

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, November 5, 2024, at 3:00 p.m., in room 402A (Anaheim Campus), room 100E (Cypress Center), staff lounge (Wilshire Center) and as a videoconferencing meeting for approved attendees who submitted an emergency cause or just cause form. The Senate president being chair and the Secretary being present.

Senate President Michelle Patrick-Norng called the meeting to order at 3:04 p.m.

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Members Present: Cynthia Azarcon, Liliana Balasi, Jennifer Carey, Mirta Carmona, Michael Garcia, Yvette Krebs, Corinna Lopez, Megan Ly, Candace Lynch, Cathleen Mang, Khanh Ninh, Michelle Patrick-Norng, Megan Reeves, Souzan Sahakian, Afraim Sedrak, Julie Shields, Erin Sherard, Casey Sousa, Alli Stanojkovic, Anacany Torres, Anh Tseng, Kenny Yu Marlo Smith (remote non-voting), Kristina De La Cerda (remote, non-voting)

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Guests Present: Maria Aceituno, Christian Garcia, Deb Perkins

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Approval of agenda – Approved by unanimous consent with no corrections.

Approval of 10/1/2024 meeting minutes - Approved by unanimous consent as corrected.

- I. Announcements & Public Comment
  - o Christian Garcia, LGBTQ+ Program Coordinator, shared information on an upcoming informational workshop.
  - o Erin Sherard reported on the ProD report to the Board of Trustees and shared information about upcoming Ronald McDonald House volunteer opportunities.
  - o Cathleen Mang gave information about current ESL classes and student performances.
  - o Jennifer Carey gave an update on her therapy dog, Fanta, and her presence in the ARISE Lab and Paws for Pawsitivity events.
  - o Maria Aceituno shared information on an upcoming Canvas workshop.
  - o Michelle Patrick Norng attended the OC Teacher of the Year event and congratulated NOCE's nominee, Maryam Rezai
  - o Candace Lynch shared that cards are going around to send well wishes to adjunct faculty member, Carrie Ruffalo, adjunct faculty for the High School Diploma/Basic Skills program.
  - o Alli Stanojkovic shared statistics on fall courses that already have SLOs reported in Canvas.
  
- II. Executive Committee Report (15 min)
  - a. President's Report, Michelle Patrick-Norng

- ASCCC Fall Plenary: Michelle and Candace are both attending and will report back to the Senate in December.
  - Vision 2023 OC Regional Convening: Jennifer Carey and Erin Sherard are attending and will report back to the Senate in December.
  - District Sustainability Director: Language is moving through HR; district hopes to fly and fill the position this academic year. This role, along with additional staff, would support the Sustainability Action Plan.
  - Board of Trustees:
    - BOT Goals were discussed, voted on, and approved.
    - NOCCCD Resolution No. 24/25-03, Veterans Appreciation Week was discussed, voted on, and supported.
  - Board Room: DSA approved plans for the Board Room renovation.
  - Anaheim Construction: Staff upper deck parking may reopen as soon as Nov. 15th. Check email for updates.
  - Embracing the AI Revolution Micro Credential: Free professional development program exclusively for CCC faculty, staff, and administrators. Information was emailed to faculty.
  - 2025 Academic Academy February 20-22 in San Diego, CA. *Theme: Artificial Intelligence and Higher Education - Yesterday, Today, and Tomorrow.* Information was emailed to faculty
  - District-Wide AI Taskforce: Email Michelle if you are interested in serving on the taskforce.
  - December Senate Meeting: Email Michelle if you plan to join from Cypress/Wilshire (holiday treats will be provided at each site).
  - Interim Management Positions: Faculty leaders are asking Senators to reflect on how multiple interim management positions at NOCE impacts programs, students, and faculty, particularly when interim positions are for permanent vacancies.
  - Anaheim Campus Sustainability Committee
    - One vacancy
    - Meetings held via Zoom, 3rd Thursday of the month from 3-4 PM
  - Two Search Committees for District staff
- b. Vice President's Report, Jennifer Carey  
Jennifer will be attending the Vision 2030 Orange County Convening on November 7<sup>th</sup> and 8<sup>th</sup> to represent NOCE's Academic Senate.
- c. Secretary's Report, Candace Lynch  
Sunshine fund collection is ongoing: \$20 for full time faculty, \$10 for adjunct faculty  
Candace shared thoughts on the current curriculum call to action.
- d. Curriculum Committee Chair, Jennifer Oo  
Updates shared on DCCC meetings and course movement, the call to action for faculty to work on curriculum, and the curriculum training on January 7, 2025.
- e. Distance Education Committee Chair, Corinna Lopez

- Addressing faculty Canvas needs in conjunction with IT: all faculty will get an additional Canvas sandbox to learn and explore without affecting a live course starting on Dec. 16<sup>th</sup>, the same date as Spring Canvas shells
- ASCCC is promoting free Microcredential training
- Reviewing equivalency applications on an ongoing basis
- Student DE survey – over 400 responses, waiting for OIRP for data.
- @One launched cohorts for DE certification, but all cohorts are closed. Individual courses are available: Intro to Course Design, Creating Accessible Content
- Next meeting Thur 11/7 at 3:00 at the Anaheim Campus.

### III. Unfinished Business

### IV. New Business

- a. SEA Program Committee Charter Update and Membership, Discussion (5 min) – Deb Perkins and Megan Ly  
Information was shared regarding the history of the SEAP Committee, its revised charter, and committee membership.
- b. Noncredit Summit Highlights, Discussion (15 min) – Michelle Patrick-Norng  
Faculty who attended the Summit shared several key takeaways: the importance of collaborating with community partners, especially in workforce development, the common struggle with marketing and outreach to promote programs, the differences between stand-alone noncredit programs and noncredit divisions at credit institutions, and the importance of wrap-around services for students. Upcoming Vision 2030, ASCCC and Regional Convening events are highlighting noncredit topics.
- c. Course Textbooks and Materials, Discussion (10 min) – Jennifer Oo  
A discussion was led on course materials and textbooks, including the importance of course materials that are correctly identified, accessible and available. The differences between required and recommended course materials were discussed.
- d. NOCE OTC Equivalency Rubric, First Read (10 min) – Corinna Lopez  
A first read of the NOCE OTC Equivalency Rubric took place, including how the rubric is aligned with the CVC-OEI Rubric and how faculty would use the rubric to apply for equivalency.
- e. ASCCC Fall Plenary Resolution Packet, Discussion (15 min) – Michelle Patrick-Norng  
The ASCCC Fall Plenary Resolutions Packet was sent out by President Patrick-Norng. President Patrick-Norng shared resolutions that have noncredit relevance and asked Senators to send her any feedback. Voting will take place on Saturday, November 9<sup>th</sup>.
- f. ASCCC Academic Integrity Policies in the Age of AI Resource Document, Discussion (10 min) – Michelle Patrick-Norng  
Information was shared about academic integrity policies related to AI that are moving forward in the District that might be useful for NOCE in the future. Sample

policies and/or syllabus language related to AI will be brought to the Senate for discussion.

- g. Special Election Report, Informational (5 min) – Jennifer Carey  
A new adjunct Senator was announced and welcomed, Anh Tseng. One adjunct vacancy remains. A special election to attempt to fill the vacancy will take place in the spring since there is only one Senate meeting left this semester.
- h. Committee Appointments, Action (5 min) – Michelle Patrick-Norng
  - a. Michael Garcia, DE Committee, 2-year term  
Jennifer Oo moved to “support the appointment of Michael Garcia to the DE Committee.” The motion was seconded and adopted unanimously. .

V. Committee Reports (submitted, unless deemed necessary, 10 min)

Institutional Effectiveness Committee (IEC)- Submitted by Committee Member Khanh Ninh

- Hispanic Heritage Month recognized.
- September meeting minutes will be emailed out to members for an email vote.
- Reviewed IEC’s current charter and feedback provided.
- Departmental Planning and Review Update- A draft of the report along with recommendations will be shared with the Panel sometime in mid-October. There will be a discussion on how the Panel would like to present it to the President’s Cabinet now that we have gone through the second cycle. The goal of the spring meetings will be to continue to refine the process and timeline.
- Survey updates- Reviewed all the surveys that will be disseminated either in October or November. NOCE NOCCCD Student Trustee Survey, DE Student Survey, RNL Strategic Enrollment NOCCCD District-wide Student Survey, High School Diploma Student Survey, and the Faculty Evaluation Survey.
- Members encouraged to review the most current draft of 2023-2026 NOCE Strategic Plan that was presented and approved at the President's Cabinet September meeting.
- CC TAP Updates- Dr. L. Takami provided a report on the presentations that occurred in September or will occur in October. Highlighted the upcoming Vision 2030 Noncredit Summit that will take place on October 3-4, 2024.

Technology Committee- 10/14/24: Submitted by Committee Member Khanh Ninh

- Meeting minutes- Due to not having quorum, minutes have not been able to be approved. Need representation from Classified and Management.
- Technology Committee Charter- Charter was reviewed and it was sent out for an email vote. However, there not enough votes to pass it due to not having the appropriate number of classified or management representatives on the Committee.
- Employee Account Management- This process covers all employees, but it will most likely affect those in temporary positions such as adjuncts and temporary employees. To ensure that staff continue to have their account serviced, but that old accounts are not kept active, which could potentially degrade our security, a new process will be

established where biannually, a report will be pulled for the last assignment. After four consecutive terms of no contract from the last assignment, a two-week expiration date will be placed on the account and the immediate management supervisor for that position will be notified. An account can remain active if there is a new contract coming. If not, the account will be canceled after 30 days, and the data will be purged. This process is already written in the three-year plan. This process will maintain security and prevent unauthorized access to information, especially when these past employees are no longer bound by AP 3720: Computer and Electronic Communication System.

-Windows 11 upgrades-Windows 10 will no longer be supported next year. The plan is to start migrating employees around December, then some classrooms for the spring term. More communication will be sent out to all programs and departments on when the migration will actually occur to ensure a smooth transition. One major difference will be in the classrooms which will require authentication for anyone that signs into that computer, including students. Student are already doing this with their laptops, but they will now need to do this whenever they sign into a computer in the computer labs. Hence, students will use their NOCE student ID and password to sign into the computer each day.

-Adding new software and "Free" software- Most of the time "free" software is free for personal use, but not for commercial use which technically, it would not be free for an academic setting like NOCE. Morgan highlighted the risks associated with using free software, including potential security vulnerabilities and data security issues because we do not know if it's properly maintained. Morgan asked for feedback from the Committee whether requests for different applications should be vetted and if so, by whom? Discussion occurred around what the process would look like, and which committee(s) should be included in this process. Morgan also indicated that along with developing a formal process to vet software applications, there is a need for a comprehensive list of applications that we have already, and which program uses what application(s). Morgan will reach out to the Academic Senate to be placed on the next meeting's agenda to share a draft of an infographic outlining the vetting process. Morgan will also send out an excel spreadsheet to all of the departments to gather information on what applications each department is currently using so that we can have a detailed list of what contacts we have.

NOCE Budget and Facilities Planning Committee 10/30/24: Submitted by Committee Member Candace Lynch

The 24-25 budget was reviewed. NOCE has SCFF revenue of \$25,815,982 and ongoing expenditures of \$26,333,298, but with other revenues and Hold Harmless funding, we are able to balance our budget for the year. The Position Management Process for management and Classified was reviewed with the goals of providing a formal and transparent way to prioritize vacant positions, identify and prioritize new positions, and evaluate changes in positions due to workload shifts.

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**Next Meeting:** December 3, 2024

It is the intention of North Orange Continuing Education to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, North Orange Continuing Education will attempt to accommodate you in every reasonable manner. Please contact Michelle Patrick-Norng, Academic Senate President, at 714-808-4689 or [mpatrick@noce.edu](mailto:mpatrick@noce.edu), at least 48 hours prior to the meeting to inform us of your particular needs so that accommodations may be made.

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