I. Call to Order: Meeting called to order at 1:40pm by Sharon Crasnow.

II. Attendees: Sharon Crasnow, Lyn Greene, Peggy Campo, Carol Farrar, Dorothy Reina, Karin Skiba, Bob Prior, Cathy Brotherton, Mark Lewis, Khalil Andacheh, Jim Thomas, Dina Humble, Carol Farrar, Redford Cruz (Student –ASNC),

III. Approval of Agenda: Carol Farrar moved to approve the agenda and Karin Skiba seconded. Agenda unanimously approved.

IV. Approval of Minutes: Carol Farrar moved to approve the minutes for December 7, 2009 and Cathy Brotherton seconded. The minutes were unanimously approved.

V. Office & Liaison Reports
A. President (Sharon Crasnow)
   • Provided the committee with an update on what had been happening since the Fall semester. Sharon indicated that she has a lot of information that she would be e-mailing to all the committee members for their review.
   • Attended the Chancellor’s Circle Luncheon. The luncheon attendees included Senate Presidents and college CEOs. One of the items discussed by the Senate Presidents was the cutting of PE classes. Sharon will forward a memo from State Chancellor Scott that discusses which classes should be preserved and which ones should be eliminated.
   • Received a request from the State Academic Senate to nominate faculty to serve on the CSU General Ed Review Committee. The Sharon will send information to the Senate members and the Department Chairs.
   • Will be forwarding to the committee and all department chairs a list of minimum qualifications and a discipline list to review. This is your opportunity to review the official discipline list that exists for all community colleges.
   • Indicated that the State Academic Senate President has discovered that State Chancellor Scott has signed a MOU with Kaplan University. The state senate is gathering more information about this.

B. Vice President/Strategic Planning (Carol Farrar)
   • The applications of Norco students applying for the Athena Scholarship will be reviewed by an ad hoc committee formed of the members of the Norco Scholarship committee and other volunteers. The committee will select candidates to send to a Norco administrative committee. The administrative committee will then forward several candidates to Dr. Maghroori for final consideration. Three scholarships will be awarded district-wide.
   • Norco campus has received initial accreditation. We have a follow-up report due in October.
   • The first NSPC meeting for the Spring semester is tomorrow.
C. Secretary/Treasurer (Mark Lewis)
   • No report.
   • Sharon indicated that Norco has received the funds for her to attend the spring plenary session.

D. Student Liaison (Redford Cruz)
   • Distributed information on the Athena Scholarship from the information booths during the first week of classes.

E. RCCDFA/CCA/CTA/NEA (Dorothy Reina)
   • Indicated that Dariush Haghighat sent out an e-mail on Monday with an update.
   • Marti Donovan has volunteered to assist Dorothy as Part Time Faculty Representative.

VI. Old Business
A. Report on unit limit – meeting with the Chancellor and information from Lorraine Anderson
   • Sharon indicated that the District Academic Senate and administration sent several questions to Lorraine Anderson for her comment. They have received answers, but feel that more discussion/research is necessary. Several areas are still not clear. There was a suggestion to have Dimitrios Synodinos attend the next Academic Senate meeting. He has been working with students to help them find Spring classes. The committee feels that he may be able to share comments/concerns he received from the students during the start of the semester.
   • There was discussion about the fact that students are not able to progress from one class to the next in consecutive semesters (Example – cannot go from Anatomy 2A to Anatomy 2B in consecutive semester). Sharon will bring up this concern at the next District Academic Senate meeting.

VII. New Business
A. Grade Changes
   • Make sure that students understand that student grades are not arbitrarily changed.

B. New policy on associate faculty and assessment
   • Discussion regarding faculty participation in assessment and whether or not this is part of their contract. Sharon will talk to Joe Eckstein about the issue and he can present it at the next CTA meeting.
   • The committee discussed the concern and possible solutions to better communication with part time faculty.

C. Program Review/Assessment restructuring – college and district
   i. Annual program review assessment report form
      • Each college is working to separate program and review from assessment. Your annual program review is due in May. This will not include the assessment component. Sheryl Tschetter will attend our next meeting to share more information.

D. Senate goals for Spring 2010
• Sharon asked the committee to decide on some goals they would like to work on during the Spring semester. The goals selected are:
  1. Have new assessment report form for Norco’s annual program review completed by April 15.
  2. New procedure to better communicate with part time faculty.
  3. Work on looking at district committee structure to see if there could be changes made to allow each college to handle that committee’s responsibilities on its own.
  4. Consider ways of coordinating senate committee and Strategic Planning Committee work.

VIII. Committee Report

A. Curriculum (Dina Humble)
   • The first meeting for Spring has been cancelled due to a special event. The next meeting will be March 9.
   • The catalog is currently being finalized. Department chairs have reviewed the course lists and are currently reviewing program offerings.
   • The curriculum committee will be discussing several courses that students are not able to receive financial aid for. These courses are mostly in the CTE area.

B. APC
   • Annebelle Nery discussed and answered questions about the new ILA 800. Students need to register through Tutorial. There is no cost and no units are earned. This replaces CAT 96/97 that was out of compliance.
   • The chairs also discussed the new on-line tutoring. This appears to be a great tool for students. It even has 24 hour access for some areas.

IX. Open Hearing
   • The APC retreat is March 5.

X. Adjournment – 3:25 (Carol Farrar)