



**Minutes**  
**Norco Academic Senate Meeting**  
**On March 3, 2025**  
**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: Maria Adams, John Alpay, Kim Bell, Meghan Chandler, Araceli Covarrubias, Vivian Harris, Marie Hicks, Brian Johnson, Ana-Marie Olaerts, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Patty Worsham, Steff Warsinski

Guests: Quinton Bemiller, Monica Green, Tenisha James, Jeff Julius, Maria Jurado, Roger Perez, Kaneesha Tarrant

2. Approval of [Agenda](#)

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

3. Approval of Minutes for [December 9, 2024](#)

M/J. Alpay, S/E. Spurbeck; Approved by Consensus

4. Comments from the Public  
None

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

- Faculty hired during the Pandemic required to provide citizenship and documentation; these requirements come from federal mandate; some faculty, many being associate faculty, have not come to the district office to do this; termination letters were sent out by HR; department chairs need list of faculty names, so they can reach out;
- Faculty Association working with Vice Chancellor Aaron Brown to help faculty who retired last December, because CalSTRS denied those who requested the two-year service credit; RCCD has a requirement of 10 years; retired faculty email accounts were deactivated, which is causing problems with communication
- Moreno Valley School District has issued a demand to bargain on dual enrollment; state mandate for dual enrollment, so RCCD may have to negotiate on who teaches dual enrollment courses

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

- None

7. **Information Item: Faculty Appointments and Senate Agenda Items (K. Bell)**

- Submit appointment request using the form; requests are due the day before the agenda comes out

- Submit the request for faculty appointments for any appointments outside of standing committees of the Senate
- Modifications coming to the form to accommodate further detail if needed especially for special projects and compensation  
([Senate #10](#))

8. **Information Item: Distinguishing Information and Action Items** (K. Bell)

- Anything directing work or a change would need to be an action item
- Some items do not come for Senate approval because the Senate has already developed and approved a process for approval of those items (e.g. APC Faculty Hiring Rankings)
- More action items at the beginning or end of the term; 3-5 action items on a regular basis; 10-15 action items during peak periods
- Senate is a recommending body that provides feedback to administration
- Ask for guidance from Senate officers if you are not certain whether an agenda item should be requested for information or action  
([Senate #7](#))

9. **Information Item: [AP 2101 – Independent Study](#)** (K. Bell)

- Has come before the Senate previously and has also been discussed at District Academic Senate; Senate was asked whether there was a desire to go forward with this item
- There are safeguards that can be put in place to discourage abuse; other colleges have this type of policy
- Policy is going to the Faculty Association next for review and negotiation, and will come back to the Senate for approval
- The lead faculty member at RCC, Ron Ruiz, has offered to come to the other Senates to present, if so desired
- Any social science discipline and possibly natural sciences may want to make use of independent study  
([Senate #1](#))

10. **Information Item: Transfer Celebration** (M. Jurado)

- Norco College will host a transfer event to celebrate students who have been accepted to a university for Fall 2025
- The Transfer Celebration will take place on May 1, 2025, from 12:50-6:00pm in CSS 217 with food and goodies
- Please look for email and flyers, and stop by if you can  
([Senate #11](#))

11. **Officer Reports**

A. Secretary/Treasurer (Hayley Ashby)

- The Norco College Academic Senate website was updated over the Winter to include all Fall 2024 meeting agendas and minutes with supporting documents;

- All Spring 2025 Senate meeting calendar invites were sent out with the correct locations; May 12th and June 6th meetings will be held in OC 116, but all other meetings will be in CSS 217 this semester

**B. Vice-President (Dan Reade)**

- Senate elections will be held this semester for all three Senate officer positions
- Email will be sent out asking for senators to serve on the nomination committee

**C. President (Kimberly Bell)**

- Board of Trustees voted on a resolution on February 18, 2025, affirming the right of all students to an education regardless of immigration status; read “Be it Resolved” sections; District is working on posting this information more prominently to the website; students received an email; in alignment with current California law
- Sent a team of nine faculty (three from each college) to the ASCCC AI Faculty Academy over Winter Session
- Spring Plenary is April 24-26, 2025, and Senate has a commitment to send representation; will send out an email to ask for interested faculty members to respond
- First IEPI PRT visit took place on February 28, 2025, and grateful to the faculty who attended the various sessions and administrators leading the efforts
- Meeting with the faculty Recruitment Refinement Workgroup; thankful to Patty Worsham for sharing her experiences and Dr. Green for helping to lead those efforts
- On May 7-8, 2025, Senate leadership will be attending the Regional Alignment Convening
- Senate Faculty Spotlight for May 8, 2025, so please send ideas to Senate leadership
- Please complete the Academic Senate Survey of Effectiveness by the end of March

**12. College Reports**

**A. President (Monica Green)**

- Congratulations on Measure CC passing at 58.1%; \$954 million of bond money, which will bring in \$1 billion to the district
  - Already state-approved projects include the Center for Performance and Kinesiology and Student Services and Library/LRC Building; campus safety improvements; chiller updates; underground utility infrastructure upgrades; machine shop will be moved out to STEM; development of Park View property; STEM Phase 1 is on deck at the State; will start construction and will demolish CACT Building in Summer 2025, which will result in some space challenges; 20 new faculty coming in the Fall with some replacements, which will also present some space challenges
  - Industry Partners and Awards Breakfast on March 28, 2025, Vanessa Robles, Alumnus of the Year; will recognize partnerships and industry breakouts
  - May 29, 2025, Town Hall for the Student Equity Plan during college hour
  - Celebrating 34th Anniversary on March 13, 2025, that will kick off a yearlong celebration to celebrate the 35th anniversary
- Budget situation is still unknown, and changes expected with the May Revise; tight years ahead of us

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

- More staffing for Stokoe that have been trained to use the Raptor login system including Courtney Doussett, Ashley Etchison, and Kylie Campbell; Ashley Etchison created a staffing calendar
- Restroom issue taken care of on February 6, 2025
- Door to patio courtyard area issue resolved including fixing the lock
- Faculty offices have been rekeyed, and faculty have the new keys that don't allow access by Alvord employees
- Language has been worked out between the faculty and the IDC, so the address, room number, and clearance information are listed in the catalog; faculty are communicating this information to students prior to the first day of class
- Mustang Monday Memo sent out; fraudulent enrollment impacting FTES (loss of 9.7% of enrollment), but enrollment is still strong despite fraudulent enrollment (still at 104.6% of the target for Spring); thank you to faculty and department chairs for their assistance in working with the Dean of Enrollment to report suspicious activity; effects in-person and online courses; Norco College has 5% growth identified as the target for next year, which has been coordinated with the district and other colleges; no course cancellations due to the fraudulent enrollments, but efficiency did go down as a result; have been looking at efficiency overall for the discipline, school, and college and not just the course efficiency; holding off until past census on determining whether the waitlists support a late start course

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

- Current strategic plan ends June 2025, so a new SPGM draft was developed that will take us through 2030 coinciding with the new Educational Master Plan
- Suggestions came out of IEGC, which will be incorporated into the current draft; new draft and slide deck will reflect all the feedback
- Look for email on March 5, 2025, with link to the SPGM draft for review
- Document control procedures incorporated into the processing of the plan
- Need a description of the Academic Senate in 250 words
- New Student Equity Plan Template released in January 2025 and due in November 2025; short timeline to develop the plan and get local and Board approval
- Team formed to work on the Student Equity Plan with members from the Student Equity Faculty Inquiry Group
- New Student Equity Plan, three-year plan, will come to Senate in May or June 2025
- New templates for academic web pages just received and faculty will receive training and access to update web pages; need to ensure that faculty update pages regularly – new guide with best practices will be provided to support update process
- Web site navigation will be revised this Spring
- DEIA Summit will be on April 4, 2025, 10:00am – 3:00pm and is open to all employees; theme is “Storytelling: Bridging Gaps and Futures?”; will represent regular professional development at the College around equity

D. Vice President of Student Services (Kaneesha Tarrant)

- Increase in enrollment fraud, and over 51% were from Norco College in the District (Norco has been identifying fraud early on, and fraud at RCC and MVC

may have been underreported); now enrollment fraud is down to 6%; Dean of Enrollment has three full time staff members going through lists to remove fraudulent students; District will contract with LightleapAI to assist with identifying fraud; holds are being placed on student accounts that are associated with fraud, and students must respond to emails to verify their identity; this is a statewide problem

- Keith Dobyns, District General Counsel has sent out information about supporting students related to immigration enforcement; single point of contact is Sonia Gonzalez, Dean of Enrollment Services if a warrant is served on campus
- District-wide communication will be going out to students regarding student debt and options available to them to manage their balances
- Week of April 21, 2025, is Black Student Success Week and information will go out through the DEIA Committee
- More coming on commencement on June 13, 2025, at 6pm
- IEPI PRT Team Visit #1 was on February 28, 2025; PRT will be providing a Menu of Options with recommendations for developing the Standard of Care

13. **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

14. Meeting adjourned at 2:55 PM.

## Academic Affairs

## AP 2101 INDEPENDENT STUDY

## References:

Title 5 Sections 55230 et seq.

Title 5 Section 58003.1, subdivision f on Alternative Attendance Accounting

Lower-division independent study courses provide individual students challenging and in-depth study or practicum experience on approved topics within any subject area under the director of an instructor. Independent study courses provide the students experience in planning and outlining a course of study with their independent study instructor and under departmental supervision.

Independent study courses can be designed and offered as a .5 or 1-unit class. In a .5-unit class, students will have 9 hours of direct contact with the instructor and 18 hours of independent work/study/practicum. In a 1-unit class, students will have 18 hours of direct contact with the instructor and 36 hours of independent work/study/practicum. The units and hours of study should be defined in the student learning contract.

- Faculty direct contact hours:
  - .5-unit class: 9 hours of direct contact; weekly student contact .5 hour
  - 1-unit class: 18 hours of direct contact; weekly student contact hour
- Independent study courses will be assigned as overload only and be compensated at the part-time lab rate.
- Faculty compensation info here? Faculty load calculation based on alternative attendance accounting method for independent study?? [CCC Independent Study accounting method](#) (beginning p. 30)
  - $FTES = (\# \text{ Students} \times \text{"WCH"} \times \text{TLM}) / 525$
  - $1 \text{ student w/18 contact hours} = 0.034 \text{ FTES}$

Students enrolling in independent study courses must be currently enrolled in a credit course within the district and have successfully completed one course in the intended independent study discipline in the district. Students taking an independent study course cannot be on academic probation. Independent study courses may be taken only once within a discipline. Students enrolling in an independent study course in a Career Technical Education field must pursue a major or certificate in the Career Technical Education area of which the independent study project is a part. (Maximum Independent Study units allowed per student needed? If so, what? Is there a financial aid applicable maximum? Already not transferable)

Students interested in an independent study course must first develop a learning contract with their instructor and the appropriate administrator. The content of the

**Commented [KD1]:** Questions remain around whether simply encouraging and describing student-driven projects only (like an honors project for non-honors students) vs. an outright prohibition of faculty-originating projects should be in the policy. Given that no faculty have research release as part of the RCCD load and we are a lower division institution, DCC is struggling to define this and answer questions and multiple scenarios asked about at the College Committees.

**Commented [KD2]:** Needs FA review before final Board approval

**Commented [KD3]:** Needs FA review before final Board approval; Legal for review as well (?) — to see if needed on BP? FA may want it there

**Commented [KD4R3]:** After RCC CC meeting, we realized we may have confused load and compensation; this was taken from somewhere else and offered as a suggestion — not what we are committed to. Committees want this as overload and need clarity on load equivalency per student and if there's a different of individual students with different projects vs. multiple students on same project; need guidance on fair load equivalency rate

**Commented [KD5]:** Standards didn't finish discussion; can add in at DCC if approved by colleges (and get college input)

independent study will be outlined when the specific topic and/or project are developed between the student and instructor and must remain lower-division work. Independent study should not be used to meet college requirements that can be satisfied through regular course offerings. This information will be included in the Independent Study Learning Contract which must be submitted to Admissions and Records.

The Independent Study Learning Contract must include:

- Detailed course components that outline what the independent work that the student will do and what the focus of the weekly student contact hours will be.
- How the student will meet the objectives and outcomes of the course based on the existing course outline of record
- Agreement on terms addressing the credit/citations the student will receive in any publications incorporating the independent study work, if applicable to project.
- Faculty advisor requirements
  - Must be an RCCD full-time academic employee.
  - Responsible for the supervision, control, and evaluation of the course and the enrolled student(s).
  - Provides orientation, guidance, and information regarding course content materials and services for each student subsequent to the student's official enrollment.
  - Maintains records/notes to illustrate student grade computation based on course components.
- Work product to be evaluated
- Number of units/hours as stated above
- Signatures
  - Student
  - Faculty advisor
  - Department chair
  - Division dean

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. Students should be advised to see a counselor for transfer limitations and other details.

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**Administrative Approval:**

## **Legal Citations for AP 2101**

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 3. Alternative Instructional Methodologies  
Article 3. Independent Study

5 CCR § 55230

### **§ 55230. Purpose.**

The provisions of this article should be read in conjunction with the provisions of sections 58051 and 58003.1 concerning attendance in approved courses and programs designed and conducted as independent study.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

#### **HISTORY**

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer of subchapter 2 and section and new article 3 (sections 55230-55240) and section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35). For prior history of subchapter 2, see Register 93, No. 25.

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 3. Alternative Instructional Methodologies  
Article 3. Independent Study

5 CCR § 55232

### **§ 55232. Academic Standards.**

Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at the college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

#### **HISTORY**

1. New section filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).



3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 3. Alternative Instructional Methodologies  
Article 3. Independent Study

5 CCR § 55234

#### **§ 55234. Student Progress.**

Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

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Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 3. Alternative Instructional Methodologies  
Article 3. Independent Study

5 CCR § 55236

#### **§ 55236. Availability of Instructor.**

The college shall provide access to the instructor for the students enrolled in courses offered pursuant to this article at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods in addition to regularly scheduled office hours as practiced at that college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

#### **HISTORY**

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Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 3. Alternative Instructional Methodologies  
Article 3. Independent Study

5 CCR § 55238

**§ 55238. Eligibility for State Funds.**

In order for attendance in a course of independent study to be eligible for state apportionment pursuant to the provisions of this article, the course must be reported as required by this article, and meet all other requirements of statute and regulation relative to eligibility for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78310, Education Code.

**HISTORY**

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 3. Alternative Instructional Methodologies  
Article 3. Independent Study

5 CCR § 55240

**§ 55240. Instruction.**

The instructor assigned to a course conducted pursuant to this article shall:

- (a) Be qualified to provide service in that capacity during the period in which that service is rendered;
- (b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- (c) Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
- (d) Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress required by section 55234.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

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RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AFFIRMING THE RIGHT OF ALL STUDENTS TO A PUBLIC EDUCATION  
REGARDLESS OF IMMIGRATION STATUS**

**RESOLUTION NO. 69-24/25**

**WHEREAS**, the evolving landscape of immigration and education policies under the current administration of the U.S. federal government has created significant uncertainty, raising concerns about the potential impact on students and their families; and

**WHEREAS**, the Riverside Community College District (RCCD) and its three colleges—Moreno Valley College, Norco College, and Riverside City College—are federally recognized as Minority-Serving Institutions and Hispanic-Serving Institutions, with over 60% of students identifying as Hispanic; and

**WHEREAS**, census data from the Migration Policy Institute estimates that nearly 6% of Riverside County's 2.4 million residents are undocumented immigrants, with more than 75% identifying as Hispanic, underscoring the intersection of immigration status, racial and ethnic disparities; and

**WHEREAS**, the District not only serves a large Hispanic student population but also deeply respects and values Hispanic culture, traditions, and contributions, recognizing their profound impact on the social, economic, and educational fabric of the community; and

**WHEREAS**, RCCD remains steadfast in its mission to provide equitable access to post-secondary education for all students who seek to better their lives through learning; and

**WHEREAS**, the U.S. Supreme Court, in *Plyler v. Doe*, 457 U.S. 202 (1982), unequivocally affirmed that a student's citizenship or immigration status, as well as that of their parents or guardians, cannot be used as grounds to deny access to public education; and

**WHEREAS**, The State of California has enacted several statewide laws as a deliberate declaration that California recognizes and values the contributions of members of our communities, regardless of immigration status including:

- RCCD, as a publicly funded institution within California's higher education system, is governed by state laws that protect all residents' rights to higher education, including the Equity in Higher Education Act (Cal. Educ. Code §§ 66270 et seq.), which prohibits discrimination in postsecondary institutions; and

- Assembly Bill 540 (Cal. Educ. Code § 68130.5) and the California Dream Act allow eligible undocumented students to pay in-state tuition and access state financial aid, ensuring greater educational opportunities regardless of immigration status; and
- Senate Bill 54, The California Values Act (Cal. Gov. Code §§ 7282 et seq.), affirms the state's commitment to protecting immigrant communities by limiting cooperation between state agencies, including public educational institutions, and federal immigration enforcement, thereby fostering a safer learning environment for all students; and
- Assembly Bill 21 (Cal. Educ. Code §§ 66093 et seq.) mandates that California's public postsecondary institutions take action to safeguard undocumented students, faculty, and classified professionals from immigration enforcement activities on campuses, thereby promoting a safe and inclusive educational environment for all members of the academic community;"

**WHEREAS**, the Board of Trustees has an established history of taking steps to support undocumented students in Riverside County, including:

- Adopting a resolution in 2017, affirming that all students have the opportunity to receive an education in the community college system, regardless of immigration status or any other protected status, and declared that the District and its colleges shall not cooperate with any efforts to create a registry of individuals based on protected characteristics such as religion, national origin, race, or sexual orientation (Resolution No. 38-16/17);
- Adopting a resolution in 2017 in support of undocumented immigrants who came to the United States as children ("Dreamers") and/or participants in the Deferred Action for Childhood Arrivals (DACA) program, advocating for a federal legislative solution to allow Dreamers to remain in the country (Resolution No. 04-17/18); and

**THEREFORE, BE IT RESOLVED**, that the Riverside Community College District (RCCD) reaffirms its unwavering commitment to fostering an accessible and safe learning environment for all students, regardless of their immigration status; and

**BE IT FURTHER RESOLVED**, that RCCD and its colleges—Moreno Valley College, Norco College, and Riverside City College—will continue to uphold and implement policies that protect the rights and privacy of undocumented students, in accordance with state and federal laws, including but not limited to the California Values Act, the Equity in Higher Education Act, and Assembly Bill 540; and

**BE IT FURTHER RESOLVED**, that RCCD will actively support and expand resources for undocumented students, including access to financial aid, academic counseling, legal assistance, and mental health services, to ensure their success and well-being in higher education; and

**BE IT FURTHER RESOLVED**, that RCCD calls upon state and federal policymakers to enact and uphold legislation that strengthens protections for undocumented students, including a permanent legislative solution for Dreamers and recipients of the Deferred Action for Childhood Arrivals (DACA) program; and

**BE IT FURTHER RESOLVED**, that RCCD will continue to work in partnership with community organizations, advocacy groups, and legal service providers to raise awareness and provide support for undocumented students and their families; and

**BE IT FINALLY RESOLVED**, that RCCD reaffirms its dedication to equity and access in higher education by ensuring that all students, regardless of background or status, have the opportunity to achieve their academic and career goals in a safe, welcoming, and supportive environment.

**PASSED AND ADOPTED** this 18th day of February of 2025 at the regular meeting of the Riverside Community College District Board of Trustees.

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Jose Alcala, President, Board of Trustees  
Riverside Community College District