

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, April 4, 2023, at 3:00 p.m., in room 105 (Anaheim Campus), room 118 (Cypress 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 3:09 p.m.

Present Members: Jennifer Carey, Mirta Carmona, Kristina De La Cerda, Carlos Diaz, Gary Jimenez, Phil Famolaro, Raenie Kane, Corinna Lopez, Megan Ly, Candace Lynch, Cathee Mang, Tina McClurkin, Joy Miller, Victoria Myers, Khanh Ninh, Alice Niyondagara, Giana Rivera-Tweedie, Souzan Sahakian, Erin Sherard, Julie Shields, Casey Sousa, Dan Stackhouse, Alli Stanojkovic, Kimberley Stiemke, Matt Stivers, Anacany Torres, Janet Williams, Kenny Yu

Guests: VP of Instruction Karen Bautista, Morgan Beck, Adam Gottdank, VP of Student Services Martha Gutierrez, Enrique Moreno, Jennifer Perez, Pres. Valentina Purtell

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- I. Approval of agenda- Approved unanimously with no corrections.
 - II. Approval of 3/7/2023 meeting minutes- Kimberley Stiemke moved to “revise the summary of her public comment” and provided feedback. The motion was seconded and did not pass with 9 in favor, 8 nay, and 13 abstentions. Candace Lynch moved to approve the minutes with no corrections; the motion was seconded and the minutes were approved with 21 in favor, 3 nay, and 6 abstentions.
 - III. Announcements & Public Comment
 - Erin Sherard provided information on the 4th Annual BTIC Conference that will be held in person at Great Wolf Lodge on Tuesday, May 16th from 8 a.m. to 3:00 p.m. Faculty were invited to attend to promote their prospective programs. A flier will be distributed once finalized.
 - Cathee Mang provided details on ESL Academic Success courses that will be offered during the Fall 2023 semester.
 - Anacany Torres provided information on the Dream Your Future event taking place on May 3rd (in person, Anaheim Campus) and May 4th (virtual). Fliers will be distributed once finalized.
 - Tina McClurkin commented on NOCE’s working conditions and voiced concerns regarding the powers of the Academic Senate. See Supplemental Minutes 4.4.23 for a copy of the full statement.
 - Kimberley Stiemke commented on the proposed constitution and bylaws. Concerns were shared regarding behaviors she has observed at Senate meetings. See Supplemental Minutes 4.4.23 for a copy of the full statement.
 - Gary Jimenez shared his support of the transition events being coordinated by Anacany Torres and encouraged faculty to promote the events to increase student participation.

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- Michelle Patrick-Norng expressed her support for adjunct instructional faculty having paid office hours and encouraged full-time faculty who are members of United Faculty to attend UF meetings to discuss and advocate for office hours for full-time instructional faculty at NOCE.

IV. Executive Committee Reports

a. President's Report, Jennifer Oo

- An announcement was made regarding committee and workgroup vacancies for the 2023-2024 academic year. Jennifer will send a call out to Senators via email to fill the vacancies.

- Further clarification was provided on voting procedures per Robert's Rules of Order.

b. Vice President's Report, Carlos Diaz– No report.

c. Secretary's Report, Michelle Patrick-Norng

- A retirement gift was purchased on behalf of the Senate for DSS Instructor, Julie Brown. The gift will be delivered to Julie before the end of the academic year.

- The committee list is currently being updated for the 2023-2024 academic year.

Michelle is working on a visual calendar to show all committee/workgroup meetings that take place monthly. Michelle is collecting data on committee/workgroup charters, number of faculty representatives, term limits, and meeting modality. An update will be provided at the May meeting.

- A budget update will be provided at the May meeting to include supply purchases and Spring Plenary expenditures.

V. Unfinished Business

a. Revision of Senate Constitution and Bylaws, second reading/action – Jennifer Oo

- A second read and discussion of the draft Academic Senate Constitution and Bylaws took place. Janet Williams moved to “review the draft document article by article.” The motion was seconded and did not pass with 12 in favor, 9 nay, and 9 abstentions. Casey Sousa moved to “vote on the draft Academic Senate Constitution and Bylaws.” The motion was seconded and adopted with 20 in favor, 7 nay, and 2 abstentions.

VI. New Business

a. CIA Update – Administration and Jennifer Oo

- Jennifer provided an update on the Collegiality in Action meeting that took place on March 21, 2023. The meeting was led by ASCCC President, Ginni May and CCLC President, Larry Galizio. President Valentina Purtell, Vice President of Student Services Martha Gutierrez, Vice President of Instruction Karen Bautista, Associate Dean for Disability Support Services Adam Gottdank, and Secretary Michelle Patrick-Norng shared key takeaways from the meeting and expressed a desire to plan subsequent visits with ASCCC/CCLC representatives that will continue the dialogue and include all Senators who would like to participate.

b. Commencement/Student Success Event– Martha Gutierrez

- Martha provided information on this year's NOCE Commencement Ceremony and Student Success Event. She extended a personal invitation to all faculty and staff to

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attend. The events will be held in the west parking lot at the Anaheim campus, with the Student Success Event (ESL/DSS/Parenting) taking place from 9:30-11 a.m. and the Commencement Ceremony (CTE/HSDP) taking place from 5:30-7 p.m. Nominations for student speakers are due April 19th. Information regarding the nomination process will be shared via email.

c. Appointment of Student Equity Achievement Program Committee faculty rep – Jennifer Oo

- Jennifer provided information on a SEAP Committee vacancy and moved to appoint Megan Ly to the committee effective immediately. The motion was seconded and adopted unanimously.

d. Appointment of Scholarship Committee faculty rep – Jennifer Oo

- Jennifer provided information on a Scholarship Committee vacancy and moved to appoint Jennifer Carey to the committee effective immediately. The motion was seconded and adopted unanimously.

e. Compensation Process – Jennifer Oo

-Information was provided regarding the recommended process that faculty serving in roles for the Academic Senate and its sub-committees would take should they desire an increase in reassigned time or other means of compensation for duties required per their prospective role. Discussion took place. Janet Williams moved to “amend and approve the process to include a rationale and an anticipated amount of time to complete the tasks associated with the assignment.” The motion was seconded and adopted unanimously.

f. Announcement of Nominations, Elections – Michelle Patrick-Norng

- Information was provided regarding the Senate election timeline. Secretary Michelle Patrick-Norng is conducting the election as Vice President Carlos Diaz is on the ballot. Voting ballots must be received by April 27th at 5 p.m. Janet Williams moved to “allow a write in option for this year’s elections.” The motion was seconded and adopted with 22 in favor, 1 nay, and 4 abstentions.

VII. Committee Reports

Curriculum Committee– Kimberley Stiemke shared a report for March 2023.

- Two courses were recently rejected by DCCC. Kimberley shared that a new standard is in place regarding course descriptions and justification. DCCC requires evidence that a course will support the transfer to credit college courses.

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

- Please refer to the NOCE DE Program’s Spring 2023 newsletter, [DEstination Student Success](#) for the latest NOCE updates and resources.

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- 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.

- NOCE Representation at CCC Tech Connect Online Teaching Conference: DE Advisory Group member and DSS Professor Matt Van Gelder and DE Faculty Coordinator Professor Janet Williams will present at two online Teaching Conference sessions.

- *Kickstart the POCR Process with Templates* – Professor Van Gelder and Professor Williams will co-present Kickstart the POCR Process with Templates as part of the Effective Online Teaching Practices Strand.

Session Description: When aligning sample courses as part of the local POCR certification process, we quickly realized that templates are a huge time saver! Learn how you can save time with templates when aligning courses with the CVC-OEI Course Design Rubric and get POCR ready.

Session Outcomes:

1. Examine the use of templates in aligning courses with the CVC-OEI Course Design Rubric
2. Evaluate processes to support faculty in completing the POCR process.
3. Create templates for use in the POCR alignment process.

- *Making Continuous Improvement a Best Practice in Online Teaching and Learning: Part Deux* – NOCE Distance Education Faculty Coordinator, Professor Janet Williams, will present Making Continuous Improvement a Best Practice for Online Teaching and Learning as part of the Equity in Online Teaching and Learning strand at the 2023 Online Teaching Conference.

Session Description: NOCE continues to change the course evaluation dynamic. In this update from last year's presentation, we'll continue the discussion about how we're closing the feedback loop by analyzing data to inform curricular and course design revisions to support stronger student outcomes and DEI.

Session Outcomes:

1. Explore how data can be used to make curriculum and course design revisions.
2. Critique the curriculum adoption process through an instructional design lens.
3. Explain how learner outcomes can inform instructional design decisions.

- DECO and NOCCCD DE Taskforce: DECO, the state CCC DE Coordinator group, began compiling a list to determine how California Community Colleges support their

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online programs and the Peer Online Review (POCR) process, which is mandatory for CVC Consortium members. According to the information submitted so far, there is a discrepancy across the state and even within our own district. Some districts grant partial release time, while other programs created full-time, tenure-track faculty positions with minimum qualifications. Within our district, the Fullerton College Distance Education Faculty Director meets minimum qualifications and interviews for the position periodically. Cypress College had a Distance Education Dean and will fly a Distance Education Director admin position this term. The referenced spreadsheet and job description are attached. Based on this information, I request that DE program infrastructure is agendized at the next meeting since it is a student equity issue.

At the first DE Taskforce meeting, we reviewed AP/BP language related to distance education, which Dr. Cherry Li-Bugg will distribute through established district shared governance channels for additional feedback.

NOCRC Basic Skills Advisory Group – Jennifer Carey submitted a report for the March 9, 2023, meeting.

- The GED program will switch from CAEP funds to NOCE funds for the fall 2023. The Direct Instruction for GED will continue for 2023-2024.

Instructional Technology Committee – Michelle Patrick-Norng submitted a report for the March 6, 2023, meeting.

- Staff Refresh: Microsoft Edge will be the only browser installed on new devices in classrooms and for faculty/staff use. USB devices will need to be encrypted if an individual is using it with a school computer. More details are forthcoming on how to encrypt a USB drive or if ITS will provide such devices to students who are in need. This updated policy will encourage students to utilize Office 365 to transfer files, especially internally. Printers will be automatically installed based on department or program. The Company Portal will be available soon that will allow you to type “company portal” into your search bar and it will bring up a window that will give you the option to install certain types of software that have been approved either for an individual person or for NOCE as a whole.

- Student ID Cards: ITS team is working on purchasing hardware for Anaheim Campus and the Wilshire Center where students will be able to come in and have their photo taken and be provided with a physical card. Anticipated start date for implementation of this project is April 2023. ITS will look into prototypes for technology that would allow off-site students to have their photo taken but they may still need to come on-site to pick up the card. There needs to be a way to validate that the student in the photo is the student being given the student ID card.

- FoIP (Fax over IP) is coming soon. This allows designated employees to send an email to a specific email address that ultimately faxes it. The procurement phase is complete; implementation is in process. Up to 50 individuals can send/receive faxes.

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Training will be provided. There will be one school-wide fax number and a few specific program fax numbers.

- Network Refresh Update: ITS team finished migrating over the CAEP office. This location can now access Banner, Argos, and MyGateway. Physical phones were also installed. The Wilshire Center office is the remaining location to cut over for this project.

- iTendance Migration: Conversations are taking place about the possibility of moving the attendance part of iTendance over to Banner. It will have a different look and feel. Training will be provided on any new platforms being used for attendance tracking. Beta testing would take place with smaller groups, likely in the summer term. The overall strategy for the iTendance migration is to move as many items as possible from the legacy platform over to Banner. Much of the planning is still in the preliminary stage.

The meeting adjourned at 5:12 p.m.
Michelle Patrick-Norng, Secretary