Annual Norco Senate Summary Report 2009-2010 in support of the senate report at the May 27, 2010 Faculty Meeting
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What follows is a brief summary of the highlights of this academic year. For full information please go to the Norco Senate document library at http://academic.rcc.edu/academicsenate/norco_library.jsp

Reconsideration of the 16-unit limit: The first meeting of the Senate was Sept. 21, 2009. At that meeting began a reconsideration of the 16-unit limit on enrollment that had been adopted by the District Executive Cabinet the previous spring. The 18-unit limit was re-established for the spring after careful investigation and discussion of the issues involved.

Administrative Retreat Rights: The other issue that was first discussed at that meeting was the establishment of an administrative retreat rights policy. This is something that was reviewed and revised several times through the year. A policy will be recommended to the Chancellor within the next week or so and will go to the Board in June or August.

Student Equity Plan: On October 5th, the Senate heard from Koji Uesugi about the timeline for the Norco Student Equity Plan. The plan was developed by the Student Success Committee. The Student Equity Plan was approved by the Norco Senate on Dec. 7th.

Funding for Accuplacer: During the fall, a concern arose about funding for Accuplacer. The senate requested that the President of the Senate write a letter to Dr. Davis urging continued funding of the instrument until such time as viable alternatives or supplements are confirmed. Dr. Davis immediately confirmed that she would do so and the district level administrative confirmed that there would be continued District level support. Daniel Martinez visited the senate and began the process of working with the affected disciplines to identify ways to improve assessment of incoming students.

Curriculum and Program approval: In October, the Senate approved a change of name for Speech Communications to Communication Studies (SPE to COM). In November the senate approved revisions to the Desktop Publishing Certificate.

Local outcomes assessment and program review: In December, the District Assessment Committee recommended that a transition to local assessment committees occur. This was a topic that occupied much of our time in the spring. At the first meeting of the Senate in the spring, goals were set and two of these were assessment related. To achieve these goals the following steps were taken:

- a new form for reporting assessment was approved
- the senate discussed issues surrounding local assessment, including the need for an assessment coordinator and the desirability of a close connection between faculty development and assessment
• an ad hoc committee was formed to make recommendations about a Norco Assessment committee which they completed and forwarded to the senate for consideration (including the need for a college assessment coordinator
• the District Senate asked the Faculty Association to work with administration to re-negotiate a redistribution of reassigned time from the district to local level to support college level assessment coordinators.
• at the last meeting of the year on May 19th, an Assessment Committee was formed as a standing committee of the Norco Senate

The senate also re-examined annual program review procedures and is working with the APC to improve the usefulness of annual program review for our strategic planning processes.

Catalog issues: In the spring the Senate also dealt with several catalog issues – more generally the Senate recommended that the catalog not include courses that were not part of the Norco curriculum.

Spring Goals progress report:
1. Design a new local assessment report form for Norco’s annual program review by April 15.

2. Initiate the establishment of guidelines and procedures which identify information regarding assessment and other faculty responsibilities needed by Associate Faculty, the means by which this information is to be communicated, and the parties responsible for communicating this information.

3. Review and make a recommendation about local and district committee structure to determine if changes are needed to more appropriately reflect Norco’s status as an independent college.

4. Review the coordination between Norco Academic Senate standing committees and the Norco Strategic Planning Committee and make a recommendation.

Goal 1 is met.
Goal 2 is in progress through the efforts of the APC.
Goal 3 has been met with the move to a local assessment committee and a discussion of improving annual program review reporting to make it more closely attuned to Norco strategic planning processes.
Goal 4 is in process, but real work is likely to only take place in the fall of 2010.

ACJCC Follow-up report: The follow-up report addressing the three recommendations was approved by the Senate at its final meeting of the year.

Faculty Lecturer: This year we were fortunate to have the Faculty Lecturer be from Norco. Since this is the first time this has happened since the lecturer began to rotate to a different campus each year, we found that we needed to revise the process by which the lecturer is chosen for our by-laws. The senate did so and confirmed that when the faculty lecturer is at the Norco campus that same person will be the faculty commencement speaker as well.
Joe Eckstein gave a great lecture, which he repeated at all three campuses. The Norco Senate presented him with a plaque and gift in celebration of the occasion.

**AFNC**: The Senate made contact with the Foundation to clarify what funds were connected to Norco and what scholarships were currently available through those funds. During this discussion it became clear that the function that had previously been served by the AFRCCD now needed to be taken up at the local level. To that end, the senate formed a new association, the Associated Faculty of Norco College. At our final meeting we passed a constitution and by-laws and appointed an interim president for a period of a year (Bob Prior). Other officers will be elected in the fall of 2010. Membership forms will be available in the fall when we return. While the senate formed this association, it is now a separate organization and has no governance function.

**State Senate**: The Norco Senate President attended both plenary sessions of the state senate, the Area D fall meeting, and a Chancellor’s Circle Luncheon in February.

**Student participation**: We were extremely fortunate that this year we had two excellent student representatives who kept us very well informed about student activities. Thanks to Brittany Halstead who served in the fall and Redford Cruz who served in the spring.

**Faculty participation**: Senators attended all year with excellent participation. We always had a quorum and we always had lively discussion from all departments and from our associate faculty. Thank you all for your participation.