

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, October 1, 2024, at 3:00 p.m., in room 402A (Anaheim Campus), room 118 (Cypress Center), staff lounge (Wilshire Center) and as a videoconferencing meeting for approved attendees who submitted an emergency cause or just cause form. The President being the chair and the Secretary being present.

Senate President Michelle Patrick-Norng called the meeting to order at 3:05 p.m.

Members Present: Cynthia Azarcon, Liliana Balasi, Jennifer Carey, Mirta Carmona, Michael Garcia, Yvette Krebs, Corinna Lopez, Megan Ly, Candace Lynch, Cathleen Mang, Khanh Ninh, Jennifer Oo, Michelle Patrick-Norng, Megan Reeves, Giana Rivera-Tweedie, Souzan Sahakian, Ioan Elvis Sersea, Julie Shields, Marlo Smith, Alli Stanojkovic, Anacany Torres, Courtney Williams, Carlos Diaz (remote non-voting), Erin Sherard (remote, non-voting)

Guests Present: Maria Hernandez-Figueroa, Valentina Purtell

- I. Approval of agenda – Approved by unanimous consent with no corrections.
- II. Approval of 9/3/2024 meeting minutes - Approved by unanimous consent with no corrections.
- III. Announcements & Public Comment
 - Anacany Torres shared information regarding an upcoming Financial Aid workshop and the next College Transition course being offered.
 - Jennifer Carey shared information regarding the Puppies for PAWSitivity events at all campuses.
 - Alli Stanojkovic gave an update regarding an SLO workshop taking place on October 21, 2024.
 - Valentina Purtell presented Jennifer Oo with her Colleague of the Year award.
 - Cathleen Mang gave a reminder about the UF meeting directly following the Academic Senate meeting.
 - Marlo Smith shared information regarding POOCR training stipends.
 - Candace Lynch shared an event celebrating Hispanic Heritage Month.
 - Michelle Patrick-Norng recognized Jennifer Oo for her leadership, collegiality and dedication to NOCE.
- IV. Executive Committee Reports
 - a. President's Report: Michelle Patrick-Norng
 - The BOT recently adopted Resolution No. 23/24-01 in recognition of Hispanic/Latinx Heritage Month.

- Three members of the Executive Council (Michelle, Jennifer C., and Candace) will be attending the ASCCC Fall Plenary in November.
- TimelyCare should be rolling out very soon; a few items had to be resolved before the contract and services could move forward.
- Faculty are encouraged to attend one of the District Office presentations on the NOCCCD Fiscal Year 2024-2025 Budget this month. An in-person presentation will take place at NOCE on Wednesday, October 23rd from 3-5 PM. FC will be Monday, October 21st from 3-5 and CC will be Thursday, October 24. Exact location details TBD.
- Updates have been made to the NOCCCD website. Navigating the site to find information may be challenging at first.

b. Vice President's Report, no report

c. Secretary's Report, Candace Lynch

- Sunshine Fund collection is taking place.

d. Curriculum Committee Chair, Jennifer Oo

- DCCC for September was cancelled.
- There are 24 new courses, 2 new courses and 2 new programs will go forward on 10/10.
- A revised Curriculum Committee calendar will be going out soon.
- Any faculty wanting help with curriculum development and input related questions contact Jennifer Oo for support.

e. Distance Education Committee Chair, Corinna Lopez

- Due to the Noncredit Summit, the October DE committee meeting will be rescheduled to Wed. 10/9 instead of the scheduled Thursday, 10/3.
- DE is working with the ITS Team to get all faculty an additional Canvas sandbox that is not student-facing as well as collaborative Canvas spaces for those who expressed an interest.
- NOCE's Instructional Designer will start hosting DE related workshops starting in October based on feedback from the DE faculty survey. The first workshop will be held Thur. 10/24 3-4 p.m. Sign up link and QR code will be shared.
- A DE student survey will be released soon, ideally in October pending final revisions.
- OTC equivalency application process is open and ongoing.
- Upcoming projects: recertification, update DE handbook, Accessibility Refresher course

V. Unfinished Business - None

VI. New Business

- a. Accreditation Taskforce, Action (15 min) – Michelle Patrick-Norng and Valentina Purtell
NOCE leadership is looking to create an Accreditation Taskforce during the temporary vacancy of the WASC Faculty Chair position. Faculty who are currently identified as champions on the Strategic Plan will be asked to serve on the taskforce. The mid-cycle report will need to be completed next academic year. Yvette Krebs moved “to support the formation and implementation of the Accreditation Taskforce.” The motion was seconded and adopted with 22 in favor, 0 opposed, and 1 abstention (Khanh Ninh).
- b. NOCE Student Trustee, Informational (15 min) – Maria Hernandez Figueroa
Information was shared regarding the upcoming NOCE Student Trustee special election, including student trustee duties and requirements as well as the election timeline and process. Faculty are encouraged to support this process. Next year’s cycle (2025-2026) will start early spring 2025.
- c. BP/AP 7600 Campus Safety Officers, Discussion (15 min) – Michelle Patrick-Norng
The BP/AP drafts were reviewed and discussed. Once feedback is gathered, another draft will be presented. The AP is focusing on defining terms and practices, including approved equipment and the required, corresponding training. A Campus Safety Satisfaction Survey was conducted and the results will be distributed. Please send feedback and concerns to President Patrick-Norng or give public comment at a BOT meeting.
- d. Brown Act/Meeting Minutes/RRO, Action (10 min) – Michelle Patrick-Norng
Michelle discussed information related to voting procedures per Brown Act and the recording of votes in meeting minutes. The draft meeting minutes template was reviewed and recommended for use by the Senate and its subcommittees. Liliana Balasi moved “to support our Academic Senate meeting minutes template and voting tabulation including role call protocols.”
Jennifer Oo moved to amend the motion “to support the minutes template as proposed by Michelle Patrick-Norng for Academic Senate and subcommittee meetings and include voting member names if they oppose or abstain.
Marlo Smith moved to amend the motion to “support the minutes template as proposed by Michelle Patrick-Norng for Academic Senate and subcommittee meetings and to include voting member names of the minority votes or abstentions. The motion was seconded and adopted with 22 in favor, 1 opposed (Cathleen Mang) and no abstentions.
- e. Special Election Report, Informational (10 min) – Jennifer Carey
Three adjunct Senators were voted in during the September special election: Cynthia Azarcon, Michael Garcia, and Souzan Sahakian. There is still one adjunct vacancy so another special election will be held in October.
- f. Committee Appointments, Action (5 min) – Michelle Patrick-Norng
 - a. Afraim Sedrak, Accessibility Advisory Group
 - b. Courtney Williams, Accessibility Advisory Group
 - c. Alli Stanojkovic, DE Committee, 2-year term

d. Ioan Elvis Sersea, DE Committee, 2-year term

Liliana Balasi moved to "support the committee appointments by a block vote." The motion was seconded and adopted unanimously.

VII. Committee Reports

- a. ProD Committee Co-Chair, Jennifer Carey – A recap was provided regarding a recent training on filling out travel request forms.
- b. Equal Employment Opportunity Advisory Committee (EEOAC)- Committee Member Khanh Nin – Meeting 9/18/24. Topics covered:
 - Introduction of current and new members.
 - Y. Andrawis, District director, EEO & Compliance reviewed the annual Equal Employment Opportunity Certification Form that will be presented at the September 24, 2024, Board of Trustees meeting. Once it has been approved and sent to the State Chancellor's Office, the document will be posted on the District website.
 - Dr. G Stanco, District Director, Research, Planning and Data Management provided an update on the District-wide Student Campus Climate that was completed in Spring 2024. Over 2000 responses were received. Discussion occurred regarding how the data will be utilized. The District-wide Strategic Plan will be presented at the September 24, 2024, Board of Trustees meeting.
 - Dr. F Medina-Martin, District Director, Diversity, Culture and Inclusion introduced an Entrance or "stay" survey to the District. Asked for volunteers to be part of a subgroup to develop this survey that would capture qualitative data on why employees stay with the District. Future Instructor Training (FIT) Program is currently being promoted.
- c. Institutional Effectiveness Committee (IEC)-Committee Member Khanh Ninh Meeting 9/4/24. Topics covered:
 - Reviewed IEC voting members list.
 - Departmental Planning and Review Second Cycle- All submitted templates have been reviewed. Although the reviews have been completed, the panel will continue to meet to discuss how the process can be improved and strengthened. Kenny Yu, faculty co-chair provided his insight into the process. The chair and co-chair will also be meeting to prepare the final report to share at one of the President's Cabinet meetings. Departmental Review Retreat is currently being planned.
 - Provided updates on NOCE's strategic planning. Reviewed the District's Mission, Vision and Shared Values that was approved at the Board of Trustee's August 27, 2024 meeting. The Mission will be evaluated and revised every three years.
 - 2023-2026 NOCE Strategic Updates- Provided recap of the activities that have occurred for past two years and how the WASC actions plans sit in relation to each of the strategic goals. There are specific "champion(s)" for reach goal. Any goal that identifies IEC as a "champion," will include updates from IEC based on discussions that have been occurring at the IEC meetings.
 - NOCE Metrics for District Strategic Goals- Looked specifically at CDCP

noncredit and High School Diploma certificate completers for the last three years. Shared FTES data for the academic years 2022-23 (2966.71) and 2023-24 (3803.75). FTES increased by 28%.

-Reviewed Fall 2024 registration status. Looking at week three, NOCE is up approximately 4% in both registration and headcount.

-CC TAP Updates- Dr. L. Takami welcomed two new members, Diana Martinez, Data Technician and Ute Maschke, Technical Assistant Content Expert. Both will be responsible for managing all of the technical assistance requests that CCTAP receives from the 71 CAEP consortia members. Hosted part 2 webinar on SX05 which is the MIS data element for the alternative attendance accounting reporting. Will host a webinar on September 13, 2024 on Mirrored Courses. All past CC TAP presentations and recordings are available on the Cal Adult Ed website at: [CC TAP | Noncredit \(Administrators > Webinars\) - California Adult Education Program \(caladulthood.org\)](https://www.caladulthood.org) Promoted the second Vision 2030 Noncredit Summit.

The meeting adjourned at 4:56 p.m.
Candace Lynch, Secretary