



**Minutes**  
**Norco Academic Senate Meeting**  
**On September 30, 2024**  
**1:30 - 3:30 PM | OC 116 & via [Zoom](#)**

Meeting called to order at 1:43 PM.

1. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Kimberly Bell, Michael Bobo, Araceli Covarrubias, Jacob Drainville, Marie Hicks, Erin Spurbeck, Jim Thomas, Steff Warsinski, Sigrid Williams, Patty Worsham

Guests: Greg Aycock, Rosio Becerra, Quinton Bemiller, Meghan Chandler, Cheryl Cox, Greg Ferrer, Sonia Gonzalez, Monica Green, Tenisha James, Brian Johnson, Jeff Julius, Damon Nance, Kaneesha Tarrant

2. Approval of Agenda

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

3. Approval of Minutes from [September 9, 2024](#)

M/L. Adams, S/J. Drainville; Approved by Consensus

4. Comments from the Public

None

5. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)

•

6. **Action Item: [Ratification of Senate President Appointments](#) (K. Bell)**

- The list of Senate President appointments was ratified.  
M/J. Thomas, S/J. Drainville; Approved by consensus

7. **Action Item: Ratification of Dean Daniela McCarson as Tri-Chair of LGBTQ+ Advocates Committee** (K. Bell, J. Drainville)

The LGBTQ+ Advocates Committee has voted to appoint Dean McCarson as a tri-chair. Per Senate bylaws, the selection of an administrator or classified professional as co-chair of a Senate committee requires Senate approval. The Senate ratified the appointment.

M/M. Hicks, S/E. Spurbeck; Approved by consensus

8. **Action Item: [Approval of Revised Syllabus Shells](#) (Second Read) (P. Worsham) ([Senate #4](#))**

- APC brought forward the revised syllabus shell for a second read.
- The Senate returned this to APC for feedback about materials and textbooks.

9. **Action Item: [Reevaluation of High School Student Cap \(First Read\)](#)** (K. Bell and S. Gonzalez)  
The Senate is being asked to reevaluate its previous decision on the high school student enrollment course cap. This will be a first read. ([Senate #5, 10](#))
  
10. **Information Item: [Report on Tutorial Services and Processes](#)** (D. Nance)  
In response to the Senate's request, Dean Nance provided information on tutorial services and processes. ([Senate #5](#))
  
11. **Information Item: [Report on Institutional Set Standards](#)** (G. Aycock)  
The 2024 Institutional Set Standards set by the US Department of Education was presented to the Senate by Greg Aycock. ([Senate #5](#))
  
12. **Information Item: [CARE Team Update](#)** (G. Ferrer)
  - Greg Ferrer, Director of the DRC discussed the revamping of the CARE team and the introduction of a new reporting system. The CARE team, now consisting of 13 members, is responsible for responding to student situations reported mainly by faculty. The new reporting system, called Just Report, is a consolidated area on the college website where various types of reports can be filed. The reports are then routed to the CARE team through a system called Maxient. The team also conducts ongoing professional development training on threat assessment models. The CARE team meets regularly to discuss and assess situations. The new reporting system is designed to streamline the process and make it easier for those filing reports to provide crucial information. ([Senate #5](#))
  
13. **Information Item: [Update on RCCD Faculty Listserv](#)** (K. Bell)
  - The District is seeking guidance on how to create and regulate RCCD listservs. The District team debated whether all three were necessary and whether they should be moderated or unmoderated. It was suggested to keep it simple with one list serve for all faculty, while it was also proposed to have a workaround for unmoderated list serves. The team also discussed the potential for spam and the need for moderation. It was stated that the proposal would be discussed further with other colleges and that the team should start thinking about how to implement it locally. ([Senate #7](#))
  
14. **College Reports**
  - A. Associated Students Senate Representative (Cheryl Kumar)
    - None
  
  - B. President (Monica Green)
    - Chancellor's Cabinet retreat was the week of the 15<sup>th</sup>.
      - Dr. Green has been tasked to revise the recruitment process and will be meeting with VC Few this week to help organize that.
      - Plans to start with the new faculty hires because there are some deadlines to make some changes.
      - There will be updates.
    - There have been phishing attempts from the President's email.
    - We continue to inform the community seeking endorsements for measure CC.
  
  - C. Interim Vice President of Academic Affairs (Quinton Bemiller)
    - Monday Memo went out with update about our enrollment.

- The college's current enrollment has exceeded pre-pandemic levels, with 12,241 students, and We're at 103.8% of our FTEs target our efficiency, which is something that we're focusing on.
- The chairs worked hard on capturing the number of sections that made sense for each discipline. Our efficiency right now is 15.3. That number is FTEs divided by FTEs, which is full-time, equivalent faculty.
- We are working on adding more classes cyclically, but are currently limited by staffing issues.
- There is an upcoming email about load banking that will be coming soon.
- There is the possibility of extending the FTE for part-time faculty to a higher level. However, Sigrid informed the team that Governor Newsom had vetoed the proposal to increase part-time faculty to point 8.5.

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

- All of our faculty should have received an email on September 16th asking for their participation in the faculty impact study. The survey responses will only be accessible to the IE; no individual responses will be shared.
  - This survey will help provide us with really meaningful and rich data about how to best serve our students and facilitate teaching and learning in the classroom

E. Vice President of Student Services (Kaneesha Tarrant)

- We will be moving from WebAdvisor to SelfService on October 7th, providing a video and 82-page document for guidance.  
Video: [MyPortal Staff & Faculty Training \(sharepoint.com\)](#)

15. **Officer Reports**

A. Secretary/Treasurer (Hayley Ashby)

- None

B. Vice-President (Dan Reade)

- None

C. President (Kimberly Bell)

16. **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 3:29 PM.



**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

Officers, Senators, Alternates, and Committee Chairs & Liaisons: 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

Guests: 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.

9.30.2024 Senate President Appointment Ratification

Dominique Voyer - **Equity, Social, Economic and Environmental Justice Committee - District**

Meghan Chandler - **Advancement and Partnership Committee - District**

Jethro Midgett – **Student Support Council – Gen Counseling Rep**

Amy Kramer – **Student Support Council – Special Programs Coun Rep**

Vivian Harris– **Student Support Council – Library Faculty Rep**

Caroline Hutchings – **Student Support Council – Mathematics Rep**

Sigrid Williams – **Human Resources Committee - District**



# 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 24-48-hour 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 one week for homework assignments and weekly quizzes and within two weeks 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](mailto: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@norcollege.edu](mailto:norcocalworks@norcollege.edu)
- [Credit for Prior Learning \(CPL\)](#)
  - [cpl@norcollege.edu](mailto:cpl@norcollege.edu)
- [Disability Resource Center \(DRC\)](#)
  - (951) 372-7070
  - [drc@norcollege.edu](mailto:drc@norcollege.edu)
- [EOPS/CARE \(Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education\)](#)
  - (951) 372-7128
  - [eops@norcollege.edu](mailto:eops@norcollege.edu)
- [Honors Program](#)
  - [Caroline.Hutchings@norcollege.edu](mailto:Caroline.Hutchings@norcollege.edu)
- [John F. Kennedy Middle College High School](#)
  - (951) 738-2200
- [Learning Resource Center \(LRC\)](#)
  - (951) 372-7143
  - [lrc@norcollege.edu](mailto:lrc@norcollege.edu)
- [Library \(Wilfred J. Airey Library\)](#)
  - (951) 372-7115
  - [reference@norcollege.edu](mailto:reference@norcollege.edu)
- [MESA \(Mathematics, Engineering, & Science Achievement Program\)](#)
  - (951) 739-7803
  - [patricia.gill@norcollege.edu](mailto:patricia.gill@norcollege.edu)

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

High School 5 CAP Recommendation:

It is the recommendation of the Academic Senate to reinstate the 5 cap on high school registrations per course. Additional students may be added by add code distributed by the instructor of record and processed by admissions and records.

## Academic Senate Report – Tutorial Services & Processes (9/30/2024)

- The Library & Learning Resource Center Advisory Committee (LLRCAC) discussed Tutorial Services processes at the meeting on September 10, 2024
- Regarding Processes:
  - All aspects of Tutorial Services are contingent upon external resources
  - Budget, scheduling, hiring, and training are all configured and implemented according to established criteria from the Norco College Student Employment Office, California Ed Code, & the College Reading and Learning Association (CRLA) Standards and Program Certification
- Regarding Hiring Tutors (this information is listed on the Tutorial Services website):
  - First, faculty members must complete the Tutor Recommendation Form
  - Next, recommended students must complete and submit an application and transcripts
  - After all paperwork has been submitted, student applicants must attend an interview
    - For applicants to be considered for an interview, they must meet the following criteria:
      - Must have passed the class(es) they want to tutor with at least an "A" or "B" letter grade
      - Currently have and maintain a 3.0 GPA or higher each semester
      - Have excellent interpersonal skills
      - Minimum of 1 semester of coursework at any college or university
      - Submit an unofficial copy of their transcript(s)
      - Proof of enrollment in at least 6 units for the Fall and Spring semesters



- English and Writing Tutors must complete ENG-4 and be recommended by the instructor of record
  - Please note that sometimes even after a student has applied and been offered a tutoring position, they may not always be able to accept due to time constraints, having too many other responsibilities, their course load being too heavy, obtaining another job/position, having a change of heart
  - Faculty are encouraged to follow up with student(s) they have recommended
- Regarding Staffing:
  - There is currently one Tutorial Services Technician who works under the supervision of the Dean of Technology & Learning Resources
  - The Director of Learning Resources position has been requested in the Academic Affairs Program Review since it was discontinued in 2021
- Moving Forward, the Following Internal Adjustments Will Be Made:
  - The Dean of Technology & Learning Resources will sit in on interviews for potential tutors (with the Tutorial Services Technician)
  - All hiring criteria and forms will be posted on the Tutorial Services website
- LLRCAC Recommendations & Reminders:
  - Have at least one representative from each of the schools serving on the LLRCAC committee. Can the Academic Planning Chairs work with the Academic Senate to recommend faculty to appoint from the schools below?
  - There are currently no representatives on the LLRCAC from the following schools:
    - Business and Management
    - Human and Public Services
    - Natural Sciences, Health & Kinesiology
    - Social & Behavioral Sciences
    - Visual & Performing Arts

- All faculty are welcome to attend LLRCAC meetings, submit agenda items, ask questions, provide feedback, make suggestions, etc. even if they are not members of the committee
- Faculty are also encouraged to contact Tutorial Services if you would like the Tutorial Services Technician to attend a school meeting to discuss strategies for addressing the needs of your disciplines
- Tutors Are Currently Needed for the Following Classes:
  - BIO: 1, 50A, 50B, 55
  - CHE: 12A, 12B, 1A, 1B, 2A
  - CIS: 17A, 5
  - MAT: 12, 1B, 1C, 2
  - PHY: 4A, **4B**, 4C
  - SPA: **1**, 2
- We currently do not have any tutors for Physics 4B or Spanish 1
- Does anyone have any questions or feedback that I can take back to the Library & Learning Resource Center Advisory Committee (LLRCAC) ?
  - The next LLRCAC meeting is being held on Tuesday, October 8, 2024 @ 12:50-1:50pm in LIB-108

# INSTITUTIONAL SET STANDARDS- 2024

PRESENTATION TO ACADEMIC SEANATE  
DR. GREG AYCOCK



**NORCO**  
COLLEGE

# INSTITUTION SET STANDARDS

- Institution-Set Standards (ISS) are comprised of two elements: floor performance and stretch goals.
- The floor performance is the level that marks when the institution is moving into a “danger zone” for a specific outcome area.
  - Floor Performance Methodology- Floor set by calculating the value of one-half a standard deviation below a 5-year mean. Floor is stable for the time of the Strategic Plan (established in ISPC Spring 2019).
  - Stretch Goal Methodology – aligning with established framework (e.g. Vision for Success, Guided Pathways, local goals).
- When values fall below the ISS for at least 2 years, a procedural response which addresses what will be done to raise outcomes in the area is required by ACCJC.

# INSTITUTION-SET STANDARDS 2024 ANNUAL REPORT



Successful student course completion rate for the 2022-23 academic year:

<b>Outcome</b>	<b>ISS (Floor)</b>	<b>ISS (Stretch)</b>
73%	71%	73%

Number of degrees awarded in the 2022-2023 academic year:

<b>Outcome</b>	<b>ISS (Floor)</b>	<b>ISS (Stretch)</b>
1934	1455	3052

# INSTITUTION-SET STANDARDS 2024 ANNUAL REPORT



Number of certificates awarded in the 2022-2023 academic year:

Outcome	ISS (Floor)	ISS (Stretch)
181	175	348

Number of students who transferred to 4-year colleges/universities in 2022-2023:

Outcome	ISS (Floor)	ISS (Stretch)
608	834	1284

# 2022-2023 JOB PLACEMENT RATES FOR STUDENTS COMPLETING CERTIFICATE PROGRAMS AND CTE (CAREER-TECHNICAL EDUCATION) DEGREES:

OCCUPATIONAL AREA	Outcome	ISS (floor)	ISS (stretch)
ARCHITECTURE AND ARCHITECTURAL TECHNOLOGY	N/A	43.4%	77.0%
BUSINESS AND COMMERCE, GENERAL	83.3%	72.2%	77.0%
ACCOUNTING	77.8%	72.9%	80.2%
BUSINESS ADMINISTRATION	83.3%	77.1%	84.8%
BUSINESS MANAGEMENT	80%	79.4%	76.0%
MARKETING AND DISTRIBUTION	N/A	67.5%	76.0%
LOGISTICS AND MATERIALS TRANSPORTATION	65%*	72.8%	87.9%
REAL ESTATE	79.4%	57.1%	77.0%
DIGITAL MEDIA	N/A	65.0%	77.0%
COMPUTER INFORMATION SYSTEMS	N/A	61.5%	77.0%
ENGINEERING TECHNOLOGY, GENERAL	N/A	80.7%	77.0%
ELECTRONICS AND ELECTRIC TECHNOLOGY	90%	91.3%	100.0%
DRAFTING TECHNOLOGY	N/A	62.6%	77.0%
MANUFACTURING AND INDUSTRIAL TECHNOLOGY	N/A	83.6%	92.0%
CIVIL AND CONSTRUCTION MANAGEMENT TECHNOLOGY	88.9%	77.5%	77.0%
COMMERCIAL MUSIC	N/A	77.0%	77.0%
CHILD DEVELOPMENT/EARLY CARE AND EDUCATION	77.9%	70.5%	84.8%
ADMINISTRATION OF JUSTICE	90%	82.2%	90.4%
COMPUTER SOFTWARE DEVELOPMENT	63.6%	54.1%	77.0%
CONSTRUCTION CRAFTS TECHNOLOGY	96.3%	94.0%	100%

-N/A indicates there were less than 10 in group.

-Red indicates first year below ISS.

-\*Two years below ISS requires institutional action.

# AREAS REQUIRING A RESPONSE

## Employment rates for Career and Technical Education students:

- Job placement rates for students completing certificate programs and CTE (career-technical education) degrees.

## Methodology for Employment:

- CTE students who receive a degree or certificate or CTE Concentrator in an academic year and then do not enroll anywhere for the successive academic year are compared against the Unemployment Insurance data base to see if they received wages in any quarter during that year.

Area	Institution Set Standard (floor)	Stretch Goal	2020-21 Outcome	2021-22 Outcome	2022-23 Outcome
Transfer to 4-year	834	1284	786	631	608

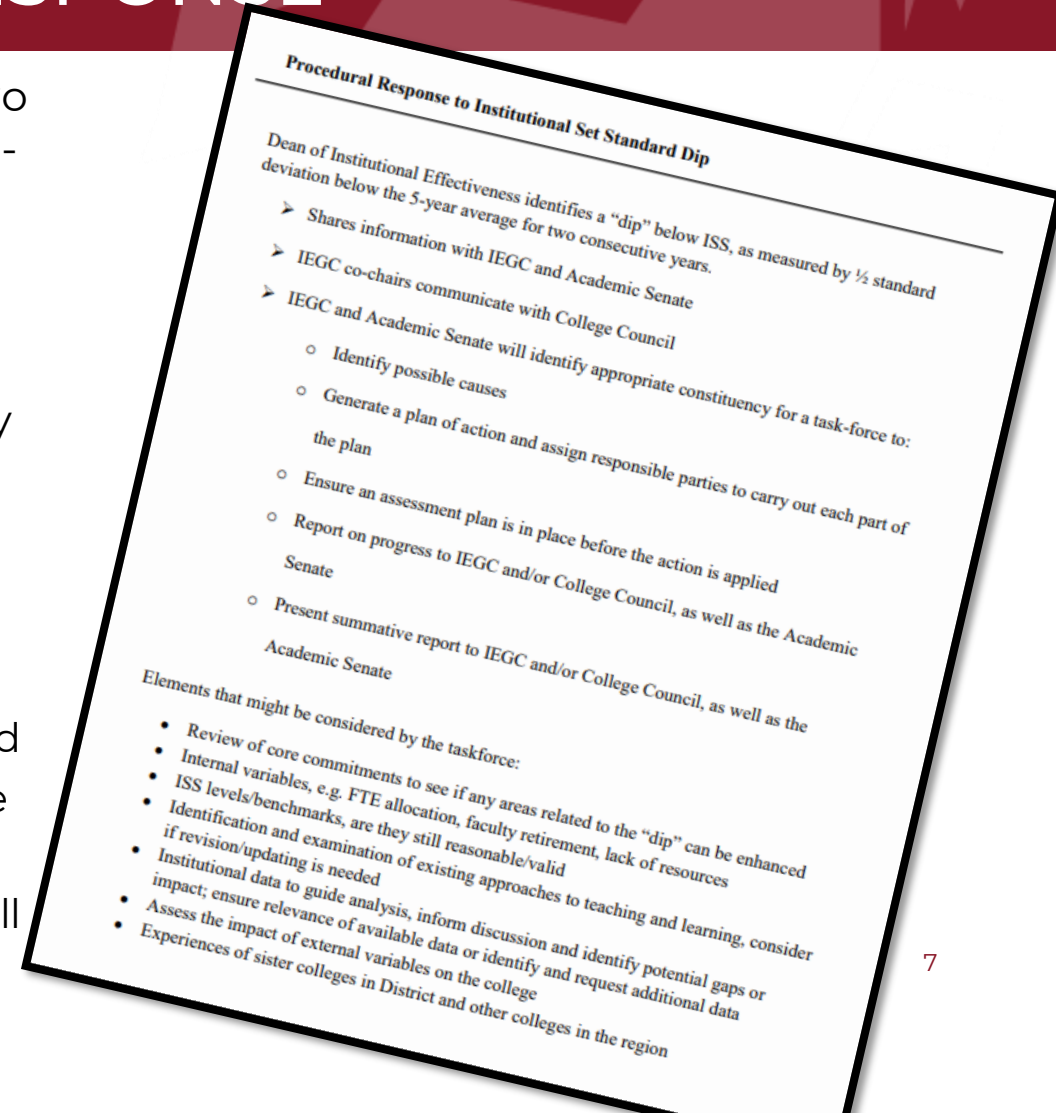
Program	Institution Set Standard (floor) %	Stretch Goal %	2020-21 Job Placement rate	2021-22 Job Placement rate	2022-23 Job Placement rate
Logistics and Materials Transportation	79.9%	87.9%	84.21%	70%	65%



# SENATE RECOMMENDATION REGARDING INSTITUTIONAL SET STANDARDS-PROCEDURAL RESPONSE

Dean of Institutional Effectiveness identifies a “dip” below ISS for two consecutive years, as measured by  $\frac{1}{2}$  standard deviation from the 5-year norm.

- ❖ Shares information with IEGC and Academic Senate
- ❖ IEGC co-chairs communicate with College Council
- ❖ IEGC and Academic Senate will identify appropriate constituency for a task-force to:
  - Identify possible causes
  - Generate a plan of action and assign responsible parties to carry out each part of the plan
  - Ensure an assessment plan is in place before the action is applied
  - Report on progress to IEGC and/or College Council, as well as the Academic Senate
  - Present summative report to IEGC and/or College Council, as well as the Academic Senate





**NORCO**  
COLLEGE

# QUESTIONS

## RCCD-FACULTY-ALL-DL Listserv Guideline

### (Moderated)

Communications to/from [RCCD-FACULTY-ALL-DL@rccd.edu](mailto:RCCD-FACULTY-ALL-DL@rccd.edu) email will be distributed to every faculty employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address college faculty from RCCD. All new and current faculty employees will be automatically added to this list.

Messages sent to [RCCD-FACULTY-ALL-DL@rccd.edu](mailto:RCCD-FACULTY-ALL-DL@rccd.edu) go through a moderator, within the District before they are posted. Messages sent during a regular business day are generally posted the same day before close of business, however, allow up to 48 business hours for review. Items sent after the regular business day, or on holidays or weekends, may be posted on the next regular business day.

- 1) Messages must be composed for, or relevant to, all RCCD faculty.
- 2) Messages can be sent from \_\_\_\_.
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
- 5) *Messages that are not specific to all faculty should not be sent via RCCD-FACULTY-ALL-DL, another more appropriate listserv or other distribution method should be used instead.*

If a message does not meet these guidelines, [Board Policies](#), and is not released, a moderator will send an email to the original sender with the reason for the denial and if applicable, the alternative Listserv server.

Responses to [RCCD-FACULTY-ALL-DL@rccd.edu](mailto:RCCD-FACULTY-ALL-DL@rccd.edu) messages may only be sent to the original author of the messages. "REPLY TO ALL" messages will not be released.

These guidelines do not in any way supersede the rights of the bargaining units or the collective bargaining agreements with RCCD. This document is meant for *RCCD faculty* in their job capacity as a resource to help enhance communications on the *RCCD-FACULTY-ALL-DL* listserv.

### (Unmoderated)

Communications to/from [RCCD-FACULTY-ALL-DL@rccd.edu](mailto:RCCD-FACULTY-ALL-DL@rccd.edu) email will be distributed to every faculty employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address college faculty from RCCD. All new and current faculty employees will be automatically added to this list.

Messages sent to [RCCD-FACULTY-ALL-DL@rccd.edu](mailto:RCCD-FACULTY-ALL-DL@rccd.edu) do not go through a moderator and are released to all enrolled immediately.

- 1) Messages must be composed for, or relevant to, all RCCD faculty.
- 2) Messages can be sent from \_\_\_\_.

- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
- 5) *Messages that are not specific to all faculty should not be sent via RCCD-FACULTY-ALL-DL, another more appropriate listserv or other distribution method should be used instead.*

All messages must follow [APs and BPs](#). If a message does not meet these guidelines and is released, will happen.

Responses to [RCCD-FACULTY-ALL-DL@rccd.edu](mailto:RCCD-FACULTY-ALL-DL@rccd.edu) messages may be sent to the original author of the sent message or you can “REPLY TO ALL” for all members of the Listserv to view and respond, if they desire.

DRAFT

## RCCD-FACULTY-FT-DL Listserv Guideline

### (Moderated)

Communications to/from [RCCD-FACULTY-FT-DL@rccd.edu](mailto:RCCD-FACULTY-FT-DL@rccd.edu) email will be distributed to every full-time faculty employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address college full-time faculty from RCCD. All new and current full-time faculty will be automatically added to this list.

Messages sent to [RCCD-FACULTY-FT-DL@rccd.edu](mailto:RCCD-FACULTY-FT-DL@rccd.edu) go through a moderator, within the District before they are posted. Messages sent during a regular business day are generally posted the same day before close of business, however, allow up to 48 business hours for review. Items sent after the regular business day, or on holidays or weekends, may be posted on the next regular business day.

- 1) Messages must be composed for, or relevant to, all RCCD full-time faculty .
- 2) Messages can be sent from \_\_\_\_.
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
- 5) *Messages that are not specific to all faculty should not be sent via RCCD-FACULTY-FT-DL, another more appropriate listserv or other distribution method should be used instead.*

If a message does not meet these guidelines, [Board Policies](#), and is not released, a moderator will send an email to the original sender with the reason for the denial and if applicable, the alternative Listserv server.

Responses to [RCCD-FACULTY-FT-DL@rccd.edu](mailto:RCCD-FACULTY-FT-DL@rccd.edu) messages may only be sent to the original author of the messages. "REPLY TO ALL" messages will not be released.

### (Unmoderated)

Communications to/from [RCCD-FACULTY-FT-DL@rccd.edu](mailto:RCCD-FACULTY-FT-DL@rccd.edu) email will be distributed to every full-time faculty employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address college full-time faculty from RCCD. All new and current full-time faculty will be automatically added to this list.

Messages sent to [RCCD-FACULTY-FT-DL@rccd.edu](mailto:RCCD-FACULTY-FT-DL@rccd.edu) do not go through a moderator and are released to all enrolled immediately.

- 1) Messages must be composed for, or relevant to, all RCCD full-time faculty .
- 2) Messages can be sent from \_\_\_\_.
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.

- 5) *Messages that are not specific to all faculty should not be sent via RCCD-FACULTY-FT-DL, another more appropriate listserv or other distribution method should be used instead.*

All messages must follow [APs and BPs](#). If a message does not meet these guidelines and is released, will happen.

Responses to [RCCD-FACULTY-FT-DL@rccd.edu](mailto:RCCD-FACULTY-FT-DL@rccd.edu) messages may be sent to the original author of the sent message or you can “REPLY TO ALL” for all members of the Listserv to view and respond, if they desire.

DRAFT

## RCCD-FACULTY-PT-DL Listserv Guideline

### (Moderated)

Communications to/from [RCCD-FACULTY-PT-DL@rccd.edu](mailto:RCCD-FACULTY-PT-DL@rccd.edu) email will be distributed to every part-time faculty employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address college part-time faculty from RCCD. All new and current part-time faculty will be automatically added to this list.

Messages sent to [RCCD-FACULTY-PT-DL@rccd.edu](mailto:RCCD-FACULTY-PT-DL@rccd.edu) go through a moderator, within the District before they are posted. Messages sent during a regular business day are generally posted the same day before close of business, however, allow up to 48 business hours for review. Items sent after the regular business day, or on holidays or weekends, may be posted on the next regular business day.

- 1) Messages must be composed for, or relevant to, all RCCD part-time faculty.
- 2) Messages can be sent from \_\_\_\_.
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
- 5) *Messages that are not specific to all faculty should not be sent via RCCD-FACULTY-PT-DL, another more appropriate listserv or other distribution method should be used instead.*

If a message does not meet these guidelines, [Board Policies](#), and is not released, a moderator will send an email to the original sender with the reason for the denial and if applicable, the alternative Listserv server.

Responses to [RCCD-FACULTY-PT-DL@rccd.edu](mailto:RCCD-FACULTY-PT-DL@rccd.edu) messages may only be sent to the original author of the messages. "REPLY TO ALL" messages will not be released.

### (Unmoderated)

Communications to/from [RCCD-FACULTY-PT-DL@rccd.edu](mailto:RCCD-FACULTY-PT-DL@rccd.edu) email will be distributed to every part-time faculty employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address college part-time faculty from RCCD. All new and current part-time faculty will be automatically added to this list.

Messages sent to [RCCD-FACULTY-PT-DL@rccd.edu](mailto:RCCD-FACULTY-PT-DL@rccd.edu) do not go through a moderator and are released to all enrolled immediately.

- 1) Messages must be composed for, or relevant to, all RCCD part-time faculty.
- 2) Messages can be sent from \_\_\_\_.
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.

- 5) *Messages that are not specific to all faculty should not be sent via RCCD-FACULTY-PT-DL, another more appropriate listserv or other distribution method should be used instead.*

All messages must follow [APs and BPs](#). If a message does not meet these guidelines and is released, will happen.

Responses to [RCCD-FACULTY-PT-DL@rccd.edu](mailto:RCCD-FACULTY-PT-DL@rccd.edu) messages may be sent to the original author of the sent message or you can “REPLY TO ALL” for all members of the Listserv to view and respond, if they desire.

DRAFT



DEMC 9/12/2024

The work to plan FTES for the 25-26 school year will begin soon with the idea that it would be used to inform the BAM. The process was discussed as was a request to formalize it. We have been targeting growth at 3% but it looks like we can do 4%

We are now being funded the same for FTES regardless of form of delivery (we used to get less apportionment for OL classes and now it is the same). This will adjust our overall FTES up by about 1% (projected).

The cost of producing FTES was compared across the district. We will be funded at the median, which works out for us initially as we produced FTES at the lowest cost and we will be funded at the median. (Not discussed at the meeting but a note from Alexis, this will produce complications/funding problems for us later if our efficiency numbers do not improve). This coming year our FTES allocations were 22.43% for NC, 22.20 for MVC and RCC got 55.38%. This reflected a small increase for NC and MVC with the increase coming from RCC.

Updates on Edunav. Edunav was bought out and is now called Smart Plan

Update on Colleague/Datatel, the new system (Anthology) keeps failing stress tests so it is not ready to go despite being over a year behind.

# RCCD STUDY ABROAD PROGRAM

## Tokyo JAPAN SUMMER 2025

Study Entrepreneurship OR Psychology while participating in an internship with an English-speaking company in Tokyo, Japan, gaining hands-on work experience in addition to cross-cultural learning.

ENP 54\*: *Business Model Canvas and Presentations for Entrepreneurs* (3 units) with Professor Marcus Anderson

PSY 9\*: *Developmental Psychology* (3 units) with Professor Sara Yerushalmian

*Attend an upcoming information session to learn more.*



More information available: [www.rccd.edu/studyabroad](http://www.rccd.edu/studyabroad)  
[Study.Abroad@rccd.edu](mailto:Study.Abroad@rccd.edu)

## MEET YOUR RCCD FACULTY & CLASSES IN TOKYO



**Dr. Marcus Anderson**  
*Professor of Business*  
Moreno Valley College  
[Marcus.Anderson@mvc.edu](mailto:Marcus.Anderson@mvc.edu)

### ENP 54: BUSINESS MODEL CANVAS AND PRESENTATIONS FOR ENTREPRENEURS (3 units)

While drawing on lessons from Tokyo's unique business environment, learn to master the Business Model Canvas for transformative use as a dynamic sales tool. You'll learn to craft compelling presentations with video, animation, and visuals to drive your business forward.



**Sara Yerushalmian, Ph.D.**  
*Associate Professor, Psychology*  
Moreno Valley College  
[sara.yerushalmian@mvc.edu](mailto:sara.yerushalmian@mvc.edu)

### PSY-9 DEVELOPMENTAL PSYCHOLOGY (3 units)

Learn about the fascinating journey of human life-span development from the other side of the world! Discover how biological, societal, and environmental factors shape our development across the physical, cognitive, and emotional domains. Explore Tokyo's vibrant culture and iconic sights while applying your knowledge in real-world settings. Together we will experience firsthand how culture and the environment influence development in ways you've never seen before. Don't miss this unique opportunity to learn about human development from an exciting global perspective and make unforgettable connections between research, theory and real-world experiences!

**RCCD** | RIVERSIDE COMMUNITY COLLEGE DISTRICT

**STUDY ABROAD PROGRAM**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

The Riverside Community College District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies or practices: District Compliance Officer, 3801 Market Street, Riverside, CA 92501, (951) 222-8039.

# RCCD STUDY ABROAD PROGRAM

# Tokyo JAPAN

**SUMMER 2025**

**TENTATIVE TRAVEL DATES:**  
June 20 – August 2, 2025



**Classes:** Students will pick between ENP 54 and PSY 9.

**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 & Application Available at:**

[https://rccd.edu/sa/Japan\\_2025.html](https://rccd.edu/sa/Japan_2025.html)



**Program Cost:** \$6415 - \$6815 (*estimated*)

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

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

**Scholarship Opportunities:** The Gilman Scholarships can support students to study abroad for up to \$5000. There are qualification criteria and a selection process. It is worth the time to apply! Application deadline is coming fast!



**Other scholarship opportunities available:**  
<https://rccd.edu/sa/finances.html>



**Check out the website:**  
<https://gilmanscholarship.org/>