Norco Academic Senate Minutes
September 21, 2009
1:30-3:30 IT 218

I. Call to Order: Meeting called to order at 1:30pm by Sharon Crasnow.

II. Attendees: Sharon Crasnow, Celia Brockenbrough, Dominique Hitchcock, Karin Skiba, Margarita Shirinian, Cathy Brotherton, Carol Farrar, Mark Lewis, Deborah Smith, Bob Prior, Jim Thomas, Dorothy Reina, Dina Humble, Lyn Greene

Guests: Mike Cluff, Joe Eckstein

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

IV. Approval of Minutes: Minutes for May 18, 2009 read. Carol Farrar moved to approve and Cathy Brotherton seconded. Minutes approved. Lyn Greene, Karin Skiba and Mark Lewis abstaining.

V. Officer & Liaison Reports

A. President – Welcome to everyone
   • Met with Chancellor Gray in August. The communication has been good; he is very receptive and committed to shared governance.
   • Reviewed the Board of Trustee committee representatives. Sharon Crasnow for Governance, Dina Humble for Teaching and Learning, Carol Farrar for Planning. Committee dates have been changed to two weeks prior to the Board of Trustees meetings.
   • Important items on next Board of Trustee meeting agenda. Norco would like as many people as possible to attend.
   • Sharon Crasnow and Carol Farrar have a standing monthly meeting with Dr. Davis. The first meeting is today.
   • The Senate budget has been cut. There will be more discussion at the next meeting regarding pending conferences and amount of funds available.
   • Putting together a Green Curriculum Initiative District ad hoc committee. Need members for the task force. Let Sharon know if you are interested.

B. Vice President/Strategic Planning
   • Reminder that the first “big” NSPC meeting will be held tomorrow. Everyone is encouraged to attend.
   • There will be discussion regarding the SPC Sub-Committee meeting schedules since Norco will not be preparing an accreditation document at this time.

C. Secretary/Treasurer
   • No Report

D. Student Liaison
• There will be a student government representative at the next meeting.

E. RCCDFA/CCA/CTA/NEA
• Met with Chancellor Gray, he indicated that there will not be any sabbaticals for the coming year.
• Golden handshake is being worked on. A committee has been formed.
• Met with Dr. Davis and Dr. Loewenstein to review campus police issues, discuss classes being offered in the summer and course cap changes that need to be approved by the discipline.
• Working on the contract negotiating committee members. They will serve as a filter to give information to the CTA negotiating team.
• There is an issue of incorrect calculation of part timer’s STRS.
• Shared that the House of Representatives passed a bill to increase Pell Grants, Perkins, etc. This will be a huge stimulus package.

VI. Old Business
A. The revised program approval process (CurricUnet based) has been tabled until the next meeting (Oct 5) after the Curriculum Committee has approved it and we have heard back from the Riverside senate on whether they have suggested changes or passed it. If you have any comments regarding the revisions please e-mail them to Sharon Crasnow.

VII. New Business
A. Distinguished Faculty Lecturer
• Carol Farrar announced that Joe Eckstein was selected as the District Distinguished Lecturer. There was a motion by Bob Prior to confirm Joe as the Distinguished Faculty Lecturer. The motion was seconded by Cathy Brotherton. Motion was unanimously approved.

B. 16-Unit Limit on Classes
• Motion by Mark Lewis to approve the 16 unit maximum for Winter and Spring. Cathy Brotherton seconded. Discussion followed with recommendations that the limit be reviewed in the spring and that we further investigate the impact of the limit and the ease of overriding the limit. Motion approved. Dina Humble and Deborah Smith abstaining.
• There was a request to invite a counselor, someone from institutional research and Rick Herman to the next meeting to discuss a faster and better way for the students to obtain approval of more than 16 units. E-mail Sharon Crasnow with any suggestions to help streamline the process.

C. Retreat Rights for Administrators
• Preliminary discussion of proposed BP 7250 of retreat rights for administrators. There were concerns expressed regarding placement on the salary schedule and whether or not an administrator should be allowed to retreat if there isn’t a need for that position on the campus. Also, how would this affect faculty prioritization in the Strategic Planning process? Sharon Crasnow will review the Board
Policies and the Ed Code for further discussion at the next meeting. E-mail you concerns to her.

D. Discipline Adoption Process
   • Dina Humble indicated that the process has been approved by the District Curriculum Committee. However, the process should include a stop in the Academic Senate between steps 2 & 3. Dina Humble will forward the recommendation to add the Senate stop to the District Curriculum Committee. Send any other recommendations to Dina Humble.

E. Online Classes
   • Sharon Crasnow indicated that she talked with the Chancellor about the District review of district-wide online course offerings.

F. Academic Senate Budget
   • Will have more information available at the next meeting.

G. Faculty Commencement Speaker
   • Carol Farrar will send out e-mails requesting nominations for the Norco Commencement Speaker. This will be done in the next few weeks.

VIII. Committee Reports
A. Curriculum Committee
   • Dina Humble reported that the Norco Curriculum Committee had its first meeting on September 8. The committee completed their required training for this year.
   • Dina reminded everyone to check CurricUNET, the “my approvals” section.
   • The next curriculum meeting is tomorrow. The agenda includes items that will be voted on in two weeks. This gives the committee time for discussion and review prior to voting.

B. Academic Planning Council
   • The first meeting was September 11. Spring section cuts were discussed. The department chairs have all the information.
   • Please check your websites for any incorrect information and let Jefferson know.
   • The APC discussed the new ILA-800 that is currently being offered in Riverside.
   • The District APC retreat is Friday, October 9 at the Culinary Institute.
   • The APC will be prioritizing faculty positions on October 2.

C. Program Review and Assessment Committee
   • Program Review met last week and the Assessment Committee will meet on Friday. They are working on the transition to separate colleges.

D. PG & SL
The committee had one meeting. The new chair is Cynthia Gobatie. They are working on implementing the new policy of rank, specifically the rank of Professor. They have devised a form to make the application uniform. Deadline to submit the application for this year is October 15.

E. Part-time Faculty Committee
- Dorothy Reina shared that the part-time faculty are concerned about their future and requested that their schedules, for the next semester, are made available as soon as possible.
- She requested that information regarding collection of forms, syllabi, grades and where they obtain keys is distributed to everyone. There appears to be some miscommunication on the process for these items.

IX. Open Hearing – No comments

X. Adjournment – 3:40pm