

# Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, November 5, 2019, at 3:00 p.m., in room 105 of the Anaheim Campus, the President being in the chair and the Secretary being present.

Senate President Tina McClurkin called the meeting to order at 3:05 p.m.

Present Members: Janet Cagley, Kristina De La Cerda, Carlos Diaz, Cathy Dunne, Phil Famolaro, Gary Jimenez, Megan Ly, Candace Lynch, Cathee Mang, Maricela Moran, Joy Miller, Victoria Myers, Rosie Navarro, Alice Niyondagara, Jennifer Oo, Michelle Patrick-Norng, Megan Reeves, Erin Sherard, Julie Shields, Casey Sousa, Alli Stanojkovic, Kimberley Stiemke, Matt Van Gelder, Kenny Yu

Guests: Wasan Alrubaye

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- I. Approval of agenda- Candace Lynch moved to approve the agenda. The motion was seconded and adopted.
  - II. Approval of 10/1/19 meeting minutes- Was approved with no corrections.
  - III. Announcements & Public Comment
    - Michelle Patrick Norng provided two handouts. One was titled, "Working with Students with Learning Disabilities," while the other was about Kindness Week where students will be celebrated and recognized for their acts of kindness. It will begin the week of November 12, 2019.
    - Cathee Mang provided two fliers regarding the ESL's Academic Success classes and her Creative Writing workshop.
    - Khanh Ninh provided flyer about the upcoming Women of Color Seminar.
    - Kenny Yu introduced himself as a new Older Adults Instructor with the Emeritus Program.
    - Jennifer Oo stated that the new CTA cards will be distributed in the next few weeks.
    - Kimberley Stiemke presented information from the Academic Senate for California Community Colleges - Area D meeting:
      - o John Stanskas, ASCCC President presented three goals that he had for the next year: 1) faculty diversification, 2) implementation of Guided Pathways, and 3) the role of faculty in governance processes.
      - o Calbright, the 115<sup>th</sup> community college, has begun enrollment.
      - o The Full Plenary will begin Thursday, November 7, 2019. Kimberley Stiemke and Tina McClurkin will be attending.
  - IV. Executive Committee Reports
    - A) President's Report, Tina McClurkin
      - Due to the limited staffing in Instructional Technology Services, there will be no videoconferencing until further notice.
      - At the October 22, 2019 Board meeting, there were two items that pertained to United Faculty and that a public hearing on the proposals was set for November 12, 2019. More information can be found on the District's website, Board of Trustees tab.

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- An Academic Senate mailbox has been set up at all three NOCE locations. Any documents passed out during the meeting will be sent to these mailboxes so that those who were unable to attend the meeting can obtain a copy of the documents.
- Those interested in joining the newly formed NOCE Accessibility Workgroup should contact Tina McClurkin. The workgroup will be collaborating with DSS to examine the issue of accessibility and they are requesting two to three faculty to be part of the group.
- Union Reports from the Site Representative and the Representative Council have been removed from the agenda. Any information will be sent to a member's e-mail account. Adjunct Faculty United will remain on the agenda as the representative is a liaison.
- The transition to eLumen is underway. We will be able to align the SLOs to the PLOs and the ILOs. The data will be analyzed by course, not section. The goal is to have the new system in place by spring 2020.

B) Vice President's Report, Cathy Dunne- No report.

C) Secretary's Report, Khanh Ninh- No report.

V. Kindness Confetti

- November birthdays were recognized.
- Kindness Confetti recognized Phil Famolaro, Gary Jimenez, and Megan Reeves.
- Kristina de la Cerda passed out Cultivate Kindness pens.

VI. Old Business

a. Faculty Coordinator – Janet Cagley

- Janet provided Article 16, "Delineation of Departments/Department Coordinator," from the United Faculty contract as a reference guide and possible template for the position of Faculty Coordinator.
- A different title was given for this position because the scope of duties will be different from a Department Coordinator and that the position of Department Coordinator is already an approved position in the UF contract.
- Having a Faculty Coordinator position will allow faculty to work on projects identified by the individual programs and administration beyond their normal contract and be appropriately compensated. Unlike a Professional Expert, faculty can work on these projects within their regular schedule.
- Each department will decide whether or not to have a Department Coordinator while a Faculty Coordinator may be requested by Management due to an identified need.
- Please e-mail Janet with any suggestions.

b. Lab Policy – Janet Cagley

- This Policy sets forth specific expectations for students.
- Verbiage mirrors Fullerton College Math Lab and input was also gathered from other faculty working in a Lab environment.
- Various comments were raised such ensuring that there were some basic student expectations that faculty can all agree on, including more empowering verbiage, and that faculty also have a consistent message that we provide to students.
- Casey Sousa and Kimberley Stiemke will collaborate with Janet on revising the document and will bring it back to the Academic Senate for input.

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c. Institutional Learning Outcomes – Tina McClurkin

- Tina will email out a few choices on the rewording of the of the outcomes and would like feedback. She will then bring back the suggested revisions to the December Academic Senate meeting for a final review and approval.

d. Academic Calendar – Tina McClurkin

- Reminded members that 2019 will be the only year that we will have the entire week of Thanksgiving off and that in fall 2020 NOCE begins two weeks earlier than our sister colleges, but we all end on the same date.

- Cathee Mang raised question by United Faculty if only one calendar year, 2020-2021 should be negotiated instead of two, 2020-2021 and 2021-2022.

- Kimberley Stiemke moved, “to approve two calendar years.” Motion not seconded; motion failed.

- Phil Famolaro moved, “to submit only the 2020-2021 calendar.” The motion was seconded and adopted. The motion passed with 24 votes in favor, 1 against, and 1 abstention.

VII. New Business

a. Committee Assignments – Tina McClurkin

- Several Committees were combined. Tina ask that if there are members that may have been displaced from a Committee due to a merger to please consider volunteering for a committee that has a vacant spot.

- With the pending WASC Accreditation visit, the goal is to utilize the existing Committees to take on some of the WASC components instead of developing new Committees.

VIII. Committee Reports

- **Board Meeting-** Tina McClurkin submitted report for the October 22, 2019 meeting. Topics discussed: The Board has asked that each campus have a Sustainability committee to develop a plan. The Chancellor asked that NOCE chair the committee for the Anaheim campus so there is joint communication. If you are interested watch for further information. At the November 12, 2019 Board meeting, a public hearing will be held for two United Faculty (CCA/CTA/NEA) Successor Agreement Proposals to the District for 2019-2020.

- **Educational Facilities Master Planning Steering Committee-** Joy Miller submitted report for the October 11, 2019 meeting. Topics discussed: The NOCCCD Education & Facilities Master Plan Project Team is led by Brailsford & Dunlavey and Moore Ruble Yudell Architects and Planners. The meeting started with a round table Steering Committee introductions. The architects, planners and project managers presented the results from the surveys conducted at Cypress Fullerton and NOCE campuses. The summary results were: student survey participation = 2,566, employee survey participation = 308, alumni/community survey participation = 328. A total of 3,202 individuals participated in the surveys. Members of the Steering Committee broke out in several work groups to review/discuss: 1) the District's previous EFMP Strategic Directions, 2) survey participants concerns, obstacles from reaching goals, areas that are working well at all campuses, areas that are missing from college experience, and areas that are going well.

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- **Institutional Culture Workgroup-** Michelle Patrick-Norng submitted report for the October 7, 2019 meeting. Topics discussed: The team met to begin discussing what it means for NOCE to have an "awesome" culture. We began discussing our overall goals for the group and the plan to craft solutions, both immediate actionable items for the current academic year and long term goals for the culture of our institution. We discussed looking into having someone like the Opening Day speaker (Roni) or a similar individual/team work with NOCE to pinpoint the needs and interests for faculty/staff, as well as the challenges that individuals/groups/departments are facing in which a response is needed and expected outcomes need to be determined. The group will meet again in November to review proposals and discuss actionable items.

- **NOCE Technology Committee-** Michelle Patrick-Norng submitted report for the 10/14/19 meeting. Topics discussed: NOCE is working to fill the IT position that was vacated by Curtis Galvez. Enrique Sandoval's IT position cannot be filled due to his current role being an interim position with the District. Morgan sent an email to all NOCE faculty/staff about three temporary IT Technician positions being approved; they hope to fill the positions ASAP. There is funding available to replace approximately 90 NOCE computers. Michelle requested feedback from Senate and Morgan will request feedback from program Directors before making a final decision. The ITS team will have a very small window, roughly ten days during winter break, to replace the computers. It is likely the 90 replacement computers will be installed at one campus due to the small window of time available and low number of ITS staff. The Network Refresh project is under way, with a single wireless network for all of NOCE and the CAEP building being a major priority. Phase 1 will begin the end of October and the entire roll out will take place over roughly 12-18 months. A new phone/voice message system is also in the works (VoiceOver). Additional active projects for our ITS team include CCCApply Rollout, Enrollment Management 2.0 (for Directors' use), Modo Lab Rollout (NOCE app), Website Upgrade, SLO software, Form build (ProD, Timeoff), Forms build 2.0 (All others), NOCRC website, Augusoft, ESL offsite laptops, iPad rollout (ESL), LEAP move to the Anaheim 1st floor, Staff Refresh (ongoing), student printing (ePrintIT), staff desktop backups, and Adobe contract plan (new 3 yr. contract signed summer 2019).

- **Professional Development-** Candace Lynch

- Pro D is currently planning for the upcoming Mandatory Flex Day which is on January 3, 2020. It will most likely be focused on the use of technology.

- There has been discussion to bring back Ronnie Habib who was the featured speaker at NOCE's Opening Day event for the Non-Student Duty Day which is on January 2, 2020. Faculty, management and staff would be invited.

- Candace and Tina McClurkin will follow-up with Management to obtain clarification on whether counselors must attend the Non-Student Duty Day as counseling and instructional faculty have different schedules.

- **Provost Cabinet-** Tina McClurkin submitted report for the October 22, 2019 meeting. Topics discussed: The new budget allocation has been adopted. The final revenue allocation for 2019-2020 is \$22,348,845. Our total expenditures are \$21,039,874. Our charge backs to the District are \$1,288,452. So that leaves us with \$20,519. So we need to get our seats filled, keep them for the entire term and promote our classes and programs. Provost released four goals for the 2019-2020 academic year: 1) Institutional

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Effectiveness – Strengthen inquiry culture by further developing policies, infrastructures and technical systems for data-informed decisions. 2) Capacity and Equity – Align NOCE’s institutional capacity with the needs of its students and the infrastructure leading to eliminating the achievement gap. 3) Institutional Culture – Promote the campus culture of professionalism, respect, diversity, and inclusion. 4) Guided Pathways – Enhance students’ experience at NOCE to increase the likelihood of completion and transition to workforce, credit-bearing programs, and other educational options.

## IX. Adjunct faculty United Liaison – Cyndi Ramirez

-There is a Rehire Rights Survey event on Friday, November 22, 2019 at NOCE Anaheim from 11:00 am-12:15 pm and an Executive Board Meeting beginning at 12:30 pm. This event is open to the public

The meeting adjourned at 4:45 P.M.

Khanh Ninh, Secretary