



**Minutes**  
**Norco Academic Senate Meeting**  
**On April 15, 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: Maria Adams, John Alpay, Hayley Ashby, Michael Bobo, Kimberly Bell, Vivian Harris, Marie Hicks, Kim Kamerin, Daren Koch, Cheryl Kumar, Ashlee Johnson, Brian Johnson, Virgil Lee, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham

Guests: Carol Farrar, Rebecca Goldware, Monica Green, Lisa Hernandez, Chancellor Isaac, Tenisha James, Jeffrey Kaatz, Susan Mills, Kaneesha Tarrant

2. Approval of Agenda

M/K. Kamerin, S/M. Hicks; Approved by Consensus

3. Approval of [Meeting Minutes from March 18<sup>th</sup>](#).

M/M. Hicks, S/Steff Warsinski; 2 Abstentions; Approved by Consensus

4. Comments from the Public

None

5. **Information Item: RCCD Foundation Update** (R.Goldware, J.Kaatz)

Vice Chancellor Goldware and Executive Director Kaatz provided the Senate with an update about the RCCD Foundation. ([Senate #10 & 11](#))

6. **Action Item: [Senate President Appointments](#)** (K.Bell)

The Senate ratified the appointments made by the Senate President.

M/K. Kamerin, S/M. Hicks; Approved by Consensus

7. **Action Item:**

The Senate had the first read and approved the current revision of the Student Survey. This is the third revision of this survey based on feedback from this body provided in November and December 2023. ([Senate #5](#))

M/M. Hicks; Approved by Consensus

10. **Information Item: [Independent Study](#)** (B. Johnson or designee)

The Curriculum Chair is seeking input on independent study. ([Senate #1,4, & 5](#))

11. **Action Item: [Norco College Strategic Enrollment Management \(SEM\) Plan Re-Draft - 1st Read](#)** (P. Worsham, C. Farrar, or designee)

The Senate approved the final draft of the NC SEM Plan. This version includes feedback from this body provided in March 2024. ([Senate #10 & 11](#))

M/K. Kameran- Accept as 2<sup>nd</sup> draft given the minor edits, S/E. Spurbeck;  
Approved by Consensus

12. **Information Item: [Humphrey's Fellows Visit to RCCD](#)** (C. Farrar)

Vice President of Academic Affairs presented on [The Humphrey Fellow program](#) which is a Fullbright Exchange Program funded by the US Department of State and administered by the Institute of International Education. They will visit Norco College on Tuesday, April 30. A tentative schedule of activities has been developed with consultation of Business faculty and Political

13. **Action Item: [Artificial Intelligence Faculty Guide - 1st Read](#)** (L. Hernandez)

The Senate asked the Teaching and Learning Committee (TLC) to develop recommendations and guidance for faculty regarding Artificial Intelligence (AI). TLC presented on the [Artificial Intelligence Faculty Guide](#). This served as a 1st read with a second read on April 22, 2024. ([Senate #3 & 5](#))

14. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)

1. The Faculty Association is currently holding elections for its Officers including the President, Secretary, Treasurer, and the Norco College Vice President. The elections are being conducted electronically by Simply Voting, and they started today and will run through Monday, April 29th. All Faculty Association members are eligible to vote. The results of these elections will be announced in an email to the RCCD community on Wednesday, May 1st.

2. We want to remind faculty members who take on additional work, such as teaching at another institution or taking classes, that they need to schedule that work outside of the hours for RCCD, which are Monday through Friday, 8 AM to 5 PM. This is a contractual requirement, and it is being enforced by administration.

3. The Faculty Association is encouraging faculty members who are planning to retire this year to submit written notice of their intent to retire to RCCD administration, since the college cannot begin a replacement search until such notice has been received. The Faculty Association believes this is especially important this

year given the economic uncertainty in the 2024-2025 budget. Be advised, however,

reallocated to support strategic priorities such as Tutorial Services; no budget is off limits for review and potential reallocation