

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, November 7, 2023, at 3:00 p.m., in room 105 (Anaheim Campus), room 118 (Cypress Center), room 215 (Wilshire Center), and as a videoconferencing meeting for approved attendees who submitted an emergency cause or just cause form. The President being in the chair and the Secretary being present.

Senate President Jennifer Oo called the meeting to order at 3:03 p.m.

Present Members: German Arellano, Liliana Balasi, Jennifer Carey, Mirta Carmona, Carlos Diaz, Megan Ly, Candace Lynch, Cathee Mang, Victoria Myers, Khanh Ninh, Megan Reeves, Souzan Sahakian, Afraim Sedrak, Ioan Elvis Sersea, Erin Sherard, Julie Shields, Marlo Smith, Casey Sousa, Alli Stanojkovic, Matt Stivers, Matt Van Gelder, Courtney Williams, Kenny Yu, Corinna Lopez (remote non-voting), Anacany Torres (remote non-voting)

Guests: Dr. Karen Bautista, Martha Gutierrez, Deborah Perkins, Pres. Valentina Purtell

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- I. Approval of agenda - Approved by unanimous consent with no corrections.
 - II. Approval of 10/3/2023 meeting minutes- Approved by unanimous consent with no corrections.
 - III. Announcements & Public Comment
 - Cathee Mang shared that a United Faculty meeting would be held immediately following the Academic Senate meeting. New UF members can reach out to Cathee directly to be added to the email listserv. Information was shared regarding openings in the ESL Speaking Skills, Intermediate to Advanced class at the Anaheim campus.
 - Jennifer Carey provided information on the new Student Pride Space at the Anaheim Campus. A flier will be distributed with the minutes.
 - IV. Executive Committee Reports
 - a. President's Report, Jennifer Oo
 - Information was shared regarding updates to the Brown Act and members who join meetings remotely under just cause or emergency circumstances. To align with other District committees that fall under Brown Act, remote members should have their cameras on and will not participate in voting for action items. Remote attendance will continue to count for quorum.
 - b. Vice President's Report, Jennifer Carey
 - Jennifer C. shared feedback regarding her experience at the NOCE Curriculum Committee Retreat on October 31, 2023.
 - c. Secretary's Report, Michelle Patrick-Norng

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- Information was shared regarding the unexpected passing of a colleague's mother and the hospitalization of an adjunct instructor. Sympathy and Get-Well cards were distributed to senators to sign.
- Information was shared regarding snacks and beverages that will be provided at the December 5, 2023 meeting.
- Due to construction, the meeting location at the Anaheim Campus for Academic Senate will be Room 402A starting with the February 2024 meeting.

d. Curriculum Committee Chair, Kimberley Stiemke – No verbal report given.

V. Unfinished Business

VI. New Business

a. Adult Education Summit, informational – Valentina Purtell, Martha Gutierrez, Karen Bautista

- PPT *Vision 2030 Presentation* was presented to faculty. Information was shared regarding the recent Vision 2030 Summit held in San Diego, the goals for Vision 2030, and action steps connected to Adult Education.

b. SEA Program Committee updates and Guided Pathways Plan overview, informational – Deborah Perkins

- PPT *Guided Pathways 2023-2024 Workplan* was presented to faculty. Information was provided regarding the SEA Program committee's composition and purpose as identified in the committee's charter. Updates were shared regarding the Guided Pathways Plan 2022-2026 including the plan's format, areas of focus, metrics used, and next steps.

c. 24/25 Academic Calendar, informational – Jennifer Oo

- Discussion took place regarding the proposed 2024-2025 academic calendar. Feedback and recommendations were made by faculty. President Valentina Purtell, Dr. Karen Bautista, and Martha Gutierrez answered questions. It was suggested that the 25/26 calendar be discussed at the December Academic Senate meeting.

d. Election Results Report, informational – Jennifer Carey

- Liliana Balasi and Ioan Elvis Sersea received the most votes for the position of Adjunct Senator. The breakdown was Liliana Balasi 27 votes, Ioan Elvis Sersea 26 votes, and Lisa Johnson 23 votes.
- Corinna Lopez received the majority vote for the position of Distance Education Committee Chair with all 26 votes for Corinna Lopez.
- The breakdown of the Special Election results can be found in the Academic Senate SharePoint files in the Elections folder.

e. DE Committee Update, action – Jennifer Oo

- Information was shared regarding the formation of the Distance Education Committee. Jennifer O. proposed that the Executive Council operate in an advisory capacity to the Distance Education Committee Chair until meeting dates/times are finalized and the DE

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committee is formed. Erin Sherard moved to “allow for the Executive Council to serve in an advisory capacity to the Distance Education Committee Chair until the Distance Education Committee is formed, up to no later than May 24, 2024.” The motion was seconded and adopted by unanimous consent. Faculty who are interested in serving on the Distance Education Committee should email Jennifer Oo.

f. Appointment of District Technology Committee Rep Souzan Sahakian – Jennifer Oo
- Julie Shields moved to “support appointing Souzan Sahakian to the committee effective immediately.” The motion was seconded and adopted unanimously.

g. Appointment of Budget and Facilities Planning Committee Rep Kristina De La Cerda – Jennifer Oo
- Mirta Carmona moved to “support appointing Kristina De La Cerda to the committee effective immediately.” The motion was seconded and adopted unanimously.

h. Appointment of SEA Program Committee Rep Courtney Williams – Jennifer Oo
- German Arellano moved to “support appointing Courtney Williams to the committee effective immediately.” The motion was seconded and adopted unanimously.

VII. Committee Reports

Commencement and Student Success Workgroup – Khanh Ninh submitted a report for the October 10, 2023, meeting.

- Date for Commencement and Student Success events set for Friday, May 17, 2024, at Cottonwood Church in Los Alamitos. Time tentatively set at 10 am for the Commencement event and 3 pm for the Student Success event.
- Discussion about whether to allow Student Success students to wear a cap/gown as it's currently open only to Commencement students. If this were to occur, questions were raised as to how to keep cost to a minimum, color of cap/gown, would faculty attending the Student Success event also wear the regalia. Consensus to be reached at the next meeting.

Curriculum Committee – Kimberley Stiemke submitted a report for the month of October.

- Curriculum Committee:
 - Revised: 13 courses
 - Currently Under Review: 113 courses; 2 programs
- Curriculum Committee Clean-up Project Status:
 - Met with the following departments and reviewed courses:
 - CTE: 194 courses
 - DSS: 79 courses
 - LEAP: 62 courses
 - Pending:
 - Basic Skills: 92 courses

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ESL: 58 courses

- Total Items in Review for the Curriculum Clean-up Project: 485
- The Curriculum Committee Retreat was held on October 31st. It consisted of team building, COR training, and resource review.

District Equal Opportunity Advisory Committee – Khanh Ninh submitted a report for the October 23, 2023, meeting.

- Introduced one new member from NOCE, Lynda Hall, Student Leader.
- Reviewed the EEO Plan, its timeline, and actions. EEO Plan submitted to the CCC State Chancellor's office on 9/29/23 and feedback should be received by January 2024. The plan is to present the tentative EEO Plan along with the Diversity Report to the BOT at the November 28, 2023, meeting. Once feedback is received, the suggestions will be incorporated into the Plan and the revised version will be presented to the BOT again. The Chancellor's Office will check annually to ensure that the actions items written in the Plan are being met and if not, the District will need to notify the State Chancellor's Office of the changes and provide updates. The actual process is still being developed as this is a new activity.
- District Direct, Diversity, Culture, and Inclusion (DCI Director) job posting closed last week, and applications are now being reviewed. Until the position is filled, Yasmine Andrawis, District Director, EEO & Compliance will chair the meetings.
- Next meeting TBD pending State's feedback.

Institutional Effectiveness Committee – Khanh Ninh submitted a report for the October 4, 2023, meeting.

- Reviewed Meeting Minutes – Will vote when there is a quorum.
- Review IEC Charter – Introduction of new IEC members, Miguel Herrera, Student Leader and Michelle Tee, Classified staff.
- CC TAP Update – Reminder that the California Community College Chancellor's Office (CCCCO) awarded NOCE a \$1.8 million grant as the Community College Technical Assistance Provider (CC TAP) to enhance the technical assistance capacity currently provided for noncredit community colleges and the California Adult Education Program (CAEP) consortia. Some activities that have occurred or will occur: CAEP Onboarding Launch of Noncredit 101- training provided to community colleges as to what is noncredit, engaging with CASAS TOPSpro Community, providing 1-1 TA to Noncredit Champions, fieldwork such as the Adult Education Symposium, CA Community College Association of Occupational Education and CAEP Summit.
- Department Review and Planning Update – In round two with Campus Communications and Marketing, Campus Safety, and Disability Support Services going through the Review process. Templates are being updated as some of the action steps that had been identified in the strategic plan are updating some of the components as they relate to departmental planning and review. Trainings planned for November 7th and 27th, Anaheim Campus, 10th floor from 3-4 pm.

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- Strategic Planning Action Plan – In alignment with the Strategic Planning Retreat in September 2022, a draft of the strategic focused areas was developed which evolved into the NOCE 2023-2026 Strategic Plan. Reviewed the 2023-26 Strategic Plan, specifically the goals that OIRP is responsible for.

Professional Development Committee –

- Candace Lynch provided updates on the planning process for the upcoming Flex Day activities scheduled for January 10, 2024. Suggestions or feedback regarding possible flex day topics can be emailed directly to Candace or to ProfessionalDevelopment@noce.edu. Faculty were invited to attend the monthly Professional Development meetings via Zoom on the 4th Thursday of each month from 3-4:30 p.m.

Technology Committee – Khanh Ninh submitted a report for the October 9, 2023, meeting.

- Upper Deck Project – For the next 2 months, IT will be moving and shuffling people and classrooms around to ensure that everyone is in the correct location. IT will also make sure that the required technology equipment gets relocated to the correct location to support faculty and staff.
- Infrastructure Upgrades – Servers used to host all NOCE's applications will be updated. Most purchases will be done by the end of the calendar year and it's the hope that we will be able to use the new hardware for the next 5-7 years.
- Laptop Loan Program – Roland Pascua has left to take on a fulltime position at Cypress College which will mean a change in hours at the Student Technology Center. The new hours will be communicated through Campus Communications with the goal of the new hours being posted by the week of October 16, 2023. There have been questions, particularly for ESL students, about whether students who are not taking online courses can borrow a laptop as some instructors have requested that they submit assignments via Canvas. This will be an ongoing discussion on how best to meet the needs of these students, but until then, students should be informed about the Career Skills and Resource Lab and Learning Centers.
- Student ID Cards – A soft roll out has occurred at both Cypress and Wilshire sites focusing on one of the WISE classes at each site. Anaheim campus is pending, but a WISE class will most likely be the focus as well. To get a student ID, students will have to show proof of identification. If they choose not to, then the plan is that students will be offered a more durable, plastic Access card. Once a full roll-out is planned, a marketing campaign will be initiated.
- Three-year Technology Plan – First draft being completed with the intention of sharing it at the next meeting to obtain feedback.
- Phone System Update – A common phone template that will include CAEP to be set up so that the layouts will be the same at every site. Once completed, information sessions will be offered to review how to use the physical phone as well as jabber.
- Zoom Changes Coming – Currently, the District and NOCE are using the same account. NOCE will break out and have its own zoom account so the URL will be

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NOCE-edu. It will be better integrated with single sign on, we'll be able to offer basic accounts to students where the process will be automated so students won't have to sign up themselves, and NOCE specific zoom backgrounds can automatically be uploaded into zoom instead of sending them out to everyone.

The meeting adjourned at 4:36 p.m.
Michelle Patrick-Norng, Secretary