

# Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, September 6, 2022, at 3:00 p.m., as a hybrid in-person and videoconferencing meeting. The President being in the chair and the Secretary being present.

Senate President Jennifer Oo called the meeting to order at 3:04 p.m.

Present Members: Jennifer Carey, Mirta Carmona, Kristina De La Cerda, Carlos Diaz, Cathy Dunne, Phil Famolaro, Gary Jimenez, Raenie Kane, Corinna Lopez, Megan Ly, Candace Lynch, Cathee Mang, Joy Miller, Victoria Myers, Rosie Navarro, Khanh Ninh, Alice Niyondagara, Megan Reeves, Souzan Sahakian, Erin Sherard, Julie Shields, Marlo Smith, Casey Sousa, Alli Stanojkovic, Kimberley Stiemke, Matt Stivers, Matt Van Gelder, Janet Williams

Guests: Pres. Valentina Purtell, VP of Instruction Karen Bautista, VP of Student Services Martha Gutierrez

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- I. Approval of agenda- Approved by unanimous consent with no corrections.
  - II. Approval of Resolution to Implement Teleconferencing Requirements  
- Faculty voted to approve the Resolution with 27 in favor, zero nay, and no abstention.
  - III. Approval of 5/3/2022 meeting minutes- Approved by unanimous consent with no corrections.
  - IV. Announcements & Public Comment  
- Kimberley Stiemke encouraged faculty to stay informed on AP/BP 4020 and AB 928 and requested that information be distributed to faculty via email on both legislative items.  
- Jennifer Carey shared that online academic tutoring is available for students this semester through the Basic Skills Learning Center. Students can access online tutoring through the NOCE website or within Canvas courses using the Student Orientation template.
  - V. Executive Committee Reports
    - a. President's Report, Jennifer Oo  
- Low enrollment is being discussed districtwide. Enrollment at NOCE has decreased more than the district anticipated. All three institutions are focusing on strategies to increase enrollment and generate additional FTES.
    - b. Vice President's Report, Carlos Diaz – No report.
    - c. Secretary's Report, Michelle Patrick-Norng  
- An update on the current Academic Senate budget will be provided at the October meeting.

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- Sunshine funds can be sent to Michelle Patrick-Norng through interdistrict mail, Anaheim Campus Room 210. Contributions are optional: \$20 for full-time faculty and \$10 for adjunct.

VI. Unfinished Business – No unfinished business.

VII. New Business

a. Appointment of Adjunct Senator Mirta Carmona – Jennifer Oo

- Appointment approved by unanimous consent; Mirta Carmona will complete the remainder of the two-year term previously held by Caroline Kim.

b. CARE Team – Martha Gutierrez

- Presented information on the launch of the NOCE CARE Team and answered questions. Discussed the difference between a Concerning Behavior Report and Student Conduct Incident Report. CARE Team Referral training sessions to be offered late September.

c. Organizational Updates – Valentina Purtell, Karen Bautista, Martha Gutierrez

- Presented information on the Management and Confidential Reclassification Process. Provided update regarding the reclassification of five managers from Program Directors to Assistant Dean I and the fiscal impact on NOCE.
- Discussed recent institutional structure realignment recommendation and the decision to have Disability Support Services report to the VP of Student Services.

d. District Application to the CVC Consortium – Janet Williams

- Provided update on the application process and answered questions. Informed faculty of the need for a Senate Resolution and a Senate representative.
- The draft Senate Resolution titled “Application for North Orange Continuing Education to become a California Virtual Campus - Online Education Initiative Consortium Member” was discussed. Julie Shields moved to “approve the draft Resolution.” The motion was seconded by Cathy Dunne and adopted. The motion passed with 21 in favor, one nay, and eight abstentions.
- Megan Prell was approved to be the Senate representative for the CVC Consortium by unanimous consent.

e. Distance Education Faculty Handbook Update – Janet Williams

- Updates to the DE Faculty Handbook are being completed to align with changes made to the DE Plan. Revised electronic copies will be distributed to faculty; if feasible, hard copies to follow.

f. Ease Learning Contract – Janet Williams

- Janet shared information regarding the new contract with instructional design company Ease Learning and answered questions.
- Instructors who are interested in collaborating with Ease Learning for course development should contact Janet Williams at [janet.williams@noce.edu](mailto:janet.williams@noce.edu). Town Hall

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meetings will be held this semester to answer questions and further discuss the process.

g. Distance Education Funding Formula – Karen Bautista

- Reviewed PowerPoint presentation “DE and FTES Generation for Non Credit” and answered questions.

- Discussed the need to develop a plan to maximize FTES and capture accurate data for outside of class hours and instructor contact hours for DE courses.

- Proposed the formation of a task force of faculty and managers to streamline process for updating CORs and reporting hours.

## VIII. Committee Reports

**Anaheim Campus Safety Committee** – Jennifer Oo

- Committee is still seeking representation from two faculty members, preferably faculty housed at the Anaheim campus. Jennifer Oo will determine if meeting date/time can be adjusted as it currently overlaps with the Academic Senate meetings. Contact Jennifer Oo at [joo@noce.edu](mailto:joo@noce.edu) if you are interested in joining this committee.

**Curriculum Committee** – Kimberley Stiemke

- Curriculum Committee held its first Curriculum Committee Retreat.

- Alli Stanojkovic submitted a report for the August 30, 2022, meeting that was held in person.

Curriculum Retreat – 12-5pm

1. Reviewed curriculum submission basics

- i. No changes

2. CurricUNET updates

- i. Reviewed deadlines for the year reviewed at opening day

3. Alternate Attendance Accounting

- i. As an instruction look at calculating using the Weekly Student Contact Hours

- ii. This will be an ongoing conversation

- iii. Karen is developing a workgroup – reporting to directors later this week

- iv. NOCE needs to look into what metrics are needed

- v. Potentially get credit for work students are doing within Canvas and COR's would need to be adjusted to reflect

4. Program Review

- i. Overview of what this will mean for curriculum.

**District Equal Employment Opportunity (EEO) Advisory Committee**– Khanh Ninh submitted a report for the August 25, 2022, meeting that was held as a videoconference. Topics discussed: **1. Review 2019-22 EEO Plan Goals &**

**Accomplishments**- Reviewed what was completed, is in progress, and what still needs to be completed on the 2019-22 EEO Plan. **2. State changes to the new EEO Plan-**

Discussed EEO Regulation updates from the State Chancellor's Office. **3. Discussion**

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**on organization and plan for completing the new EEO Plan**– Timeline and discussion on how to proceed in creating the 2023-2026 EEO Plan.

**NOCRC Basic Skills Advisory Group**– Jennifer Carey submitted a report for the August 22, 2022, meeting.

1. We will submit a new proposal for CASAS testing proctors for CAEP funding.
2. We are working on the 2023-2024 budget.
3. The NOCRC will have its annual breakfast in October or early November, as a hybrid event.
4. Announced the online tutoring (supervised tutoring) pilot in the NOCE Learning Centers.

**Professional Development Committee**– Candace Lynch

- One Book, One School book selection was finalized: *Make It Stick*. Planning is underway and faculty should look for announcements regarding activities in the coming months.

IX. Community Corner— Michelle Patrick-Norng

- “Community Corner” is replacing the previous standing agenda item “Kindness Confetti.”
- *My Hometown* survey will be emailed to Senators; participation is optional and anonymous.
- Kudos for Colleagues will continue once per semester.
- Suggestions for Community Corner announcements or activities can be sent to Michelle Patrick-Norng at mpatrick@noce.edu.

The meeting adjourned at 4:39 p.m.

Michelle Patrick-Norng, Secretary