

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, March 5, 2024, at 3:00 p.m., in room 402A (Anaheim Campus) and as a videoconferencing meeting for approved attendees who submitted an emergency cause or just cause form. Cypress and Wilshire Center meeting locations were unavailable due to IT staffing shortages. 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: German Arellano, Liliana Balasi, Jennifer Carey, Corinna Lopez, Megan Ly, Cathee Mang, Victoria Myers, Khanh Ninh, Souzan Sahakian, Ioan Elvis Sersea, Erin Sherard, Marlo Smith, Casey Sousa, Alli Stanojkovic, Mirta Carmona (remote non-voting), Kristina De La Cerda (remote non-voting), Carlos Diaz (remote non-voting), Gary Jimenez (remote non-voting), Joy Miller (remote non-voting), Megan Reeves (remote non-voting), Anacany Torres (remote non-voting), Matt Van Gelder (remote non-voting), Courtney Williams (remote non-voting), Kenny Yu (remote non-voting)

Guests: Maria Aceituno

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- I. Approval of agenda - Approved by unanimous consent with no corrections.
 - II. Approval of 2/6/2024 meeting minutes - Approved by unanimous consent with no corrections.
 - III. Announcements & Public Comment
 - Cathee Mang shared information regarding ESL courses at the Anaheim Campus that still have space for students this term. Course descriptions were provided. Cathee announced that a United Faculty meeting would be held immediately following the Academic Senate meeting; additionally, a small number of UF T-shirts are available to anyone interested (size small).
 - Jennifer Carey welcomed the new NOCE ARISE facility dog, Lindon. Information was shared on the plan to promote "Paws for Stress" events the first week of May. Logistics for the activities are still being finalized. Anyone interested in assisting with the events should email Jennifer Carey.
 - Casey Sousa announced the arrival of the NOCE ARISE facility dog, Lindon. Casey expressed gratitude for the warm welcome. A regular rotation for Lindon at all three campuses will be finalized once additional ARISE counseling coverage is in place.
 - Anacany Torres provided information on the IHSS Transition to College course that will be offered this semester (start date 3/20/24), as well as the upcoming Dream Your Future event on April 4, 2024 at Fullerton College. Promotional fliers will be distributed with the minutes.
 - IV. Executive Committee Reports
 - a. President's Report, Jennifer Oo

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- Information was provided on the Educational and Facilities Master Plan moving through the Board of Trustees for final approval.

b. Vice President's Report, Jennifer Carey

- Information was shared regarding the nomination process and timeline for the 2024-2026 Academic Senate election. The following positions are up for election: President, Secretary/Treasurer, Curriculum Committee Chair, and multiple Adjunct Senator seats. The nomination forms will be distributed via email this week with all nomination forms due no later than 5 p.m. on Thursday, March 21, 2024. Any questions related to the election process should be sent to Jennifer Carey.

c. Secretary's Report, Michelle Patrick-Norng

- Information was shared regarding the Academic Senate budget and expenditures, including the plan for the Executive Council to attend the ASCCC Spring Plenary remotely.

- Information was shared regarding committee assignments for the 2024-2025 academic year. Members who will be stepping down from a committee assignment should notify Jennifer Oo via email. Members who are completing a term may submit their name to Jennifer Oo if they are seeking an appointment for a new term. A call out will be made for known vacancies. Substitutes should not be utilized for any committee assignments; faculty should work with their IMS to ensure that their instructional or counseling schedules do not conflict with standing committee meeting dates/times.

d. Curriculum Committee Chair, Kimberley Stiemke –No report given as chair was not present.

e. Distance Education Committee Chair, Corinna Lopez

- Information was provided regarding the change in time for the monthly DE Committee meetings. Meetings will now be held the first Thursday of the month at 3 p.m. via Zoom.

- Information was provided regarding the upcoming Online Teaching Conference taking place June 26-28 in Long Beach, CA. Faculty are encouraged to submit requests to ProD for help with funding should they plan to attend. Details regarding the conference and registration can be found [online](#).

V. Unfinished Business

a. SLO Handbook, second reading/action – Alli Stanojkovic

- Alli expressed gratitude for the feedback submitted by faculty for the SLO Handbook and reminded faculty that the handbook is a living document intended to set the foundation for SLO information at NOCE. Graphs and visuals will be updated with support from the Office of Institutional Research and Planning. Discussion took place regarding one section of the handbook. Erin Sherard motioned to “approve the draft of the SLO Handbook as presented.” The motion was seconded and adopted unanimously.

b. DE Committee Bylaws – Corinna Lopez

- Corinna expressed gratitude for the feedback submitted by faculty for the DE Committee Bylaws. Information was shared regarding sections of the document that were revised following the February Academic Senate meeting, primarily related to the composition and organization of the DE Committee. Alli Stanojkovic motioned to “approve the draft of the DE Committee Bylaws as presented.” The motion was seconded and adopted unanimously.

VI. New Business

a. Appointment of Kenny Yu, Program Review Faculty Co-chair, action – Jennifer Oo
- Erin Sherard moved to “support appointing Kenny Yu as Co-Chair of the Department Planning and Review Panel for the remainder of the 2023-2024 academic year and the 2024-2025 academic year effective immediately.” The motion was seconded and adopted unanimously.

b. Appointment of Khanh Ninh, Program Review Faculty Panelist, action – Jennifer Oo
- Alli Stanojkovic moved to “support appointing Khanh Ninh as Faculty Panelist for the Department Planning and Review Panel for the remainder of the 2023-2024 academic year and the 2024-2025 academic year effective immediately.” The motion was seconded and adopted unanimously.

c. Support of Reassigned Time for Program Review Faculty Involvement, action – Jennifer Oo
- Information was shared regarding the Departmental Planning and Review Panel composition and duties pertaining to the faculty Co-Chair and Panelist roles. Jennifer Oo provided a breakdown of suggested reassigned time percentages for the 2023-2024 and 2024-2025 academic years: Co-Chair 35% (2023-24) and 30% (2024-25); Panelist 25% (2023-24) and 20% (2024-25). Erin Sherard moved to “support the proposed reassigned time for the Department Planning and Review Panel faculty roles.” The motion was seconded and adopted unanimously.

d. Kindness Scholarship Update, discussion – Michelle Patrick-Norng
- Information was shared regarding the Kindness Scholarship account balance. A request was made for faculty to consider donating to the scholarship fund. Donations can be made [online](#), or cash can be given to Michelle. Faculty who are interested in scoring the application submissions should email Michelle.

VII. Committee Reports

Commencement/Student Success Workgroup – Khanh Ninh submitted a report for the February 13, 2024, meeting.

- Khanh Ninh shared that the online portal to order cap/gown will now open on March 8, 2024 due to unforeseen technical issues with the site last week. The deadline to purchase is April 14, 2024. Nominations for student speakers are still being accepted.
- Reviewed timeline of the events as well as when Commencement and Student Success student speaker nominations were due.

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- Discussion occurred regarding the recognition of scholarship recipients and additional discussion will occur to reevaluate process.
- Reviewed logistics for the ordering of cap and gown and process on how to borrow a loaner cap and gown.
- Reviewed logistics for how students from all of the programs can wear a sash. Additional discussion will occur on how to fund the purchase of this item.
- Communications department provided an update on their marketing activities to promote both of the events.

District Technology Committee – Souzan Sahakian submitted a report for the February 20, 2024, meeting.

- One of the discussions held were about students' email addresses being deactivated after a student is inactive for two consecutive years.

Institutional Effectiveness Committee – Khanh Ninh submitted a report for the February 24, 2024, meeting.

- Welcomed new Student Leader, Fabian Livingston.
- Recruitment for the Departmental Planning and Review Panel has started. Reviewed the roles and responsibilities of the panel as well as the timeline of when different activities will be completed. One of the tweaks made was to shift the submission deadline to align with Position Management as this activity affects each department's planning activity and vice versa.
- Reviewed and obtained feedback from the committee about the Strategic Planning goals where OIRP or IEC is identified as the champion of that goal.
- CCTAP provided an update on their activities.

NOCE Technology Committee – Khanh Ninh and Yvette Krebs submitted a report for the February 12, 2024, meeting.

- The committee reviewed the 3-year Technology Roadmap plan for 2023-2026. The three-year plan was reviewed in general, but Morgan Beck highlighted particular sections where he wanted the committee's input. It was suggested that Morgan email committee a summary to identify areas that would be of particular interest and those areas will be covered at the next meeting.
- Welcomed new CSEA representative, Garrett Reza.
- November meeting minutes were approved. (No meeting in Dec. 2023 or Jan. 2024)
- The laptop loan program was officially transferred to Counseling and Student Services (CSS). The program is currently open to students taking online classes only, but the committee will evaluate whether program has the capacity to allow students taking in-person courses to borrow a laptop. Per DSS counselor Kristina M. De La Cerda, many of the DSS classes, even though they are taught in-person, instructors are also incorporating Canvas. A meeting will be convened with IT, CSS and the Laptop Loan program staff to review the current loan process and identify ways to revise the process to make it more equitable to meet the need of students not taking online/hybrid courses,

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but still need a laptop. A draft will then be presented to the committee for review, discussion, and approval.

The meeting adjourned at 3:49 p.m.
Michelle Patrick-Norng, Secretary