

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, November 3, 2020, at 3:00 p.m., as a videoconferencing meeting. The President being in the chair and the Secretary being present.

Senate President Jennifer Oo called the meeting to order at 3:02 p.m.

Present Members: Janet Cagley, Jennifer Carey, Kristina De La Cerda, Carlos Diaz, Cathy Dunne, Phil Famolaro, Allison Ferrier, Ally Garcia, Gary Jimenez, Yvette Krebs, Corinna Lopez, Patty Lujan, Megan Ly, Candace Lynch, Cathy Mang, Lauren Mata, Tina McClurkin, Joy Miller, Victoria Myers, Rosie Navarro, Michelle Patrick-Norng, Cyndi Ramirez, Megan Reeves, Giana Rivera-Tweedie, Erin Sherard, Julie Shields, Casey Sousa, Alli Stanojkovic

Guests: VP of Instruction and Student Services Martha Gutierrez, Jennifer Perez, Ivan Stanojkovic

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- I. Approval of agenda- Phil Famolaro moved to approve the agenda. The motion was seconded and adopted.
 - II. Approval of 10/6/2020 meeting minutes- Was approved with no corrections.
 - III. Announcements & Public Comment
 - Cathee Mang is recruiting a male actor to be part of her drama class. If interested, contact Cathee at cmang@noce.edu.
 - IV. Executive Committee Reports
 - a. President's Report, Jennifer Oo
 - Members reminded about the Pastries with the President! Road Show that occurred this morning with another session to occur today at 5 p.m.
 - b. Vice President's Report, Carlos Diaz
 - Members reminded to complete the Campus Climate Survey. Survey is anonymous and will close on November 20, 2020. Link to survey is noce.edu/campusclimate/employee.
 - c. Secretary's Report, Khanh Ninh.
 - Academic Senate website is up and running. Website address is noce.edu/info/faculty-staff/academic-senate. Agendas and minutes for the current year along with the last two years are available as well as many other resources. Zoom link is also posted for this year's meeting dates.
 - V. Kindness Confetti – Michelle Patrick-Norng
 - a. November birthdays were recognized. NOCE Kindness Week will be celebrated during week of November 9, 2020. Plan is to have a task that faculty and students can engage in each day.
 - VI. Unfinished Business
 - a. 2021-22 and 2022-23 Calendars – Jennifer Oo
 - 2021-22 calendar had already been approved.

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- For the 2022-23 calendar, may need to revise the calendar where Spring Recess is taken the week before Easter to align with Classified's negotiated days off. Jennifer Oo will email the revised calendar to members and will ask for a vote at the December meeting.

VII. New Business

a. Reassigned Time – Alli Stanojkovic

- Discussion regarding the option and reasoning for each department to consider having a Faculty Coordinator and the delineation between the scope of duties of a Faculty Coordinator versus a Department Coordinator as described in Article 16.3.6 of the United Faculty Contract.

- Alli Stanojkovic, Casey Sousa, Jennifer Oo and Janet Cagley will update the document, "Faculty Coordinator Reassigned Time Policy" to include the duties of a Department Coordinator so that it will clearly delineate the different duties of each position. Updated version will be shared with members and voted on at the December meeting.

b. Accessibility Workgroup – Jennifer Perez

- NOCE began the Accessibility Workgroup in 2020 and is chaired by Jennifer Perez, Director of Campus Communications, and Dr. Adam Gottdank, Director of Disability Support Services. An overview of the purpose of the Workgroup was provided. Short-term goals include accessible documents/communication which will include school-wide expectations, developing policies and procedures, training, and development of an accessible toolbox for sharing information. Long-term goals include developing a school-wide accessibility plan.

- There are currently three faculty members serving on the workgroup, but the workgroup would like to recruit three additional faculty members to represent CTE, ESL and LEAP. Workgroup meets monthly, the first Wednesday from 2:00 p.m. to 3:30 p.m. It is estimated that the workgroup will last for one year, then quarterly once the school-wide accessibility plan has been developed. Contact Jennifer Perez at jperez@noce.edu if interested.

VIII. Committee Reports

- **ASCCC Delegate/Area D Rep** – Erin Sherard

- Reviewed the ASCCC 55th Session Resolutions that will be discussed and voted on at the Fall Plenary to be held this Thursday, Friday, and Saturday.

- Jennifer Oo reviewed the, "Noncredit Distance Education Attendance Collection Procedures for Open-Entry/Exit Courses" Resolution.

- Email feedback to Jennifer Oo at joo@noce.edu or Erin Sherard at esherard@noce.edu.

- Tina McClurkin stated that the ASCCC allows for a CTE and a Noncredit liaison positions. NOCE's CTE department would like to establish a liaison position and will be seeking approval from the Academic Senate. Tina also suggest that we consider establishing a Noncredit liaison position as well.

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- **Curriculum Committee** – Kimberley Stiemke
- No report.

- **NOCCCD Equal Employment Opportunity (EEO) Advisory Committee** – Joy Miller submitted report for the October 22, 2020 meeting that was held as a videoconferencing. Topics discussed: 1) Draft of the diversity and report data to be submitted to the Board on November 10, 2) Tenure trends. This information can be accessed through myGateway portal. Click on "employee," click on "Tableaux," click on "see all," then click on "Tenure Trends." 3) NACCC-Propriety-2020-2021. Fullerton College is considering on using the climate survey from the "USC Race and Equity Center," and would like feedback from EEOAC and other constituency groups. Since this information is proprietary, it has not been authorized for distribution at this time. The next EEOAC meeting will be held on Thursday, November 19, 2020.

- **NOCE Technology Committee** – Cathy Dunne and Michelle Patrick-Norng submitted report for the October 12, 2020 meeting that was held as a videoconference. Topics discussed: The Network Refresh is still in progress. The implementation of the Multi-factor Authentication (MFA) project for NOCE employees is likely to begin in early 2021. The committee discussed the importance of password security. The new Voiceover IP (VOIP) has been pushed back until November. WiFi access will be available to students at the Anaheim campus starting Monday, October 19th; details will be shared widely with NOCE faculty/staff/students. *Laptop Loan Program*: The last day for fall distribution of laptop devices is October 29th. As of October 12th, 700 laptops had been loaned to students with 20 laptops remaining. On December 22nd messages will be sent to those not enrolled for spring classes asking them to return their borrowed device. Registration for spring semester may be pushed back one week. Zoom Webinar licenses will be available soon; faculty/staff can submit a HelpDesk ticket to get access to the Webinar features for trainings/meetings. Additional training sessions for Adobe Sign will be announced soon; email was shared with NOCE team including access to previously recorded sessions and notes. For more information about any of the active projects, please reach out to Michelle Patrick-Norng at mpatrick@noce.edu or Cathy Dunne at cdunne@noce.edu.

- **Professional Development** – Candace Lynch
- ProD is accepting applications for anyone interested in attending a conference.
- The January mandatory flex day event is being planned in conjunction with the President's Cabinet and NOCCCD's Diversity and Compliance office.

The meeting adjourned at 4:08 p.m.
Khanh Ninh, Secretary