

# Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, May 6, 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 3:03 p.m.

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Members Present: Cynthia Azarcon, Liliana Balasi, Mirta Carmona, Jennifer Carey, Carlos Diaz, Michael Garcia, Corinna Lopez, Megan Ly, Candace Lynch, Cathleen Mang, Khanh Ninh, Jennifer Oo, Michelle Patrick-Norng, Megan Reeves, Souzan Sahakian, Julie Shields, Casey Sousa, Alli Stanojkovic, Matt Stivers, Anh Tseng, Kenny Yu  
Anacany Torres (remote, non-voting)

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Guests Present: Dulce Delgadillo, Maria Aceituno, Valentina Purtell

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- I. Approval of agenda – President Patrick-Norng requested to move New Business a) to occur after New Business c). Motion to approve the agenda as revised – J. Shields. Approved by unanimous consent.
- II. Approval of 4/15/2025 meeting minutes – Motion to approve the minutes as presented: C. Sousa. Approved by unanimous consent.
- III. Announcements & Public Comment
  - Jennifer Carey announced upcoming Puppies for Pawsitivity events.
  - Cathleen Mang shared that there will be a UF meeting immediately following the Senate meeting.
  - Maria Aceituno shared information about changes to Canvas Cidilabs coming in the fall 2025. Live training sessions will be held in Fall 2025.
  - Dulce Delgadillo updated the Senate on the Departmental Planning process. The templates and process are being refined and will be shared in the Fall 2025 with the Academic Senate. This information will be shared in more detail at the upcoming Institutional Effectiveness Committee on Wednesday, May 7<sup>th</sup>.
  - Kenny Yu shared that the Department Planning process will be updated with nine different philosophies. More to come in the Fall 2025.
- IV. Executive Committee Report (15 min)
  - a. President's Report, Michelle Patrick-Norng
    - The adopted resolutions from ASCCC Spring Plenary can be found on the website. The link was emailed to the Senate and management team.

# Academic Senate

- P2 Report per DCC: NOCE exceeded its annual target for non-credit FTES by 263.93 FTES and is just 22.60 FTES below its target for CDCP. Per Valentina, NOCE is expecting at least 150 CDCP from DE courses by the end of the year. The two census dates used for the noncredit attendance accounting formula impacts the overall numbers at the time P2 FTES is calculated.
- Save the Date: A Strategic Planning Retreat will be held on Friday, August 22nd from 9 a.m. to 1 p.m.
- Congratulations to Dr. Anacancy Torres and Corinna Lopez for achieving tenure this year.
- Thank you to Adjunct Senators Marlo Smith and Mirta Carmona for their dedication to the Senate for the past four years.
- Thank you to Jennifer Carey for her dedication and commitment to NOCE faculty and students during her term as the Senate Vice President.
- Thank you to all faculty who were actively involved within the Senate and other NOCE/District level committees and workgroups this academic year. Happy Teacher Appreciation Week!
  
- b. Vice President's Report, Jennifer Carey
  - Thanked the Senate for their support during her term as Senate Vice President.
  
- c. Secretary's Report, Candace Lynch
  - Thanked Jennifer Carey for her leadership as Senate Vice President.
  - Will send a budget update including Sunshine Fund expenditures and travel expenses via email.
  
- d. Curriculum Committee Chair, Jennifer Oo
  - The DCCC meeting was moved to this week
  - Coursedog will most likely be implemented in Spring 2026
  
- e. Distance Education Committee Chair, Corinna Lopez
  - NOCE OTC Recertification Workshop #1 Friday, March 28, 2025, 50 faculty participated and completed. The topics were accessibility and Canvas tools.
  - The AI Expo took place in April and it was successful. More AI efforts are coming both from the District and NOCE.
  
- V. Unfinished Business
  - a. AI Syllabus and Policy/Catalog Language, Second Read/Action (10 min) – Michelle Patrick-Norng  
President Patrick-Norng shared the current draft of the AI policy/catalog language, highlighting revisions. She also shared the current draft of the AI syllabus language,

which includes guidelines for faculty members to revise and use in their syllabus as it fits their own policy on AI use. It is not clear exactly where the sample syllabus document will be housed moving forward, but the Curriculum Committee will be consulted in the Fall 2025 if there is an intention to include the sample language in the syllabus document that faculty can pull from Curriconet. Motion to extend the discussion by 2 minutes. – C. Sousa. Motion carried unanimously. Motion to approve the documents as presented – J. Oo. Motion carried unanimously.

- b. Resolution 24/25-1, Second Read/Action (5 min) – Michelle Patrick-Norng  
President Patrick-Norng shared the current version of Resolution 24/25-1 and read the resolved statements. Motion to support and adopt the resolution as presented – J. Shields. Motion passed with one opposed, C. Mang.
- c. Resolution 24/25-1, Second Read/Action (5 min) – Michelle Patrick-Norng  
President Patrick-Norng shared the current version of Resolution 24/25-2 and read the resolved statements. Motion to support and adopt the resolution as presented. – J. Oo. Motion passed with one abstention, C. Mang.

## VI. New Business

- a. Asian Pacific Americans in Higher Education 2025 Conference, Informational (5 min) – Khanh Ninh  
Khanh Ninh attended this conference and shared information about the conference and how NOCE can become more involved in the efforts in terms of supporting specific student populations. She shared NOCE and statewide demographics related to specific student populations. She also shared all the related faculty/staff associations and encouraged Senators to join any of the groups to learn more about supporting students.
- b. District's Employee Mediation Program, Discussion (5 min) – Khanh Ninh  
Khanh Ninh is on the EEOAC committee and brought forward the draft document for review. She shared how mediation works as outlined in the document. This will be rolled out next year. Please send any feedback to Khanh by Monday, May 12, 2025
- c. Faculty Leadership, Informational (5 min) – Valentina Purtell  
NOCE President Purtell shared her appreciation for faculty leaders at our institution. She shared descriptive words for each of NOCE's faculty leaders and presented them with a token of appreciation.
- d. DEIAA Action Plan, Discussion (10 min) – Casey Sousa  
Casey Sousa shared the draft of the DEIAA Action Plan which will be shared at the next NOCE's President's Cabinet on May 21, 2025. She shared the ten strategies

# Academic Senate

for DEIAA and which four will be the first to be addressed. The DEIAA Committee is developing action steps for all ten. Please review the DEIAA Action Plan and share any feedback with Casey.

- e. NOCE OTC Recertification Process Update, First Read (5 min) – Corinna Lopez  
Corinna Lopez shared a proposed update to the OTC recertification process. The DE Committee is expanding the course offerings to meet recertification requirements as alternatives. The Academic Senate will vote on this update during the September 2025 meeting.
- f. Election Report (5 min) – Jennifer Carey  
Jennifer Carey presented election results:  
Senate Election:
  - Senate Vice President: Candace Lynch
  - Distance Education Committee Chair: Corinna LopezAdjunct Senators:
  - Liliana Balasi
  - Heather Carlopio
  - Raheem Collins
  - Bryan Reyna
- g. Committee Appointments, Action (5 min) – Michelle Patrick-Norng  
The committee appointment list was reviewed. Motion to vote as a block vote approving all appointments – L. Balasi. Motion passed unanimously. Motion to support appointments – J. Shields. Motion passed unanimously.
  - i) Erin Sherard, District Curriculum Coordinating Committee
  - ii) Danielle Carlson, SEAP Committee, 2-year-term
  - iii) Kenny Yu, DE Committee, 2-year-term
  - iv) Matt Stivers, Institutional Effectiveness Committee, 2-year-term
- h. Reassigned Time for Faculty Leadership 2025-2026, Action (5min)- Michelle Patrick-Norng  
President Patrick-Norng shared the 2025-2026 reassigned time allocations, as follows: President 60%, Vice President 40%, Secretary/Treasurer 30%, Curriculum Committee Chair 60%, Curriculum Committee Members 10%, DE Committee Chair 60%, SLO Coordinator 30%, SLO Department Leads 10%, Accreditation Chair 20%, Pro D Committee Chair 60%, DEIAA Committee Chair 20%, Departmental Planning & Review Co-Chair 20%, Departmental Planning & Review Panelist 10%. Motion to approve the proposed reassigned time allocations: J. Oo. Motion passed unanimously.

# Academic Senate

- i. Compensation for Work Off Contract for Faculty Leadership, Action (5 min) – Michelle Patrick-Norng  
Michelle Patrick-Norng shared the off contract hours allocation for summer 2025 work as follows: DE Chair (40), DE Committee Members (10), Curriculum Chair (40), Senate President (20), DPR Chair (15), Accreditation Co-Chair (15). Motion to support the compensation for work off contract for faculty leadership, Motion: M. Stivers. Motion passed unanimously.

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

ProD – Presented by Jennifer Carey. The annual ProD Interest Survey was sent out today. Please check email and respond by 5/30 end of day. Full time faculty Flex Verification Forms are due to Jennifer Carey by 5/14 end of day. Fall 2025 Mandatory Flex will be on August 7<sup>th</sup>. More information to come via email. There will be an SLO input support hi-flex event on Monday, May 19<sup>th</sup> at 3:00 p.m. to help faculty with SLO inputting.

Curriculum Committee – Presented by Jennifer Oo. Faculty are required to enter grades at the end of every term. Be sure to input grades and encourage your department faculty to do so.

SLOs – Presented by Alli Stanojkovic. Data is being pulled to see where data is and isn't present so that faculty can be supported. Reach out to Alli with any SLO questions and please spread the word about the SLO inputting workshop on 5/19.

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The meeting adjourned at 4:45 p.m.  
Candace Lynch, Secretary