NORCO COLLEGE

Minutes
Norco Academic Senate Meeting
On November 4, 2024
1:30 - 3:30 PM | CSS 217 & via Zoom

Meeting called to order at 1:32 PM.

1. Attendees
    Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Maria Adams, John Alpay, Hayley Ashby, Michael Bobo, Araceli Covarrubias, Jake Drainville, Marie Hicks, Daren Koch, Dan Reade, Jim Thomas, Steff Warsinski, Sigrid Williams, Patty Worsham, Erin Spurbeck, Meghan Chandler

    Guests: Quinton Bemiller, Tamara Cummings, Greg Ferrer, Monica Green, Danny Hernandez, Tenisha James, Jeff Julius, Nancy Quiñones, Kaneesha Tarrant

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

3. Approval of Minutes for October 21, 2024
    M/L. Adams, S/M. Adams; Approved by Consensus

4. Comments from the Public
    N/A

5. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Vice President & Michelle Ramin, Norco College Faculty Association Representative)
    - DE negotiations team has met twice and will meet again this week; hopeful for a mutual solution
    - Norco College faculty brought up a concern about bots enrolled in courses especially late start courses; MVC and RCC are having similar issues; more of an Academic Senate issue and the Senate presidents are consulting to see how they can help
    - Cease and desist was issued on the Perris Skills Center
    - Chancellor approved 16 new faculty hires – 5 faculty for MVC, 5 for NC, and 6 for RCC

6. **Action Item: Ratification of Senate President Appointments (K. Bell)**
    - None

7. **Information Item: Just Report It Process** (G. Ferrer)
    - "Just Report It" is the CARE Network; uses the Maxient Platform
    - Faculty requested information on the back-end process that shows what happens when the form is submitted
    - Submitter will receive an email confirming receipt of the report from the CARE Network
    - Report is received by all members right away

- A primary person is designated based on the type of concern, but all members see the reports
- Maxient platform allows members to view all reports and open reports; shares that information with MVC and RCC
- Uses a National Association for Behavioral Intervention and Threat Assessment (NABITA) model to determine level of risk/urgency
- For urgent matters, call 911 and then report through the "Just Report It" form (Senate #5)

8.   **Information Item: Senate Election Procedures** (D. Reade)
- The nominations committee wanted to get feedback from senators on the current election process to see if there are any changes or improvements suggested
- Questions to keep in mind: What works well for the elections/selections process? What parts should be revisited/changed?
- Reviewed the current process, discussed benefits and concerns, and potential options for going forward
- For multiple votes, both entries were removed since they did not impact the results; in the future, multiple votes will be prevented using form settings; discrepancies would be discussed directly with respondents
- Publicly shared results could be anonymized if requested (Senate #11)

9.   **Information Item: Call for Members for FPDC** (Z. Allport/N. Quiñones)
- Encourage faculty to participate
- Need representation from VAPA, ATA, HPS
- BM representative was a temporary absence and will return from leave next semester
- Next meeting on November 12, 2024 (Senate #7)

10.   **Officer Reports**
A. Secretary/Treasurer (Hayley Ashby)
- None
B. Vice-President (Dan Reade)
- Reminder to please vote in the commencement speaker election
- Four nominees with statements in the first round
- Run-off election between Sarah Burnett and Jose Sentmanat
C. President (Kimberly Bell)
- None

11.   **College Reports**
A. President (Monica Green)
- Measure CC efforts are going well; more information available on postcards that have gone out to residents in the area (can pick up from the President's Office)

- Voteinfo.net is the website for voting in Riverside County; results will start posting at 8pm tomorrow
- Retirement reception on December 3, 2024, 2:30-4:00pm in the Art Gallery; 30 retirements since May 2023 – 12 faculty, 11 classified, 4 managers
- Virtual Training on Know the Signs Suicide Prevention (see email)

B. Interim Vice President of Academic Affairs (Quinton Bemiller)
- Mustang Monday Memo has gone out; enrollment has been dropping that last couple of weeks; chairs have indicated that there have been a lot of drops for non-activity; has investigated fraudulent enrollment
- Now below target for Fall; 20% enrolled for Winter; 11% enrolled for Spring; 14.8 efficiency currently; getting ready to switch from 525 efficiency but will be switching over state-wide to the new standard of 16.8%

C. Vice President of Planning and Development (Tenisha James)
- Last week submitted two substantive change requests; one was accepted requiring no further action, and the other will require an additional application
- Currently, 75% of students are taking an online or hybrid course; this is true for all three colleges in our district
- Need to think about how quality, effectiveness, and capacity is affected by offering courses online
- Will be requesting time on the next Senate meeting agenda to discuss the highlights of the SPGM draft; question guide will be provided to use during the review process
- Revamp of academic pages on the website; when those are updated then individuals will be provided with access and training to update their own information
- Scaling Guided Pathways Retreat on the Standard of Care was last Friday, November 1, 2024; more information to Senate is coming; resource allocation based on a student FTES model; more discussions needed on how to fund the Standard of Care

D. Vice President of Student Services (Kaneesha Tarrant)
- The SEM plan has gone to print and hard copies will be available soon
- Embedded tutoring developments coming for Spring and will be brought to Senate
- Instructional Production Specialist provides support for promoting classes through social media for marketing purposes

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.

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.

NORCO COLLEGE'S FACULTY ELECTION PROCESS

QUESTIONS FOR CONSIDERATION

1. What parts of the election/selection process are working well?

2. What parts should the Nomination Committee revisit or change?

CURRENT ELECTION/SELECTION PROCESS

- Call for nominations is sent out via email to nor-fac or nor-all.

  o The nomination window is open for one week.

  o Nominees are consulted to confirm acceptance of a nomination.

- Nominees and instructions for the given election or selection process are entered into Microsoft Forms.

- Announcement of the election/selection process is sent out via email, with a link to the relevant Form.

  o Access to Forms is limited to those with RCCD log-ins.

  o Forms collects names and email addresses.

BENEFITS OF CURRENT PROCESS

- Increases ease of access, particularly for part-time faculty who teach exclusively online.

- Speeds up vote collection process.

- Makes it easier to count votes and confirm vote totals among members of the Nomination Committee.

- Makes it easier to retain vote totals for later review.

CONCERNS OF CURRENT PROCESS

- Is not anonymous.

- Cannot be easily limited to only eligible voters/requires Nomination Committee to review the identities of all voters and to check on any concerns.

- Has the general information safety concerns of any online platform (for example, if someone not authorized to do so got access to and altered the Microsoft form).

POTENTIAL OPTIONS

- Return to use of paper ballots distributed to mailboxes.

- Explore use of other e-voting platforms (potential concern here is cost).

- Other alternatives?

Other points to consider

- Better ways to collect nominees?

- Better ways to share information about nominees?

- Should some selections be reserved to the Senate? If so, how should this be decided?