



NORCO COLLEGE

Meeting Minutes

October 8, 2024

12:50 pm | Room: IT-218

Zoom link (for non-voting members only): <https://rccd-edu.zoom.us/j/87282371511>

Committee Members Present (6): Natalie Morford, Jessiah Ruiz, Dr. Nancy Quinones, Zander Allport, Jody Tyler, Star Romero

Absent: Sandra Popiden, Jethro Midgett, Janet Frewing

1 | Call to Order – 12:55pm

2 | Action Items

2.1 Approval of Agenda

- Request to amend Agenda to approve Star Romero as a new committee member and change order of agenda– M/Morford, S/Ruiz, Unanimously approved

2.2 Approval of September 10, 2024 meeting minutes

- M/Morford, S/Ruiz-Abstain: Tyler, Romero

2.3 Approval of Star Romero as new Member to the committee

- M/Morford, S/Tyler, Unanimously approved

2.4 Travel Funding Requests- M/Romero, S/Morford-Abstain: Quinones

- 3 funding requests submitted:
 - Baccari/PT Math: CCC RP Group, 10/9-\$930, Retro- Approved
 - Borrasso/Lopez: FT/ Math: AACU, out of state, 11/7-\$5K, Denied- will not make October board approval deadline to approve request
 - Walker/PT Pol. Science: AHSIE, out of state 3/9/25, \$1,830: Tabled – requested to resubmit closer to spring

2.5 Professional Development (Flex) Workshop Requests

- M/Romero, S/Morford, All requests unanimously approved
 - Two (2) equity requests from the LGBTQ Allies
 - One (1) equity, OER Open source workshop -1 hour

3 | Discussion Items

3.1 Procedure for Travel Request Approvals

- Need a process in place for the following:
 - Percentage/criteria used for part/full time faculty
 - Out of state timelines-making requests 2 months prior to catch board deadlines; explain board cut off dates.
 - Committee participation on approvals?
 - Retroactive requests.
- Suggestions
 - Making a maximum budget for individual conference requests
 - Spending trends from past Fall/spring
 - Limiting faculty to 1 request per year

- Splitting budget, saving ½ funds for each semester
- Require conferences that provide resources that come back to Norco College. Have an equity aspect
- What % comes out of the budget for other sources: catering, Flex, First Fridays – What spending is left for conference requests
- Approaching Senate, requesting for administration to pay for Flex, rather than form FPDC's budget
- Asking faculty to reach out to other organizations
- Announce at Spring Flex when final cut-off date for conference requests are for Fiscal year
- Suggestion made to change/align monthly meetings prior to board deadlines. Add special meetings if needed
- Request Action Item for next meeting – Application process, Data from past budgets. Suggested approaching K. Zamiska to help with trend reports.
- Vote on a process by next meeting

4 | Information Items

4.1 Remaining Standing Meetings for the 2024 - 2025 Academic Year

Nov 12, 2024, March 11, 2025, April 8, 2025, May 13, 2025

- Call a special meeting Oct 22, for discussion on budget allocation process

4.2 Upcoming Online Workshops on A.I. w/ Dr. Danielle Mirliss (Sponsored by District DE)

November 1, 2024: "A Beginner Guide to Generative AI"

December 6, 2024: "Re-envisioning Assignments/Assessments with Generative AI"

5 | Liaison reports

5.1 Distance Education – No updates

5.2 Teaching and Learning Committee- No Updates

5.3 Diversity Equity & Inclusion-No updates

6 | Good of the Order

Adjournment –

1:58pm

Next FPDC Meeting: Nov 12, 2024 Time: 12:50pm - 1:50 pm

Statement of Purpose

The Norco College Faculty Professional Development Committee (FPDC) empowers our faculty with ongoing opportunities to improve, develop, and expand their skills and practices. The FPDC promotes individual and collaborative professional growth to elevate students' ability to achieve career and educational goals, and to reinforce the mission of the college and enhance equity-mindedness and institutional effectiveness.