

## MINUTES

Norco Academic Senate

September 21, 2015

1:30-3:30 ST107

**I. Call to Order:** Meeting called to order at 1:37 p.m. by Peggy Campo.

### **II. Attendees:**

**Peggy Campo – Senate President**

**Jim Thomas-Senate Vice President**

Tom Wagner ó Business, Engineering, and Information Technology Representative

Melissa Bader ó Communications Representative

Zina Chacon ó Counseling, Social and Behavior Sciences Representative

David Mills ó Communications Representative

Sarah Burnett - Assessment Committee Chair-Assessment Coordinator

Celia Brockenbrough ó PG & SL Committee

Brian Johnson ó Curriculum Committee Co-Chair

Jason Parks-Academic Planning Council Chair

Charles Sternburg ó Math and Sciences Representative

Vivian Harris ó Distance Education Chair & Library Advisory Committee Chair

Kim Kamerin-ó Arts, Humanities and World Languages Representative

### **Absentees:**

#### **Vacant– Senate Secretary/Treasurer**

Kimberly Bell- Social and Behavioral Science Representative

Alexis Gray ó Program Review Co-Chair

Gail Zwart ó Professional Development Co-Chair

Vacant ó Social and Behavior Science Representative

Absentó ASNC Representative

Vacant ó Part-time Faculty Representative, CTA Representative

**Guests:** Diane Dieckmeyer, Kevin Fleming, Gustavo Ocegüera, Kris Anderson, Dean Hines

### **III. Approval of Af7In,**

Held our first Senate retreat this past Friday, Sept. 18. Constructive discussions took place. General agreement seemed to be found among participants to review our by-laws to update the membership of the senate and faculty participating on college and district committees. Jim and I will be getting together this week to formulate a comprehensive review of what was discussed to bring back to the senate at our next meeting.

BoT meeting held on Sept. 15, 2015, where the budget for the 2015-2016 year was approved. Norco presented a Five-to-Thrive highlighting the Welcome Day Norco had. Over 300 students and family members were invited to the college to receive helpful information at booths, tours of the college and labs, and Q&A

## **E. RCCDFA/CCA/CTA/NEA**

The CTA is working on its by-laws since they are outdated. Still not in alignment with having three colleges in the district. When those are completed they will go out to faculty for approval.

Issues regarding the syllabus shells were clarified by the CTA. Norco administrators quickly replied to the CVC shells are not required of faculty to use, but highly recommended to remain in compliance.

## **VI. Ongoing Business**

### **A. Application for Educational Assistants (Peggy Campo)**

Educational Assistants will be available for winter and spring of 2016. Take back to your departments. Individual faculty can fill out forms available on the Academic Senate website and apply for it. Deadline not out yet, will be decided at the District Academic Senate meeting held next Monday.

## **VII. New Business**

### **A. Minor Revisions to Assessment Rotation Schedule (Sarah Burnett)**

Moved by Jim Thomas, second by David Mills. Sarah Burnett explained the minor changes to the assessment rotation schedule and the reasons for the changes. Unanimously approved.

### **B. Approval of Kris Anderson as Faculty Accreditation Co-Chair-Action Item (Diane Dieckmeyer).**

Moved by Sarah Burnett, second by Tom Wagner. Motion approved with one abstention.

### **C. Distance Education Faculty Guide – 1<sup>st</sup> Reading (Vivian Harris)**

Motion by Jason Parks, second by Tom Wagner. Vivian Harris presented the DE Faculty Guide for Senate approval created by the DE Committee in the spring. Will vote on it at next meeting. The committee was thanked for their efforts.

### **D. Selection Process for Distinguished Faculty Lecturer and PT Senate Representative (Jim Thomas)**

Already discussed in VP report.

### **E. Vacancies on Norco Academic Senate and District Committees**

#### **a. NAS Treasurer**

- b. **NAS M&S Senator**
- c. **NAS AHWL Senator**
- d. **NAS Part-time Senator**
- e. **District Academic Standards Committee (Need 2 faculty members)**
- f. **District Gen Ed Senator**

Discussion ensued. Will bring back to departments to find out if interested in reducing the numbers of senators from each department. Discuss as well how to make faculty membership in college committees more strategic and efficient.

**F. Discussion regarding re-instating a Student Success Committee under Senate-Information Item (Peggy Campo)**

Senate agreed unanimously to create an ad hoc committee to investigate the possibility of creating a standing sub-committee under the Senate to deal with student success, pedagogy, teaching and learning. The ad hoc committee is composed of Peggy Campo, Jim Thomas, Melissa Bader, and David Mills.

**VIII. VI. Norco and District Senate Committee Reports**

**A. Program Review Committee (Gray) (#9, 10+1)**

No report.

**B. Professional Growth & Sabbatical Leave (Brockenbrough) (#8, 10+1)**

Apply for professor Oct 31<sup>st</sup> deadline.

**C. Professional Development Committee (Zwart, #8, 10+1)**

No report.

**D. Library Advisory Committee (Harris) (+1, 10+1)**

Read 2succeed will be this Thursday. On Nov. 20 will have a 4 hour meeting with the author from 9am-1 pm. This has been approved by the PD committee for flex hours.

**E. Distance Education Committee (Harris) (+1, 10+1)**

Peggy looking at committee memberships and coverage and present to your departments before re-configuring by-laws and restructure of senate Put on Agenda on revision of by-laws and further discussion(Thomas)

**F. Curriculum Committee (Johnson) (#1, #2, 10+1)**

Training camp October 20, 2015 1:30-4:30, in the NOC. Any department that has questions can bring curriculum and launch directly at the camp onto CurricuNET with the aid of curriculum chair/committee members. Need skills experts for AB4260. Nikki Capps will serve for English, Mitzi Sloniger for Reading, and Brian Johnson for Math.

