

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, October 3, 2023, at 3:00 p.m., in room 105 (Anaheim Campus), room 118 (Cypress Center), room 215 (Wilshire Center), and as a videoconferencing meeting for approved attendees who submitted an emergency cause or just cause form. The President being in the chair and the Secretary being present.

Senate President Jennifer Oo called the meeting to order at 3:03 p.m.

Present Members: German Arellano, Jennifer Carey, Mirta Carmona, Carlos Diaz, Megan Ly, Candace Lynch, Cathee Mang, Tina McClurkin, Joy Miller, Victoria Myers, Khanh Ninh, Megan Reeves, Souzan Sahakian, Afraim Sedrak, Erin Sherard, Julie Shields, Marlo Smith, Casey Sousa, Alli Stanojkovic, Kimberley Stiemke, Matt Stivers, Anacany Torres, Matt Van Gelder, Courtney Williams, Kenny Yu

Guests: Dr. Karen Bautista, Dashiel Johnson, Triseinge Ortiz, Pres. Valentina Purtell

- 
- I. Approval of agenda - Approved by unanimous consent with no corrections.
  - II. Approval of 9/5/2023 meeting minutes- Approved with no corrections with 21 in favor and 3 abstentions.
  - III. Announcements & Public Comment
    - Cathee Mang shared that a United Faculty meeting would be held immediately following the Academic Senate meeting.
    - Candace Lynch provided information on the *Third Thursdays* events sponsored by the Professional Development committee this fall.
    - Anacany Torres provided information on the Transitioning to College (IHSS 300) course being offered this fall.
  - IV. Executive Committee Reports
    - a. President's Report, Jennifer Oo
      - Information was shared regarding meeting locations for Academic Senate and Board of Trustee meetings when construction at the Anaheim Campus begins. Updates will be provided when temporary locations for spring semester are confirmed.
    - b. Vice President's Report, Jennifer Carey
      - DCCC approved the proposed changes to BP 2015 Student Members.
    - c. Secretary's Report, Michelle Patrick-Norng
      - An update was provided on Sunshine Funds. Full-time faculty (\$20) and adjunct Senators (\$10) can be submitted to Michelle Patrick-Norng in person or via district mail.
      - Information was shared regarding the unexpected passing of a colleague's son and the recent hospitalization of a retired colleague. Sympathy cards were distributed to senators to sign.

# Academic Senate

- The Executive Committee will be attending the ASCCC Fall Plenary in Costa Mesa.
- Information was provided regarding the option to attend two Academic Senate meetings remotely due to just cause or emergency circumstances.

d. Curriculum Committee Chair, Kimberley Stiemke

- ASCCC Curriculum Institute: Dr. Stiemke was a member of the ASCCC Curriculum Institute Planning Committee. Five NOCE Curriculum Committee members attended the Institute in July: Dr. Kimberley H. Stiemke, Dr. Karen Bautista, Amabel Arredondo, Janet Williams, and Shelia Moore-Farmer. Four Curriculum Committee members presented: Dr. Kimberley Stiemke, Dr. Karen Bautista, Amabel Arredondo, and Janet Williams. Topics included Academic Freedom in Curriculum, Noncredit Basics, Advanced Noncredit, and Distance Education in the COR.
- Curriculum Committee Member onboarding took place in September where new members participated in CurricUNET training. A Curriculum Committee Retreat is tentatively scheduled for October.
- At the September DCCC meeting, discussion took place surrounding three Course Management Inventory Tools: Courseleaf, CurriUNET Meta, Coursedog. Discussion also took place regarding revisions to AP 4103, AP 4225, and BP 4225.
- Curriculum Cleanup Project:
 

October 9 – October 13	Finalize document for departments
October 16 – October 27	Make decisions in departments
October 30 – November 3	Launch in CurricUNET
November 6 – November 8	Curriculum Committee review

V. Unfinished Business

VI. New Business

a. Noncredit CCCApply Updates and Informational Video, informational – Triseinge Ortiz

-Information was presented to faculty on the CCC Technology Center’s Reimagine Campaign. The internal [CCCApply Process & Navigation Video.mov \(sharepoint.com\)](#) was shared. The onboarding process for new students was discussed. Feedback can be provided to Triseinge Ortiz to further support the needs of noncredit students.

b. Distance Education at NOCE, informational – Jennifer Oo, Karen Bautista

- PPT *Distance Education at NOCE* was presented to faculty. The work completed by the Distance Education Coordinator and Distance Education Advisory Workgroup was acknowledged. Information was provided regarding individual positions and groups that will support the Distance Education program starting January 2024, as well as the recruitment of a Distance Education Director.

c. Recruitment for Associate Dean I, informational – Karen Bautista

- PPT *Recruitment for Associate Dean I, LEAP* was presented to faculty, summarizing BP 7120-4 and the process for building out a hiring committee for positions that fall under *4.4 Other Administrator Positions*. Next steps were discussed regarding the

recruitment of a permanent position to fill the vacancy of Dennis Davino, former Associate Dean I for the LEAP program.

d. Curriculum Cleanup Project, informational – Kimberley Stiemke

- Information was provided on discrepancies that were discovered within CurricUNET, Banner, and COCI during the Attendance Accounting Project. A summary of the Curriculum Cleanup Project and a tentative timeline were shared.

e. Special Elections Update, informational – Jennifer Carey

- Information was shared regarding electronic ballots for two special elections: Distance Education Chair and Adjunct Senators. Ballots are due by 5 p.m., Tuesday, October 10th.

## VII. Committee Reports

**EFMP Refresh Steering Committee**– Michelle Patrick-Norng submitted a report for the September 8, 2023 and September 22, 2023 meetings.

- Committee members met with representatives from Brailsford & Dunlavey and MRY Architects to discuss the 2020 Educational and Facilities Master Plan, identify new or recurring themes, and prioritize projects based on current and projected funding. The decrease in FTES since the pandemic and the rising costs of materials due to inflation will drastically impact the district's ability to move forward with opportunity sites previously identified in the 2020 EFMP. Faculty, staff, and students will have the opportunity to provide feedback on the EFMP Refresh prior to the end of the fall semester. Representatives will make visits to all three institutions (CC, FC, and NOCE).

**Technology Committee**– Yvette Krebs submitted a report for the September 11, 2023 meeting.

- This Spring NOCE will be switching to Windows 11 for security purposes. Student photo ID Cards are coming soon. Network Refresh is happening at all 3 sites and in the closing phases.

The meeting adjourned at 4:00 p.m.  
Michelle Patrick-Norng, Secretary