



**Minutes**  
**Norco Academic Senate Meeting**  
**On December 4, 2023**  
**1:30 - 3:30 PM | CSS-217 & via [Zoom](#)**

Meeting called to order at 1:32 PM.

1. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Maria Adams, Jesus Andrade, John Alpay, Hayley Ashby, Melissa Bader, Michael Bobo, Kimberly Bell, Courtney Buchanan, Zina Chacon, Marie Hicks, Ashlee Johnson, Kim Kamerin, Virgil Lee, Dan Reade, Jody Tyler, Steff Warsinski, William Whalen, Patty Worsham, Cameron Young

Guests: Quinton Bemiller, Peggy Campo, Ashley Etchison, Carol Farrar, Monica Green, Tenisha James, Amy Kramer, Jesus Vela

2. Approval of Agenda

M/J. Alpay, S/M. Hicks; Approved by Consensus

3. **Comments from the Public**

None

4. Approval of [meeting minutes from November 6, 2023](#)

M/J. Alpay, S/M. Hicks; Approved with corrections, 1 abstention

**Action Items:**

5. Senate President Appointments

The Senate ratified the appointments made by the Senate President.

- None
- NONE

6. **Information Item:** CAP Hour Planning Retreat Faculty Request (T.James, K.Bell)

The Senate was asked for faculty to participate in a CAP Hour Planning Retreat, tentatively scheduled for Thursday, February 8, 2024 from 11:30am - 3:30pm in-person. The retreat's purpose is to plan Spring 2024 CAP Hour events with CAP faculty leads, Deans of Instruction and Student Services, organized by the Office of Planning & Development. Ideally, one lead faculty per Career and Academic Pathway provided 4 hours of Special Project Request funding to participate. Funded by Guided Pathways. Faculty who are interested are encouraged to discuss with their schools and communicate with Senate President, Kim Bell.

7. **Information Item:** RCCD Study Abroad Fundraiser (M.Bobo)

A fundraising announcement was brought to the Senate for Global Learning and Study Abroad to support underrepresented student populations in future trips to Africa, Asia, and Europe. The program is looking to build a base of funding for students, particularly students of color, students who have economic challenges, students who may not travel normally; Study abroad is an opportunity not just to study and abroad and credits and units, but also life and experience of the world, and such. It is a strong desire of our Chancellor to increase

participation of our entire college population in this program. Ghana trip is coming up in 2025 and this Summer, Japan. Donations may be made to the Foundation by one-time gifts or payroll deductions online using the [RCCD Foundation form](#).

8. **Information Item: [LGBTQ+ Learning Community Proposal](#)** (C.Young)  
The LGBTQ+ Advocates presented to the Senate and requested support in the creation of an LGBTQ+ learning community with the eventual aim of developing it into a program. It was suggested by Kim Kamerin that there may be potential funds through the Foundation for the launch of this program. Proposal will be presented to the Academic Council in the Spring and will return as an action item thereafter.
9. **Information Item: [DRC \(Disability Resource Center\) In-Class Aides and Personal Care Attendant Policy](#)** (G.Ferrer)  
The Director of the Disability Resource Center provided the Senate with an update regarding the DRC In-Class Aides and Personal Care Attendant Policy.
10. **Action Item: [Spring 2024 Academic Senate Meeting Schedule Proposal](#)** (K.Bell)  
The Senate was asked to approve the proposed Spring 2024 Academic Senate Meeting Schedule.  
M/K. Kamerin, M/J. Alpay; Approved by Consensus
11. **Action Item: [Student Evaluation Survey -2nd Read](#)** (P.Worsham)  
The Student Evaluation Survey was revised and approved by APC and APC; Academic Senate was asked to approve it.  
Item tabled for February 12<sup>th</sup> meeting.
12. **Action Item: [Program Review Committee Charter 2023 - 2nd Read](#)** (T.Russell)  
The Academic Senate approved the Program Review Committee charter.  
M/K. Kamerin, M/J. Alpay; Approved by Consensus
13. **Action Item: [Academic Planning Chair Charter 2023 - 1st Read](#)** (P.Worsham)  
The Academic Planning Chair (APC) gave the first read of their charter to the Academic Senate. The Academic Senate approved the adoption of the APC Charter.  
M/J. Alpay, S/M. Hicks; Approved by Consensus
14. **Action Item: [Norco Assessment Committee Charter 2023 - 1st Read](#)** (A.Johnson)  
The Academic Senate was asked to approve the Norco Assessment Committee (NAC) charter.  
Approved by Consensus
15. **Information Item: [Academic Senate Standing Committees - Report of Effectiveness](#)** (K.Bell, D.Reade)  
The Senate reviewed and provided feedback on the Reports of Effectiveness submitted by each of its standing committees.
16. **Information Item: [New Faculty Prioritization Ranking](#)** (M. Green, K. Bell)

The college president responded to the new faculty prioritization recommendation from the Academic Planning Chairs approved by the Academic Senate on November 6, 2023. Conversation ensued on the subject.

**M/K. Kamerin to extend meeting by 20 mins, S/J. Alpay**

17. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
  - Negotiations are still ongoing for free healthcare for part-time faculty; the association is hopeful that the negotiations will be conducted by the beginning of the spring return.
  - The district is conducting a benefit dependent audit and faculty may receive an email.
  - At the request of Norco College faculty, the Faculty Association verified that colleges within RCCD can use different student evaluation forms and IOI evaluations; additionally was verified that a college can use different student evaluation forms in different classes, such as lectures and labs. However, it's recommended that these forms be shared with the Faculty Association for feedback prior to their use; The Faculty Association was asked whether an evaluator in an IOI process if an associate faculty member can use student evaluations from other colleges in the district if the associate faculty member is teaching at more than one RCCD college and they cannot. Student evaluations are college-specific, so evaluators should have only access to and use the student evaluation forms from their own colleges.
  - The district is offering a golden handshake in 2024, following the previous golden handshake that was offered in December 2019 & June 2020, however, the Board members have indicated that a new golden handshake will not happen as often in the future. Thus the Faculty Association expects the next golden handshake to happen in a 3 to 5-year time frame.
  - The Faculty Association and the districts have reached an agreement to roll over the faculty contract for another 3 years. However, it's expected that the district will request some miscellaneous changes to the contracts which will likely be handled through MOUs.
  
18. Officer Reports
  - A. Secretary/Treasurer (Hayley Ashby)
    - No Report
  - B. Vice-President (Dan Reade)
    - No Report
  - C. President (Kimberly Bell)
    - Report
  
19. College Reports:
  - A. Associated Students Senate Representative (Jesus Andrade)
    - No Report
  
  - B. President (Monica Green)

- No Report

C. Vice President of Academic Affairs (C. Farrar)

- Keep an eye out for the roll-out of our new website; some pages are being consolidated and to reflect our current structure and at some point in the Spring will be moving everything all of the information onto our newly created templates; as we move forward, we ask that if you notice anything that looks split, please reach out to us; it would be great to get your feedback.

D. Vice President of Planning and Development (T. James)

- An update on our Strategic Planning Process, the IEGC started a process of working through a timeline and plan to revisit of the SPGM that goes through 2025; we want to be sure that as we are looking at policies and procedures in regards to Senate and things that are applicable to our governance manual, that we have a process here that we can ensure those updates are received by IEGC, so that we can include those in our process as we work through developing a process for addendums and updates, but also for planning to prepare for revising our entire 5 year strategically.

20. **Standing Committees & Liaisons Reports**

A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC

Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL

B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL12.

21. Meeting adjourned at 3:46 PM.