

# Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, March 4, 2025, 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 Senate president being chair and the Secretary being present.

Senate President Michelle Patrick-Norng called the meeting to order at 3:11 p.m.

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

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Guests Present: Maria Aceituno, Steven Estrada, Martha Gutierrez, Jennifer Perez, Joel Salcedo

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- I. Approval of agenda – Motion to approve the agenda as presented: Khanh Ninh. Approved by unanimous consent.
- II. Approval of 2/4/2025 meeting minutes – Motion to approve the minutes as presented: Casey Sousa. Approved by unanimous consent.
- III. Announcements & Public Comment
  - Cathleen Mang shared that there will be a UF meeting immediately following the Senate meeting.
  - Joel Salcedo shared that he is running for UF Vice President and shared his rationale for his bid as well as his goals for UF and all NOCCCD full time faculty.
  - Steven Estrada shared that he is running for UF President and shared his rationale for his bid as well as his goals for UF and all NOCCCD full time faculty.
  - Anacany Torres shared information about an upcoming Transitioning to College course. ASCCC has a Rising Scholars Faculty Advisory Committee that advocates for incarcerated students. Here is a link for more information: <https://asccc.org/directory/rising-scholars-faculty-advisory-committee>
  - Michelle Patrick-Norng shared that faculty and staff can still donate to Kindness Scholarship and the GoFundMe account for colleague Carrie Ruffalo. Faculty interested in helping to score the Kindness Scholarship applications should reach out to President Patrick-Norng via email.

IV. Executive Committee Report (15 min)

a. President's Report, Michelle Patrick-Norng

- The Board adopted Resolution No. 24/25-09 reaffirming its commitment to inclusivity, equity, and compliance with federal and state law.
- Trustee Stephen Blount was recently injured in a fall and had to undergo surgery. He is home and recovering. A Get Well card will be available for Senators to sign.
- Flavio Medina-Martin (District Director of Diversity, Culture, and Inclusion) and the three Senate Presidents have begun discussions on hosting a districtwide Scholarly Symposium Series. The series would highlight graduate/sabbatical/practicum research in issues related to higher education. The goal is to host the series during the 2025-2026 academic year. Michelle will share additional details via email.
- Full-time and adjunct faculty are able to submit agenda item requests to the Senate President. The agenda request form is distributed by the Secretary via email each month with the deadline for submission indicated.
- RNL Consulting Update: RNL reps made a report to the Board of Trustees last week, sharing updates on the Strategic Enrollment Planning that is underway. Action planning is nearly complete with the next step in the process being a "Prioritization Summit." Date/time TBD. Information was shared regarding the current decline in the number of high school graduates. Measurable key performance indicators (KPIs), and enrollment goals based on market size. The opportunity for growth at NOCE could be high given the no cost factor. RNL emphasized the plan will prioritize "sustained, conservative growth" for the district.
- Registration for the NOCCCD AI Expo on April 15<sup>th</sup> is available. The event is free, but guests are encouraged to fill out the [registration form](#).
- Dr. Bautista, Interim Associate Dean I for CTE, Tina McClurkin, and Michelle Patrick-Norng attended the Apprenticeship Pathways Demonstration Project Regional Meetings on Apprenticeship Program Creation & Expansion hosted at Rio Hondo College on February 21st. As a noncredit institution, NOCE could work to develop and finalize pre-apprenticeship programs that ultimately lead to apprenticeship programs on the credit side.
- Dr. Bautista, Jennifer Oo, and Michelle Patrick-Norng are participating on a districtwide Reassigned Time Workgroup per the Establishment of a Districtwide Reassigned Time Workgroup MOU that was signed 3.18.24. Faculty are encouraged to send any feedback or questions to Michelle that can be shared with the workgroup. The MOU specifically asks the workgroup to accomplish the following by June 30, 2025:

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- i. Make recommendations to standardize the reassigned time process Districtwide, including, but not limited to, application process, work expectations/job descriptions, deliverables/outcomes, compensation/load credit, length of assignment, and performance evaluation method.
      - ii. Make recommendations for a consistent and transparent process for all reassigned time positions Districtwide.
      - iii. Make recommendations for reassigned time rubric to standardize Department Coordinator and other statutory required positions Districtwide.
    - o Michelle is participating on a districtwide Program Discontinuance Policy Workgroup that is looking to bring proposed revisions to DCC on **AP 4021 Educational Program Discontinuance**. Faculty are welcome and encouraged to email Michelle with any feedback or questions they would like to be addressed.
    - o Thank you to the faculty who were able to attend one or both of the recent Moral Courage workshops. Additional information will be distributed in regard to completing the Mentor Certification Program for those who are interested.
  - b. Vice President's Report, Jennifer Carey
    - o Nominations for two positions, Academic Senate Vice President and Distance Education Committee Chair, will go out tonight at 5:00 p.m. Also, nominations will be going out for four Academic Senate Adjunct Senators.
    - o The District Employee Climate Survey is currently being drafted. Check your email for the current draft and send any feedback to Jennifer Carey.
  - c. Secretary's Report, Candace Lynch  
No report.
  - d. Curriculum Committee Chair, Jennifer Oo  
DCCC is currently evaluating curriculum management systems. More information will be forthcoming via email as choices are narrowed down and demos are scheduled.
  - e. Distance Education Committee Chair, Corinna Lopez  
Information regarding the Distance Education Student Experience survey from Fall 2024 can be found on the OIRP website, under the Administration tab. There were over 500 students who responded to the survey.
- V. Unfinished Business
- a. NOCE POCR Process, Second Read/Action (10 min) – Corinna Lopez

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No feedback was sent to the Distance Education Committee since the first reading, so no changes have been made since the first read. The Distance Education Committee Chair and the VPI will be discussing a pilot of the process, possibly over the summer. Motion to adopt the NOCE POCR Process as presented, Casey Sousa. Motion passed unanimously.

- b. NOCE DE Handbook, Second Read/Action (10 min) – Corinna Lopez  
Feedback to the DE Handbook was presented and discussed. Motion to adopt the NOCE DE Handbook as presented, Khanh Ninh. Motion passed unanimously.

## VI. New Business

- a. 2025 NOCE Commencement and Student Success Ceremony, Informational (10 min) – Jennifer Perez  
There will be one event combining both Commencement and Student Success Ceremony at the Cottonwood Church in Los Alamitos on May 16, 2025 from 9:30 a.m. to 12:00 p.m. Student speaker nominations and Student Success award nominations will be sent to all staff. Senators can look for an email from Jennifer Perez to find nomination links.
- b. Departmental Planning and Review Update, Discussion (15 min) – Kenny Yu  
Three departments were under review for this year, Campus Safety, Campus Communications and Disability Support Services. Each department is reviewed with a nine category checklist, and this information will be compiled into a matrix for ease of use. More information is forthcoming.
- c. BP/AP 7600 New Draft, First Read (10 min.) – Michelle Patrick-Norng  
New drafts of BP/AP 7600 were reviewed. These were new drafts from a DCC workgroup that brought in the voices of all District stakeholders. Any feedback can be sent via email to President Patrick-Norng.
- d. AI Syllabus and Policy/Catalog Language, Discussion (15 min) – Michelle Patrick-Norng  
There is currently no BP or AP that addresses AI use, but the Academic Senates at both Cypress College and Fullerton College have drafted AI syllabus and catalog policy language. Any senators who are interested in reviewing these drafts and working on language for further Senate review and discussion, please reach out to President Patrick-Norng.

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

- a. NOCE Budget and Facilities Planning Meeting February 2025, presented by Candace Lynch.  
The NOCE FTES target for the 24-25 academic year was 4,000 (CDCP: 2691, Noncredit: 1309), and the projected FTES is coming in at 4482.08 (CDCP:

1487.25, Noncredit: 2994.83). While the increase is good news overall because it shows growth, we are down in CDCP FTES which can have a negative effect on our budget.

- b. Technology Committee-report for the 2/10/25 meeting, submitted by Khanh Ninh
  - December meeting minutes reviewed. A suggestion was made to add the names of those in attendance. Minutes were approved.
  - Technology Committee Charter. No discussion occurred.
  - Window 11 Updates-Main focus is still on migrating employees first, then the classrooms with the goal of everything being migrated prior to the beginning of the fall term.
  - AB 3720- It is still going through some revisions and it was not part of the District's agenda at the last meeting. Hence, it might a while before a revised policy is ready to review.
  - Software onboarding workflow- The work to develop a workflow is still in progress. Collaboration with various groups to obtain feedback is ongoing.
  - Open discussion-Discussion regarding the NOCE email account being mandatory. Currently, there is no documented requirement. For any interactions students have with NOCE, it is recommended that student use their student e-mail to log into login.noce.edu to see all the apps that are available for students to access. Suggestions were made to update the guidance currently posted on NOCE websites regarding how to access these applications as well as the orientations.
- c. Institutional Effectiveness Committee- report for the 2/11/25 meeting, submitted by Khanh Ninh
  - Black History Month recognized.
  - December meeting minutes reviewed and will be emailed out to members for an email vote.
  - Distance Education Survey Report- Reviewed a presentation that was shared with the DE committee a week ago. The primary goal was to collect feedback from NOCE students on their experiences with distance education courses at NOCE. Main question that survey was attempting to find answers to was whether NOCE students were having similar, better, or worse experiences when they are taking a distance education versus an in-person class. OIRP will continue to collaborate with the DE committee to refine survey questions, including clarifying terminology and adding department-specific questions.
  - Departmental Planning and Review (DPR) update- Individual reports will be sent out to Campus Safety, Communications and Disability Support Services departments by next month. The report will provide a summary of the Panel's findings, recommendations, and an action plan. The DPR tools that each department will use to enter their data will also be revised and provided to each department. The goal is to align the 6-year WASC plan with the 3-year Strategic Plan and the annual DPR plan.
  - FTES for P1- Dulce provided an overview of the process and the submission timeline of the 320 Report. Also provided an explanation of the two methods

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NOCE uses to calculate FTES which is by Positive Attendance and Alternative Attendance Accounting.

-CC TAP Updates- Dr. L. Takami provided an update on all the activities that occurred in January and upcoming events planned. Currently in the process of renewing the vendor agreement with the Chancellor's Office and institutionalizing permanent positions for CCTAP.

- d. Equal Employment Opportunity Advisory Committee (EEOAC)- report for 2/26/25 meeting, submitted by Khanh Ninh

-Introductions/New Members

-NOCCCD Employee Climate Survey- Per Gabrielle Stanco, the survey that was used in prior years was developed by an external vendor. However, it was not providing us with the feedback needed. The IEC committee recommended we use a homegrown survey. Dr. Stanco is currently getting feedback from all of the campuses, but wanted feedback from this group, especially from an EEOAC or DEIA perspective. Members provided feedback, suggested revisions and additions.

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The meeting adjourned at 4:38 p.m.  
Candace Lynch, Secretary