

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, March 7, 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 3:07 p.m.

There was a motion to approve emergency remote attendance for Phil Famolaro, Megan Ly, Joy Miller, Victoria Myers, and Marlo Smith. Motion was seconded and passed unanimously with 28 in favor, zero nays, and zero abstentions.

Present Members: Jennifer Carey, Mirta Carmona, Kristina De La Cerda, Carlos Diaz, Cathy Dunne, Phil Famolaro, Raenie Kane, Corinna Lopez, Megan Ly, Candace Lynch, Cathee Mang, Joy Miller, Victoria Myers, Khanh Ninh, 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: Virgil Adams, Courtney Williams

-
- I. Approval of agenda- Approved unanimously with no corrections.
 - II. Approval of 2/7/2023 meeting minutes- Approved unanimously with no corrections.
 - III. Announcements & Public Comment
 - Anacany Torres provided information on the Transitioning to College course IHSS 300 being offered this spring. Posters are available for classroom use.
 - Candace Lynch commented on the constitution and bylaws revision process, the purpose of the Academic Senate, and Robert's Rules of Order as it relates to discussion or debate during meetings.
 - Khanh Ninh provided information on the [Asian Pacific Islander Faculty & Staff Association \(APIA\) scholarship](#). Faculty or staff interested in being a reader for the APIA scholarship should email Khanh. Information for all NOCE scholarships can be found on the [Student Services](#) page of the NOCE website.
 - Kimberley Stiemke commented on NOCE's institutional climate, educational leadership, and the constitution and bylaws revision process.
 - Janet Williams commented on NOCE's institutional climate and the draft constitution and bylaws. See Supplemental Minutes 3.7.23 for a copy of the full statement.
 - IV. Executive Committee Reports
 - a. President's Report, Jennifer Oo
 - An announcement was made that a vacancy remains for the NOCRC Transition Workgroup which meets the 2nd Wednesday from 9-10 a.m. Senators interested in serving on the workgroup should email Jennifer.
 - b. Vice President's Report, Carlos Diaz– No report.
 - c. Secretary's Report, Michelle Patrick-Norng

Academic Senate

- A budget update was provided for Travel and Conference expenditures as well as hospitality funds.
- Senators interested in donating to the Sunshine fund can send contributions to Michelle at the Anaheim Campus.

V. Unfinished Business

VI. New Business

a. Announcement of Elections – Carlos Diaz

- Information was provided regarding the Senate election timeline. Nominations for open positions must be received by March 30th at 5 p.m.

b. Procedural Reminders– Jennifer Oo

- PPT *Procedural Reminders* was presented to faculty. The presentation included information on voting and meeting procedures per Robert's Rules of Order.

c. Senate Constitution and Bylaws – Jennifer Oo

- PPT *Constitution and Bylaws* was presented to faculty. A first read and discussion of the draft Academic Senate Constitution and Bylaws took place. Additional questions or feedback can be emailed to Jennifer Oo. A second read and vote on the draft will take place at the April 4, 2023 meeting.

d. Kindness Scholarship – Michelle Patrick-Norng

- An update was provided regarding funds for the Kindness Scholarship. Online donations are being accepted and can be completed through the [NOCE Aid Donations](#) webpage. Senators interested in helping to score applications should email Michelle.

e. Compensation for Curriculum Committee – Alli Stanojkovic

- Information was provided regarding the time commitment required for faculty who sit on the Curriculum Committee. Discussion took place regarding stipends and/or reassigned time for committee members. A motion was made and seconded to support compensation for curriculum committee members. The motion was approved unanimously with 27 in favor, zero nays, and zero abstentions.

VII. Committee Reports

Commencement/Student Success Event Workgroup– Khanh Ninh submitted a report for the February 28, 2023, meeting.

- Both the Commencement and Student Success event will be held in-person on Friday, May 26, 2023. The proposed time for both events are:

- Student Success: 9:30 a.m. – 11:00 a.m. (check-in time is at 8:30 a.m., gates will be open at 8:00 a.m.)
- Commencement: 5:30 p.m. – 7:00 p.m. (check-in time is at 4:30 p.m., gates will be open at 4:00 p.m.)

Academic Senate

Distance Education Advisory Group– Janet Williams submitted a report for March 2023.

- @ONE: As the Distance Education Faculty Coordinator shared during public comments of the February 2023 NOCE Academic Senate meeting, the grant funding [@ONE](#) is sunseting. Per presentations in the DECO and CVC Consortium meetings, the CCCO is in the process of securing stable funding sources to ensure the continuity of services. @ONE trainings, including online teaching certification, will remain available through the summer.

- Local POCR: The NOCE POCR team submitted the final paperwork and aligned courses to the CVCOEI POCR team. Thank you to Dr. Julie Shield, Professor Matt Van Gelder, and Professor Tina McClurkin for submitting your courses. According to the OEI instructional designer, the PTEC course looks “marvelous!” We are awaiting feedback on the other two courses. Once those are approved, NOCE can begin badging courses locally. The timeline for local POCR will not impact NOCE instructors’ online teaching certification. More information about the launch will be provided NOCE is formally approved as a POCR campus.

- CVC-Consortium POCR Requirements: As a reminder, all CVC-Consortium member institutions must implement a POCR process as part of the master agreement. Updated language for this requirement has been proposed as “implement and maintain.” The Distance Education Faculty Coordinator will provide updates as they become available.

- CVC Course Exchange: The NOCE Distance Education Faculty Coordinator is advocating at a state level for noncredit institutions to list courses on the [CVC Course Exchange](#) website. Currently, credit institutions list noncredit courses on the Course Exchange. However, individual noncredit institutions have not been approved to do the same. Using CCCApply gives NOCE an advantage over other noncredit programs that use a different application system. This technical ability could possibly be leveraged to allow NOCE to become a teaching college with Cypress College and Fullerton College. More information about implementation will be available in the upcoming months.

- Online Teaching Conference: The CVC-OEI Online Teaching Conference is scheduled for June 21-23 in Long Beach. [Registration is open](#). The Early Bird rate is available through May 10, 2023.

Instructional Technology Committee – Michelle Patrick-Norng submitted a report for the February 13, 2023, meeting.

- All classroom computers are joined to the active directory. Students will eventually sign in using [ID@student.noce.edu](#) and MyGateway/Canvas password. This will ultimately provide a more secure environment for students and the District. Although it will be a learning curve for students, it will support digital literacy.

Academic Senate

- WiFi: Prospective students or community members can use the guest network. They must agree to the terms and will have access for four hours at a time. Current students should use Eduroam network (CC, FC, and NOCE). Students connect using their student email and MyGateway/Canvas password. Employees can use the Employee network using their employee email and password. The Career Skills and Resource Lab has been helping students set up and access their NOCE email account (workshops, drop-in support).
- Voice System: Cypress Center and Anaheim Campus have new phones on all desks. The date to install new phones at Wilshire is TBD. No District trainings have been finalized; they may develop an “in-house” training for faculty and staff. Desk phones can dial internally/externally as needed. ITS is still working out issues with calls rolling to Jabber and not physical phones, etc.
- Classroom Computers: New all-in-one computers have been received. ITS is working on a schedule to deploy them to classrooms. Operating system is Windows 11, not 10. ITS is leveraging Room 304 to set up computers before significant deployment of computers this summer. ITS will likely work with program directors to focus on certain classrooms at a time.
- Employee Computers: New Surface laptops are coming. A purchase order will be issued with the goal to roll out computers in March; system will be Windows 11 operating system. Old devices are collected, refreshed, and used for faculty/staff laptop loan program for temporary use. All laptops will have docking station access (USBC docking stations will be on new devices).
- FoIP (Fax over IP) is coming soon. This allows designated employees to send an email to a specific email address that ultimately faxes it.
- Helpdesk System Upgrade: We need an option for students; ITS team is working on how students can contact ITS for support or access articles for information (ex: weekends, break, etc.). Team is working on better automation for certain processes. The upgrade is unlikely to begin until late March or early April due to the focus on the Network Refresh. Help articles will likely be pushed out first.

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

- At the February 21st meeting, Dr. Breland and workgroup members discussed a draft document titled *NOCCCD Flexible Work Guidelines*. Additional feedback was collected from faculty and staff. District staff will share updates with constituents and union representatives moving forward.

The meeting adjourned at 5:07 p.m.
Michelle Patrick-Norng, Secretary