

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, December 5, 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 3:02 p.m.

Present Members: German Arellano, Jennifer Carey, Mirta Carmona, Corinna Lopez, Megan Ly, Candace Lynch, Cathee Mang, Joy Miller, Victoria Myers, Khanh Ninh, Megan Reeves, Souzan Sahakian, Afraim Sedrak, Ioan Elvis Sersea, Erin Sherard, Marlo Smith, Alli Stanojkovic, Kimberley Stiemke, Matt Stivers, Courtney Williams, Kenny Yu, Kristina De La Cerda (remote non-voting), Carlos Diaz (remote non-voting)

Guests: Karen Bautista, Dulce Delgadillo, Martha Gutierrez, Jeremy Peters, Valentina Purtell

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- I. Approval of agenda - Approved by unanimous consent with one change to move New Business item VIc. 24/25 and 25/26 Academic Calendar, Faculty Proposed before New Business item Via. Update on Departmental Planning and Review cycle 2.
 - II. Approval of 11/7/2023 meeting minutes- Approved by unanimous consent with no corrections.
 - III. Announcements & Public Comment
 - Cathee Mang shared that a United Faculty meeting would be held immediately following the Academic Senate meeting. Information was shared regarding ESL College Success Skills courses being offered in the spring.
 - Anacany Torres provided information on the IHSS Transition to College course that will be offered in the spring.
 - Jennifer Carey provided information on the Power Up event taking place at the Anaheim Campus on 12/6/23 and encouraged faculty to promote the event to current or prospective students.
 - Souzan Sahakian commented on the benefits of the IHSS Transition to College course and the successful transition of two students who completed ESL classes who are now enrolled in credit classes within the district.
 - IV. Executive Committee Reports
 - a. President's Report, Jennifer Oo
 - Information was provided on the ASCCC Hayward Award for "Excellence in Education." With support from the Academic Senate, Kimberley Stiemke nominated Tina McClurkin.
 - Information was shared regarding the NOCE Student Trustee proposal. The Board will be voting on the agenda item at the December 12th board meeting. Jennifer O. encouraged faculty to attend the meeting to support the proposal.

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- Information was shared on the Fifty-Percent Law (1961) and the statewide conversations taking place that recommend that the law be modified. Jennifer O. encouraged faculty to pay attention to any new information that may be released. An informational flier will be distributed with the minutes.

- The ASCCC Rostrum for November 2023 features an article co-authored by NOCE faculty, Dr. Kimberley Stiemke. Hard copies were made available to faculty at the Senate meeting.

b. Vice President's Report, Jennifer Carey

- Feedback was shared regarding Jennifer C.'s positive experience at the ASCCC Fall Plenary that took place November 16-18, 2023. Jennifer C. encouraged faculty to consider attending future Plenary events.

c. Secretary's Report, Michelle Patrick-Norng

- Feedback was shared regarding Michelle's positive experience at the ASCCC Plenary that took place November 16-18, 2023. Key takeaways from specific general and breakout sessions were shared in relation to NOCE and non-credit institutions.

c. Curriculum Committee Chair, Kimberley Stiemke

- Information was provided on courses moving through the approval process. Recommendations were shared related to the submission process. Refer to submitted report for details.

d. Distance Education Committee Chair, Corinna Lopez

- An update was provided on the Distance Education Committee. The Chair and committee members, along with the Executive Council in its advisory capacity, will work together to establish a draft of the committee's bylaws in early spring for Senate approval. Starting January 2024, meetings for the Distance Education Committee will take place the third Tuesday of the month from 3-4:30 p.m. The December 2023 meeting will take place Tuesday, December 12th at 2:40 p.m. via Zoom due to challenges with scheduling near the end of the fall semester. Faculty interested in serving on the Distance Education Committee should email Jennifer Oo.

V. Unfinished Business

VI. New Business

a. 24/25 and 25/26 Academic Calendar, Faculty Proposed – Jennifer Oo and Michelle Patrick-Norng

- Proposed calendars for the 2024-2025 and 2025-2026 academic years were presented to faculty. Michelle Patrick-Norng moved to "support the 24/25 and 25/26 academic calendars as presented." The motion was seconded and adopted with 20 in favor, 2 no, and 1 abstention.

b. SLO Handbook, First Read – Alli Stanojkovic

- Information was shared regarding a needs assessment that has taken place with each department at NOCE pertaining to Student Learning Outcomes. Alli met with SLO

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Coordinators from Cypress College and Fullerton College to discuss eLumen and to brainstorm strategies that will support faculty with understanding, writing, and implementing SLOs in the classroom, as well as entering SLO data at the end of each course. The SLO Handbook is intended to be a tool that faculty can reference as needed. Feedback for the SLO Handbook can be emailed to SLO@noce.edu.

c. Update on Department Planning and Review Cycle 2, informational – Dulce Delgadillo

- PPT *Departmental Planning & Review - Second Cycle* was presented to faculty. Information was shared regarding the timeline, resources available for review, key dates, and the Departmental Review Panel composition. Information and resources can be accessed [online](#) via SharePoint. A request will be made to the Senate for faculty representatives to serve on the Departmental Review Panel. Questions can be directed to Dulce Delgadillo via email.

d. Appointment of Matt Stivers to the DE Committee – Jennifer Oo

- Khanh Ninh moved to “support appointing Matt Stivers to the committee effective immediately.” The motion was seconded and adopted unanimously.

e. Appointment of Casey Sousa to the DE Committee – Jennifer Oo

- Khanh Ninh moved to “support appointing Casey Sousa to the committee effective immediately.” The motion was seconded and adopted unanimously.

f. Appointment of German Arellano to the DE Committee – Jennifer Oo

- Alli Stanojkovic moved to “support appointing German Arellano to the committee effective immediately.” The motion was seconded and adopted unanimously.

VII. Committee Reports

Curriculum Committee – Kimberley Stiemke submitted a report for November 2023. An oral report was shared during the Senate meeting.

- The curriculum team needs to meet with the Basic Skills and ESL Departments to continue work on the Curriculum Cleanup Project.

- Curricula are moving through the local approval process with agenda items at NOCE, DCCC, and the Board of Trustees. To clarify the curriculum calendar, curricula submitted are not guaranteed to be on the agenda by a certain date; however, they are guaranteed not to be. There are many factors that contribute to when courses are placed on the agenda for approval.

1. The timeliness of feedback from the Curriculum Committee.
2. The timeliness of responses from the course authors.
3. The timeliness of the schedule review and instructional services contributions.
4. The need for additional research on a given proposal.
5. The volume of curricula.
6. Additional projects that may be taking place simultaneously.

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7. The amount of release time provided to the Curriculum Chair.
8. The stakeholders included in the proposal submission.

- To lessen the amount of time needed for course and program approval, please adhere to the following:

1. Place periods at the end of course objectives and SLOs.
2. Begin SLOs with action words.
3. Include a textbook that is newer than 5 years old.
4. Include a DE addendum if applicable.
5. Respond to the feedback provided by the Curriculum Committee.
6. Use measurable objectives and outcomes.
7. If subject codes are changing, deactivate the old courses simultaneously.
8. Be open to growing and building capacity regarding the curriculum.
9. Read ASCCC resources and others regarding the curriculum.
10. Mirrored courses are off the table until district representatives have an opportunity to discuss their impact.

Educational and Facilities Master Plan Refresh Steering Committee – Michelle Patrick-Norng shared that the steering committee provided additional feedback to consultants on November 17th and December 1st for the master plan. A revised draft of the master plan is expected to be reviewed again prior to the end of the fall semester. Items within the plan for NOCE appear to reflect the consensus of faculty, staff, and administrators regarding opportunity sites, small scale and large-scale projects, and priorities as they relate to a “refresh” of the 2020 Master Plan, particularly for the Anaheim Campus. If any major concerns are identified in the draft document in December, NOCE faculty reps will notify the Senate and request additional feedback if deemed necessary. The revised master plan is expected to have its first read by the Board of Trustees in January 2024.

NOCRC Basic Skills Advisory Group – Jennifer Carey submitted a report for the November 6, 2023, meeting.

- Reviewed the Basic Skills Activities:
 - Approved the CAEP funded software and materials for Basic Skills department.
 - Discussed using the carry-over funds for equipment and promotional items.

Technology Committee– Yvette Krebs submitted a report for the November 13, 2023, meeting.

- Upper deck project - Progress being made in technology equipment being relocated to correct locations to support faculty and staff. Wi-Fi being tested and classrooms being equipped with AV equipment, projectors.

- Infrastructure upgrades - In process to get a vendor.

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- Laptop Loan- Transitioned to be overseen by the Student Services department. Reservations can be made at noce.edu/laptop.
- MS Authentication- Microsoft making changes to how multifactor authentication works. MS want to remove text/SMS moving toward a hardware token or application. Students and adjunct faculty will still be allowed to authenticate via SMS or email. Employees that use VPN will need to use the Microsoft authenticator.
- Bing Chat- New AI tool. Recommend using chat JBT through Microsoft Bing (bing.com/chat) or on our Surface laptop apps there is a tile for Bing Chat. Searches both in and out of NOCE, can be used to share internal through sharepoint and keeps the data in NOCE.
- Phone system update- Progress continues on standardized phones. Phone trainings will be scheduled once they are all configured (physical phones and Jabber).

The meeting adjourned at 4:28 p.m.
Michelle Patrick-Norng, Secretary