Minutes
Norco Academic Senate Meeting
On October 21, 2024
1:30 - 3:30 PM | OC 116 & via [Zoom](#)

Meeting called to order at 1:32 PM.

1. Attendees
   Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Maria Adams, John Alpay, Hayley Ashby, Kimberly Bell, Michael Bobo, Jake Drainville, Vivian Harris, Marie Hicks, Brian Johnson, Daren Koch, Sandra Popiden, Dan Reade, Erin Spurbeck, Jim Thomas, Steff Warsinski, Sigrid Williams, Patty Worsham

   Guests: Meghan Chandler, Tenisha James, Jeff Julius, Kaneesha Tarrant

2. Approval of Agenda w/ Amendments (#9, #7- Information item, not Action)
   M/J. Alpay, S/J. Thomas; Approved by Consensus

3. Approval of Minutes: [September 30](#) and [October 7, 2024](#)
   M/J. Alpay, S/ L. Adams
   M/J. Alpay, S/ D. Reade

4. Comments from the Public

5. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Vice President & Michelle Ramin, Norco College Faculty Association Representative)
   - District Office is creating positions and academic programs without consultation with the colleges and faculty
   - Looking at alternatives to Benefits Bridge as a better option for healthcare onboarding
   - Aware of numerous problems with Anthology. For example, it cannot figure out overloads or lecture/lab combo courses, and it is   significantly behind schedule.
   - Two meetings scheduled for DE discussions later this month
   - Chairs should schedule winter and spring courses regardless of completion status of the DE Camp

6. **Action Item: [Ratification of Senate President Appointments](#) (K. Bell)**
   - LFM Team membership
   - Common Course Numbering for Biology Representatives
     M/J. Alpay, S/M. Hicks; Approved by consensus

7. **Information Item: Establishment of Bylaw Revision Workgroup** (K. Bell/D.Reade)
   - Provided names of individuals who will be participating
     - Erin Spurbeck
     - Peggy Campo
     - John Alpay

- o Dan Reade
- o Kimberly Bell
- Update by the end of the term
- Reach out with any recommendations to Kimberly Bell

8. **Action Item**: **Approval of New Faculty Prioritization** (P. Worsham)
    - Clear difference in conversations and process this year for the positive under Patty Worsham's leadership; grateful for the contributions of the Office of Institutional Effectiveness and their responsiveness to questions on data
    - 16 positions up for ranking
    - Will de-brief on process next time to make further process improvements
    - Presentations went well and discussion was collegial
    - Reviewed ranking; Sociology requested position be withdrawn so it was ranked last; Counseling chair requested that other counseling positions be ranked lower
    - Will forward to the Office of the President
      (Senate #11)

9. **Information**: **Approval of Retirement Hires** (P. Worsham)
    - Replacement for Counseling and Early Childhood Education faculty positions

10. **Information**: **Review of APC Report of Effectiveness** (P. Worsham)
    - 20 people responded to Spring 2024 Survey
    - All "Agree" or "Strongly Agree" except for "differing opinions are respected" and "all members are actively involved"
    - Three comments: APC meetings are too long, suggestion to remind members of expectations for engagement, need a bigger room, part of the committee doesn't participate
    - The APC Chair is taking action to address these comments/suggestions
    - Reviewed "Scope and Deliverables" section of the report

11. **Action Item**: **Approval of Renaming of Library and Learning Resource Center Advisory Committee** (V. Harris)
    - Name change to Library and Academic Support Committee approved by acclimation
      (Senate #11)

    Approved by Acclamation

12. **Information Item**: **ASCCC Exemplary Program Award**
    - ASCCC recently announced nominations for the Exemplary Program Award that recognizes outstanding community college programs
    - The focus this year is on Integrating, Advancing, and Sustaining Open Educational Resources for Access and Equity
    - Applications are due at 11:59pm on November 10, 2024
    - Only one application per college

- See the link on the agenda for the online application and signatures page with supporting letter
- Can approve at the November 4, 2024 Academic Senate Meeting

13. **Information Item: Norco Programs, Centers, and Services Brochure**

- Second revision of the brochure
- Reviewed the draft of the brochure that highlights the various support programs and center/services
- Hard copies and electronic copies available (email Kimberly Bell)

14. **Information Item: Norco Bookstore Update and Q&A**

- Winter and Spring adoptions were due on October 18, 2024
- Looking for feedback on what works and what doesn't
- Faculty need reminders to complete their adoptions; the Bookstore noticed that faculty don't always change their books every semester, so they are thinking about reminding faculty to complete the adoption process in the app only if something has   changed; Bookstore will discuss and improve the reminder process for full-time and part-time faculty
- Contact the Bookstore Manager if you have a special situation and need to update information past the deadline
- If there was a specific deadline that was standard for each term, the College could add it to the college-wide calendar; could send out a Microsoft Outlook Invite for the deadlines to faculty
- Patty Worsham made a demo that she would be willing to share with faculty; there is a link to the Bookstore Adoptions in the Single Sign-On
- Mini-refresh coming to the physical store at the end of November with some new paint and graphics
- Concerns throughout the district on the book pricing including for students who use the book vouchers; pricing is contractual and industry-standard, and a margin attached to having a bookstore on campus; if faculty are negotiating pricing directly with the   publisher they may not realize that the same price may not be on the Bookstore's radar

15. **Officer Reports**
    A. Secretary/Treasurer (Hayley Ashby)
    - None
    B. Vice-President (Dan Reade)
    - Nomination committee is conducting the election for the Faculty Commencement Speaker
    - 4 (potentially 5) faculty nominees; election will run for a week from this Wednesday (10/23) to next Wednesday (10/30);   email ballot will be sent out and voting will take place through Microsoft Forms
    C. President (Kimberly Bell)

- Kimberly Bell and Erin Spurbeck will be attending Spring Plenary; November 6-10 in Visalia; commitment for leadership to send three people, but others who were interested could not attend
- AI Summit in February 2025 – email Kimberly Bell if you are interested
- Email also sent out regarding an AI course offered by LIFT
- Scaling Guided Pathways Retreat on November 1, 2024 focused on the Standard of Care
- ASCCC Region D Meeting last Friday, October 18, 2024, on Zoom; not a lot of resolutions in the packet; will be sending out the packet via email next week; Kimberly Bell will email faculty for more information on specific resolutions
- DE Camp is still under a cease and desist, so faculty should not be doing any work on that at this time
- Faculty Association has also weighed in on the Perris Skills Center where contracted education in coordination with MSJC; FA has requested cease and desist because faculty were not consulted on this

16. **College Reports**

A. Associated Students Senate Representative (Cheryl Kumar)
- None

B. President (Monica Green)
- Introduction of Vice Chancellor of Business and Financial Services, Aaron Brown; on campus once a month during Fall and Spring; make an appointment or drop in at OC 102
- Thank APC Chair and chairs for faculty prioritization and looking at data and the College holistically to do the ranking; waiting for the new faculty allocation – 16 new positions in the budget, waiting for the college allocation (last year Norco College received 5 positions, Moreno Valley received 5 positions; Riverside received 6 positions); working with Office of Institutional Effectiveness to get data to faculty before program review is due; need process for hiring faculty in new disciplines
- 14 days out from the election and flyers have gone out to residents on the Bond measure; come by the President's Office if you would like some flyers; over the next few weeks we will be doing some walks – personal email from Dr. Green about walk lists by location

C. Interim Vice President of Academic Affairs (Quinton Bemiller)
- Mustang Monday Memo will be coming out today
- 103.9% FTES Target; right on target for growth of 3%
- Will have mid-year data for Summer and Fall for meeting targets

D. Vice President of Planning and Development (Tenisha James)
- SPGM Draft will be coming to IEGC this Thursday, October 24, 2024, and then will be shared broadly; looking to get feedback and expertise to consolidate and improve the content for the community it serves
- Reworking the draft in Winter 2025 and will come for a first and second read in Spring 2025

E. Vice President of Student Services (Kaneesha Tarrant)

- SEM plan will be going to be printed this week and hard copies available
- Thanks to Edwin Romero for the voter registration events
- Event with Dr. Isaac tomorrow, 10/22

17. **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

18. Meeting adjourned at 2:50 PM.

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**: <u>**Reevaluation of High School Student Cap**</u> (**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:** <u>**Report on Tutorial Services and Processes**</u> (D. Nance)
In response to the Senate's request, Dean Nance provided information on tutorial services and processes. (Senate #5)

11.   **Information Item**: <u>**Report on Institutional Set Standards**</u> (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**: <u>**CARE Team Update**</u> (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**: <u>**Update on RCCD Faculty Listserv**</u> (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 15th.
  - 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 October 7, 2024
1:30 - 3:30 PM | OC 116 & via [Zoom](#)

Meeting called to order at 1:31 PM.

1. Attendees
    Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Maria Adams, John Alpay, Hayley Ashby, Kimberly Bell, Michael Bobo, Vivian Harris, Marie Hicks, Ana-Marie Olaerts, Sandra Popiden, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Steff Warsinski, Sigrid Williams, Patty Worsham

    Guests: Quinton Bemiller, Eric Bishop, Meghan Chandler, Monica Green, Tenisha James, Jeff Julius

2. Approval of Agenda
    M/J. Alpay, S/D. Reade; Approved by Consensus

3. Approval of Minutes: Tabled

4. Comments from the Public
    Dan Reade introduced the VC of Ed Services, Eric Bishop.

5. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
    *   Seven associate faculty had not, or had missed the enrollment day for health care and the update is that HR is working with all 7 of them and they will be able to enroll. HR reached out to the provider insurance companies, and they are able to work with them.

6. **Action Item: [Ratification of Senate President Appointments](#) (K. Bell)**
    *   The list of Senate President appointments was ratified.
        M/J. Alpay, S/J. Thomas; Approved by consensus

7. **Action Item:** Establishment of Bylaw Revision Workgroup (K. Bell/D.Reade)
    There is a list of interested individuals, and anyone else who would like to serve, please email Kim and Dan. Will be selecting eight individuals to serve.

8. **Action Item**: **[Accreditation and Senate Alignment](#)** (H. Ashby/T. James)
    *   The Accreditation Leadership Team facilitated a discussion about how the Academic Senate aligns with Standard 2, specifically Standard 2.1.
    *   Key points from the discussion:
    *   Annual reports of effectiveness are submitted by all subcommittees.
    *   Data on how disciplines are performing is gathered through program reviews, where disaggregated data, retention, and success rates are examined.

- Report-outs are provided. For instance, at the last Senate meeting, an update was given on the college's Key Performance Indicators (KPIs) or Institutional Set Standards.
- President Green shared is currently on an accreditation peer review team that is piloting a rubric for regular and substantive interaction in distance education courses that requires 75% RSI; Department of Education requires 100% RSI. (Senate #8)

9.   **Action Item**: **Review of Distance Education Report of Effectiveness** (S. Popiden)
The Senate shared the Report of Effectiveness for the Distance Education Committee. (Senate #11)

10.   **Officer Reports**
A. Secretary/Treasurer (Hayley Ashby)
- None
B. Vice-President (Dan Reade)
- The Nominations Committee will review VP Faculty commencement speaker nominations (self-nominations are allowed). PT Faculty are also encouraged to participate.
- Dan Reade is assisting with agendas and should be notified if any links on the agenda are not working
C. President (Kimberly Bell)
- The Fall Plenary will be held in November. Two people will attend, with the option for one more.
- A packet of resolutions will be distributed after being presented to Senate officers on October 18th.
- The Faculty Impact Survey was discussed, as well as the group presenting at the Strengthening Student Success Conference.
- A new LFM project is moving beyond the study phase and into practice. The Dean of Institutional Effectiveness and Office of IE are working with a group of faculty on this.

11.   **College Reports**
A. Associated Students Senate Representative (Cheryl Kumar)
- None

B. President (Monica Green)
- A District HR Taskforce for recruitment reform has been created, with a charge given and individuals assigned (including Kimberly Bell, Monica Green, and Kaneesha Tarrant).
- The taskforce will impact faculty hires for this year.
- There are eight different classifications of employees.

C. Interim Vice President of Academic Affairs (Quinton Bemiller)

- The new Interim Associate Dean of Educational Partnerships is Kylie Campbell, whose expertise is in dual enrollment. She is the contact person for Rising Scholars and Dual Enrollment.

- Enrollment is at 104.5% of the target.

- The load bank election form was sent out through Adobe Sign in alignment with the December 31st deadline. Filling out the form does not automatically sign someone up for load banking; it merely makes them eligible to load bank this academic year.

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

- An upcoming district-wide retreat for Scaling Guided Pathways focusing on scaling the Standard of Care will take place on November 1st. If invited individuals cannot attend, they should inform Kimberly Bell, so she can ensure college representation.

- Dr. James is working with the DEIA workgroup co-chairs to plan an Equity Summit, with a Spring 2025 kickoff and a full event in Fall 2025. This allows more time for cross-disciplinary conversation and reflection to break down silos and integrate the work.

- A draft of the SPGM will be presented at the end of the month.
    - Dr. James is facilitating discussions about accreditation, focusing on how the college is documenting, reflecting, and learning to tell the accreditation story in formal ways.

E. Vice President of Student Services (Kaneesha Tarrant)
- SEM is at the district for beautification purposes.
  Scott Tracy sent an email regarding the delayed MyPortal switchover.
- There is an amazing process in place for reporting students of concern per Dr. Farrar's Spring 2024 email.
- The "Just Report It" link on the website can be used to activate the Care Team.

12. **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

13. Meeting adjourned at 2:50 PM.

Senate President Appointment Ratifications 10.21.24

LFM

Dominique Voyer

Kiandra Jimenez

Kevin Baccari

Meghan Chandler

Eric Doucette

Teresa Friedrich Finnern – CCN – Biology

Peggy Campo – CCN – Biology

APC New Faculty Prioritization Rankings – Fall 2024

The Academic Planning Chairs have recommended this New Faculty Prioritization Ranking and is seeking approval from the Academic Senate.

1. POL
2. ADJ
3. Counselor-CRC
4. ETS
5. HIS
6. Counselor-DRC
7. MUS
8. PSY
9. ANT
10. ART
11. SPA
12. ETS
13. Counselor-MOC
14. Counselor-Generalist
15. Counselor-Generalist
16. SOC

APC Approval of Retirement Hires

APC approved the following replacement hires in October 2024:

1. Counseling (David Payan) retiring in December 2024
2. Early Childhood Education (Sarah Burnett) in retiring in December 2024

Governance Entity:
Academic Planning Council

Charge:
The charge of this committee is to coordinate and facilitate the direct efforts of the following areas of the Educational Master Plan:
EMP Goal 1.3 Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.)
EMP Goal 2.3 Decrease AA degree unit accumulation from 88 to 74 total units on Average
EMP Goal 3: Close All Student Equity Gaps
EMP 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.

>   7.1 Develop comprehensive breadth of academic programs.
>   7.2 Develop Career & Technical Education programs and industry credentials related to regional needs.
>   7.3 Develop and implement plan for noncredit and noncredit- enhanced programming.
>   7.5 Add capacity to existing disciplines with a demonstrated need.

- Facilitate and monitor efforts of the 10+1 as requested by the Academic Senate where they pertain to course offerings, planning, professional development, and budget.
- Guide, facilitate and monitor course offerings for their specific departments, programs and/or disciplines.
- Guide, facilitate and participate enrollment management opportunities.
- Participate and report to the Academic Senate; regularly report to Academic Council, College Council the efforts of the Committee.
- Provide annual recommendations to the Academic Senate for faculty hiring and resources.
- Communicate broadly to faculty pertaining to faculty, departmental and discipline matters.

Sponsoring Council/Senate:
Academic Senate and Academic Council

Co-chairs:
Patty Worsham, Ashley Etchison, Courtney Doucette, Quinton Bemiller

Members:

Quinton Bemiller (DOI), Maria Adams, Courtney Doucette (DOI), Zina Chacon, Ashley Etchison (DOI), James Finley, Teresa Friedrich Finnern, Alexis, Gray, Ashlee Johnson, Kim Kamerin, Brady Kerr, John Moore, Jeff Mulari, Ana-Marie Olaerts, Dan Reade, Tim Russell, Jody Tyler, Sigrid Williams, Suzanne Witmer, Patty Worsham (Chair), Paul Van Hulle.

Evaluation of the Survey of Effectiveness:

The purpose of the survey of effectiveness is to provide a mechanism by which members of the Academic Planning Chairs (APC) could self-evaluate the effectiveness of the committee's planning and decision-making processes. The survey included thirteen (13) questions answered on a sic (6) point Likert Scale and one (1) open-ended question.

The survey received a total of four (4) participants all of whom responded to 100% of the Likert Scale and one (1) open ended question.

Results of the APC Survey of Effectiveness indicated that 100% of members who participated in the survey either agree, or strongly agree, with the thirteen (13) of the thirteen (13) Likert Scale questions. As a result, there is evidence to suggest that:

(1) The agenda and minutes are provided far enough in advance of meetings (100% strongly agree)
(2) Agenda items are completed within the meeting time (50% strongly agree, 50% agree)
(3) Members are given adequate information to make informed recommendations or decisions (75% strongly agree, 25% agree)
(4) All members are encouraged to be actively involved (75% strongly agree, 25% agree)
(5) Discussions are collegial (75% strongly agree, 25% agree)
(6) Differing opinions are respected (75% strongly agree, 25% agree)
(7) Participation is meaningful and important to me (75% strongly agree, 25% agree)
(8) [I] regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings. (100% strongly agree)
(9) The charge is understood by the members (100% strongly agree)
(10) Members work toward fulfilling the charge (100% strongly agree)
(11) The work of the governance entity has made an impact on its assigned EMP Goals or KPIs (100% strongly agree)
(12) The purpose of the governance entity aligns well with the college mission (100% strongly agree)
(13) Overall, I am satisfied with [APC's] performance (100% strongly agree)

There were four responses to the open-ended question.

In summary, results indicate that APC's planning and decision-making processes were highly effective throughout the 2023-2024 Academic Year.

EMP Goal Alignment and Objective Alignment:

The purpose of this section is to report on progress made towards the committee's EMP objectives and evaluate the appropriateness of objective assignments.

The Academic Planning Chairs is a three-year committee that guides continued implementation of the work of the Academic Senate and academic departments; leads planning and implementation of work outlined by the Educational Master Plan; assess, ranks and recommends annual departmental resource requests; provides recommendations to the Academic Senate on matters pertaining to faculty resource allocations, programming, course offerings, new program/discipline creation and all other matters related to faculty led academic programming; and facilitates communication to the Academic Senate on areas for implementation and improvements.

Progress: APC is charged with the following EMP Goals:

- EMP Goal 1.3 Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.)
- EMP Goal 2.3 Decrease AA degree unit accumulation from 88 to 74 total units on Average
- EMP Goal 3: Close All Student Equity Gaps
- EMP 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.

Alignment:

The committee's current objectives are still in alignment with APCs scope and purview and its work in this area is ongoing.

Assessment of Scope and Deliverables:
The purpose of this section is to self-assess the completion of deliverables defined by the APC charter during the year.

According to the charter, APC worked towards the completion of six (6) main deliverables throughout the 2023-2024 Academic year. A self-assessment of the progress made on each deliverable is described below:

1. Collaborate with Academic Senate, Academic Council and Student Services Council with regard to departmental, programmatic, and discipline needs.
   a. Status: Completed for 2023-2024 and ongoing for subsequent years.
   b. Rational: Throughout the year, during APC meetings, varying enrollment and equity initiatives were addressed. Evidence of this is provided in the APC meeting minutes.

2. Assist with the guidance efforts of Guided Pathways and Equity within the departments, programs, and disciplines.
   a. Status: Completed for 2023-2024 and ongoing for subsequent years.
   b. Rational: Throughout the year, during APC meetings, varying enrollment and equity initiatives were addressed. Evidence of this is provided in the APC meeting minutes.

3. Assess, report and review using the survey of effectiveness.

     a. Status: Completed for 2023-2024 and ongoing for subsequent years.
     b. Rational: This report serves as evidence of completion of this for 2023-2024.

4. Guide, assess, evaluate, and advise the course offerings and program planning to support Guided Pathways and Equity efforts.
     a. Status: Completed for 2023-2024 and ongoing for subsequent years.
     b. Rational: Throughout the year, during APC meetings, varying enrollment and equity initiatives were addressed. Evidence of this is provided in the APC meeting minutes.

5. Coordinate and facilitate the responsibilities outlined for the chairs by the Faculty Association agreement.
     a. Status: Completed for 2023-2024 and ongoing for subsequent years.
     b. Rational: Throughout the year, during APC meetings, Chair's are reminded of different tasks and duties per the FA. Evidence of this is provided in the APC meeting minutes.

6. Communicate regularly with the Academic Senate on matters pertaining to faculty coordination, resource recommendations (hiring), and resource recommendations (purchasing).
     a. Status: Completed for 2023-2024 and ongoing for subsequent years.
     b. Rational: The APC Chair has regularly presented both Action items and Informational items to the Academic Senate throughout the year. Evidence of this is provided in the Academic Senate meeting minutes.

Library & Learning Resource Center Advisory Committee
Minutes for October 8, 2024
12:50-1:50pm
Library Room 108

Members (17 total):
Hayley Ashby, Nicole Capps, Miguel Castro, Elisa Chung, Gabriela Cortez, Cheryl Cox, Andres Elizalde, Vivian Harris (Faculty Co-Chair), Daren Koch, Hussam Mobin, Damon Nance (Administrative Co-Chair), Khosrow Rad, Mitzi Sloniger

Absent: Sean Davis, Joseph DeGuzman, José Sentmanat, Marianne Stefanous

Guests: Russell Burrows, Ivan Dorado

Quorum: 9

Subject to Brown Act: Yes
1. **Call to Order**
    1.1   Meeting called to order at 12:51pm

2. **Action Items**
    1.1 Approval of Agenda (as amended)
        • 1st Ashby, 2nd Sloniger, approved by consensus
    2.1   Approval of September 10, 2024 Minutes
        •   1st Capps, 2nd Ashby, approved with 2 abstentions
    3.1   Formally Change Committee Name to Library & Academic Support Committee
        •   1st Rad, 2nd Capps, approved by consensus
        •   Library & Learning Resource Center Advisory Committee is an extremely long name
        •   LLRCAC acronym is challenging to remember and pronounce
        •   The term advisory was originally used based on previous Accreditation standards, so the language is outdated
        •   No other subcommittees of Academic Senate are labeled as advisory
        •   Would like to have an inclusive committee name that encompasses all areas of academic support (comprehensively)

3. **Information/Discussion Items**
    1.1   2024 Accreditation Reflection (Hayley Ashby)
        •   By working collaboratively and providing substantial input, the Committee members were able to complete the Accreditation 2027 Standard 2 Activity Form by the conclusion of the LLRCAC meeting
    2.1   LLRCAC Charter 2023-2025 (Vivian Harris)
        •   The Equity Statement & Accreditation Standard details have been updated
        •   The Commitee is working on updating the Mission Statement
    3.1   Library Events (Damon Nance)
        •   Library events including the Open House, Read 2 Succeed Book Discussion, and Celebrate Books & Libraries with Corey Cofer CAP event with the School of Communication, Humanities, & Languages (CHL) have all been well attended

- Upcoming hybrid college hour events (12:50-1:50pm) include:
    - o Read 2 Succeed Student Panel – Thursday, October 17 – CSS 217 & Zoom
    - o Open Mic Poetry Performance – Tuesday, November 5 – Library & Zoom
- 4.1 Associated Students of Norco College Report (Hussam Mobin)
    - • No report
- 5.1 Learning Resource Center Report (Daren Koch)
    - • No report
- 6.1 Writing & Reading Center Report (Nicole Capps)
    - • We have already had 465 student visits - a record for the 9th week!
    - • The WRC Advisory Group met on 9/20 and decided to move the QR code that students fill out to the *end* of their visit so as to get them to a tutor as fast as possible. We also added two survey questions to the QR code form, eliminating the need for a separate, emailed survey, for which we only had a 10% response rate previously. As a result, we are getting immediate feedback from almost every student, and so far, 100% of students have responded positively about their experience in the WRC. We've also received 114 *optional* feedback responses so far, all of which have also been positive!
    - • We are offering 14 more online Writing Skill Workshops, open to all students, for weeks 10-14. The first set of workshops had a good turnout, but Nikki would still like to see more students at the workshops, especially students from other disciplines. More outreach is planned.
    - • The WRC will be included in the next Programs, Centers, and Services pamphlet.
    - • Nikki is working with Ruth Leal to create a short WRC "commercial" that instructors can share on Canvas in spring. We have also been creating social media posts about the workshops.

4. Good of the Order

5. Adjournment

- 1.1 Meeting adjourned at 1:50pm

Next Meeting

Date: November 12, 2024
Time: 12:50-1:50pm
Location: LIB 108

Mission Statement

The Library & Learning Resource Center Advisory Committee, a standing committee of the Academic Senate, serves as an active and collaborative forum to foster student success, strategic planning, and sustained continuous improvement of the academic support services in the Library and Learning Resource Center through recommendations, in order to uphold the overall mission of Norco College.

ASCCC 2024-25 Exemplary Program Award

The Academic Senate for California Community Colleges (ASCCC) is pleased to announce the call for nominations for the Exemplary Program Award. Sponsored annually by the Foundation for California Community Colleges, the Board of Governors established the Exemplary Program Award in 1991 to recognize outstanding community college programs.

The California Community College system is the largest public higher education system in the country, enrolling over 2 million students. The theme for the 2024-25 Exemplary Program Award is: **Integrating, Advancing, and Sustaining Open Educational Resources for Access and Equity.**

Strong nominees will demonstrate how their program could serve as a sustainable and comprehensive model for other colleges' Open Educational Resources (OER) efforts in one or more of the following areas:

- broadening access and awareness of OER among faculty
- making OER accessible using Universal Design for Learning principles
- developing OER with culturally-relevant content grounded in inclusive, diversity-focused, equitable, and anti-racist principles
- developing resources to support professional development that broadens the creation and use of OER content
- finding ongoing support for revising OER content

Basic Information

- The 2024-2025 award theme is: Integrating, Advancing, and Sustaining Open Educational Resources for Access and Equity.
- Each college or district may nominate one program.
- Up to two California community college programs will receive cash awards of $4,000
- Up to four California community college programs will receive honorable mention plaques.
- **Completed applications must be received by the ASCCC office by 11:59 p.m. on November 10, 2024.**

Applications must be submitted via the online Exemplary Award application along with a copy of the Signatures Page and supporting letter. You will receive a notification via the online portal once your application has been received.

Exemplary Program Award recipients are selected from throughout the state with no more than two from any single ASCCC area. Recipients will be notified when the selection process is completed. A minimum of three nominations statewide must be received for the selection process to proceed. The selection committee will complete the review process by early December. Winners of this prestigious award will be honored at the January 2025 Board of Governors' meeting. Please contact the ASCCC office with any questions.

Support Programs

CalWORKs
For TANF (Temporary Assistance for Needy Families) recipients with minor children and attending or planning to attend Norco College.
calworks@norcocollege.edu
norcocollege.edu/calworks

College Corps
In partnership with #CaliforniansForAll College Corps, Norco College provides 50 students with local service opportunities in community organizations such as food banks, climate action organizations, and K-12 education. A community service program with professional development and leadership training.
norcocollege.edu/collegecorps

Disability Resource Center (DRC)
DRC ensures equitable access and support by providing reasonable academic adjustments to enrolled students. DRC promotes self-advocacy and independence for students with disabilities.
drc@norcocollege.edu
norcocollege.edu/drc

EOPS/CARE/NextUp
A cluster of services provided to support students' retention, graduation, and transfer to four-year colleges and universities. These programs primarily serve students who are first-generation, single parents, and former foster youth.
eops@norcocollege.edu
norcocollege.edu/eops

Honors Program
A community comprised of student scholars and faculty who share a passion for learning. Scholars will explore academic subjects in great depth with opportunities to engage in conferences, excursions, exhibits, and performances.
norcocollege.edu/honors

Men of Color Scholars
A program designed to support men of color from the time they apply until the time they graduate or transfer to a four-year university. The program strives to enhance the college experience through brotherhood, support, and resources.
moc@norcocollege.edu
norcocollege.edu/moc

MESA
The Mathematics, Engineering, & Science Achievement Program (MESA) serves students pursuing a calculus-based major by providing a supportive community of students, faculty, counselors, and staff. Students will have access to extra STEM tutoring support, college and industry tours, research and internship opportunities, mentorship and much more!
mesa@norcocollege.edu
norcocollege.edu/mesa

Phoenix Scholars
A program committed to improving educational outcomes of current and former foster youth by increasing access to supportive resources for academic and personal success.
phoenixscholars@norcocollege.edu
norcocollege.edu/phoenixscholars

Promise Program
Help for first-time, full-time college students to complete their educational goals in a timely manner with minimal financial burden by providing tuition support during the first two-years at Norco College.
norcopromise@norcocollege.edu
norcocollege.edu/promise

Puente Program
Students work closely with their Counselor, English Instructor, and Mentor to prepare for transfer to four-year colleges and universities, with the ultimate goal that Puentistas return to their community as leaders and mentors.
puente@norcocollege.edu
norcocollege.edu/puente

TRIO (SSS/RISE/STEM)
A cluster of federally funded programs that provides highly personalized services and specialized events for students who meet specific program criteria.
triosss@norcocollege.edu
norcocollege.edu/triosss

UMOJA
Designed to increase student success among all students at Norco College with an emphasis on the African-American population. It is a community that fosters student success, community and leadership opportunities.
umoja@norcocollege.edu
norcocollege.edu/umoja

Veterans Resource Center
Support for all veterans, active duty military members, and VA dependents with varying educational goals to begin or continue their education at Norco College.
veterans.services@norcocollege.edu
norcocollege.edu/veterans

Centers and Services

Academic Counseling and Career Development Center
Career and academic planning, college orientation, course selection, class scheduling, and transfer counseling.
(951) 372-7101
counseling@norcocollege.edu

Admissions & Records
Enrollment, registration and support with adding/dropping courses, transcripts and more.
(951) 372-7002
admissions@norcocollege.edu

Associate Students of Norco College
Leadership, interpersonal skills and civic engagement.
(951) 372-7007
studentactivities@norcocollege.edu

Basic Needs Center
Psycho-social, employment, clothing, food, housing referrals and assistance to community public assistance programs.
(951) 738-7413
basicneeds@norcocollege.edu

College Corps
Local community service program with professional development and leadership training.
norcocollege.edu/collegecorps

Student Health Services
Medical and mental health resources and referrals.
(951) 372-7046
studenthealth@norcocollege.edu

Learning Resource Center
General tutoring, math, writing, reading and study groups.
(951) 372-7143
lrc@norcocollege.edu

Student Financial Services
Financial aid and scholarships assistance.
(951) 372-7009
studentfinancialservices@norcocollege.edu

Transfer Center
Transfer services and support to assist students in preparation to four-year universities.
(951) 372-7043
transfer@norcocollege.edu

Unity Zone
An inclusive, holistic safe/brave space for LGBTQIA+ and undocumented students.
(951) 739-7873
unityzone-nc@norcocollege.edu

Wilfred J. Airey Library
Research assistance, textbooks, databases, study rooms, computers, printing, photocopies, open Monday-Saturday
(951) 372-7019
norcocollege.edu/library

Writing and Reading Center
Free help with writing and reading assignments for any class.
(951) 738-7252
norcocollege.edu/wrc

NORCO COLLEGE

Centers, Programs, and Services

Support Programs: Educational benefits and customized services for eligible students.

Benefits Guide	CalWORKs	Disability Resource Center	EOPS/CARE/NextUp	Honors Program	Men of Color Scholars	MESA	Phoenix Scholars/Foster Youth	Puente Program	TRiO (SSS, RISE, STEM)	UMOJA Program	Veterans Resource Center
Academic and Career Counseling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Academic Adjustments		✓									
College Tours	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Cultural Activities & Special Events	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Customized Courses		✓		✓	✓			✓		✓	
Direct Grants/Stipends			✓			✓	✓			✓	
Early Registration				✓	✓			✓	✓	✓	✓
Educational Benefit Funds/Cards	✓		✓				✓				
Internships						✓	✓				
Meal Vouchers							✓				
Over and Above Tutoring	✓	✓	✓		✓	✓			✓	✓	✓
Peer/Professional Mentorship					✓	✓	✓	✓	✓	✓	
Priority Registration	✓	✓	✓				✓				✓
School Supplies	✓		✓		✓	✓	✓			✓	✓
Special Transfer Agreements				✓						✓	
Student Leadership Opportunities				✓	✓	✓		✓	✓	✓	
Support with Student Fees							✓			✓	
Textbook Loan Program			✓		✓		✓	✓		✓	
Textbook Vouchers	✓		✓				✓			✓	
Work Study Opportunities	✓	✓	✓			✓	✓	✓	✓	✓	✓

Note: Each program has specific eligibility requirements. Please contact area representatives to learn more

CSEA's report to the Academic Senate, 10/21/24:

- The revised Class & Compensation MOU and side letter were ratified.
- CSEA nominations started last Friday. The new executive board will be installed on January 25, 2025.
- Voting on the holiday calendar is still open.