

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, December 6, 2022, 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 3:00 p.m.

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

Guests: Amabel Arredondo, VP of Instruction Karen Bautista, Adam Gottdank, Deb Perkins, Pres. Valentina Purtell, Ivan Stanojkovic, Courtney Williams

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- I. Approval of agenda- Approved by unanimous consent with no corrections.
 - II. Approval of 11/1/2022 meeting minutes- Approved by unanimous consent with no corrections.
 - III. Announcements & Public Comment
 - Cathee Mang discussed errors in the spring semester class schedule for two in-person ESL courses and provided accurate class days and times. She promoted various ESL courses and shared information regarding the target audience for each course.
 - Kimberley Stiemke, NOCE's Diversity and Inclusion Faculty Fellow, promoted the upcoming Latin@/X Summit taking place on Friday, December 9th from 8:30 a.m. to 12:30 p.m. in Rooms 105/107 at the Anaheim Campus. Dr. Steimke provided updates on the Future Instructor Training (FIT) program and encouraged NOCE instructional faculty to consider being a Mentor during the 2023-2024 academic year. Questions were answered regarding program requirements for faculty mentors.
 - Anacany Torres promoted the spring semester Transitioning to College course offered through NOCE (IHSS 300). Students interested in the course can meet with Dr. Torres if they would like more information or assistance with registration.
 - IV. Executive Committee Reports
 - a. President's Report, Jennifer Oo
 - Jennifer Oo expressed gratitude to those who attended the recent Investiture event for Chancellor Breland at the Anaheim Campus and applauded the planning team for their creativity. Jennifer shared information regarding the presentation of NOCE's WASC Self-Study Report to the Board of Trustees and expressed gratitude to Tina McClurkin and Julie Schoepf for their hard work.
 - b. Vice President's Report, Carlos Diaz
 - At the November 28th DCC meeting, Raine Hambly presented the addition of a NOCE student leader member to the CBF (District Consultation Council). This was an action

Academic Senate

item that was approved by the committee. Members proposed to include a NOCE student leader member in DCC.

c. Secretary's Report, Michelle Patrick-Norng – No report.

V. Unfinished Business

VI. New Business

a. Curriculum Committee Review and Approval Process – Cathee Mang

- A perspective was shared related to ESL courses, SLOs, and curriculum development. Concerns were raised regarding barriers faced and faculty qualifications when revising curriculum for ESL Art and Academic Success courses. A request was made for an explanation of NOCE's current curriculum review and approval process, including current guidelines, training, and procedures for Curriculum Committee members. SLO Coordinator provided feedback related to concerns with SLOs for the above-mentioned ESL courses and the revision process. Curriculum Chair provided a brief explanation of the curriculum approval process and shared the committee's reasoning as to why these specific ESL courses have not moved forward.

b. Student Equity Plan – Deb Perkins

- PPT *Student Equity Plan 2.0 Final Draft* presented to faculty. Included information and updates on the final draft of NOCE's Student Equity Plan that was distributed to the Senate via email. Erin Sherard moved to "approve the final draft of the Student Equity Plan 2.0 as presented." The motion was seconded and adopted. The motion passed with 23 in favor, zero nay, and seven abstentions.

c. Brown Act and Legislation Changes – Tina McClurkin

- Updates were provided from ASCCC's recent webinar "Understanding the Brown Act and Recent Legislation." PPT presentation included information on the traditional Brown Act, AB361, and AB2449. Discussion included how meetings and public deliberations are to be conducted moving forward for legislative bodies that follow the Brown Act, including the Academic Senate and Curriculum Committee. Those interested in watching the webinar can access [The Brown Act and Recent Legislation Zoom Recording](#) online.

d. Collegiality in Action Program – Jennifer Oo and Valentina Purtell

- PPT *Request for Technical Assistance from ASCC and CCLC* presented to faculty. Presentation included the rationale for the request, details of the Collegiality in Action Program, areas of interest included in the NOCE application, and next steps, including a virtual visit during the spring semester.

e. Attendance Accounting Task Force and Timeline – Kimberley Stiemke

- The floor was opened for discussion of the timeline for reviewing and submitting 354 CORs to the Curriculum Committee. Faculty shared their perspective of the timeline and voiced their concerns or support for the December 12th deadline. Discussion included information related to the process for submitting data, the need for collaboration with adjunct faculty, the scope of work to be done, clarification of a Task Force member's

Academic Senate

role, FTES, and the Distance Education funding formula for noncredit institutions. A draft Resolution was brought to the floor related to the agenda item, moved for approval, and seconded. Additional clarification was provided and discussion of the draft Resolution took place. The second was rescinded. The Senate President will follow up with President Purtell regarding the timeline.

VII. Committee Reports

Commencement/Student Success/Scholarship Event Planning Team – Khanh Ninh submitted a report for the November 8, 2022, meeting.

- The Commencement/Student Success event will take place on Friday, May 26, 2023. The deadline for students to complete a graduation check to attend the Commencement portion of the event will be Friday, May 5th at 4 pm. We are planning to hold a ceremony (instead of a Drive-Through) outside somewhere on the Anaheim Campus. Specific information such as the exact location on the Anaheim Campus and time will be provided once those items have been confirmed.

Remote/Hybrid Workgroup (NOCCD) – Michelle Patrick-Norng

- Two meetings have taken place with Chancellor Breland and workgroup members thus far. The workgroup reviewed Education Engagement Index survey data and NOCCCD Enrollment and Success Trends. Discussion has focused on the challenges and opportunities in serving students effectively with a flexible work schedule. Collectively, the workgroup has voiced that a hybrid work schedule should continue. Future meetings will focus on drafting guiding principles for offering and sustaining a flexible work schedule within the district.

Technology Committee – Cathy Dunne submitted a report for the November 14, 2022, meeting.

- *Technology Committee Charter*: Updates were discussed as they relate to quorum and Robert's Rules of Order.
- *Five-year Budget Projection*: Discussion included replacing approximately 1/3 machines, Student Laptop and MiFi Device loan program, replacing classroom computers every three years and staff computers every five years, and new desktop computers for Admissions and Records. Replacement parts for technology included in the budget.
- *Classroom Refresh*: Considering 1st floor changes and replacing the oldest computers first. Replacing 150-175 machines in total. A total of 72 instructor workstations to be replaced. Technology will include Windows 11/Office 365.
- *New Phone System (VOIP)*: Phone tree verbiage for automation for StarHelp line is in progress. A suggestion was made to have students test the system and provide feedback. Following the feedback, adjustments to wait time can be made. Current wait time is 6 minutes before ability to leave a message; time can be adjusted per program. Each program will have individual open/closed times. Holiday times, open/closed times, general messages can be programmed, as

Academic Senate

well as marketing messages. Physical phones to be placed at NOCE the week of November 14th with training to follow.

- VIII. Community Corner – Michelle Patrick-Norng
- *My Hometown* summary for December was not shared due to time limitations.
Summary will be distributed via email.

The meeting adjourned at 5:24 p.m.
Michelle Patrick-Norng, Secretary