



Minutes
Norco Academic Senate Meeting
On March 18, 2024
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: John Alpay, Hayley Ashby, Melissa Bader, Michael Bobo, Kimberly Bell, Vivian Harris, Marie Hicks, Daren Koch, Cheryl Kumar, Brian Johnson, Virgil Lee, Sandra Popiden, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham

Guests: Quinton Bemiller, Ashley Etchison, Carol Farrar, Monica Green, Lisa Hernandez, Damon Nance

2. Approval of Agenda

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

3. Approval of [Meeting Minutes from March 4th](#).

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

4. Comments from the Public

Happy Birthday, DAN!

Lisa Hernandez spoke on behalf of TLC:

- It was suggested creating a pamphlet that contained information on all of the special programs and academic support services for students; the pamphlet was created, but it did not come back to TLC for review before it was printed; TLC will consider feedback and work to address any omissions

5. **Officer Reports**

A. Secretary/Treasurer (Hayley Ashby)

- No Report

B. Vice-President (Dan Reade)

- There will be a call for College Council Nominations; Please keep an eye out for that.

C. President (Kimberly Bell)

- Have been meeting to participate in discussions for the local BAM; Chancellor wants it to be in alignment with the District BAM; VP of Business Services at all three colleges are meeting to work on this; there is college representation; focusing on efficiencies right now, but have not considered the detail yet; looking at classroom and support services funding
- All three Senate officers will be attending the Spring Plenary in April; the resolutions packet will be sent out via email; the President will reach out to individuals who can speak to specific resolutions
- JFK has been a topic previously in terms of capping the number of students who can enroll in college classes; need to make sure

we are in alignment with Ed Code; in discussion with administration on enrollment; information will be coming to Senate at the April meeting in time for the opening of registration in April

6. **College Reports**

- A. Associated Students Senate Representative (Cheryl Kumar)
 - No Report
- B. President (Monica Green)
 - Held the second annual Industry Partners and Awards Event on March 15th and hosted 150 community members
 - Faculty are invited to schedule appointments with the President
 - The Team will be going to the CA GP Summit this week which is the final convening
- C. Vice President of Academic Affairs (Carol Farrar)
 - Thanks to those of you who made comments on the SEM; working on folding the feedback into the document
 - Monday memo went out prior to the meeting and enrollment is looking good at 103% of the Spring target and 101% of the annual target; the current push is for enrollment in accelerated late-start classes
- D. Vice President of Planning and Development (Tenisha James)
 - No Report
- E. Vice President of Student Services (Kaneesha Tarrant)
 - We are recommending expulsion for the student who was involved in an incident on campus
 - Working with the Academic Senate president on commencement
 - Received extension to use the NameCoach application for reading names and buying new flags

7. **Action Item: [Senate President Appointments](#) (K.Bell)**

The Senate ratified the President's appointments.

- Beverly Natividad, Stephen Park, and Ammanda Moore for the Asian American Native Hawaiian and Pacific Islander (AANHPI) SAP Advisory

8. **Action Item: [Revision of Senate By-laws Regarding the Election of the Part-Time Senator](#) (D.Reade) **POSTPONED****

The Vice President is asking the Senate to consider a revision to its by-laws regarding the election of the part-time Senator; language provided is based on previous version of the bylaws; draft will be corrected and next meeting will serve as a first read on April 15, 2024, and a second read and action on April 22, 2024. ([Senate #7](#))

9. **Information Item: [Tutorial Services Overview](#)** (D.Koch, D.Nance)
The Learning Resource Center provided a brief overview of the Tutorial Services budget, services, requests, and needs. ([Senate #5&10](#))

10. **Information Item: [APC Replacement Approvals](#)** - (P.Worsham)
The Academic Planning Chairs (APC) voted to replace faculty positions at the March 8, 2024 meeting. ([Senate #10 & 11](#))

11. **Action Item: [Amendments to the 24-25 RCCD General Education Pattern](#)** (B. Johnson)
 - The Curriculum Chair, Brian Johnson presented the results of the [proposed amendments](#) to the [24-25 RCCD General Education Pattern](#) (orig approval by NC Senate 11.6.2023). This served as a first read with action; all proposed amendments were rejected because they do not align with the new CAL-GETC pattern coming next year, resulting in no changes to the existing GE Pattern. ([Senate #2 & 4](#))

12. **Action Item: [DE Course Design Camp Full Time Faculty Certification Timeline](#) - 1st Read** (S.Popiden)
 - The DE committee is requesting for Senate’s approval of DE Certification timeline/notification for full-time faculty to teach online; faculty would have one year starting July 2024 until June 2025 to complete the asynchronous 16-hour course called the Course Design Camp; this will serve as a first read with potential action; notifications would go out in May 2024 about timeline; faculty who have already completed the camp would not need to do it again; timeline only applicable to part-time faculty; certification for three years and then after that you would need six hours of professional development to maintain certification. This was the first read. ([Senate #4 & 6](#))

13. **Information Item: [Change in Canvas IOI User Role](#)** (S. Popiden or designee)
The DE committee made the Senate aware that a new Canvas user role is being created to allow evaluators to view announcements and discussion board. ([Senate #7](#))

14. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
 - RCCD HR has sent messages to some faculty members asking them to provide documentation of citizenship, which is a requirement of Homeland Security. If you’ve received such a notice and have not responded, then you need to respond quickly. HR will soon move to terminate those faculty members who have not provided the required documentation.
 - The District is moving to standardize the institutional service form that faculty complete at the beginning of the Fall term. The Faculty Association expects that a single form will be used at all three colleges in the District beginning in Fall 2024.
 - The Faculty Association wants to remind faculty members that their recorded lectures are considered their intellectual property. Thus, no one may use those recordings without the faculty member’s consent.
 - The Faculty Association has approved a one-time, fixed stipend of \$750 as payment for associate faculty members to complete their DE certification.

However, before this stipend can be implemented, it must first be considered and approved by the Academic Senate.

- All faculty members who participate in a District investigation, either as the subject of the investigation or as a witness, are entitled to Faculty Association representation. Additionally, all faculty members who participate in an investigation have the right to preview the list of the questions they'll be asked at least 48 hours in advance.
- The Faculty Association will soon be holding elections for officers, and an email calling for nominations is expected to be sent to all faculty members later this week.
- The Faculty Association will be holding its May 14th meeting at Norco College in CSS-217.

15. Standing Committees & Liaisons Reports

- A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC
- B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, **District Safety and Security**, Equity, PGSL

16. Meeting adjourned at 3:34 PM.