NORCO COLLEGE

Minutes
Norco Academic Senate Meeting
On September 9, 2024
1:30 - 3:30 PM | OC 116 & via Zoom

Meeting called to order at 1:33 PM.

1. Attendees
   <u>Officers, Senators, Alternates, and Committee Chairs & Liaisons</u>: Laura Adams, Maria Adams, John Alpay, Kimberly Bell, Michael Bobo, Araceli Covarrubias, Jacob Drainville, Vivian Harris, Marie Hicks, Ana-Marie Olaerts, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Steff Warsinski, Patty Worsham

   <u>Guests</u>: Quinton Bemiller, Meghan Chandler, Monica Green, Tenisha James, Jeff Julius, Sara Nafzgar, Kaneesha Tarrant

2. Approval of Agenda
   M/M. Hicks, S/J. Thomas; Approved by Consensus

3. Approval of Minutes from May 13, 2024
   ; Approved by Consensus

4. Comments from the Public

5. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
   - A suggestion was made to implement panic buttons in schools following a recent shooting, which will be considered by the safety and security team. There are some issues with the institutional service form. Witnesses can have a Union representative present in faculty-invited investigations. Noted inconsistencies in practices across the district regarding new faculty participation in committees requiring a Memorandum of Understanding. COLA will be retroactively applied in September due to delays. Potential inclusion of long-term care in the insurance process and improved healthcare coverage for part-timers.

6. **Action Item: Ratification of Senate President Appointments** (K. Bell)
   - The Senate President will be the messenger for concerns from chairs or senators and emphasized the importance of using the request for appointment form on the Senate website for faculty appointments. The list of Senate President appointments was ratified.

     M/M. Hicks, S/J. Drainville; Approved by consensus

7. **Action Item: Selection of Nomination Committee Members for Fall 2024** (D. Reade)
   - The Norco College Academic Senate Nominations Committee's tasks will include reviewing calls for nominations, preparing and distributing ballots, and counting votes to ensure accurate results. Seeking committee members for the Fall 2024 Commencement Faculty Speaker Election and the Spring 2025 Senate

Officers Election. Marie Hicks and Jacob Drainville were nominated and selected

M/ Reade, S/ Thomas; Approved by consensus

8. **Action Item**: **Approval of Revised Syllabus Shells** **(First Read)** (P. Worsham) (Senate #4)
   - APC brought forward the revised syllabus shell for a first read. Discussion about where the syllabus shells would be located and formatted.
   - There was a discussion about how student services information could be provided outside the syllabus. There were concerns about outdated contact information on the syllabus and the need for a more formalized system for updating syllabi. Constant updates to the student services web page are needed due to frequent changes. There is a need for more centralized student services information. Need for a safeguard against misinformation and the possibility of a 'Student Hub' button in Canvas was mentioned.
   - Emphasis on the need for syllabi to be accessible and faculty should not simply copy and paste content from one platform to another. The Senate discussed concerns about the imposition of certain requirements and the need for tangible evidence to support these requirements.
   - Concerns were expressed regarding syllabus language on grading feedback timelines. The language is rigid and there is the potential for it to conflict with faculty's classroom management style. The Accreditation Faculty Lead clarified that while accreditation requires regular and substantive contact, it does not specify a set time frame. While a specific time frame for feedback could be included, there should be flexibility for instructors to adjust timelines. The team agreed that the language should be clear and consistent, but also flexible enough to accommodate individual teaching styles.
   - Discussed the challenges of updating course materials and policies, particularly in the context of different disciplines. The Senate agreed on the need for more feedback and will continue the discussion in future meetings.

9. **Information Item: Placement in Canvas of Button Linking to Norco College Student Support Hub (P. Worsham)** (Senate #4)
   - Discussed the placement of a button in the Canvas navigation for Norco College Student Support Hub with updated links in the Student Resources section. Raised the issue of faculty and students not having access to the Student Support hub in Canvas, and it was suggested that a link could be added to the Canvas navigation bar for easier access. The Senate also discussed the process of enrolling in the hub and the idea of making the student support hub more accessible.

10. **Information Item: APC Approval of Replacement Hires** **(P. Worsham)** (Senate #4)
    - APC approved faculty replacement hires due to retirements in May 2024 for CIS (2) and Math.

11. **Information Item: Standing Committee Reports of Effectiveness** **(K.Bell)** (Senate #7)
    - The Program Review Committee Chair reviewed its report of effectiveness.
    - The Library & Learning Resources Center Advisory Committee Chair reviewed its report of effectiveness.

12. **Officer Reports**

A. Secretary/Treasurer (Hayley Ashby)
- The Senate Secretary/Treasurer shared that the ASCCC Membership Fee was approved for payment and that the President's travel request for Fall Plenary was also approved.

B. Vice-President (Dan Reade)
- The Senate Vice President mentioned the upcoming election for the faculty graduation ceremony speaker.

C. President (Kimberly Bell)
- The Senate President referenced some of the issues with Human Resources and hiring and the need to provide examples and details. Also need to provide feedback on Distance Education and technology centralization. The librarians will present the next Senate Spotlight at the Board of Trustees meeting on September 17th focusing on collaborative academic projects aligned with Guided Pathways and equity. Emphasized the need for advance planning for the next Senate Spotlight presentation.

13. **College Reports**
A. Associated Students Senate Representative (Cheryl Kumar)
- NOMU Festival is coming up on May 17, 2024, from 5-10pm; see the poster and flyer for details
- Radical Movie Night on May 16, 2024 at 7:00pm
- ASNC winners have been released
- Suggestion to join Group Me for clubs for faculty club advisors

B. President (Monica Green)
- The College President expressed gratitude to faculty and administration for their efforts in summer faculty hires, acknowledging that it was the most challenging year.
- A tentative offer of employment for an Interim Vice President of Academic Affairs has been made to Dr. Quentin Bemiller pending Board approval.
- Outlined the strategic priorities for the upcoming year, including enrollment, equity, fiscal efficiency, safety, and community engagement.
- The Board's approval of a general obligation bond campaign was also discussed.

C. Interim Vice President of Academic Affairs (Quinton Bemiller)
- The Interim Vice President of Academic Affairs reported that enrollment was at 100.9% of the target, but there was a need to improve efficiency. The deadline for census was mentioned, and a memo on load banking was expected to be released soon.

D. Vice President of Planning and Development (Tenisha James)
- The Vice President of Planning and Development provided updates on the Strategic Plan for 2025-2030, which is in its first draft stage and will be circulated for feedback throughout the fall semester. The finalized plan is expected to be approved in the spring of 2025. There will be a new version of the District Educational Master Plan, which will be circulated soon also. While there are some connections between the Strategic Plan and the District

Educational Plan, they were not created in alignment with each other. The accreditation leadership team will be visiting committees to provide training and gather input based on the new Standards in preparation for writing the institutional self-study report. Emphasized the importance of documenting discussions and decisions around assessment as part of the accreditation process.

E. Vice President of Student Services (Kaneesha Tarrant)
- The Vice President of Student Services discussed the strategic enrollment plan, office hours on Fridays, and the Welcome Center.

14. **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

15. Meeting adjourned at 3:27 PM.

Minutes
Norco Academic Senate Meeting
On May 13, 2024
1:30 - 3:30 PM | IT 117 & via Zoom

Meeting called to order at 1:32 PM.

1. Attendees
   Officers, Senators, Alternates, and Committee Chairs & Liaisons: Maria Adams, John Alpay, Hayley Ashby, Melissa Bader, Michael Bobo, Kimberly Bell, Jacob Drainville, Vivian Harris, Marie Hicks, Kim Kamerin, Daren Koch, Cheryl Kumar, Virgil Lee, Ana-Marie Olaerts, Sandra Popiden, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Jody Tyler, Steff Warsinski, Aldo Yañez Ruiz

   Guests: Ruben Aguilar, Chris Clarke, Carol Farrar, Monica Green, Tenisha James, Christopher Lugo, Kaneesha Tarrant

2. Approval of Agenda
   M/K. Kamerin, S/J. Alpay; Approved by Consensus

3. Approval of minutes for May 6, 2024.
   M/J. Alpay, S/M. Hicks; Approved by Consensus

4. Comments from the Public
   - TurnItIn may not be supported going forward; should we be budgeting for this in the future outside of District DE?

5. **Information Item**: A Government Relations Update (C. Clarke)
   The Senate was provided an update on Government Relations by Government Relations Director Rodriguez. (Senate #11)

6. **Information Item: Senate Photograph (K.Bell)**
   - The 2024-2025 Senate took a group photo to update the website

7. **Information Item: Recognition of Faculty Milestones (D.Reade)**
   - The Senate Officers recognized our faculty who have achieved a career milestone

8. **Information Item: Faculty Recruitment for 2024-2025 (K.Bell)**
   - The Senate President announced recruitments for the faculty positions needed throughout the college and district for 2024-2025
   - A few individuals have expressed interest in Honors Coordinator with a 0.2 reassign time, but no takers yet
   - Opening for the Global Learning Study Abroad for a one-year staggered term
   - Opening on District Enrollment Management
   - Two individuals interested in Resources Council, so we will be able to fill those positions

9. **Information Item: [Update: DRC Policy and Procedures for In-class Employees/Aids](#)** **(K.Bell)**
   The Director of the Disability Resource Center, Greg Ferrer, provided the Senate with an update on the policies and procedures for personal care attendants and in-class employees.
   - Two different forms: 1) Personal Care Assistant (PCA) Form developed by DRC leads and district counsel; 2) DRC Classroom Aide Guidelines and Rules
   - Cannot discuss academic issues with the PCA due to FERPA
   - DRC Classroom Aide Guidelines and Rules is an internal form specific to Norco College; addresses safety rules for the sciences and labs
   - Forms will be emailed, so we can have them available for distribution in the classroom
   - Would be helpful to have the form given to the student 3-4 days before; would be nice to have some way to show that the student was contacted by DRC prior to the class, so the instructor knows the first day; DRC will consider these suggestions
   - Confer with Educational Services to see if access can be provided to support individuals automatically
   - Raised issue of classroom cap if the class is full; institutional responsibility to make the accommodation, so we must allow aides into the classroom
   ([Senate #11](#))

10. **Action Item: Library and Learning Resource Advisory Committee 2023-24 Charter (K.Bell)**
    - The Senate sent the LLRAC 2023-24 Charter back for review of the equity statement. ([Senate #7](#))

11. **Information Item: Standing Committee Reports of Effectiveness (K.Bell)**
    - Norco Assessment Committee and one other Report of Effectiveness were turned in early and due in Fall
    - Review and provide feedback
      ([Senate #7](#))

12. **Information Item: Name Change for Early Childhood Education (M.Adams)**
    - Changing the discipline name at Norco to Child Development and Teacher Preparation effective Fall 2024 to align with the lab at Stokoe Education Center
    - Approval by their advisory board, district discipline, and school (HaPS)
    - Disciplines at all three colleges have a different name, but will have the same name when the state decides
    - The process for changing the discipline name requires the school approves and then it comes to Senate; advisory board also agreed because it is part of CTE ([Senate #4](#))

13. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
    - The Faculty Association will again be providing alcohol for faculty members at this year's pre-graduation festivities.

- The Open Enrollment period for the part-time health insurance will conclude this Friday, May 17th.
- The May revise of the California State budget is complete, and the COLA rate has been finalized at 1.07%. Since our contract guarantees COLA increases to be passed through to faculty, our COLA salary adjustments will begin on July 1st.
- This week's regular meeting of the Faculty Association will be held in CSS-217 at Norco College from 1-3 PM on Tuesday, May 14th. All members of the Faculty Association are encouraged to attend. Food will be provided.

14. **Officer Reports**

A. Secretary/Treasurer (Hayley Ashby)
- No Report

B. Vice-President (Dan Reade)
- Still soliciting nominations for the Part-time Faculty Senator; anyone can nominate; closes on Wednesday, May 15, 2024

C. President (Kimberly Bell)
- Reminder that Distinguished Faculty Lecture is on Thursday, May 23, 2024, 12:50-1:50PM in CSS 217
- Proposed dates for Fall Senate Meetings to be sent out via email; voted on at District Senate level next Monday
- No meeting on the first day of the semester; RCC wants to have the option of a June 9, 2024 meeting
- Would like to have more participation at the District Academic Senate meetings; can attend via Zoom; NC Senate President will be the next District Senate President in 2024-2025

15. **College Reports**

A. Associated Students Senate Representative (Cheryl Kumar)
- NOMU Festival is coming up on May 17, 2024, from 5-10pm; see the poster and flyer for details
- Radical Movie Night on May 16, 2024 at 7:00pm
- ASNC winners have been released
- Suggestion to join Group Me for clubs for faculty club advisors

B. President (Monica Green)
- May Revise came out; Governor has largely protected K-12 and CC; some reductions at the Chancellor's Office that includes the investment for the Nursing Program, Student Housing, Common Cloud for Data Sharing, Credit for Prior Learning, Low Income Domestic Care Workers
- Bracing ourselves for reductions in the following year
- Down 4% in enrollment since pandemic, but did grow 14% this year; enrollment and efficiency are important going forward

C. Vice President of Academic Affairs (Carol Farrar)
- Working with Business Services to ensure efficiency in room use, targets, FTES, and efficiency targets will be in place by June
- District Enrollment Management Committee will need another representative due to a retirement

- Still have a go live date of June 20, 2024 for the new website; can still send changes to Lenny
- Thank those that are serving on faculty hiring committees (17 recruitments)

D. Vice President of Planning and Development (Tenisha James)
- Encourage senators to review the Equity Plan; focus on disproportionately impacted students based on data; racial equity is what the college has committed to, and the data justifies that commitment

E. Vice President of Student Services (Kaneesha Tarrant)
- Provided the link to the Commencement Page
- Additional training in Fall 2024 on the CARE Network
- Stressful time for students, so please reach out to Mental Health and Wellness; complete a CARE report
- Mark Lewis and Araceli Covarubias will the commencement name readers
- Faculty Reception starts at 3pm and will go to 5pm; recognizing June 2024 retirees

1. **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

17. Meeting adjourned at 3:27 PM.

SENATE RATIFICATION 9.9.24

Peggy Campo – GLSA

Virgil Lee – Resource Council

Virgil Lee – DBAC

Virgil Lee – College Council Co-Chair

Kimberly Bell – Resource Council

Alexis Gray – DEMC

Common Course Number Faculty Convening -

Caroline Hutchings

Laura Adams

Kiandra Jimenez

Jessica Dobson

Sara Nafzgar

Role of the Nomination Committee

- Article IV of Norco College Academic Senate Bylaws - The Nomination Committee is responsible for:
  - Conduct Senate elections.
    - These include elections for Senate officers and other positions appointed by Senate, but not elections for individual Senators or for chairs/co-chairs of Senate committees.
  - Call for nominations at least one week in advance of an election.
  - Secure assent of nominees to appear on ballots.
  - Prepare, distribute, and count ballots.

Responsibilities of Nomination Committee Members

- Work with Vice President to review calls for nominations, to review ballots before distribution, and to count ballots for elections.

- Elections for Fall 2024
  - Commencement Faculty Speaker

- Elections for Spring 2024
  - Senate Officers (President, Vice President, and Secretary/Treasurer)

NORCO COLLEGE

A College of the Riverside Community College District

Course:

Section:

Instructor: **Email:**

Office Phone: **Office Hours:**

Class Hours: **Class Location:**

Introduction and Welcome:

Prerequisite/ Advisory:

Course Description:

Course Objectives:

Student Learning Outcomes:

Textbook Requirements:

Course Policies:
- Instructor Response Time and Feedback - I will typically respond to student emails within a <mark>24-48-hour</mark> time period, excluding weekends. Quality feedback on assignments provides an opportunity for students to learn and grow. Therefore, you can expect to receive feedback and grades in about <mark>one week</mark> for homework assignments and weekly quizzes and <mark>within two weeks</mark> for tests and paper assignments.

Classroom Policies:

Important Dates:

Start Date:

End Date:

Last day to add:

Last day to drop without a W:

Last day to drop with a W:

Last day to drop with a refund:

Adding this Class:
Students wanting to add this section will need to be provided with a four digit add/authorization code. If you receive an add authorization code, you are responsible for completing the add process *before* the deadline to add. This deadline can be found in the Schedule of Classes available online. Add codes can be processed through your WebAdvisor account. **If you fail to add the class by the deadline, you are not officially enrolled and college policy prohibits you from continuing to attend class.**

Be aware that your failure to pay fees/fines, to document prerequisites, to clear academic holds, or to navigate personal problems may hinder you from adding this section. Please allow sufficient time to take care of these issues *before the deadline to add*. Adding this course after the published deadline will require documented extenuating circumstances involving severe illness, accident, or death.

The use of an add/authorization code issued to another student violates the Student Code of Conduct and the student will be referred to the Dean of Student Life for disciplinary action. **The unauthorized use of an add code is grounds for removal from the course.**

Dropping this Class:
You may withdraw from this course by using WebAdvisor prior to the drop deadline. The deadline is available on WebAdvisor by selecting "My Class Schedule/Deadlines" after logging in. If there is a hold restricting the use of WebAdvisor for this purpose, you may bring a completed ADD/DROP card to the Admissions counter of the college and complete the process there. It is the student's responsibility to drop the class should the student decide to no longer attend. Please discuss the decision to drop a class with the instructor and/or academic counselor prior to completing the drop.

Academic Integrity:
Norco College is committed to maintaining academic integrity throughout the college community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the quality of a Norco College degree. The Student Handbook states:

In cases of academic dishonesty by a student, a faculty member may

1) Reduce the score on test(s) or assignment(s);
2) Reduce the grade in the course;
3) Fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure;
4) Recommend suspension from the course (see further details in Student Handbook).

Academic dishonesty includes but is not limited to:

a) Plagiarism – the intentional presentation of words, ideas, or work of others as one's own. This includes but is not limited to: copying homework, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, or submitting Artificial Intelligence (AI) generated

material as if it was one's own work. The usual consequence of academic dishonesty is failure of the course and referral of the case to the appropriate dean for additional disciplinary action. Students may discuss assignments but are expected to complete all work independently.

b) Cheating During Examinations – includes, but is not limited to, unauthorized electronic assistance or devices, copying from another, looking at another student's exam, and opening books when not authorized.

Any of these practices could result in charges of academic dishonesty.

Academic Adjustments for Individuals with Disabilities

Norco College provides services to students with disabilities through the **Disability Resource Center** (DRC). To request academic adjustments due to a disability, please email the DRC office at drc@norcocollege.edu, or call the DRC staff at (951) 372-7070. A DRC staff member will confidentially review your concerns with you to determine any required adjustments. Once your adjustments are approved through DRC, please request your Letter to Instructor be sent by the DRC to your current instructors so that those instructors can discuss your adjustments.

If you have any questions, please do not hesitate to ask! Also, here is our DRC FACULTY RESOURCE website.

Credit for Prior Learning (CPL)

Attention working adults and veterans, you can earn CPL for knowledge gained outside of a traditional academic environment. Get a jumpstart on obtaining your degree through CPL and earn college credit for certain college-level skills and knowledge you gained through experience, certifications, and industry licenses. Ask your counselor or CPL Coordinator for more information.

Violence on Campus

Norco College does not tolerate any violence or implied violence. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property. Violence or the threat of violence against or by any **student** or employee of the District or any other person is unacceptable **and will not be tolerated**. Should an individual on District property, who is not an employee or student, or a student or employee of the District, demonstrate or threaten violent behavior, s/he may be subject to criminal prosecution (AP 3510 Workplace Violence and Safety).

If you are a victim of any violent, threatening, or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct shall immediately report the incident to his/her supervisor of College Safety and Police (951- 222-8171) (AP 3510 Workplace Violence and Safety).

RCCD Safety - RAVE Guardian App

To ensure you receive mass notification messages, please keep your contact information updated in Webadvisor. If you wish to update your email address, phone number, opt-in to other locations, or choose another language, please review these ⎙RAVE instructions. The RAVE Guardian App is a counterpart to RAVE Mobile Safety. Rave Guardian is a FREE smart phone-based security application that allows users to call 911, contact RCCD Police, set up a timed virtual escort, notify specific people about their status and location, and text RCCD Police about security threats or other problems. ⎙How RAVE Guardian Works ⎙RAVE App FAQs

Writing and Reading Support

The Writing and Reading Center (WRC) is located in LIB110, right next to the Learning Resource Center. Staffed with peer writing tutors and English professors, the WRC is where students can get help with writing or reading assignments for ANY class! We can help you understand a difficult textbook, article, or story, and assist with your writing assignments from beginning to end. Whether you need help understanding a writing prompt, creating an outline or other organizational plan for your assignment, conducting research, formatting a paper, reviewing grammar and mechanics, or revising a draft, we are here for you, and there is no appointment necessary! We also have online peer writing tutors available! Click here for hours of operation and more information!

Student Services

Norco College offers excellent services for all students. These services include help with disability accommodations, financial aid, finding jobs, academic counseling, health services, veteran's services, tutoring, and more. Here is a partial list of resources available to you:

- ALLY
  - (951) 738-7405
- CalWORKs (California Work Opportunity and Responsibility for Kids)
  - (951) 372-7052
  - norcocalworks@norcocollege.edu
- Credit for Prior Learning (CPL)
  - cpl@norcocollege.edu
- Disability Resource Center (DRC)
  - (951) 372-7070
  - drc@norcocollege.edu
- EOPS/CARE (Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education)
  - (951) 372-7128
  - eops@norcocollege.edu
- Honors Program
  - Caroline.Hutchings@norcocollege.edu
- John F. Kennedy Middle College High School
  - (951) 738-2200
- Learning Resource Center (LRC)
  - (951) 372-7143
  - lrc@norcocollege.edu
- Library (Wilfred J. Airey Library)
  - (951) 372-7115
  - reference@norcocollege.edu
- MESA (Mathematics, Engineering, & Science Achievement Program)
  - (951) 739-7803
  - patricia.gill@norcocollege.edu

- Phoenix Scholars (Foster Youth)
  - (951)738-7743
  - phoenixscholars@norcocollege.edu
- Puente
  - (951) 738-7745
  - (951) 444-9893 (Google Voice)
  - Yolanda.Haro@rccd.edu
- Student Financial Services
  - (951) 372-7009
  - studentfinancialservices@norcocollege.edu
- Student Health and Psychological Services
  - (951) 372-7046
  - studenthealth@norcocollege.edu
  - Rccd.medicatconnect.com (Patient Portal Self Scheduling)
- Student Support Services
  - (951) 372-7149
  - nctriosss@norcocollege.edu
- Study Abroad
  - (951) 222-8385
  - Study.abroad@rccd.edu
- Tutorial Services
  - (951) 372-7143
  - **WCONLINE** (In-person and Online Appointments Scheduling)
  - LRC@norcocollege.edu
- UMOJA
  - Darnell.Bing@norcocollege.edu
- Unity Zone
  - (951)739-7873 (Office)
  - (951) 268-0634 (Cell-Call or Text)
  - unityzone-nc@norcocollege.edu
- Veterans Services
  - (951) 372-7142
  - veterans.services@norcocollege.edu

Especially for Online Courses

For Technical Assistance

Online and hybrid courses are available in Canvas. Using Single Sign-On With Canvas, go to the RCCD My Portal website, use your student email address and password to login. You can contact **Canvas Phone Support** at (951) 222-8388, 24 hours a day/7 days a week for support and help with Canvas problems. You can also contact **Canvas Chat Support at** Online Chat, or email support at helpdesk@rccd.edu

You can also click the **Report a Problem** link under the **Help & More** link on the Canvas login screen, or from the Canvas Global Navigation menu. For WebAdvisor assistance, please contact Admissions & Records at 951-372-7003 or admissions@norcocollege.edu.

Academic honesty is as highly valued in Online classes, as it is in Norco College's face-to-face classes. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. In online classes, all submissions to any public meeting or private mailbox fall within the scope of works and ideas that require citations if used by someone other than the original author. Academic dishonesty in an Online learning environment could involve the following:

- Having a tutor or friend complete a portion of your assignments

- Having a reviewer make extensive revisions to an assignment

- Copying work submitted by another student to an online venue

- Using information from online information services without proper citation

- Submitting Artificial Intelligence (AI) generated material as if it were one's own work.

Class Schedule

Date	Chapter Reading/Assignments
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	
Final	

Academic Planning Chairs – Approval of Faculty Replacements – May 10, 2024

- Judy Perry – CIS – Retired June 2024
- John Coverdale – CIS – Retiring December 2024
- Joseph DeGuzman – Math – Retiring December 2024

Report of Effectiveness 2023-2024

Governance Entity:

Program Review Committee

Charge:

The Program Review Committee is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

- 2025 Objective 8.2 Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.

Sponsoring Council/Senate:

Academic Senate

Co-chairs:

Timothy Russell and Greg Aycock

Members:

Greg Aycock (co-chair), Quinton Bemiller, Svetlana Borissova, Caitlin Busso, Rosalio Cedillo, Araceli Covarrubias, Joseph DeGuzman, Ashlee Johnson, Starlene Justice, Lindsay Owens, Tim Russell (co-chair), Kaneesha Tarrant, Paul VanHulle and Dana White.

Evaluation of the Survey of Effectiveness:

- Nine committee members responded.

Highlights:

- All areas agree or strongly agree.
- One positive comment.

EMP Goal Alignment and Objective Alignment:

2030 Goal 8: 2025 Objective 8.2 Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.

Assessment of Scope and Deliverables:

Specific deliverables for the 2023-25 academic years are:

- Implement and support the comprehensive program review submission.
    - Completed March 22, 2024, with 100% submission (52 units).
- Update and implement a standardized Program Review Rubric.

- o *Pioneered new way to provide feedback to program review authors. Shifted from a quantitative to a qualitative approach to provide more informative feedback for improvement.
- Review and update the Program Review Process for 2024-2027.
  - o Completed October 2023
  - o Requested input and incorporated suggestions from committee members and college community regarding platform improvement and usability.
- Provide training as needed to support the needs of those completing program reviews.
  - o Presented program review updates at Fall Flex 2023 and Spring Flex 2024.
  - o Provided drop-in hours fall 2023 and spring 2024.
  - o Provided numerous impromptu appointments with individual program review authors.
  - o Developed and offered training videos that were embedded into Nuventive as a step-by-step aid to simplify program review process.

Report of Effectiveness 2023-2024

Governance Entity:
Library & Learning Resource Center Advisory Committee (LLRCAC)

Charge:
The LLRCAC is primarily responsible for assessing and coordinating the following Educational Master Planning goal and corresponding objectives:

Goal 7 (Programs): Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

- **Objective 7.6:** Build and support student services to foster student engagement, wellness, and success in the classroom and outside of the classroom.
- **Objective 7.7:** Build and support academic support services to improve student success.

Sponsoring Council/Senate:
Academic Senate

Co-chairs:
Vivian Harris and Damon Nance

Members:
Hayley Ashby, Nikki Capps, Miguel Castro, Elisa Chung, Gabriela Cortez, Cheryl Cox, Joseph DeGuzman, Andres Elizalde, Vivian Harris, Daren Koch, Damon Nance, Jocelyn Oliva (ASNC Representative), Khosrow Rad, Mitzi Sloniger, Marianne Stefanous, William Whalen

<u>Evaluation of the Survey of Effectiveness:</u>

The survey of effectiveness is comprised of 13 questions on a 5-point Likert scale and one open-ended question. This survey allows Library & Learning Resource Center Advisory Committee (LLRCAC) members to self-evaluate the efficacy of the committee's planning and decision-making processes on an annual basis.

Fourteen of the sixteen members completed the survey with strongly agree and agree responses on all questions except for three. Results of the survey suggest that:

- Agenda and minutes are provided far enough in advance of meetings
- Agenda items are completed within the meeting time
- Members are given adequate information to make informed recommendations or decisions
- Members are encouraged to be actively involved
- Discussions are collegial
- Differing opinions are respected
- Participation is meaningful and important
- The charge is understood by the members

- Members work toward fulfilling the charge
- The work has made an impact on its assigned EMP Goals
- The purpose of the governance entity aligns well with the college mission

However, when considering the question below, one respondent disagreed while all others agreed or strongly agreed:

- I regularly communicate with members of the constituent group regarding key issues discussed and actions taken during meetings

With regards to the following question, twelve members agreed or strongly agreed, one respondent strongly disagreed, and another felt this did not apply:

- The work has made an impact on its assigned EMP Goals

Regarding the following question, all members agreed or strongly agreed, except one respondent who felt this did not apply:

- The purpose of the governance entity aligns well with the college mission

Based on responses from the open-ended question, participants feel that this committee functions effectively and it is important to the strategic planning process. Members seem to enjoy contributing to this committee and are satisfied with its overall performance.

In summation, the survey results indicate that the planning and decision-making processes of the LLRCAC were effective during the 2023-2024 academic year.

EMP Goal Alignment and Objective Alignment:
The LLRCAC has been charged with implementing:

- EMP Goal 7: Objective 7.6 - Build and support student services to foster student engagement, wellness, and success in the classroom and outside of the classroom.
- EMP Goal 7: Objective 7.7 - Build and support academic support services to improve student success.

Progress

During the 2023-2024 academic year, the LLRCAC made progress on these objectives by reviewing quantitative and qualitative assessment data aligned with service area outcomes and documents actions for improving Library and Learning Center resources, events, and services.

Alignment

Both objective 7.6 and 7.7 align with the LLRCAC's scope and purview. Work in these areas remain ongoing.

Assessment of Scope and Deliverables:
During the fall and spring semesters, the LLRCAC reviewed data from the following Library-hosted events:

1. Library & LRC Open House
2. Read 2 Succeed Book Discussion, Student Panel, & Author Appearance

3. Poetry Performance
4. Celebrate Books & Libraries

The committee discussed assessment results pertaining to:

1. Library & LRC usage and services statistics
2. Library service-learning outcomes (SLOs) and service area outcomes (SAOs)

Reports were presented to the committee about the:

1. Library Guided Pathways & Equity Plan
2. Learning Resource Center
3. Writing & Reading Center

The LLRCAC will continue to review and discuss assessment data that aligns with service area outcomes and documents actions for improving Library and Learning Center resources, events, and services. The committee will also provide an updated charter to the Academic Senate on an annual basis.

Tokyo, Japan: Summer 2025

Tentative Travel Dates: June 20 – August 2, 2025

Classes (Pick One):
- Business Model Canvas and Presentations for Entrepreneurs: ENP 54 with Professor Marcus Anderson (3 units)
- Developmental Psychology: PSY 9 with Professor Sara Yerushalmian (3 units)

Internship: Students will intern for 4 weeks with an English-speaking company in Tokyo and earn credit for General Work Experience: WKX 200 (2 units)

Student Information Session Dates: Coming soon to your college & on zoom!

Application: Available soon at https://rccd.edu/sa/Japan_2025.html

Program Cost: $6415 - $6815 (estimated)

Costs Include: Application fees, airfare, housing, classrooms, internship arrangement, resume & interview assistance, local subway travel card, travel insurance, and welcome & farewell events.

Costs DO NOT Include: RCCD class registration fees, food, drink, national subway travel card, cell phone, personal items, personally arranged travel

Scholarship Opportunities:
- The Gilman Scholarships can support students to study aboard for up to $5000. There are qualification criteria and a selection process. It is worth the time to apply! **Application deadline is coming fast: October 10, 2024**. Check out the website: https://gilmanscholarship.org/
- Other scholarship opportunities available: https://rccd.edu/sa/finances.html

PG&SL Report

Tuesday September 3, 2024 Meeting Highlights

- The committee reviewed numerous professional growth plans and salary advancement requests and made recommendations in alignment with BP/AP6160A.
- If courses submitted for Professional Growth are quarter units, they must be converted to semester units before program approval.
- The group discussed the process for approving professional development plans involving international institutions. More information to come.
- If a Professional Growth application is submitted after the last PG&SL meeting of the semester, and the program begins during the summer or winter, those courses will be accepted, given the entire application is accepted for Professional Growth.
- A meeting took place on May 24, 2024 for a final review and consideration of the revisions made to BP/AP6160[A]. The changes will be sent forward through the vetting process in Fall 2024. The workgroup will reconvene in Fall 2024 to begin the review of BP/AP2000 Academic Rank.

Deadlines and Meeting Dates

On behalf of the Professional Growth & Sabbatical Leave Committee (PG&SL), please be advised of the deadline dates, and the meeting dates, for the 2024/2025 Academic Year.

Fall 2024

Meeting Date	Deadline Date (to Educational Services)
September 3, 2024	August 20, 2024
October 1, 2024	September 17, 2024
November 5, 2024	October 22, 2024
December 3, 2024 (In Person)	November 19, 2024

No Meeting in January or February

Spring 2025

Meeting Date	Deadline Date (to Educational Services)
March 4, 2025	February 18, 2025
April 1, 2025	March 18, 2025
May 20, 2025	May 6, 2025
June 3, 2025	May 20, 2025

No Meeting in July or August

Please note: AP6160[A] states that Faculty members must submit a plan for professional growth to the PG&SL Committee in advance of initiating professional growth activities, and must have preliminary

==approval of that plan== to ensure it meets the necessary District requirements and criteria for professional growth and unit allocation.

==Reclassification for pay purposes is not retroactive== with respect to the date of completion of the course work or approved activity, or the submission of verification of completed course work or approved activity.

The information to be provided to Education Services for the PG&SL Committee's review is as follows:

Course Approval Requests

- **A complete Plan for Professional Growth – Full Time Faculty (Certificated) form**: Professional_Growth_Course_Approval.pdf (rccd.edu)
  (Please note: All fields listed on the form must be complete including the start and end dates of course work. All quarter units must be converted to semester units.)
- **A letter to the committee regarding the Professional Growth Option.** In your letter, please address the following:
    - What option for Professional Growth are you requesting AP6160[A] Section II.A-D. Provide detailed information pertaining to the selected option.
    - How does the plan meet the specific District requirements and criteria for professional growth as outlined in AP6160[A]?
    - If selecting course work; how are the courses directly related to your FSA and/or how would the plan enhance and further your ability to perform in your planned area of expertise?
- **A copy of the complete course descriptions for all courses.**

Reclassification Requests

- **A complete Request for Reclassification Form**: Salary_Reclassification_Form.pdf (rccd.edu)
  (Please note: All fields listed on the form must be complete including the start and end dates of course work. All quarter units must be converted to semester units.)
- **A copy of your letter from the PG&SL Committee approving the coursework.**
- **Electronic Official Transcripts:** An official, electronic, set of your transcripts may be sent directly from the academic institution to the Administrative Co-Chair at Lijuan.Zhai@rccd.edu.

For additional information please click on the following link(s), or feel free to contact me if I may be of further assistance:
  PG&SL: Professional Growth & Sabbatical Leave (rccd.edu)
  AP6160[A]: 6160A (rccd.edu)

<u>Other Deadline Dates and Information:</u>

- **Requests for Rank of Full Professor / Distinguished Professor are facilitated by PG&SL Committee / Educational Services: Deadline Date: October 31, 2024** for the following academic year

- **Request for Rank of Associate Professor / Tenure are facilitated by the HR&ER Department.**

- **Request for Rank of Emeritus are facilitated by the District Academic Senate according to AP/BP2000.**
    - **AP/BP 2000: Academic Rank**: <u>2000 (rccd.edu)</u>

- **Requests for <u>Sabbatical Leave</u>: Facilitated by the District Academic Senate, Faculty Association and PG&SL Committee.**
    - **Deadline Date(s):**
        - **March 15th of the current academic year** for the following academic year and/or the Fall semester only of the next academic year.
        - **May 15th of the current academic year** for the Spring semester only of the next academic year.