Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, October 4, 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 3:01 p.m.

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

Guests: VP of Instruction Karen Bautista, Dulce Delgadillo, VP of Student Services Martha Gutierrez, Deborah Perkins, Andy Pham, Pres. Valentina Purtell, Courtney Williams

---

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 25 in favor, one nay, and one abstention.

III. Approval of 9/6/2022 meeting minutes- Approved by unanimous consent with correction to public comment regarding AP/BP 4020.

IV.   Announcements & Public Comment
      - Jennifer Carey shared information regarding a farewell party for service dog, Connie, taking place at the Anaheim campus on Wednesday, November 2, 2022.

V.   Executive Committee Reports
      a. President's Report, Jennifer Oo
      - Latest version of AP/BP 4020 was discussed and will be emailed to Senators to solicit feedback. Senate President will work with two NOCE DCC representatives to draft Senate response that will be voted on via email and sent to Dr. Cherry Li-Bugg.

      b. Vice President's Report, Carlos Diaz – A District Safety Group is being formed in response to prior discussions around BP 7600. Once formed, the group will discuss current best practices. DCC will be recruiting faculty, management, and classified staff to participate as group members.

      c. Secretary's Report, Michelle Patrick-Norng
      - An update on the current Academic Senate budget was provided.
      - 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
    a. Q&A for Calculation of FTES for DE Classes – Jennifer Oo, Senate President; Karen Bautista, VP of Instruction; Kimberley Stiemke, Curriculum Chair
    - Presented information on the funding formula used for in-person and distance education courses for non-credit and discussed proposal of an Attendance Accounting Task Force. Answered questions related to the funding formula, the definition of outside of class work, and next steps regarding the formation of the task force. Senate President will send out a call for task force members.

VII. New Business
    a. Update on NOCE Planning Cycle – Dulce Delgadillo
    - Discussed the goal to align institutional strategic plans with annual reports and district wide plans. Provided an update on the current planning cycle and revisions to names of processes: Departmental Planning and Departmental Review. A report of year one of the planning cycle pilot will be presented to President's Cabinet.

    b. Student Equity Plan 2.0, 2022-2025– Deb Perkins
    - Presented information on 2022-2025 Student Equity Plan with emphasis on the plan being seen as a living document that promotes ongoing dialogue and engagement.
    - Discussed data and metrics used to determine student population that is currently experiencing the most disproportionate impact: Hispanic/Latinx.
    - Provided details regarding upcoming Student Equity Open Forums as well as monthly Student Equity and Achievement Program Committee meetings.

VIII. Committee Reports

    Budget and Facility Planning Committee– Candace Lynch submitted a report for the September 28, 2022, meeting.
    - The committee reviewed the 2022-2023 approved budget. Based on the SCFF (Student Centered Funding Formula), NOCE is operating on a structural deficit. Our projected apportionment for 2022-2023 is $15,029,734 (this includes the 9.5% revenue allocation that NOCE pays for NOCCCD district services). Our total position costs (including both permanent positions and temporary positions) is $21,592,980. Without a significant increase to our enrollment, we will reach a fiscal cliff. NOCE does have a nearly $15 million dollar carryover from a variety of sources, one of which is one-time allocations from the District in the amount of $960,000 for curriculum development, Distance Education and retention strategies.

    Distance Education Advisory Group– Janet Williams submitted a report for the September 22, 2022, meeting.

    Distance Education Advisory Group
    - Communication
        - Future DE Advisory Group reports will be provided in writing, and progress on the DE goals will be reported every semester in the DE newsletter
    - Instructional Designer Position

- o The [position is listed on the NOCCCD website.](#) Please consider sharing the opening on LinkedIn
  - o A hiring committee has been formed and held its initial meeting
- Ease Learning
  - o The DE Advisory Group will be partnering with Ease Learning to provide more information about the technology behind the student achievement data and the course development process
- NOCE's DE program will be represented at next week's American Association for Adult and Continuing Education (AAACE) conference.
- Peer Online Course Review (POCR)
  - o The POCR team is working to align the courses that will be submitted to receive local approval.
    - The team is working to achieve exemplary for as many criteria as possible so these courses can serve as models for faculty participating in POCR in the future.
- 1:1 support is always available for DE faculty!
  - o Please email DistanceEd@noce.edu or Janet.Williams@noce.edu to make
    an appointment

ASCCC Common Course Management System (CCMS) Committee
- The CCMS committee's reporting structure has changed.
  - o The committee will now report directly to the CVC Consortium.
  - o Workgroups must identify measurable goals and deliverables.
- The NOCE DE Faculty Coordinator will co-chair this committee

CVC Consortium
- NOCE is officially one of the 101 consortium members!
- Reminder: POCR is one of the programs associated with membership
  - o The CVC is working to make local POCR more scalable, but we should look at ways to incentivize participation

NOCRC Basic Skills Advisory Group– Jennifer Carey submitted a report for the September 13, 2022, meeting.
- Group members are working on the 2023-2024 Basic Skills budget for the October 20th Executive Committee Meeting.

Professional Development Committee– Candace Lynch submitted a report for the September 27, 2022, meeting.
- The committee approved six applications for funding and worked on revisions to the current funding application, including updates to guidelines on covered expenditures. Also discussed were Pro D budget updates. In the 2021-2022 academic year, the Pro D committee approved 17 applications for a total of $10,408.81. So far, this academic year, the committee has approved nine applications for a total of $6041.71. Our annual

budget is $20,000 which covers funding applications as well as presenters for professional development events like our two annual flex days.

Technology Committee– Michelle Patrick-Norng submitted a report for the September 12, 2022, meeting.

- **Student Emails**: Student emails launched toward the end of spring semester; they are now officially advertised on the website and in the class schedule. Every student enrolled in a noncredit course will automatically have access to a NOCE email: ID#@student.noce.edu. Microsoft Office applications are made available to the student and can be downloaded on up to five devices. Access to the My Apps platform is being emphasized; encourage students to use login.noce.edu to navigate to MyApps. For now, NOCE emails will not override personal emails to be primary in Banner.
- **M365 – MyApps and iTendance**: Faculty and staff have access to iTendance through MyApps; legacy log-in links will be removed/deactivated soon.
- **Student Laptops:** Student Technology Support Services, Room 201 at the Anaheim Campus (formerly the bookstore location) has staff available 10:30 a.m. - 1:30 p.m. and 2:30 p.m. to 6:30 p.m., Monday through Thursday. Students can receive help with loaner laptops, email, MiFi devices, etc. Staff can walk students through the steps of signing into Wi-Fi or logging into Canvas but will not physically do the clicking for a student who is using a personal device. Students can email StudentTechSupport@NOCE.edu for assistance or visit Room 201 in person during operating hours.
- **Network Refresh Updates:** Currently setting up security roles so students have only limited access when borrowing devices. Team continues to work on Cisco Phone System implementation; work is being done with the vendor to ensure students are not getting "lost" within the phone system when they need support.
- **2022-2023 Budget Planning:** Budget relates to the three-year plan. Classroom and staff refresh is the focus. Determining if laptops or all-in-one desktops are the better option for classrooms. A couple of classrooms will be turned into HyFlex rooms; ITS team is visiting other community colleges to see examples of HyFlex setup options. All staff will be migrated to Surface laptops; NOCE is moving away from desktops for more flexibility.

IX.   Community Corner— Michelle Patrick-Norng
        - *My Hometown* summary for October was shared.

The meeting adjourned at 4:55 p.m.
Michelle Patrick-Norng, Secretary