scheduling purposes; moving toward maximizing efficiency through consolidating classes; strategy is to offer less on the front end, and add on the back end in response to demand

Assessment (A. Johnson)

- New process for completing assessment was approved last December; a good amount of data has rolled in; working on new dashboards in Nuventive; support and training on assessing in Canvas has been offered through Assessment Tuesdays and Assessment office hours; training documents are available on the Assessment website as well

DE (R. Hitch)

- Meeting on March 9, 2023; DE chairs have been working with the district on the DE training requirements including equivalency for outside training; faculty will have one year to meet requirements following the implementation of the new ERP; new catalog language is being drafted to meet Title 5; EdTech courses will be provided; Zoom storage will transition to MediaSite

Library/LRC (V. Harris)

- The Library & LRC Open House is on Tuesday, March 7 and Wednesday, March 8 from 10am-2pm in the library. Academic support faculty and classified professionals from the Library, Learning Resource Center, Writing Center, Disability Resource Center, and Health Services will discuss available resources and provide tours with food, drinks, and prizes
- The Read 2 Succeed book selection for Spring 2023 is *The Velvet Rage: Overcoming the Pain of Growing Up Gay in a Straight Man's World* by Alan Downs. The hybrid book discussion will be on March 16 from 12:50-1:50pm in CSS-217 and via Zoom
- The library now has access to the Gale Research Complete (GRC) database, which can be accessed from the Library's Articles & Databases webpage. GRC provides access to the largest package of primary and secondary sources available to libraries today and includes general research articles and eBooks on a wide variety of subjects including history, business, computer science, criminal justice, diversity studies, psychology, careers, and English

Program Review (T. Russell)

- Program Review Update is due March 30 at 11:59pm; Zoom drop-in hours will be on March 13 and March 27, 12-1pm; separate appointments outside of drop-in hours are available by request

TLC (L. Hernandez)

- Brown Bag #1 will be held in-person on March 9, 2023, in IT 110 from 12:50-1:50: Intercultural Communication Part 3 presentation with Mark Lewis and Ana-Marie Olaerts
- Started talking about AI cheating and will continue to move forward with this
- Thinking about hosting some movie nights, no specifics yet, but wanted to get the word out that this might be starting this soon
- Everyone is invited to go see a play, Book of Will, May 7 – June 4, 2023; some Norco College faculty will be going on May 7th Sunday at 2PM; hope to see you there!

Accreditation (H. Ashby)

- The faculty accreditation co-chair attended the ACCJC Commission meeting on January 12, 2023, that discussed policy changes and commission actions; the Commission conducted a first read of the updated Standards; language for library and learning support was strengthened in the Standards and the evidence checklists based on member institutions' feedback; second read will be at the June meeting, and, if accepted, the updated Standards would extend the comprehensive cycle to eight years
- Co-chairs met on February 14 and agreed to hold meetings on the second and fourth Mondays at 3pm during the Spring 2023 Semester
- Reviewed the accreditation timeline for the Midterm Report; most of Spring 2023 will focus on requesting evidence and information from individuals and committees; the Midterm Report will be written in May/June with a final draft provided to executive leadership no later than August
- Hayley Ashby created a Midterm Follow Up document with the district recommendation, the college recommendation, the two improvement plans, and the two QFE projects; Jason Parks will update the document and reach out to gather information related to those items
- Hayley Ashby met with the Office of Institutional Effectiveness to review the template for the Midterm Report, Midterm follow up items, and data needs

for the report; follow up items related to assessment were added to the agenda for the next NAC meeting

CSEA (D. Koch)

- Nominations are open for the Classified Professional of the Year. Deadline is March 13th. The recipient will be announced in April. Classified professionals will be nominating a colleague for this prestigious award that is in its fifth year.
- The Classified Professional Development Committee is holding a workshop on March 17th, Dealing with Burnout presented by Sheree Summers from Student Health Services. This workshop will provide the skills needed to deal with burnout.

CTE (S. Williams)

- Of 15 CTE sectors, Norco College is offering 10; 5.9% increase in residents in the area; 3.4% employment rate (lower than average); educational attainment 77% rate

DBAC (C. Buchanan)

- Governor's proposed budget for 2023-2024 shows an overall decrease of:
 - 1.4%; 10.93% from Prop 98; 0.5% Growth and 8.13% COLA
 - Center for Performance and Kinesiology dependent on proposition
 - Emergency condition allowance does not extend beyond this year
 - District enrollment trends will be monitored to see if we meet our numbers
 - Offer service-learning courses for dual enrollment
 - BAM update – still working on unique programs with three potential methodologies that have not worked well

Guided Pathways (M. Bader)

- Roadshow at department meetings
 - Working on bringing to the Senate a clear and comprehensive plan on the schools for this semester
 - Presenting to the management meeting on March 8
 - Canvassing club rush to talk to students and getting on ASNC calendar
 - Will also be talking to CSEA as well

Prison Education (L. Nelson)

- Will be holding the inaugural Advisory Committee a week from today

PGSL (V. Harris)

- Vivian Harris and Susan Brucks will be facilitating a Professional Growth & Sabbatical Leave Workshop via Zoom on Thursday, March 30 from 12:50-1:50pm. All faculty are welcome to attend. Details will be provided about the application process and required forms/documentation for salary reclassification/progressing upwards on the faculty pay scale (professional growth), going on sabbatical leave, and obtaining the rank of professor
- March 15 is the deadline to submit sabbatical leave requests for Fall 2023
- March 23 is the deadline to submit course approval and reclassification requests for the PG&SL meeting on April 6
- May 15 is the deadline to submit sabbatical leave requests for Spring 2024

- IX. **Action Item:** The Senate approved the appointment of Sigrid Williams as the new Credit for Prior Learning Coordinator.
M/A. Johnson, S/M. Hicks- Approved by Consensus
- X. **Action Item:** The Senate approved Ashlee Johnson, Norco Assessment Committee to present on the Canvas Outcomes Assessment Project (Five to Thrive) to the Board of Trustees on March 21, 2023.
M/A. Gray, S/D. Reade- Approved by Consensus
- XI. **Action Item:** The Senate had a 1st read of the [Senate Bylaw Revisions](#) and a [summary of changes](#) worked on by Former Senate President, Virgil Lee and current Senate Officers, Kimberly Bell, Dan Reade and Hayley Ashby. A 2nd read and a potential vote will take place on April 3, 2023.
- XII. **Discussion Item:** The Senate Vice President will lead a discussion on the [roles and responsibilities of Senators](#) and potential changes to the procedures of the Senate.
- XIII. **Information Item:** The Senate is seeking those faculty that would be interested in participating in the [Region 9 Rising Faculty Mentorship Program](#) for the 2023-24 academic year.

Dan Read moved to extend the meeting by 5 mins, Seconded by Amy Kramer- Approved
- XIV. **Action Item:** The Senate had a 1st read of the [Review of 2000 series Board Policies \(BPs\) and Administrative Procedures \(APs\) – Part 2](#).
- XVII. Meeting adjourned at 3:31 PM.

AP 2225 COURSE REPETITION

Reference:

Education Code Section 76244;

Title 5 Sections 55040-55045, 55041, 55042, 55043, 55044, 55253 and, 56029, and 58161

Students may repeat both Non-Repeatable and Repeatable courses that are current courses within the District according to this procedure.

Non-Repeatable Courses:

Students are permitted to enroll in a non-repeatable course up to three times in order to alleviate substandard academic work. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in the total attempts; military withdrawals (MW) and Excused Withdrawals (EW) are NOT included. The most recent grade will be the grade calculated into the student's GPA. If a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition. Students must file a "Course Repetition" form to repeat a non-repeatable course.

~~When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.~~

Repeatable Courses:

Students may not enroll in a repeatable course more than the total number of times listed in the college catalog. If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of 4 times for courses designated as repeatable, including courses in which substandard grades (less than "C," and including "D," "F," "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. No more than two substandard grades may be alleviated.

When course repetition occurs, the permanent academic record shall be annotated with an appropriate symbol and in such a manner that all work remains legible, ensuring a true and complete academic history. The most recent grade earned shall be used to compute the GPA.

1. In accordance with BP 2225 Course Repetition:

2225 (A) Repeatable Courses

Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course may be repeated as set forth in BP 2225 Course Repetition.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5 Section 55045, justify such repetition.

The following conditions apply to repeatable courses:

1. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 semester enrollments.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Under special circumstances, students may submit a "Course Repetition" form to repeat courses in which a C or better grade was earned. Students may petition for approval to repeat the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement or as a result of significant change in industry or licensure standards as a condition of volunteer, licensure, or continued paid employment. Students can repeat such courses any number of times.

Students may also petition for approval to repeat up to a total of four times for active participatory credit courses that are "related in content" as defined in Title 5 Section 55000 or are in physical education, visual arts, or performing arts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were

awarded in one or more enrollments. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a) and listed in the college catalog and schedule of classes; however, the grade received by the student each time will be included in calculations of the student’s grade point average. The District shall establish processes and procedures to ensure compliance with the unit limitation and the student’s academic record will be annotated accordingly.

2225 (B) Significant Lapse of Time

Students repeating a course due to significant lapse of time shall file a “Course Repetition” form with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student’s course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.

Students are only required to repeat courses in which a “C” or better grade was earned and where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education, or visual or performing arts, or that is “related in content” as defined in Title 5 Section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, as set forth in Title 5 Section 55040 (c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), an additional repetition due to significant lapse of time may be permitted or required by the District.

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student’s GPA.

2225 (C) Course Repetition – Variable Units

The District may permit a student to repeat a portion of a variable unit open-entry/open exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. The District shall establish processes and procedures that allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit will be disregarded in computing the student's GPA.

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time unless:

- i. The course is required for legally mandated training due to “significant change in industry standards”. Students repeating a course due to “legally mandated training” shall file a “Course Repetition” form with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to significant changes in industry or licensure standard. Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student’s GPA.
- ii. The course is a special class for students with disabilities which needs to be repeated (Title 5 Section 56029)

Student with disabilities courses may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs when verified that such repetition is required as a disability–related accommodation for this type of special course. Documentation must be provided. The student’s academic record will be annotated to disregard the previous grade and prior credit shall be disregarded in the computation of grade point averages each time the student repeats a course.

- iii. Repetition of the course is justified by extenuating circumstances (Title 5, Section 55045)
Students requesting a fourth attempt due to “extenuating circumstances” shall file a “Course Repetition” form with the Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified

cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not been previously approved. The student's academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

Students may not file a petition for "extenuating circumstances" to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in music, fine arts, theater or dance. The District shall establish processes and procedures to ensure compliance with the unit limitation of each activity course, and the student's academic record will be annotated accordingly.

- iv. The student wishes to repeat the course to alleviate substandard work (Title 5, Section 55042). The District shall establish processes and procedures to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repetition" form with the Admissions & Records department.

The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

2. In accordance with BP 2225, for courses taken or repeated at external accredited colleges and universities, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree, Associate for Transfer degree and occupational certificates. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

a) All external courses will be included in the student's cumulative units, grades, and grade points.

b) RCCD will honor prior coursework repetition actions by other accredited colleges and universities.

c) A student may petition to have substandard coursework at RCCD alleviated by equivalent coursework completed at an external accredited college or university and be used to determine RCCD academic standing.

d) A student's substandard coursework at an external college or university will not be alleviated on a RCCD transcript with RCCD coursework.

e) All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

A Request for Course Repetition is required and can be obtained online or from the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

Students may repeat courses under the courses Repetition Policy, however students must check with financial aid to see how repeating courses may affect financial aid eligibility.

Nothing in these procedures shall conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

A.——~~Students may repeat courses under the following circumstances:~~

~~1.——The student is repeating the course to alleviate substandard work which has been recorded on the student's record.~~

~~a.——The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.~~

~~b.——A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.~~

~~c.——A "Request for Course Repetition"* is required for any exceptions to "b" above.~~

~~2.——The student's previous grade is, at least in part, the result of extenuating circumstances.~~

~~a.——Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.*~~

3. ~~There has been a lapse of time (at least 36 months) since the student previously took the course. (See Administrative Procedure 4228)~~
4. ~~The course outline of record has been officially changed and demonstrates significant curricular changes.*~~
5. ~~There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.~~
6. ~~A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029. The District policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.~~
7. ~~Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.~~

~~Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.~~

- B. ~~The policy and procedure may not permit student enrollment in active participatory courses, as defined in Title 5 section 55000, in physical education, visual arts or performing arts that are related in content, as defined in Title 5 section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in Title 5 section 55045.~~

- C. ~~The following conditions apply:~~

1. ~~When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.~~

- ~~2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.~~
- ~~3. Procedures for course repetition shall be listed in the current official college catalogs.~~
- ~~4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.~~
- ~~5. The District will honor similar, prior course repetition action by other accredited colleges and universities.~~

~~Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.~~

~~When a student has exhausted the maximum allowable number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5, section 55045, justify such repetition.~~

~~*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.~~

~~See also Administrative Procedure 2225[A] titled — Repeatable Courses, Administrative Procedure 2225[B] titled Course Repetition — Significant Lapse of Time and Administrative Procedure 2225[C] titled, Course Repetition — Variable Units.~~

~~Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning~~

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AP 2230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Title 5 Sections ~~55023 and 55022~~-55024-: 55050-55052.5

⊕ Grading Practices

Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license shall be graded in accordance with a grading scalesystem explained in this regulationprocedure.

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following **Evaluative Symbols**:

	Grade Points
A – Excellent	4
B – Above Average	3
C – Average	2
D – Below Average	1
F – Fail	0
FW – Fail Did Not Withdraw	0
<u>(Unofficial Withdrawal) Student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade and the student has not received District authorization to withdraw from the course under extenuating circumstances. This symbol may not be used if a student has qualified for and been granted an excused or military withdrawal.</u>	
<u>P – Pass (At least satisfactory). Units awarded not counted in GPA.</u>	
<u>NP – No Pass (Less than satisfactory or failing). Units not counted in GPA.</u>	
<u>SP – Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)</u>	
<u>NC – No Credit (Historical)</u>	
<u>CR – Credit (Historical)</u>	

Pass/No Pass Options

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which each student may elect until the last day of instruction (final day of the term) whether the basis of evaluation is to be "pass-no pass" or a letter grade.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who performs less than satisfactorily or fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

A. Discipline faculty are responsible for determining the appropriate pass/no pass option for each course. All sections of the course must be offered in the same manner. Courses may be offered for pass/no pass in either of the following categories and will be specified in the catalog:

1. Class sections wherein all students are evaluated on a "pass/no pass" basis. Instructors of such sections will file a pass/no pass declaration form with the department chairperson prior to the creation of the course. In the event that a permanent instructor has not been assigned to a class, the appropriate academic dean may institute pass/no pass options for that course.
2. Courses in which each student has the option to individually elect pass/no pass or letter grade. Students electing this option must file a petition in the Office of Admissions and Records by the last day of instruction for the course. ~~the end of the second week of the semester for full term courses or by the end of the first 20% of a shorter than semester term.~~

B. All units earned on a "pass/no pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a “pass/no pass” basis shall not be used to calculate grade point averages. However, units attempted for which “NP” is recorded shall be considered in probation and dismissal procedures.

II. ~~Grading/Academic Record Symbols.~~

A. ~~Evaluative symbols:~~

	Grade Points
A—Excellent	4
B—Good	3
C—Satisfactory	2
D—Passing (Less than satisfactory)	1
F—Failing	0
FW—Student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade. This symbol may not be used if a student has qualified for and been granted an excused or military withdrawal.	0
P—Pass (At least satisfactory). Units awarded not counted in GPA. NP—No Pass (Less than satisfactory, or failing)	

The following **Non-Evaluative Symbols** are not included in the grade point calculations.

<u>EW</u>	<u>Excused Withdrawal</u>
<u>I</u>	<u>Incomplete</u>
<u>IP</u>	<u>In Progress</u>
<u>MW</u>	<u>Military Withdrawal</u>
<u>RD</u>	<u>Report Delayed</u>
<u>W</u>	<u>Withdrawal</u>

B. ~~Non-Evaluative symbols:~~

- ~~I—Incomplete~~
- ~~IP—In progress~~
- ~~RD—Report delayed~~
- ~~W—Withdrawal~~
- ~~MW—Military withdrawal~~
- ~~EW—Excused withdrawal~~

Definitions of Non-Evaluative Symbols

I = Incomplete. ~~The "I" grade is given only in cases where a student has been unable to complete~~Incomplete academic work for unforeseeable, emergency and justifiable reasons. ~~The instructor, at the end of the term may result in an online record, shall state the "I" symbol being entered in the student's record. The condition for the removal of the "I".~~ ~~The~~ shall be stated by the instructor in a written or online record. This record shall contain the conditions for the removal of the ~~"I"~~ and the grade assigned in lieu of its removal. ~~The~~This record must be ~~submitted online. Admissions and Records will notify given to~~ the student ~~that with a copy on file with the incomplete contract can be viewed online~~registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. A copy of this record shall be available online for the appropriate academic administrator. The ~~"I"~~ may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The instructor assigns "IB", "IC", "ID", "IF", or "INP". In the event the student does not meet the stipulations of the contract the "I" will revert to the letter grade following the "I". Admissions and Records will notify the student that the incomplete contract can be viewed online. A copy of this record shall be available online for the appropriate academic administrator. The "I" symbol shall not be used in calculating GPA for academic probation but shall be used in determining progress probation. A student may file a petition with the faculty or designee for a time extension due to unusual circumstances.

IP = In Progress. The "IP" symbol shall be used ~~to denote~~only in those courses that ~~the class extends~~extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. ~~The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation.~~ The appropriate evaluative symbol (grade) and unit credit shall be assigned and ~~appear on the student's record for the term in which~~replace the IP symbol once the course is completed. ~~The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open entry, open exit" course is assigned an "IP" at the end of an attendance period and does not enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade in accordance with preceding section I. A. of this part to be recorded on the student's permanent record for the course.~~

RD = Report Delayed. Only the Admissions and Records Office may assign the "RD" symbol. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W = Withdrawal. The "W" gradesymbol will be ~~awarded~~used to denote any student who drops or is dropped from a course between the beginning of the third week (or 20% of a term for full term courses, whichever is less) and the last day of the twelfth week of a course (or 75% of a term, whichever is less). For short term courses, the

"W" grade will be ~~awarded~~used to denote any student who drops or is dropped from a course at 20% of the ~~number of sessions for the~~ course.

Students are limited to a maximum of three attempts per course including W's, and substandard grades. The course withdrawal deadline date appears online. A student who withdraws from college will receive a "W" in each course enrolled at the time of withdrawal if the withdrawal is submitted prior to the deadline. Prior to initiating withdrawal, students are expected to contact their instructors for discussion and counseling regarding the reasons and consequences of this action.

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first two weeks, or 20% of a term, whichever is less for full term courses. For short term courses, no notation ("W" or other) shall be made on the academic record of the student who withdraws before the 20% of the number of sessions or the census day for short term courses. The "W" shall not be used in calculating grade point averages for academic probation, but excessive "W's" shall be used as factors in progress probation and dismissal procedures.

MW = Military Withdrawal. ~~The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:~~ "Military Withdrawal" occurs when a student ~~who is a member of an on~~ active or reserve status in the United States military ~~service or National Guard~~ receives orders compelling a withdrawal from courses. ~~Upon verification of such orders, a~~ military withdrawal symbol of "MW" ~~will~~shall be assigned ~~and will~~to all courses affected by the military withdrawal.

Military withdrawals shall not be counted in progress probation and/or dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

EW = Excused Withdrawal. ~~Military~~ "Excused Withdrawal" occurs when a student is permitted to withdraw from a course(s) due to cases of accidents, illnesses, or other circumstances beyond the control of the student. The respective college shall proactively engage with the student or the student's representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. Upon verification of these conditions, and if mitigation efforts are unsuccessful, an excused withdrawal symbol of "EW" may be assigned at any time after the period established by the Board of Trustees during which no notation is made for withdrawals. Excused withdrawals shall not be counted in progress probation and/or dismissal calculations. Excused withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. In no case may an excused withdrawal result in a student being assigned an "FW" grade. The "EW" shall not be used in calculating grade point averages for academic probation.

Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's

circumstances. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation. An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under Title 5 section 58509 and conditions sets forth in Title 5 section 58146.

The academic record of a student who remains in a course beyond the twelfth week (or 75% of the term, whichever is less) must reflect an evaluative grade as found in preceding section ~~II. A.~~ unless there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Such a student or the student's representative may, if needed, file a petition obtained from the Office of Admissions and Records ~~after consultation with the instructor(s) or appropriate faculty.~~ If such petition is approved, a ~~Wan~~ "EW" grade shall be recorded. For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or appropriate academic dean.

~~**EW = Excused Withdrawal.** Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions, an excused withdrawal may be assigned. Excused withdrawals shall not be counted in progress probation and dismissal calculations. Excused withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.~~

Internal Notations

The following symbols are used internally within the Records Department and are not reflected in a student's transcript.

- AU – Audit
- ED – Equivalency Denied
- EQ – Equivalency
- ER – Equivalency Removed
- IB – Incomplete B

AP 2231 GRADE CHANGES AND GRADE RECORDS SECURITY

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

~~**NOTE:** This procedure is **legally required**. The following language in **red ink** is provided as a sample. Local practice may be inserted, but must comply with the Education Code and Title 5 and address the following:~~

Changing Grades

~~The instructor of record shall determine the final grade to be awarded to each student. The determination of the student's grade by the instructor is final. The instructor is the only person in the District authorized to access electronic student records to record or change a grade in the absence of a mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization. For security purposes, instructors shall not give access information to any other District employees.~~

~~in the absence of mistake (which may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors), fraud (which may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization), bad faith or incompetence, the instructor, by way of an access code, is the only person in the District authorized to access electronic student records to record or change a grade. For security purposes, instructors shall not give their access codes to any other District employees.~~

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

~~If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

REQUESTS FOR GRADE CHANGES

~~A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process. If this does not resolve the request and a student still wants to request a grade change from the instructor, If a~~

~~student requests a grade change from the instructor, they will follow AP 3500[B] regarding Student Grievance Process for Instruction and Grade Related Matters.~~

~~plf the procedure requires that a student first request a grade change from the instructor, p~~rovisions shall be made to allow another faculty member to substitute for the instructor if:

- The student has filed a discrimination complaint, which has been substantiated by an investigation conducted by the Department of Diversity, Equity & Compliance;
- The instructor is not available; or,
- The District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the College Chief Academic Officer, or designee, in consultation with the Academic Senate of the College, or designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The student has one year following the term in which the grade was recorded to initiate a request for change of grade. After the one year, the grade is no longer subject to change.

~~The removal or change of an incorrect grade from a student's record shall only be pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.~~

~~If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

When grade changes are made in accordance with the District's policy on course repetition and academic renewal, appropriate annotations of any course repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, ensuring a true and complete academic history.

Students may file a grievance regarding the denial of a request for a grade change by following the grievance procedures outlined in AP 3500[A] Student Discipline Procedures.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Enrollment Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

[The District shall implement security measures for student records that are consistent with BP/AP 2721.](#)

~~The District has in place a network security system, such as a firewall and an intrusion detection system, to prevent outsiders from hacking into the system and accessing student grades. The system detects any attempts to send probing inquiries or to break into the system and immediately notifies network employees. Network employees will immediately investigate to determine the source of the attempt and notify the proper parties, (District Police, Vice President of Academic Affairs, Instructor, etc.). If a student's grade record, or the District's grade record system, is accessed by an unauthorized source, the District will immediately notify the student and faculty involved, as well as any transfer institutions or accreditation agencies and necessary law enforcement agencies, who will take appropriate action.~~

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Academic Affairs immediately. The Vice President of Academic Affairs shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper

authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP/AP 1825 Records Retention and Destruction; BP/AP 2230 Grading and Academic Record Symbols; BP/AP 3040 Student Records, Directory Information, and Privacy; and AP 3500[B] Student Grievances Process for Instruction and Grade Related Matters.

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Revised: April, 2014 (job titles only)

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Revised: [REDACTED]

Formerly: 4231

AP 2235 CREDIT FOR PRIOR LEARNING

References:

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902
Title 5 Sections 55002, 55023, 55021, 55025, 55052, 55052

[Policies pertaining to Credit for Prior Learning \(CPL\) must be published in each College catalog of the District. The District must also review its Credit for Prior Learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision \(l\) to the California Community Colleges Chancellor's Office.](#)

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- [Evaluation of work-based learning](#)
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog
- [High school articulation agreements](#)
- [Evaluation of noncredit or professional development learning](#)

[Course credit may be awarded to a student for prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the home college catalog. Credit shall be applied as appropriate to the California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, and local community college general education requirements, or requirements for a student's chosen program. Award of credit may be applied to electives for students who do not require additional general education or program credits to meet their goals.](#)

Eligibility for and Limitations on Credit for Prior Learning

- The student must be currently enrolled, and in good standing in the District, and have completed not less than 12 units or 50% of certificate coursework at Riverside Community College District with an overall grade point average of at least 2.0 (C). This requirement does not apply to Advanced Placement and other approved standardized examinations.
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- ~~Current students must have a student education plan on file~~
- The course is(s) to be considered are listed in the current college Catalog of the student's home college
- The student is not currently or previously enrolled in the course(s) to be considered or challenged
- A maximum of 45 units may be granted for Credit for Prior Learning
- Students shall be given the opportunity to accept, decline, or appeal the determination of Credit for Prior Learning.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence (or 50% of certificate coursework) required for an Associate degree.
- ~~Credit for prior learning may not be available for all course offerings and is contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.~~
- Credits acquired by examination are not applicable to meeting unit load requirements such as Selective Service deferment, Veterans, CalWORKS, EOPS (and other special programs), or Social Security benefits.
- ~~Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence (or 50% of certificate coursework) required for an Associate degree.~~
- Combined Credit for Prior Learning may not be available for all course offerings and is contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.

Credit For Prior Learning Grading Policy ~~(Extra-Institutional Learning)~~
~~A maximum of 30 units may be granted.~~

Prior Learning Assessment

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 2230 Grading and Academic Record Symbols
- Students shall be offered a "Pass & No Pass" option, in accordance with Administrative Procedure 2230[A] Pass & No Pass Grading Option, if that option is ordinarily available for the course

- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 2230 Grading and Academic Record Symbols and AP 2231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Advanced Placement (AP)

Students requesting Credit for Prior Learning using Advanced Placement (AP) shall receive credit for Advanced Placement examinations with a score of 3, 4 or 5 in specified subject areas. Advanced Placement subject credit is granted for the fulfillment of District programs only. Students who have successfully completed AP exams with satisfactory scores may earn credit towards GE and graduation requirements, IGETC, and CSU GE Breadth Certifications under the following circumstances:

- Official AP Scores must be on file in the Records Office
- Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution.
- For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive.

See RCCD AP Credit Chart in the college catalog for details and/or limitations.

International Baccalaureate (IB)

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide

See College CatalogRCCD IB Chart in the college catalog for details and/or limitations.

College Level Examination Program (CLEP)

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP)CLEP examination under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office;
- The student achieved a minimum acceptable score on the CLEP examination

as recommended by the District's CLEP Equivalency Guide.
See [College Catalog](#) [RCCD CLEP Chart in the college catalog](#) for details and/or limitations.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Military Guide and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment application available in the Veterans Resource Center or the Admissions and Records office.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), ~~Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS)~~, DANTES/USAFI, Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline ~~and managed in the Military Articulation Platform (MAP).~~

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s), shall receive credit as recommended by the appropriate department chair or faculty designee. ~~The~~ To determine eligibility, the student meets may meet with the department chair ~~or,~~ faculty discipline designee or home college evaluations specialist to receive further instructions. ~~See College Catalog for details.~~

Work-based Learning and Experience

Students interested in Credit for Prior Learning based on work-based learning and experience shall receive credit as recommended by the appropriate department chair or faculty designee. To determine eligibility, the student may meet with the department chair, faculty discipline designee or home college evaluations specialist to receive further instructions.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee. ~~The~~ To determine eligibility, the student meets may meet with the department chair ~~or,~~ faculty discipline designee or home college evaluations specialist to receive further instructions ~~for student-created portfolio assessment. See College Catalog for details.~~

High School Articulated Courses

Students interested in Credit for Prior Learning using articulated high school courses shall receive credit for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. See college catalog for details and Administrative Procedure (AP) 2050 ARTICULATION.

Noncredit or Professional Development Assessment

Students interested in Credit for Prior Learning based on completion of noncredit or professional development coursework shall receive credit as recommended by the appropriate department chair or faculty designee. To determine eligibility, the student may meet with the department chair, faculty discipline designee or home college evaluations specialist to receive further instructions.

Credit by Examination

Students may demonstrate that they have met the objectives of a course through personal study, work experience, foreign language proficiency, or some other process outside the conventional academic setting by receiving a passing grade on an examination administered by the appropriate instructional department/program. In addition to a passing examination grade, the Credit by Examination process may require the demonstration of other skills or the completion of assignments as determined by the by the appropriate instructional department/program.

The Department chair or faculty designee shall determine whether ~~or not~~ a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience. See College Catalog for details. To determine eligibility, the student is encouraged to meet with the department chair or faculty discipline designee before submitting a Petition for Credit by Examination.

~~Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed ~~or below for~~ the Petition for Credit by Examination ~~shall not to~~ be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session. See college catalog for details.~~

~~The College will~~In certain cases, colleges may award college course credit for, in lieu of completion of a course, upon successful completion of a College examination an examination. The credit requested must be for a course listed in the college catalog and the examination must be administered by the appropriate departmental faculty ~~under the following circumstances:~~

- ~~• Credit by satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College Catalog (See College Catalog college catalog for details).~~

The [CollegeRCCD](#) Credit by Examination Process:

~~In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.~~

~~Upon completion of an education plan, students~~Students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

~~The Credit by Examination Procedures~~

- Student shall complete the Credit ~~for Prior Learning assessment by Examination~~ petition available [online or](#) in the Admissions and Records Office.
- Student meets with the department chair or faculty designee [for](#) further instructions for Credit by Examination.
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the [Admissions and](#) Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years

Office of Primary Responsibility: Academic Affairs

Draft: 12/1/2020 (Replaces previous version of AP 2235 Credit by Examination.)

Revised: 08/01/2022

Revised: _____

AP 2240 ACADEMIC RENEWAL

Reference:

Title 5 Sections 55044 and 55046

Academic Renewal

The Academic Renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period Procedure (55046 California Code of time excluded from Regulations Title 5) permits the calculation alleviation of the grade point average. All courses and grades remain on the a student's permanent academic record.

4. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of previously recorded substandard grades and credits, academic performance which are is not reflective of a the student's present demonstrated ability and level of performance, will be disregarded. As a consequence, Academic Renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.
At least two semesters of

1. Therefore, within the regulations listed, Riverside Community College District may disregard particular previously recorded substandard work from a student's cumulative grade point average (GPA). Petitions are available online or in the Admissions offices of each respective college work (24). Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions: twenty-four (24) units may be alleviated from a Riverside Community College District transcript; however, units taken from another college(s) cannot be alleviated.
2. Units alleviated may be requested for one or multiple academic terms in any combination.
3. A minimum of twelve (12) months must have elapsed since the most recent coursework to be alleviated was recorded.
- 2.4. A minimum of eighteen (18) units from any accredited college or university with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms last term to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript transcripts from that institution to other colleges must be submitted with the academic renewal petition on file in the Admissions and Records Office.
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.

Commented [DK1]: This is explanatory preamble and not necessary for an AP. If we want this in, can we include it in the BP instead?

- ~~4. A student may be granted academic renewal only once.~~
5. Courses used in a previously awarded Associate Degree are exempt and cannot be alleviated.
6. Academic renewal may be granted only once and is irreversible once posted to the transcript.
7. Units alleviated will remain on the transcript and will be annotated appropriately but will not be calculated into the overall grade point average.
8. Academic renewal by Riverside Community College District does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institutions.
9. All alleviated unit totals will count as attempted units for financial aid purposes.
10. Only substandard grades (D, F, FW, NC and NP) can be alleviated.
11. Academic Renewal may be accomplished by submitting a petition online or to Admissions and Records at the student's home college.

Basic Skills Grade Alleviation

Pursuant to the following, a student may seek grade alleviation without course repetition for courses no longer offered when the substandard work occurred in a Basic Skills English, Mathematics, or ESL course that is part of a basic skills sequence leading to transfer-level English or transfer-level Math once the student has successfully passed the transfer-level course, regardless of the student's overall academic record since the semester in which the D, F, FW, NC and NP was earned.

- Students may immediately seek grade alleviation without course repetition under this scenario for substandard work in pre-transfer English, Math, or ESL courses in a sequence leading to transfer if a student received a grade of "C" or better or "P" in a transfer-level English, Math, or ESL course.
 - Only a "C" or better in the transfer-level course in the same sequence is required to allow basic skills grade alleviation of the substandard grade.
 - The requirements of a minimum 12 month time-lapse, 18 units completed, and one-time renewal request are waived for Basic Skills Grade Alleviation for courses no longer offered.
 - Basic Skills Grade Alleviation will not be counted as part of the maximum 24 units allowed.
 - All alleviated unit totals will count as attempted units for financial aid purposes.
- ~~5. Procedures for petitioning for academic renewal shall be published in the current Riverside Community College District catalog and schedule of classes catalogs for each respective college.~~

~~Academic renewal procedures shall not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.~~

~~Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning~~

No part of these procedures shall conflict with (a) Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, or (b) Chapter 2.5 of Division of Title 5 (commencing with section 59020), pertaining to the retention and destruction of

[records, and particularly section 59023 \(c\) relating to the permanency of certain student records.](#)

Administrative Approval: April 27, 2009

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Revised: _____

(Replaces RCCD Regulation 5050)

Formerly: 4240

Commented [DK2]: This should remain.

AP 2250 PROBATION, DISMISSAL, AND READMISSION

References:

Title 5 Sections 55030–55031-55034

PROBATION

Standards for Probation

~~The standards for probation apply to all students in the District.~~

Riverside Community College District utilizes ~~two major~~the following standards for evaluating satisfactory academic progress. ~~These are as follows:~~ for all students:

Academic ~~probation~~Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.

Progress ~~probation~~Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has been enrolled and for which entries of "F", "~~W~~", "FW", "W", "I", "NC" and "NP" are recorded reaches or exceeds 50%.

Except when approved for more units by a counselor, probationary students may enroll in no more than thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester.

Probation

Notification: of Probation

Each student is entitled to be notified of ~~his/her~~the student's academic difficulty and the availability of college support services before the student is dismissed. At the end of the respective semester in which the student meets the standards of Academic Probation or Progress Probation, a notice shall be sent informing the student of placement on Academic Probation or Progress Probation. The notification to the student will identify the type of probation (Academic or Progress), cover the significance of being on probation, and a description of the services available. ~~Probationary students shall be~~ Students on Academic and/or Progress Probation will be invited to attend a probation workshop prior to registration for the next regular term.

Removal from Probation

1. A student on ~~academic probation~~Academic Probation and/or Progress Probation shall be removed from probation when the student's cumulative grade point average is 2.0 or higher; and/or the percentage of units in the entries of "F", "FW", "W", "I", "NC" and "NP" drops below 50%.
 2. ~~A student on progress probation because of an excess of units for which entries of "F", "W", "FW", "I", "NC" and "NP" are recorded shall be removed from probation when the percentage of units drops below 50%.~~
- †
- 3-2. A student who feels an error has been made in his probationary status being placed on Academic and/or Progress Probation should make an appointment with ~~an RCCD~~the student's home college counselor, who will review. ~~The~~ the student's academic record and notify the ~~Office of Matriculation~~Student Success and Support Program if an error has occurred.

DISMISSAL AND READMISSION

Standards for Dismissal

Academic Dismissal: A student who is on Academic Probation and/or Progress Probation shall be subject to Academic Dismissal if the student earned a cumulative grade point average of less than 2.0 in each of two consecutive full term (fall/spring) semesters of attendance which were graded on the basis of the RCCD grading scale. A notice shall be sent informing the student about being subject to dismissal.

Progress Dismissal: A student who has been placed on Academic and/or Progress Probation shall be subject to Progress Dismissal when the percentage of units in which the student has been enrolled for which entries of "F", "FW", "W", "I", "NC" and "NP" are recorded in at least two consecutive full-term (fall/spring) semesters reaches or exceeds 50%. A notice that the student is subject to dismissal will be sent to the student informing him/her/them that he/she/they is subject to dismissal.

Students failing to maintain satisfactory academic progress may be readmitted to the College under conditions specified as follows:

1. A student who is subject to dismissal has the right to appeal, and must meet with a counselor from the student's home college for a readmit contract.
2. A student must complete an Online Dismissal Workshop and meet with a counselor at the student's home college to develop a readmit contract as stated in the dismissal notification, according to the dates specified in the dismissal notification.

3. Readmitted students may enroll in no more than thirteen (13) units each fall and spring semester and no more than five (5) units each winter and summer semester until the student has achieved good standing.
4. A student who has been reinstated is subject to dismissal if the student does not pass all courses with a "C" or better.
5. Readmitted students who receive a "C" or better in all classes while on dismissal status may register for subsequent terms without renewing a readmit contract, but are bound to the terms of the original contract.
6. A student who is on a readmit contract and does not meet the terms of the contract will be dismissed for the following term. The student may meet with the administrator of the Counseling department, or designee, to appeal the dismissal. If approved, readmission will be granted for a specific number of units.

Standards for Evaluating Appeals

Dismissal appeals will be reviewed and readmission may be granted by the college counselor taking into consideration, but not limited to the following circumstances:

- The student feels that an accident, illness, or other circumstances beyond the student's control, contributed to the student's academic standing
- The student enrolls in a corrective program designed to assist the student in improving academic skills, such as obtaining academic counseling, tutoring, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement such as improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Notification of Dismissal

The Riverside Community College District shall make every reasonable effort to notify a student of Academic and/or Progress Dismissal status after academic standing is run but no later than the beginning of the next (fall/spring) semester.

The letter notifying the student of possible dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Removal from Dismissal

1. A student on academic or progress dismissal shall be removed from dismissal when the student's cumulative grade point average is 2.0 or higher and the percentage of units in the entries of "F", "FW", "W", "I", "NC" and "NP" drops below 50%.
2. A student who feels an error has been made in dismissal status should make an appointment with an academic or college counselor, who will review the student's academic record and notify the Student Success and Support Program if an error has occurred

Appeal for Students Dismissed

If a student has not met the requirements of the readmit contract, the student will be dismissed for the following (fall/spring) semester. Notification will be sent in writing after

academic standing is run but no later than the beginning of the next (fall/spring) semester.

A student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted. Petitions will be reviewed by an administrator or designee. If a time limit is stated in the dismissal notification and the student fails to appeal the dismissal, the student waives all future rights to appeal the dismissal action and the right to attend the semester in which the student was dismissed.

The decision of the administrative designee will be communicated to the student in person and/or in writing by the **administrative designee**. The **designee** will notify the student of its action within five (5) working days **after meeting with the student and review of the** student's appeal. The student may then appeal the decision of the administrative designee in writing to the Counseling Administrator within **five (5)** working days of the notification of the appeal. The decision of the Counseling Administrator is final.

Also see BP/AP 3500 Standards of Student Conduct, AP 3500[A] Student Discipline Procedures, and AP 3500[B] Student Grievance Process for Instruction and Grade Related Matters.

Office of Primary Responsibility: - _____ Vice Chancellor, Educational Services & Strategic Planning

Date Approved: _September 28, 2009
(Replaces RCCD Regulations 5050 and 6066)

Revised: _February 28, 2011

Revised: _April, 2014 (job titles only)

Revised: _August 2015 (job titles only)

Revised: _____

Formerly: _4250

Student Services

AP 3130 FINANCIAL AID

References:

Education Code Sections 66021.3, [66021.6](#), [66025.9](#), [69514](#), [76300](#), and [76300](#); [94912.5](#);

Title 5 Sections 55031, [and](#) 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Part 668 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard III.D.15

Information about the various financial aid programs offered to the students at the Riverside Community College District, [will include all federal and state disclosure requirements such as](#) application procedures, [and deadlines, student eligibility, paymentspayment procedures, overpayment recovery,](#) accounting requirements, [etc., can be found and satisfactory progress; this information is located](#) in the “[Student Financial Services Consumer Guide, Helping to Build Dreams](#)”. This document is updated annually and is available on-line at http://www.rcc.edu/services/studentFinancialServices/files/ConsumersGuide_08_09.pdf [consumer guide](#) or by hard copy in the office of Student Financial Services on any campus.

Financial Aid programs offered usually include:

- [California College Promise Grant](#)
- [CalWORKS](#)
- [Federal Work-Study](#)
- [State Grants](#)
- [Federal Grants](#)
- [Federal Direct Student Loan Program](#)
- [Other College Resources](#)

The College Chief Student Financial Services Officers and the College Chief Student Services Officers will continue to review processes and procedures and to ensure student access to appropriate financial services. Each College student financial services office will collaborate with other college student services departments to ensure accuracy in Title IV packaging.

The District's Office of Information Services is responsible for the programming and updating of the District's [Data/student information system](#) financial aid modules and other software necessary to administer financial aid. Accounting Services and Finance are responsible for disbursing financial aid funds. The College Chief Enrollment Services Officers are responsible for maintaining the accuracy of the data to ensure the financial aid offices have the ability to meet all regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

————+

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

[Riverside Community College District California College Promise Grant](#)
[RCCD financial aid offices encourage all potential students who wish to apply for a California College Promise Grant pursuant to Education Code Section 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the California College Promise Grant/Board of Governors Fee Waiver application.](#)

[All students participating in the Baccalaureate Degree Pilot Program must complete and submit either the Free Application for Federal Student Aid \(FAFSA\) or a California Dream Act application, as applicable, in lieu of completing the California College Promise Grant/Board of Governors Fee Waiver application for determination of eligibility for the California College Promise Grant/Board of Governors Fee Waiver.](#)

Loss of Eligibility for ~~BOG Fee Waiver~~ [California College Promise Grant](#)

A student shall become ineligible for a ~~Board of Governors (BOG) Fee Waiver~~ [California College Promise Grant](#) if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify the students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the ~~BOG-Fee Waiver~~[California College Promise Grant](#) until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to [assist](#) them in maintaining and reestablishing ~~BOG-Fee Waiver~~[California College Promise Grant](#) eligibility.

Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a ~~BOG-Fee Waiver~~[California College Promise Grant](#) due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CaWORKS, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of ~~BOG-Fee Waiver~~[California College Promise Grant](#) due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code ~~section~~[Section 66025.9\(c\)](#).

Office of Primary Responsibility: Student Financial Services

Administrative Approval: June 15, 2009

Revised: January 23, 2012

Revised: February, 2014 (references only)

Revised: June 10, 2016

Revised: [January 12, 2023](#)

Formerly: 5130

BP 2231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

The Chancellor, [in consultation with District Academic Senate](#), shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 1825 Records Retention and Destruction, [BP/AP 2230 RCCD Grading and Academic Record Symbols](#), and BP/AP 3040 Student Records, Directory Information and Privacy.

Date Adopted: December 9, 2008

Revised: _____

Formerly: 4231

BP 3130 FINANCIAL AID**References:**

Education Code Sections 66021.6 and 76300;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Part 668 (U.S. Department of Education
Regulations on the Integrity of Federal Student Financial Aid Programs under Title
IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15

A program of financial aid to students will be provided, which may include, but is not limited to, waivers, scholarships, grants, loans, or work and/or employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency and will incorporate federal, state, institutional, and other applicable regulatory requirements.

~~Under the guidance of the~~ The Chancellor, ~~the College Chief Student Financial Services officers~~ shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its ~~Governing Board~~ of Trustees do not waive any defenses or governmental immunities by enacting this policy.

Date Adopted: November 18, 2008

Revised: December 13, 2011

Revised: September 18, 2012

Revised: February, 2014 (references only)

Revised: June 16, 2015 (references only)

Revised:

Formerly: 5130

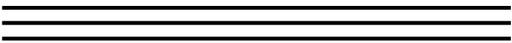
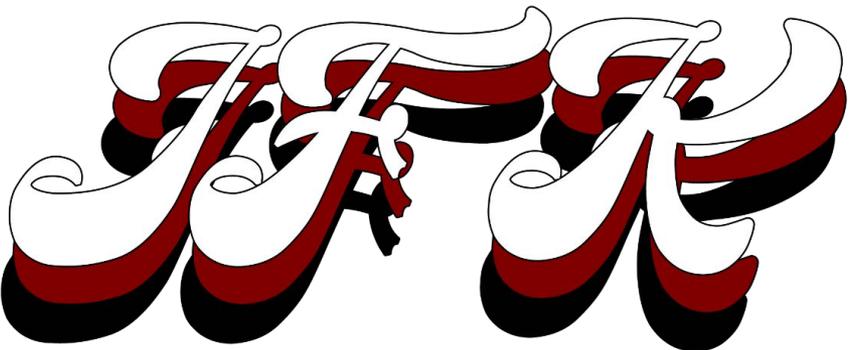
Norco College and JFK



NORCO
COLLEGE



A Winning Partnership!

ITS A 

 **THING**

2018-2019

553 Unduplicated Students

Staffing

- 18 Credentialed Teachers
- 1 Principal
- 1 Asst. Principal
- 1 Dean of Students
- 1 Counselor

2023-2024

700 Unduplicated Students

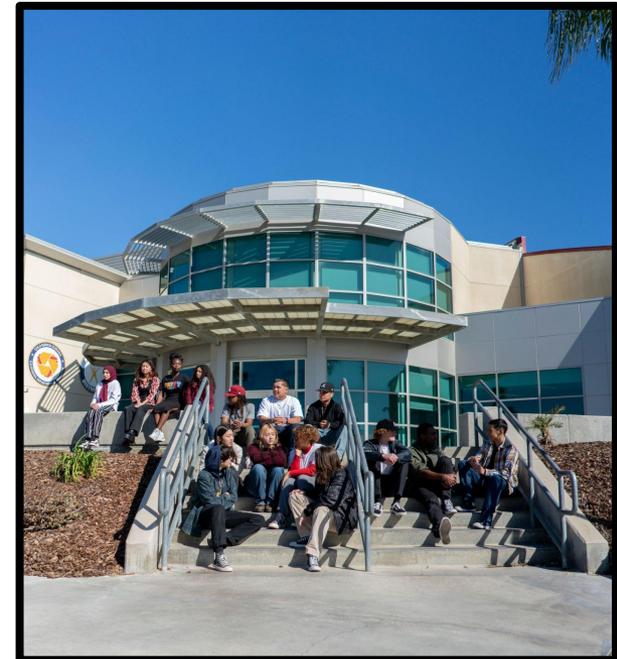
Staffing

- 24 Credentialed Teachers
- 1 Principal
- 1 Asst. Principal
- 1 Dean of Students
- 2 Counselors

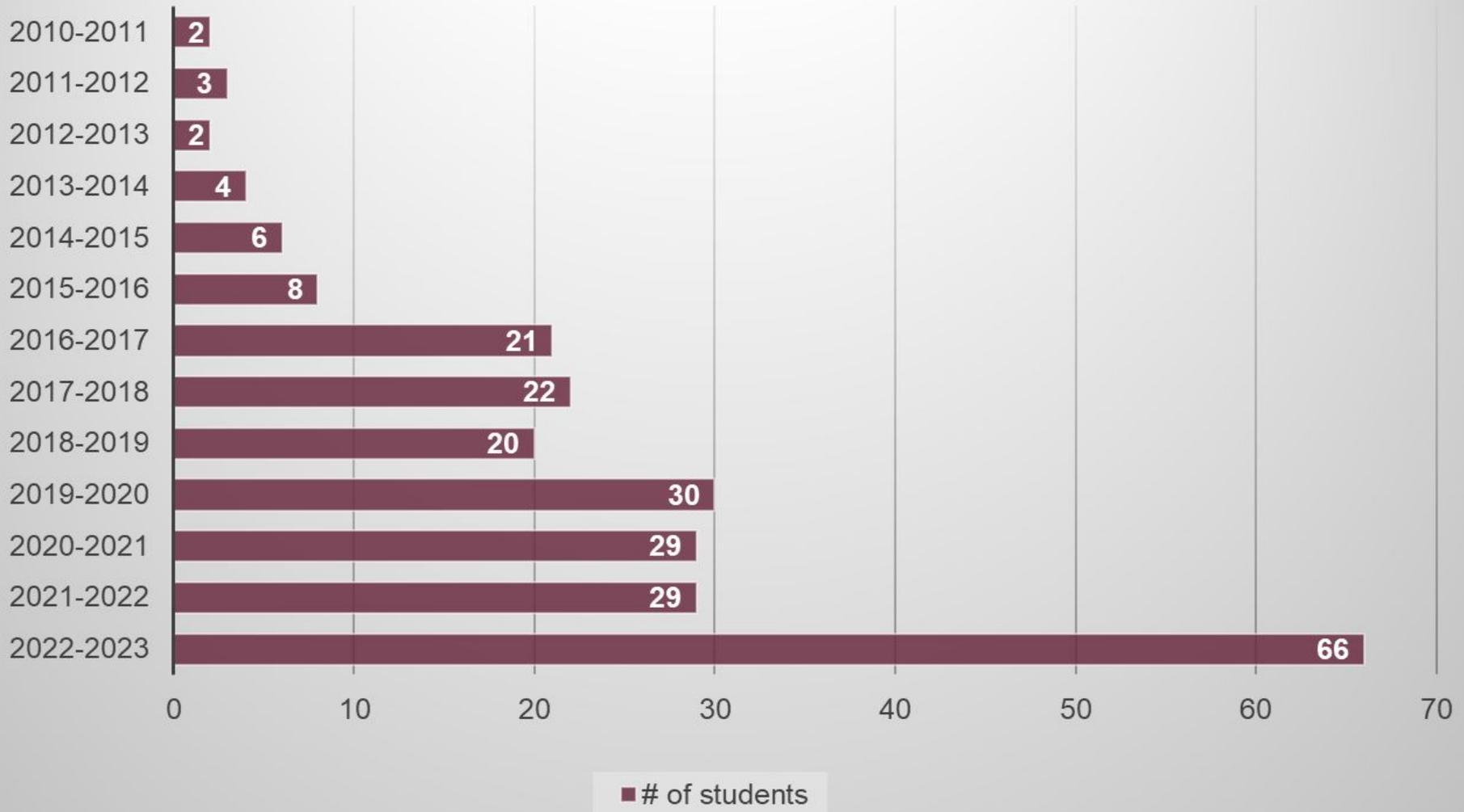
- Dr. Gutierrez and STEM team
 - Home Gardens and Auburndale
 - 120 8th grade students served



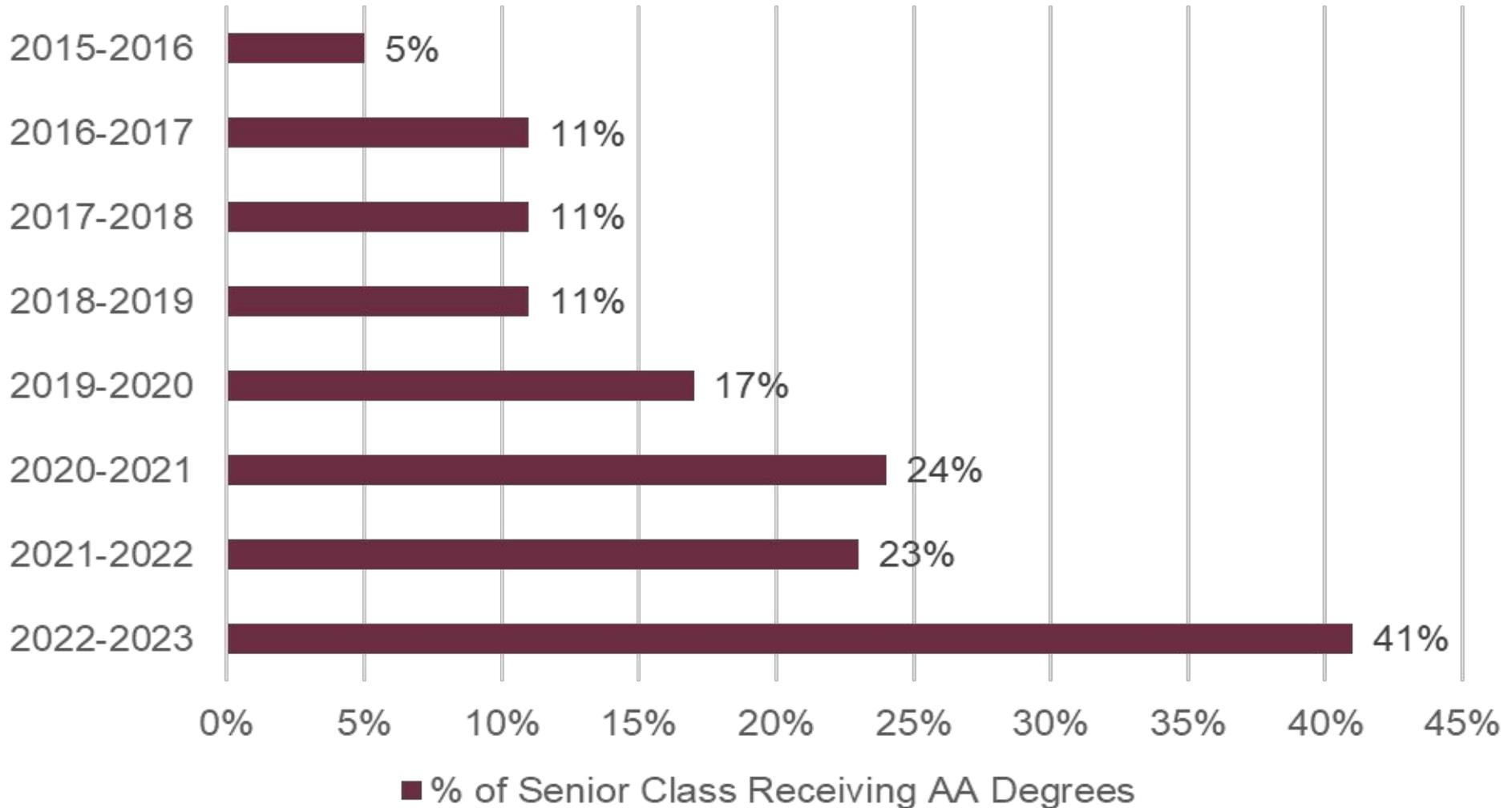
- \$250,000
 - Middle College Expansion
- \$100,000
 - CCAP programs
- Including College needs



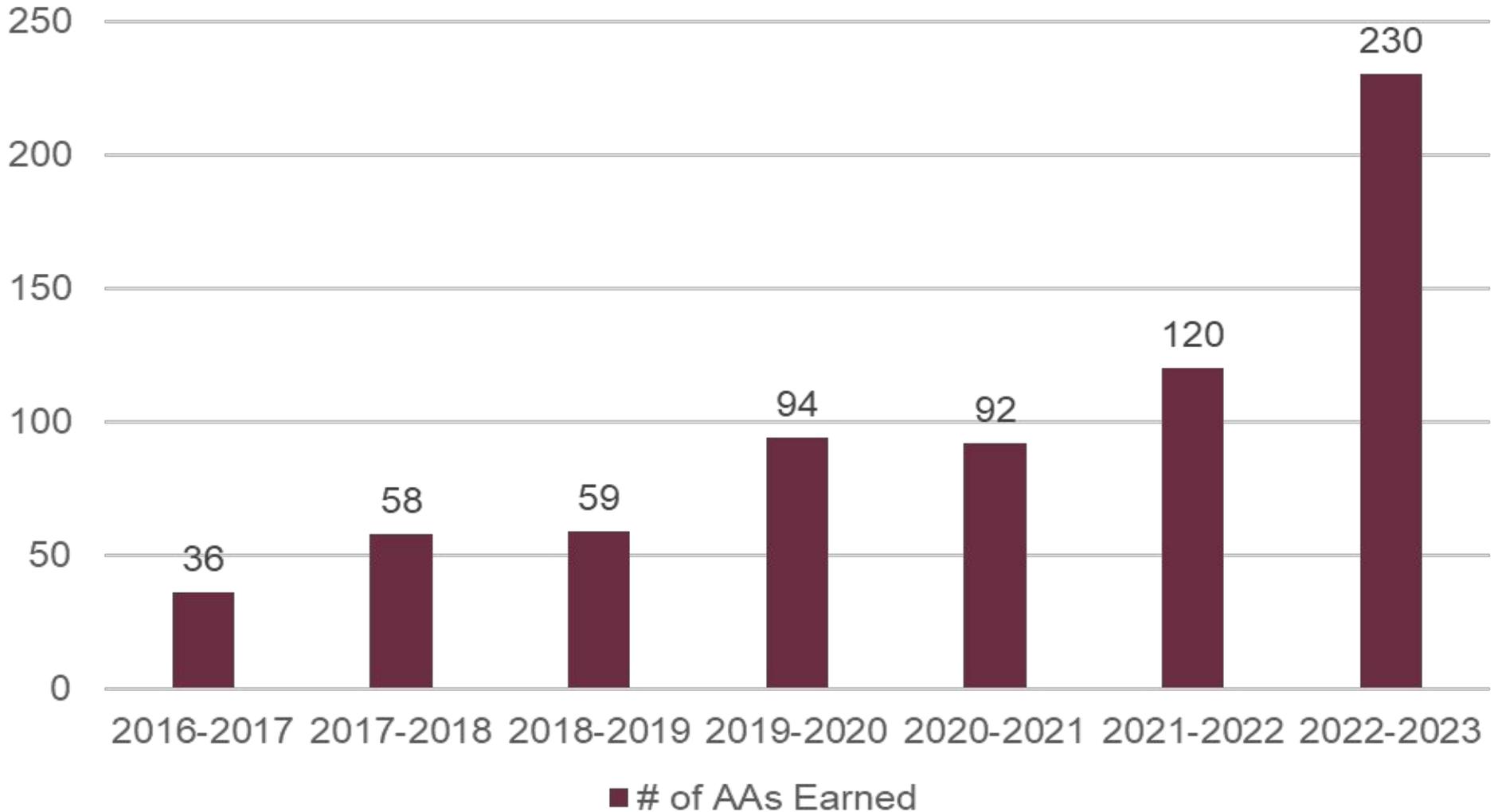
AA/AS Graduation Rates



% of Senior Class Receiving AA Degrees



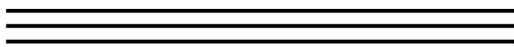
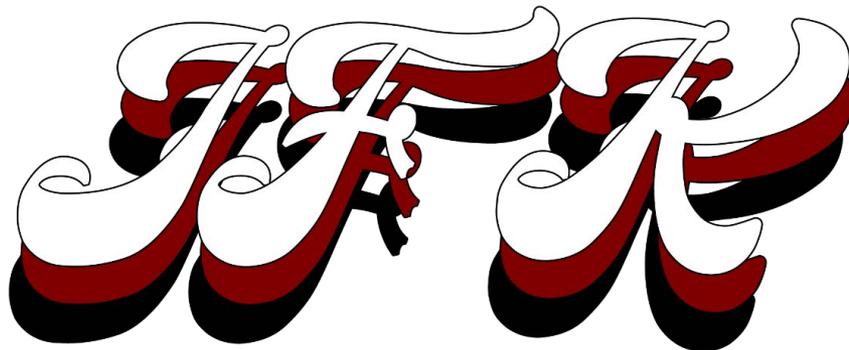
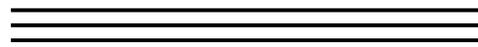
of AAs Earned



Freshman Success

TERM	Number of Students	Number of Students earning a C or above	% of Students earning a C or above
Fall 2018	36	36	100%
Fall 2019	120	115	96%
Fall 2020	116	94	81%
Fall 2021	139	115	83%
Fall 2022	140	122	87%



ITS A 

 THING



2023-2024 Norco College Budget Priorities

In compliance with all regulations and laws, and in alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.

The 2022-2023 academic year continued to be impacted by COVID-19 that resulted in a loss of approximately 24% of our full-time equivalent students (a disproportionately high number of which are historically underserved students) since 2019-2020. The 2024-2025 academic year is expected to be the last “hold harmless” year under the Student-Centered Funding Formula, after which the College will need to enroll the same number of students as our previous three-year rolling average (or risk having our base FTES reset to a significantly lower level). Implementation of the College’s Facilities Master Plan will be critical in attracting and retaining students, and careful financial planning and advocacy will be important. As such, the below budget priorities reflect our goal to efficiently and equitably restore headcount (access) and enrollment to the 7366 credit FTES range. Contrary to past years, the 2022-23 budget year will not include significant one-time funds to mitigate the effects of COVID-19 on the College. In alignment with our ten-year Educational Master Plan goals, College Council recommends the following budget priorities:

Student Transformation

- Fund the development and implementation of a strategic enrollment management plan to rebuild headcount and maximize efficient FTES generation to meet established targets and provide access. We must be mindful of budgetary impacts, and emergency condition provisions ending, after the 2024-2025 year and prioritize outreach to potential students and enrollments.
- Scale Guided Pathways framework to support students, addressing basic needs and insecurities, as well as our FTES goals.
- Continue to close student equity gaps.
- Implement employee professional development in alignment with our Quality Focus Essay (e.g. Leading from the Middle, equity-mindedness and cultural competency, and Guided Pathways).

Regional Transformation

- Continue to reduce working poverty and the skills gap.
- Pursue, develop, and sustain collaborative partnerships. Focus on relationships and growing our reputation within the community.

College Transformation

- Invest strategically to offer a more comprehensive range of programs.
- Emphasize short-term and noncredit certificates.
- Support integrated planning, effective governance, continuous improvement.
- Strategic investment in college personnel to sustain an excellent workplace culture.
- Strategically evaluate personnel replacements and additions.
- Develop/improve physical facilities to build a more comprehensive and inspiring campus.
- Implement technology-enhanced operational systems.
- Strategic investments to increase resource capacity and revenue generating projects.



COVID 19 Block Grant Request

\$17.6 million was allocated to RCCD to continue efforts to mitigate the impact of COVID 19 with the following emphasis:

Allowable Expenditures:

- Support access to basic needs and mental health services for students impacted by COVID-19.
- Reengagement strategies for students who received an incomplete or failing grade in the spring 2022 due to COVID-19.
- Engagement strategies with high schools and local communities to restore broader access.
- Grants to faculty for development of online, accelerated learning modules to allow students who received an incomplete or failing grade in the spring 2022 term due to COVID-19 to make progress toward their degrees instead of retaking courses in the fall 2022 term.
- Professional development opportunities for faculty and student services professionals to continue educational instruction due to COVID-19, including supporting students impacted by learning loss and preparing and supporting faculty to develop online instructional capabilities in response to COVID-19.
- Investments in information technology infrastructure, facilitating students' access to technology to be able to access online coursework, and technology, software, or other electronic instruments and materials for faculty to support courses that are difficult to teach online.
- Cleaning supplies and personal protective equipment.
- Discharge unpaid fees due or owed by a student to a community college in the district.

Student Access:

Request to fund software and activities to support increased student access –

1. basic needs and mental health **counseling and psychiatry services**,
2. **outreach and engagement software**,
3. **in-person student orientations**, and
4. community based **educational summits** targeted at parents and k-12 students and staff.

Student Success/Guided Pathways:

Request to fund expansion of services and infrastructure to support student success –

1. expansion of **counseling support services** to reengage students impacted by COVID,
2. **academic technology upgrades** (i.e., HyFlex classrooms, increased wireless coverage, etc.), and
3. **career and academic pathway expansion** (school-based community engagement).

Equity:

Request to fund activities and supports for decreasing student equity gaps –

1. **professional development** focused on pathways and enrollment,
2. expansion of two-year **Promise Program**,
3. non-funded equity program **counseling** (dual enrollment and Rising Scholars), and
4. **tutorial support** for CRC and reengagement for on-campus students.

BYLAWS OF NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT/NORCO COLLEGE ACADEMIC SENATE

PREAMBLE

The Academic Senate of Norco College of the Riverside Community College District (herein referred to as the “Senate”) can change and amend its Bylaws by a minimum of 2/3 majority vote of its voting members present providing that (1) motions to change and amend the Bylaws are proposed in writing, (2) at least one week elapses between the making of a motion to amend and any vote to adopt the motion is taken, and (3) a quorum is present when the vote occurs.

ARTICLE I

Section 1. Senators represent areas of study. Areas of study are defined as departments for the purposes of these Bylaws.

Section 2. Regular Senate meetings are generally held on the first and third Monday of each whole month (contract holidays excepted) during the spring and fall semesters at a location and time announced by the Senate President or as otherwise scheduled by the Senate.

Section 3. Senate meetings and faculty meetings called by the Senate are conducted under the parliamentary guidance of *Robert’s Rules of Order, Revised*, unless otherwise stipulated.

Section 4. The Senate President shall establish the agenda for each Senate meeting, which must be approved by simple majority vote of the voting members present at the meeting. The agenda must be established in accordance with California laws and regulations. Any member of the Norco College faculty may submit an agenda item to the Senate. The established agenda may be abridged or amended by majority vote or by consensus of the members present.

Section 5. The Senate President may contact any Senator who misses two regularly scheduled meetings in a term to assess the attendance issue. If appropriate, the Senate President may contact the Senator’s Department Chair regarding such absenteeism with the hope of resolving the situation and avoiding underrepresentation. Such absentee Senator may be replaced by the Department.

Section 6. A special meeting of the Senate may be called by the Senate President or any five voting members of the Senate.

Section 7. All faculty members are encouraged to participate in Senate discussions.

ARTICLE II

Section 1. Duties and Responsibilities of Senators

Department representatives to the Senate (herein referred to as “Senators”) and their alternates, are accountable to all members of the Norco College faculty. Senators and their alternates shall:

- A. participate in regularly scheduled Senate meetings as active and informed representatives of their electoral constituencies;
- B. consider, and where the Senate agrees, ratify appointments made by the Senate President;
- C. consider, and where the Senate agrees, authorize the execution of contracts and other agreements entered into by the Senate;
- D. inform their constituents about general issues and concerns facing Norco College and specific matters coming before the Senate;
- E. inform the Senate about relevant issues and concerns facing their constituents;
- F. assist the Senate President in gathering data as needed for projects of the Senate;
- G. communicate with other Senator members, in adherence with State laws and RCCD Board Policies;
- H. inform potential or newly elected Senator members of Senate policies;
- I. serve when possible on the Senate's ad hoc committees and other committees as requested by the Senate President and/or the Senate; and
- J. encourage faculty members to become involved in the Senate and its committees.

Section 2. Duties and Responsibilities of the Senate President

The Senate President shall:

- A. develop agendas and conduct meetings of the Senate
- B. distribute, in compliance with relevant State laws and RCCD Board policies, agendas for upcoming regular Senate meetings at least 72 hours prior to the beginning of scheduled meetings.
- C. convene and preside over general meetings of the faculty (full and/or part-time) called by the Senate;
- D. serve as the official Senate spokesperson and advocate on academic and professional matters;
- E. meet regularly with the College President and the District Chancellor, and report the pertinent details of those meetings to the Senate;
- F. meet with other administrators and classified professionals as needed, and report the pertinent details of those meetings to the Senate;
- G. represent faculty matters within the purview of the Senate to the College President;
- H. represent the Senate at meetings of the RCCD Board of Trustees and before all appropriate College and District administrative groups;
- I. participate as requested in the evaluation of administrative staff;
- J. represent the Senate on appropriate Norco College and District administrative councils;
- K. represent the Senate as an ex-officio member of all standing committees of the Senate;
- L. meet with the representative(s) of the Faculty Association to both ensure that the academic and professional aspects of negotiable issues reflect Senate concerns and maintain open lines of communication and cooperation between the Faculty Association and the Senate;
- M. work with the leadership of classified professionals and student groups to maintain open lines of communication and cooperation between those groups and the Senate;
- N. register the Senate's endorsement of relevant documents sent to the state or other authorities;

- O. address academic and professional aspects of regulatory issues in the California Education Code and Title 5, as well as organize the Senate's response in a collegial and timely manner;
- P. serve as a member of the District Academic Senate and serve as the District Academic Senate President every three years on a rotational basis with the Academic Senate Presidents of Moreno Valley College and Riverside City College;
- Q. serve as the primary contact for the Senate of the California Community Colleges (ASCCC) and attend conferences, meetings, and seminars of organizations that relate to California community colleges;
- R. allocate Senate resources within the constraints of the Senate Budget;
- S. meet with new faculty members to familiarize them with collegial governance and Senate operations;
- T. appoint faculty members to Norco College and District committees, task forces, and work groups and have those appointments ratified by the Senate;
- U. appoint, when necessary, a Parliamentarian from among the Senators;
- V. communicate official Senate proceedings to the entire faculty; and
- W. perform such other functions that are necessary for carrying out the purposes and policies of the Senate;

Section 3. Duties and Responsibilities of the Senate Vice President

The Vice-President shall:

- A. act in the capacity of the Senate President in Senate meetings when the President is unavailable to serve;
- B. chair the Nomination Committee and all faculty meetings called to seek nominations for elections;
- C. conduct nominations and elections for the Senate under the provisions of Article VII of the Senate Constitution;
- D. maintain records of Senate appointments, including date of appointment, length of term, and other information as necessary.
- E. convene the first yearly meeting of any standing committee without a chair;
- F. participate with the Senate President in monthly meetings with the College President; and
- G. perform such other functions as the Senate and/or the Senate President reasonably assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A. keep minutes of Senate meetings when a classified professional is unavailable and make these records available to the entire faculty following Senate approval;
- B. maintain a file of all minutes and official documents of the Senate, including but not limited to dated copy of Constitution and Bylaws, expiration dates of all terms of office of officers, committee members, and members of the Senate;
- C. prepare and distribute meeting notes for Senate meetings to the entire faculty within five business days of the conclusion of said meeting;
- D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within five business days of the conclusion of said meeting;

- E. ensure the currency of all contact information for the Senate;
- F. ensure the currency of information on the Senate's website;
- F. keep, as necessary, the financial records of the Senate up-to-date and in good order;
- G. with the approval of the Senate President, make all properly authorized payments that are consistent with the Constitution, the Bylaws, or Senate orders, and which do not threaten the solvency of the Senate; and
- H. perform such other functions as the Senate or the Senate President assigns in carrying out the purposes and policies of the Senate.

ARTICLE III. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco College academic departments select Senators and Alternate Senators and shall inform the Norco College academic departments in a timely manner whenever a special need exists to fill a vacancy.

Section 2. Each of Norco College's academic departments shall choose one full-time faculty member as its Senator to serve on the Senate and one Alternate Senator to serve in Senate meetings when the primary departmental Senator cannot attend; in this case, the Alternate Senator shall assume all rights and duties the primary Senator including the right to vote in Senate meetings. It is recommended that tenured faculty members be given priority for these positions.

- A. Senators and Alternate Senators shall be chosen by a democratic process with each full-time faculty member of the department having one vote for each member to be elected. Faculty members with assignments in two or more departments will exercise their one vote in the department that houses their primary designated FSA.
- B. Senators and Alternate Senators shall serve for two years beginning on the July 1 following their election.
- C. There are no limitations on the number of consecutive terms to which a member may be elected as a Senator or Alternate Senator.
- D. If an elected Senator or Alternate Senator is unable to serve for any reason, the academic department represented by that Senator/Alternate Senator shall elect a replacement representative for the balance of the term.
- E. Departments may change representatives at any time for any reason for the remainder of any existing term as long as a democratic process is followed.
- F. Any disputes concerning the selection of representation shall be resolved by the Academic Senate. Senate decisions with regard to processes and eligibility shall be final.

Section 3. Senators and Alternate Senators may represent only one academic department at a time.

ARTICLE IV: ELECTIONS OF SENATE OFFICERS, PART-TIME SENATOR, DISTINGUISHED FACULTY LECTURER, AND FACULTY COMMENCEMENT SPEAKER

Section 1. The Nomination Committee shall conduct official Senate elections.

Section 2. The Nomination Committee shall be chaired by the Senate Vice-President and composed of two additional Senators appointed by the Senate. No Officer other than the Senate Vice-President shall be eligible to serve on the Nomination Committee. If the Senate Vice-President is a candidate in an election, then the Senate will select a Senator who is not a candidate in the election to serve as the Nomination Committee chair.

Section 3. The Nomination Committee shall call for nominations from the faculty at least one week in advance of the holding an election and strive to have least two candidates who are willing to serve in each election.

Section 4. The Nomination Committee shall distribute ballots for the election of Senate Officers, Part-time Senator, and Distinguished Faculty Lecturer to faculty at least one week in advance of the election. The Nomination Committee shall verify the consent of nominees, either verbally or in writing, prior to distributing the ballots. Elections for these positions shall follow the procedures below.

- A. Elections for the positions of Senate President, Vice-President, and Secretary/Treasurer shall take place every three years in the Spring term before the end of April, and the winners will assume their offices on July 1. If an elected Officer is unable to complete their term, the Senate shall follow the guidelines set forth in Article 5 of the Constitution to fill the vacancy.
- B. Elections for the Part-time Senator shall take place every two years in the beginning of Fall term, and the winner will take their office immediately. If for any reason the elected part-time Senator is unable to complete their term, the Senate shall appoint to the position the candidate who received the next highest number of votes in the election in which the original Part-time Senator was elected. If these provisions cannot be fulfilled, then Section 10 of this Article shall prevail.
- C. Elections for the Distinguished Faculty Lecturer shall take place every three years in rotation with Riverside City College and Moreno Valley College with the election taking place in the prior Spring term.
- D. Elections for the Faculty Commencement Speaker shall take place every Fall semester, except in those years in which the Distinguished Faculty Lecturer rotates to Norco College. In those years, the Distinguished Faculty Lecturer shall serve as the Faculty Commencement speaker.

Section 5. In those years in which Officers are elected, the Senate may arrange for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

Section 6. All elections shall be conducted in such a manner as to promote the integrity of the electoral process.

Section 7. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted as quickly as possible after votes are counted.

Section 8. All elections shall be decided by majority vote. A run-off election will be held between the top two vote getters if no candidate receives a majority.

Section 9. The results for all Senate elections shall be kept for 30 days for review by any faculty member.

Section 10. In the event of a vacancy for any reason in any elected position not otherwise provided for in the Senate Constitution or Bylaws, the Nomination Committee shall submit the name(s) of at least one, and preferably two or more, replacement candidates for an election within the Senate. Upon presentation of the name(s) of the candidate(s), the Senate shall appoint the candidate who receives a majority of the votes of the Senate voting members who are present for the election. The replacement candidate shall assume office immediately for the remainder of the term of office.

Section 11. The Senate may designate temporary replacements for Officers who are temporarily unable to perform the duties of the office to which they were elected.

ARTICLE V. PETITIONS, REFERENDUM, AND RECALL

Section 1. Petitions

Anyone may submit a petition proposing an action or policy for the Senate, and the Senate President shall determine if the petition will be heard by the Senate. However, a petition signed by at least ten (10) full-time faculty members must be heard by the Senate in a timely manner.

Section 2. Referendum

Within four weeks following an official action of the Senate, a petition signed by at least ten (10) full-time faculty members to reverse or reconsider such action may be filed with the Senate President. Within fifteen (15) calendar days of the petition's filing, the Senate Nomination Committee shall arrange for a vote of the faculty to take place. A majority of those faculty members voting shall be necessary to rescind an action of the Senate.

Section 3. Recall of Officers and Senators

- A. Officers may be recalled from office by a vote of at least 2/3 of the full-time faculty voting in an election conducted by the Senate. A petition signed by at least 1/3 of the appropriate full-time faculty and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called. If the officer being recalled is the Vice-President, another Senator will be named to take the Vice-President's place on the Nominations Committee.

- B. The Part-time Senator may be recalled by a vote of at least 2/3 of the appropriate part-time faculty voting in an election conducted by the Senate. A petition signed by 1/10 of the part-time faculty constituency and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called.
- C. Recall elections shall take place only during the Fall and Spring semesters in not less than ten (10) calendar days nor more than twenty-one (21) calendar days following the receipt of the petition by the Senate or the vote authorizing the recall election by the Senate.
- D. In the event of a successful recall election of an Officer, the position shall be filled in accordance with Article V of the Constitution.
- E. In the event of a successful recall election of a Senator, the Norco College academic department that was being represented by the recalled Senator shall elect a different full-time faculty member as a replacement representative for the balance of that term.

ARTICLE VI. SENATE STANDING COMMITTEES

The purpose of standing committees is to facilitate the work of the Senate. Each standing committee shall have at least one faculty chair or co-chair. A standing committee may also choose by a majority vote of the faculty on the committee to have an administrative and/or staff co-chair. Administrative and staff committee co-chairs must be approved by the Senate. Faculty chairs and co-chairs do not require Senate approval. Committee chairs or co-chairs will be elected by a majority of the faculty voting members of the committee at its last spring meeting and serve for two years with no limit on the number of terms a chair or co-chair can serve. Faculty co-chairs, or their designated representatives, will present regular reports to the Senate regarding each of their committee's activities.

Standing committees may choose to include administrators, classified professionals, students and/or community members to serve as voting members of the committee, but the majority of voting members of a Senate standing committee must be faculty. Administrators, classified professionals, students, and/or community members shall be selected in a manner determined by their respective constituency groups. Standing committee faculty chairs or co-chairs will inform the Senate President of its constituent voting members on a yearly basis and present reports to the Senate on a regular basis. Senate committees shall notify the Senate President in writing of any changes to committee leadership.

The Senate will provide each committee with general functions and responsibilities, but each committee will create and update their specific mission and purpose when appropriate and necessary. Any changes to committee mission and/or purpose must be approved by the Senate. Standing committee chairs/co-chairs shall establish meeting schedules, create agendas, and ensure minutes are recorded. Faculty chairs or co-chairs will also ensure pertinent documents are memorialized appropriately. Committees should strive to meet no less than once monthly during the full months of the fall and spring semesters.

Section 1. Academic Planning Chairs (APC)

- A. APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

- B. APC will be led by the Chair of Chairs, a faculty member who is elected by the other members of APC.

Section 2. Assessment Committee

- A. The Assessment Committee supports and encourages assessment of student learning in all instructional programs as well as in student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services.
- B. The faculty chair of the Assessment Committee shall serve as the Assessment Coordinator.

Section 3. Course Materials Affordability Committee (CMAC)

- A. CMAC creates equal opportunities for students' success, regardless of socioeconomic circumstances, by providing equitable access to course materials.

Section 4. Curriculum Committee

- A. The Curriculum Committee reviews and approves:
 - 1. curricula for new courses, course modifications, new programs and program modifications and
 - 2. the curriculum approval process.

The Curriculum Committee is the sole approving body for Norco College-only curriculum.

- B. The Curriculum Committee is also responsible for keeping abreast with state-mandated curriculum changes and reporting those changes to faculty.
- C. Curriculum Committee members report on curriculum issues at their department meetings and solicit suggestions and recommendations when needed.
- D. The faculty Chair of the Curriculum Committee shall be a member of the District Curriculum Committee and shall also serve as the District Curriculum Committee Chair every three years on a rotational basis with the Curriculum Committee Chairs of Moreno Valley College and Riverside City College.

Section 5. Distance Education Committee (DEC)

- A. DEC:
 - 1. develops guidelines for distance education courses;
 - 2. recommends policies and procedures to the Senate for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning;
 - 3. advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment; and
 - 4. recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.
- B. The faculty Chair of DEC shall be a member of the District Distance Education Committee and shall also serve as the District Distance Education Chair every three years

on a rotational basis with the Distance Education Chairs of Moreno Valley College and Riverside City College.

Section 6. Faculty Professional Development Committee (FPDC)

A. FPDC

1. offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment and
2. collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX

B. The faculty chair of FPDC will serve as

1. the Professional Development Coordinator,
2. a member of the Institute Effectiveness and Governance Council (IEGC), and
3. a member of the Professional Development Coordinating Network (PDCN).

Section 7. LGBTQ+ Advocates Committee

A. The LGBTQ+ Advocates Committee supports, defends, and serves as an advocate for LGBTQ+ students, faculty, and classified professionals and makes 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.

B. Members of the committee serve as points of contact on LGBTQ+ issues and make recommendations to the Senate.

Section 8. Library and Learning Resource Center Advisory Committee (LLRCAC)

A. The LLRCAC serves as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.

B. LLRCAC members facilitate discussions and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

Section 9. Program Review Committee

A. The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee reviews and evaluates the Program Review and Annual Update of units/programs/disciplines to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.

B. The faculty chair of the Program Review Committee will serve as

1. the Program Review Coordinator and
2. a member of the Institute Effectiveness and Governance Council (IEGC)

Section 10. The Teaching and Learning Committee (TLC)

- A. TLC fosters a culture of cross-disciplinary communication to support genuine exchange of successful pedagogy and scholarly research. It vows to protect respectful collaboration amongst faculty to ensure student success.
- B. The faculty chair/co-chairs of TLC shall serve as a member/members of the Professional Development Coordinating Network (PDCN).

Section 11. Other Committees

The Senate shall consider the need for, and establish as appropriate, standing, ad hoc, or temporary committees as needed.

BYLAWS OF NORCO COLLEGE OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT/NORCO COLLEGE ACADEMIC SENATE

PREAMBLE

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ARTICLE I

Section 1. Senators represent areas of study. Areas of study are defined as departments for the purposes of these Bylaws.

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Section 3. Senate meetings and faculty meetings called by the Senate are conducted under the parliamentary guidance of *Robert’s Rules of Order, Revised*, unless otherwise stipulated.

Section 4. The Senate President shall establish the agenda for each Senate meeting, which must be approved by simple majority vote of the voting members present at the meeting. The agenda must be established in accordance with California laws and regulations. Any member of the Norco College faculty may submit an agenda item to the Senate. The established agenda may be abridged or amended by majority vote or by consensus of the members present.

Section 5. The Senate President may contact any Senator who misses two regularly scheduled meetings in a term to assess the problem. If appropriate, the Senate President may contact the Senator’s Department Chair regarding such absenteeism with the hope of resolving the situation and avoiding underrepresentation. Such absentee Senator may be replaced by the Department.

Section 6. A special meeting of the Senate may be called by the Senate President or any five voting members of the Senate.

Section 7. All faculty members are encouraged to participate in Senate discussions.

ARTICLE II

Section 1. Duties and Responsibilities of Senators

Department representatives to the Senate (herein referred to as “Senators”) and their alternates, are accountable to all members of the Norco College faculty. Senators and their alternates shall:

- A. participate in regularly scheduled Senate meetings as active and informed representatives of their electoral constituencies;

- B. consider, and where the Senate agrees, ratify appointments made by the Senate President;
- C. consider, and where the Senate agrees, authorize the execution of contracts and other agreements entered into by the Senate;
- D. inform their constituents about general issues and concerns facing Norco College and specific matters coming before the Senate;
- E. inform the Senate about relevant issues and concerns facing their constituents;
- F. assist the Senate President in gathering data as needed for projects of the Senate;
- G. communicate with other Senator members, in adherence with State laws and RCCD Board Policies;
- H. inform potential or newly elected Senator members of Senate policies;
- I. serve when possible on the Senate's ad hoc committees and other committees as requested by the Senate President and/or the Senate; and
- J. encourage faculty members to become involved in the Senate and its committees.

Section 2. Duties and Responsibilities of the Senate President

The Senate President shall:

- A. develop agendas and conduct meetings of the Senate
- B. distribute, in compliance with relevant State laws and RCCD Board policies, agendas for upcoming regular Senate meetings at least 72 hours prior to the beginning of scheduled meetings.
- C. convene and preside over general meetings of the faculty (full and/or part-time) called by the Senate;
- D. serve as the official Senate spokesperson and advocate on academic and professional matters;
- E. meet regularly with the College President and the District Chancellor, and report the pertinent details of those meetings to the Senate;
- F. meet with other administrators and classified professionals as needed, and report the pertinent details of those meetings to the Senate;
- G. represent faculty matters within the purview of the Senate to the College President;
- H. represent the Senate at meetings of the RCCD Board of Trustees and before all appropriate College and District administrative groups;
- I. participate as requested in the evaluation of administrative staff;
- J. represent the Senate on appropriate Norco College and District administrative councils;
- K. represent the Senate as an ex-officio member of all standing committees of the Senate;
- L. meet with the representative(s) of the Faculty Association to both ensure that the academic and professional aspects of negotiable issues reflect Senate concerns and maintain open lines of communication and cooperation between the Faculty Association and the Senate;
- M. work with the leadership of classified professionals and student groups to maintain open lines of communication and cooperation between those groups and the Senate;
- N. register the Senate's endorsement of relevant documents sent to the state or other authorities;
- O. address academic and professional aspects of regulatory issues in the California Education Code and Title 5, as well as organize the Senate's response in a collegial and timely manner;
- P. serve as a member of the District Academic Senate and serve as the District Academic Senate President every three years on a rotational basis with the Academic Senate Presidents of Moreno Valley College and Riverside City College;

- Q. serve as the primary contact for the Senate of the California Community Colleges (ASCCC) and attend conferences, meetings, and seminars of organizations that relate to California community colleges;
- R. allocate Senate resources within the constraints of the Senate Budget;
- S. meet with new faculty members to familiarize them with collegial governance and Senate operations;
- T. appoint faculty members to Norco College and District committees, task forces, and work groups and have those appointments ratified by the Senate;
- U. appoint, when necessary, a Parliamentarian from among the Senators;
- V. communicate official Senate proceedings to the entire faculty; and
- W. perform such other functions that are necessary for carrying out the purposes and policies of the Senate;

Section 3. Duties and Responsibilities of the Senate Vice President

The Vice-President shall:

- A. act in the capacity of the Senate President in Senate meetings when the President is unavailable to serve;
- B. chair the Nomination Committee and all faculty meetings called to seek nominations for elections;
- C. conduct nominations and elections for the Senate under the provisions of Article VII of the Senate Constitution;
- D. maintain records of Senate appointments, including date of appointment, length of term, and other information as necessary.
- E. convene the first yearly meeting of any standing committee without a chair;
- F. participate with the Senate President in monthly meetings with the College President; and
- G. perform such other functions as the Senate and/or the Senate President reasonably assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer

The Secretary/Treasurer shall:

- A. keep minutes of Senate meetings when a classified professional is unavailable and make these records available to the entire faculty following Senate approval;
- B. maintain a file of all minutes and official documents of the Senate, including but not limited to dated copy of Constitution and Bylaws, expiration dates of all terms of office of officers, committee members, and members of the Senate;
- C. prepare and distribute meeting notes for Senate meetings to the entire faculty within 24 hours of the conclusion of said meeting;
- D. prepare and distribute meeting notes for general faculty meetings convened by the Senate to the entire faculty within 24 hours of the conclusion of said meeting;
- E. ensure the currency of all contact information for the Senate;
- F. ensure the currency of information on the Senate's website;
- F. keep, as necessary, the financial records of the Senate up-to-date and in good order;
- G. with the approval of the Senate President, make all properly authorized payments that are consistent with the Constitution, the Bylaws, or Senate orders, and which do not threaten the solvency of the Senate; and

- H. perform such other functions as the Senate or the Senate President assigns in carrying out the purposes and policies of the Senate.

ARTICLE III. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco College academic departments select Senators and Alternate Senators and shall inform the Norco College academic departments in a timely manner whenever a special need exists to fill a vacancy.

Section 2. Each of Norco College's academic departments shall choose one full-time faculty member as its Senator to serve on the Senate and one Alternate Senator to serve in Senate meetings when the primary departmental Senator cannot attend; in this case, the Alternate Senator shall assume all rights and duties the primary Senator including the right to vote in Senate meetings. It is recommended that tenured faculty members be given priority for these positions.

- A. Senators and Alternate Senators shall be chosen by a democratic process with each full-time faculty member of the department having one vote for each member to be elected. Faculty members with assignments in two or more departments will exercise their one vote in the department that houses their primary designated FSA.
- B. Senators and Alternate Senators shall serve for two years beginning on the July 1 following their election.
- C. There are no limitations on the number of consecutive terms to which a member may be elected as a Senator or Alternate Senator.
- D. If an elected Senator or Alternate Senator is unable to serve for any reason, the academic department represented by that Senator/Alternate Senator shall elect a replacement representative for the balance of the term.
- E. Departments may change representatives at any time for any reason for the remainder of any existing term as long as a democratic process is followed.
- F. Any disputes concerning the selection of representation shall be resolved by the Academic Senate. Senate decisions with regard to processes and eligibility shall be final.

Section 3. Senators and Alternate Senators may represent only one academic department at a time.

ARTICLE IV: ELECTIONS OF SENATE OFFICERS, PART-TIME SENATOR, DISTINGUISHED FACULTY LECTURER, AND FACULTY COMMENCEMENT SPEAKER

Section 1. The Nomination Committee shall conduct official Senate elections.

Section 2. The Nomination Committee shall be chaired by the Senate Vice-President and composed of two additional Senators appointed by the Senate. No Officer other than the Senate

Vice-President shall be eligible to serve on the Nomination Committee. If the Senate Vice-President is a candidate in an election, then the Senate will select a Senator who is not a candidate in the election to serve as the Nomination Committee chair.

Section 3. The Nomination Committee shall call for nominations from the faculty at least one week in advance of the holding an election and strive to have least two candidates who are willing to serve in each election.

Section 4. The Nomination Committee shall distribute ballots for the election of Senate Officers, Part-time Senator, and Distinguished Faculty Lecturer to faculty at least one week in advance of the election. The Nomination Committee shall verify the consent of nominees, either verbally or in writing, prior to distributing the ballots. Elections for these positions shall follow the procedures below.

- A. Elections for the positions of Senate President, Vice-President, and Secretary/Treasurer shall take place every three years in the Spring term before the end of April, and the winners will assume their offices on July 1. If an elected Officer is unable to complete their term, the Senate shall follow the guidelines set forth in Article 5 of the Constitution to fill the vacancy.
- B. Elections for the Part-time Senator shall take place every two years in the beginning of Fall term, and the winner will take their office immediately. If for any reason the elected part-time Senator is unable to complete their term, the Senate shall appoint to the position the candidate who received the next highest number of votes in the election in which the original Part-time Senator was elected. If these provisions cannot be fulfilled, then Section 10 of this Article shall prevail.
- C. Elections for the Distinguished Faculty Lecturer shall take place every three years in rotation with Riverside City College and Moreno Valley College with the election taking place in the prior Spring term.
- D. Elections for the Faculty Commencement Speaker shall take place every Fall semester, except in those years in which the Distinguished Faculty Lecturer rotates to Norco College. In those years, the Distinguished Faculty Lecturer shall serve as the Faculty Commencement speaker.

Section 5. In those years in which Officers are elected, the Senate may arrange for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

Section 6. All elections shall be conducted in such a manner as to promote the integrity of the electoral process.

Section 7. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted as quickly as possible after votes are counted.

Section 8. All elections shall be decided by majority vote. A run-off election will be held between the top two vote getters if no candidate receives a majority.

Section 9. The results for all Senate elections shall be kept for 30 days for review by any faculty member .

Section 10. In the event of a vacancy for any reason in any elected position not otherwise provided for in the Senate Constitution or Bylaws, the Nomination Committee shall submit the name(s) of at least one, and preferably two or more, replacement candidates for an election within the Senate. Upon presentation of the name(s) of the candidate(s), the Senate shall appoint the candidate who receives a majority of the votes of the Senate voting members who are present for the election. The replacement candidate shall assume office immediately for the remainder of the term of office.

Section 11. The Senate may designate temporary replacements for Officers who are temporarily unable to perform the duties of the office to which they were elected.

ARTICLE V. PETITIONS, REFERENDUM, AND RECALL

Section 1. Petitions

Anyone may submit a petition proposing an action or policy for the Senate, and the Senate President shall determine if the petition will be heard by the Senate. However, a petition signed by at least ten (10) full-time faculty members must be heard by the Senate in a timely manner.

Section 2. Referendum

Within four weeks following an official action of the Senate, a petition signed by at least ten (10) full-time faculty members to reverse or reconsider such action may be filed with the Senate President. Within fifteen (15) calendar days of the petition's filing, the Senate Nomination Committee shall arrange for a vote of the faculty to take place. A majority of those faculty members voting shall be necessary to rescind an action of the Senate.

Section 3. Recall of Officers and Senators

- A. Officers may be recalled from office by a vote of at least 2/3 of the full-time faculty voting in an election conducted by the Senate. A petition signed by at least 1/3 of the appropriate full-time faculty and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called. If the officer being recalled is the Vice-President, another Senator will be named to take the Vice-President's place on the Nominations Committee.
- B. The Part-time Senator may be recalled by a vote of at least 2/3 of the appropriate part-time faculty voting in an election conducted by the Senate. A petition signed by 1/10 of the part-time faculty constituency and submitted to the chair of the Nomination Committee or a vote of at least 2/3 of the Senate shall be necessary before such an election can be called.
- C. Recall elections shall take place only during the Fall and Spring semesters in not less than ten (10) calendar days nor more than twenty-one (21) calendar days following the receipt of the petition by the Senate or the vote authorizing the recall election by the Senate.
- D. In the event of a successful recall election of an Officer, the position shall be filled in accordance with Article V of the Constitution.

- E. In the event of a successful recall election of a Senator, the Norco College academic department that was being represented by the recalled Senator shall elect a different full-time faculty member as a replacement representative for the balance of that term.

ARTICLE VI. SENATE STANDING COMMITTEES

The purpose of standing committees is to facilitate the work of the Senate. Each standing committee shall have at least one faculty chair or co-chair. A standing committee may also choose by a majority vote of the faculty on the committee to have an administrative and/or staff co-chair. Administrative and staff committee co-chairs must be approved by the Senate. Faculty chairs and co-chairs do not require Senate approval. Committee chairs or co-chairs will be elected by a majority of the faculty voting members of the committee at its last spring meeting and serve for two years with no limit on the number of terms a chair or co-chair can serve. Faculty co-chairs, or their designated representatives, will present regular reports to the Senate regarding each of their committee's activities.

Standing committees may choose to include administrators, classified professionals, students and/or community members to serve as voting members of the committee, but the majority of voting members of a Senate standing committee must be faculty. Administrators, classified professionals, students, and/or community members shall be selected in a manner determined by their respective constituency groups. Standing committee faculty chairs or co-chairs will inform the Senate President of its constituent voting members on a yearly basis and present reports to the Senate on a regular basis. Senate committees shall notify the Senate President in writing of any changes to committee leadership.

The Senate will provide each committee with general functions and responsibilities, but each committee will create and update their specific mission and purpose when appropriate and necessary. Any changes to committee mission and/or purpose must be approved by the Senate. Standing committee chairs/co-chairs shall establish meeting schedules, create agendas, and ensure minutes are recorded. Faculty chairs or co-chairs will also ensure pertinent documents are memorialized appropriately. Committees should strive to meet no less than once monthly during the full months of the fall and spring semesters.

Section 1. Academic Planning Chairs (APC)

- A. APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.
- B. APC will be led by the Chair of Chairs, a faculty member who is elected by the other members of APC.

Section 2. Assessment Committee

- A. The Assessment Committee supports and encourages assessment of student learning in all instructional programs as well as in student and learning support services. Assessment is defined as the process by which data are used to ensure students are learning the outcomes set by the institution and the use of those data for the purpose of improving student learning, faculty pedagogy, and student and learning support services.
- B. The faculty chair of the Assessment Committee shall serve as the Assessment Coordinator.

Section 3. Course Materials Affordability Committee (CMAC)

- A. CMAC creates equal opportunities for students' success, regardless of socioeconomic circumstances, by providing equitable access to course materials.

Section 4. Curriculum Committee

- A. The Curriculum Committee reviews and approves:
 - 1. curricula for new courses, course modifications, new programs and program modifications and
 - 2. the curriculum approval process.

The Curriculum Committee is the sole approving body for Norco College-only curriculum.

- B. The Curriculum Committee is also responsible for keeping abreast with state-mandated curriculum changes and reporting those changes to faculty.
- C. Curriculum Committee members report on curriculum issues at their department meetings and solicit suggestions and recommendations when needed.
- D. The faculty Chair of the Curriculum Committee shall be a member of the District Curriculum Committee and shall also serve as the District Curriculum Committee Chair every three years on a rotational basis with the Curriculum Committee Chairs of Moreno Valley College and Riverside City College.

Section 5. Distance Education Committee (DEC)

- A. DEC:
 - 1. develops guidelines for distance education courses;
 - 2. recommends policies and procedures to the Senate for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning;
 - 3. advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment; and
 - 4. recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.
- B. The faculty Chair of DEC shall be a member of the District Distance Education Committee and shall also serve as the District Distance Education Chair every three years on a rotational basis with the Distance Education Chairs of Moreno Valley College and Riverside City College.

Section 6. Faculty Professional Development Committee (FPDC)

- A. FPDC
 - 1. offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment and
 - 2. collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX
- B. The faculty chair of FPDC will serve as
 - 1. the Professional Development Coordinator,
 - 2. a member of the Institute Effectiveness and Governance Council (IEGC), and
 - 3. a member of the Professional Development Coordinating Network (PDCN).

Section 7. Library and Learning Resource Center Advisory Committee (LLRCAC)

- A. LLRCAC facilitates discussion and feedback on Library and Learning Center resources, services, and events to ensure that they optimally support academic programs at the college and are of sufficient quantity, currency, depth, and variety.

Section 8. LGBTQ+ Advocates Committee

- A. The LGBTQ+ Advocates Committee supports, defends, and serves as an advocate for LGBTQ+ students, faculty, and classified professionals and makes 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.
- B. Members of the committee serve as points of contact on LGBTQ+ issues and make recommendations to the Senate.

Section 9. Program Review Committee

- A. The Program Review Committee establishes guidelines, tools, and content requirements for the Program Review process at Norco College. The committee reviews and evaluates the Program Review and Annual Update of units/programs/disciplines to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning.
- B. The faculty chair of the Program Review Committee will serve as
 - 1. the Program Review Coordinator and
 - 2. a member of the Institute Effectiveness and Governance Council (IEGC)

Section 10. The Teaching and Learning Committee (TLC)

- A. TLC fosters a culture of cross-disciplinary communication to support genuine exchange of successful pedagogy and scholarly research. It vows to protect respectful collaboration amongst faculty to ensure student success.
- B. The faculty chair/co-chairs of TLC shall serve as a member/members of the Professional Development Coordinating Network (PDCN).

Section 11. Other Committees

The Senate shall consider the need for, and establish as appropriate, standing, ad hoc, or temporary committees as needed.

Summary of Proposed Bylaw Revisions

The following document contains a summary of significant changes being proposed to the Senate's bylaws. This document does not list stylistic and wording changes, and changes related to layout or structure that do not significantly impact the bylaws; for example, if a subsection was split into two new subsections but no changes were made to the general function of those subsections, that change is not included below. All interested parties are encouraged to closely review both the original bylaws and the proposed amendments.

Respectfully submitted,

Dan Reade

Preamble:

- No significant changes.

Article I:

- Removal of original Section 6 which allowed the Senate to conduct meetings via electronic ballot during summer and winter periods. This was removed as it does not comply with the requirements of the Brown Act.

Article II

- Section 1: Duties and Responsibilities of Senators
 - o Removal of original subsection D: "approving the annual budget submitted by the President." The Senate has neither considered nor approved a budget for an extended period of time, so it was felt appropriate to remove this subsection.
 - o Amending of original subsection F, now subsection E: Original subsection stated that Senators should inform the Senate President of relevant actions in Senate committees. This was seen as overly restrictive. The new language encourages Senators to inform the Senate about all issues facing Senators' various constituencies.
- Section 2: Duties and Responsibilities of Senate President
 - o New Subsection B: States President's responsibility to distribute Senate agendas at least 72 hours in advance of Senate meetings and in adherence with all relevant laws and policies.
 - o New Subsection C: States President's responsibility to convene and preside over general faculty meetings called by the Senate.
 - o Split original subsection C into two new subsections, E and F: these state that the President will meet with the College President, District Chancellor, and other administrators and classified professionals as necessary, and report on to Academic Senate about any relevant issues.

- Removal of original subsection S: This original subsection allowed the President to make appointments not otherwise covered by the Constitution. This was removed as other subsections cover any relevant situations and so this subsection was no longer considered necessary.
- New Subsection V: States the President’s responsibility to “communicate official Senate proceedings to the entire faculty.” This was added to clarify the President’s responsibility to ensure faculty are informed of all relevant Senate proceedings and decisions.
- Section 3: Duties and Responsibilities of the Senate Vice President
 - New Subsection D: States the Vice President’s responsibility to maintain records on all Senate appointments.
- Section 4: Duties and Responsibilities of the Senate Secretary/Treasurer
 - New Subsections C and D: These state that the Secretary/Treasurer is responsible for disseminating notes following Senate meetings and general faculty meetings convened by the Senate.
 - Removal of original Subsection E: This called for the Secretary/Treasurer to keep a “resource file on faculty affairs” for the Senate’s use. This subsection was considered excessively vague and was removed.
 - Removal of original Subsection F: This called for the Secretary/Treasurer to communicate official Senate proceedings to faculty. This responsibility has been shifted to the duties of the Senate President.
 - Combination of several Subsections related to finances and financial records: Secretary/Treasurer’s financial responsibilities for the Senate are condensed to new subsections F and G which states the Secretary/Treasurer will, as necessary, keep up-to-date the Senate’s financial records and make appropriate payments as authorized by the Senate President and/or the Senate.

Article III: Elections of Senators

- Shift in Article Order. Article III originally covered the election of Senate Officers. As Senators are the primary focus of the Senate, it was deemed appropriate to put the election of Senators before the election of Officers.
- New section 2, subsection B: States that the term of Senators and Alternate Senators will begin July 1st. This revises current bylaw language that identifies the first day of service on the school calendar as the day when Senators and Alternate Senators begin their terms.
- New Section 2, subsection F: States that the Senate shall have final authority in resolving any situation in which there is a dispute as to who is the officially recognized Senator or Alternate Senator from a department.

Article IV: Elections of Senate Officers, Part-Time Senator, Distinguished Faculty Lecturer, and Faculty Commencement Speaker

- Revised Section 3: Section 3 currently states that a nominations period for Senate officers or other elected positions will close with the holding of an open faculty meeting. The reference to an open faculty meeting was removed.

Article V: Petitions, Referendums, and Recall

- Revised Section 2: Removes language from Section 2 related specifically to referendums on emergency actions by the Senate. This was removed as the previous language did not offer any alternative options in the case of emergency actions by the Senate, making the original language seem superfluous.
- New Section 3, subsection D: Changes what happens if an officer of the Senate is successfully recalled. The original bylaws called for an immediate election to replace the officer. This new subsection instead states that the Senate will follow Article V of its Constitution, which says that the Senate will vote for a replacement for the recalled officer for the remainder of the relevant academic year. If the recalled officer's term was set to last beyond the current academic year, a special election will be called to determine the new permanent replacement. This change was made to ensure the bylaws complied with the Constitution.

Article VI: Senate Standing Committees

- Adds language clarifying that while Senate approval is required for the appointment of administrators or classified professionals as Senate committee chairs or co-chairs, similar approval is **not** required when a committee appoints a faculty member as chair or co-chair.
- Lists standing committees of the Academic Senate in alphabetical order.
- Includes the LGBTQ+ Advocates Committee as a standing committee of the Senate.
- Makes other minor changes to committee descriptions and responsibilities.