

Academic Senate

The regular monthly meeting of the NOCE Academic Senate was held on Tuesday, May 7, 2024, at 3:00 p.m., in room 402A (Anaheim Campus), room 118 (Cypress 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 3:12 p.m.

Present Members: Liliana Balasi, Jennifer Carey, Mirta Carmona, Carlos Diaz, Megan Ly, Candace Lynch, Cathee Mang, Victoria Myers, Joy Miller, Khanh Ninh, Megan Reeves, Souzan Sahakian, Afraim Sedrak, Erin Sherard, Marlo Smith, Kimberley Stiemke, Anacany Torres, Courtney Williams, Kenny Yu, Julie Shields (remote non-voting), Matt Stivers (remote non-voting)

Guests: Maria Aceituno, Martha Gutierrez, Flavio Medina-Martin, Jennifer Perez, Valentina Purtell, and Julie Schoepf

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- I. Approval of agenda – Approved by unanimous consent with no corrections.
 - II. Approval of 4/2/2024 meeting minutes - Approved by unanimous consent with no corrections.
 - III. Announcements & Public Comment
 - Cathee Mang commented on NOCE’s POCR Team and encouraged faculty to contact DE Chair, Corinna Lopez should they have questions about POCR. Cathee shared information regarding ESL College Success Skills courses that will be offered at the Anaheim Campus for the Fall 2024 semester. Informational fliers were distributed. Cathee announced that a United Faculty meeting would be held immediately following the Academic Senate meeting.
 - Candace Lynch commented on the purpose of the Academic Senate as a democratic body and the role of the Senate President. Candace expressed gratitude to Jennifer Oo for her leadership and advocacy during her two terms as Senate President.
 - Anacany Torres echoed Candace Lynch’s gratitude toward Senate President, Jennifer Oo. Anacany provided information on the IHSS Transition to College course that will be offered during the summer term. Informational fliers were distributed.
 - Valentina Purtell expressed gratitude to NOCE faculty for the ongoing commitment and care for students; she sought to honor faculty as a part of Teacher Appreciation Week. Valentina expressed gratitude to the Academic Senate Executive Council and all faculty who held leadership positions within NOCE or at the state level this academic year. Valentina commented on the importance of such positions and their positive impact when advocating for noncredit.
 - Jennifer Carey commented on the success of the recent “Puppies for Pawsitivity” events and asked faculty and students who attended to complete an online [survey](#) to help with planning and improving any future events. Jennifer C. shared that Fanta, future service dog in training, would be matriculating to the next level of training after

this week. A photo board was made available for faculty and students to sign. The ceremony can be viewed on 5/10/24 [online](#).

- Flavio Medina-Martin, District Director for Diversity, Culture, and Inclusion introduced himself to the Senate and provided information on the Diversity and Inclusion Faculty Fellow position. NOCE faculty were encouraged to contact Flavio with any questions related to the role. The deadline for faculty to submit their letter of interest is Friday, May 10th.

- Kimberley Stiemke expressed gratitude to President Valentina Purtell for her support with the ASCCC Noncredit Institute. Kimberley commented on her experience at the event and the number of attendees. Kimberley expressed gratitude to NOCE faculty and staff who were presenters.

- Michelle Patrick-Norng expressed gratitude to Candace Lynch and Kristina De La Cerda for assisting with scoring Kindness Scholarship submissions. Michelle shared that the names for the top two submissions were given to Raquel Murrillo. Michelle expressed gratitude to all faculty and staff who donated to the scholarship fund this year.

- Maria Aceituno commented on her experience at the ASCCC Noncredit Institute and expressed gratitude to Dr. Kimberley Stiemke for her efforts in coordinating and planning an event that advocates for non-credit.

IV. Executive Committee Reports

a. President's Report, Jennifer Oo

- Information was provided on the ASCCC Spring Plenary that took place in April. Jennifer O. shared that several resolutions and pieces of legislation moving forward could impact noncredit.

- Information was provided regarding a resolution approved by the Board of Trustees that will formally recognize the entire week of Teacher Appreciation Week each year.

b. Vice President's Report, Jennifer Carey – No report

c. Secretary's Report, Michelle Patrick-Norng

- Michelle provided a budget update for the academic year. Separate hospitality funds will be used for personalized retirement gifts sent to any confirmed full-time faculty retirees this summer.

d. Curriculum Committee Chair, Kimberley Stiemke

- Kimberley commented on her experience as the Curriculum Committee Chair and highlighted projects that were completed between 2020-2024.

e. Distance Education Committee Chair, Corinna Lopez – No report given as chair was not present. Jennifer Oo shared that she would respond to any Distance Education Committee Chair questions during the next two weeks while Corinna Lopez is on temporary family leave.

- V. Unfinished Business
- a. Distance Education Plan Revision 2024-2026, Action, Second Read – Jennifer Oo
- Jennifer O. shared updates regarding the DE Plan as presented. The DE Committee discussed feedback from faculty and managers and implemented any necessary changes. The DE Plan was also presented to the President’s Cabinet in April. A PPT with details regarding revisions will be sent with the minutes. Discussion took place regarding the role of the DE Committee Chair as it relates to the Curriculum Committee. Casey Sousa motioned to “approve the DE Plan as written and presented.” The motion was seconded and adopted unanimously.
- VI. New Business
- a. OTC Equivalency Process, Action – Jennifer Oo
- Jennifer Oo provided information on the proposed OTC Equivalency Process. Discussion took place. Khanh Ninh moved to “include the phrase ‘or Director’ after ‘Associate Dean’ in the first paragraph below the header Process.” The motion was seconded and adopted unanimously. Candace Lynch moved to “approve the OTC Equivalency Process as amended.” The motion was seconded and adopted unanimously.
- b. Commencement and Student Success Event, informational – Martha Gutierrez
- Martha Gutierrez, Jennifer Perez, and Julie Schoepf reviewed the agenda for the Commencement and Student Success events taking place on Friday, May 17th at Cottonwood Church in Los Alamitos. The event will incorporate this year’s theme “Cheers to 50 Years!”. Jennifer P. highlighted that DSS students will now be participating in the Commencement Ceremony. Former SCE Provosts Dr. Greg Shulz and Christine Terry will be guest speakers. Jennifer P. answered questions and confirmed that no live stream option will be available. Faculty planning to wear regalia for the Commencement Ceremony were encouraged to arrive early to receive assistance from Julie Schoepf.
- c. Pro D Committee Charter, Action – Candace Lynch
- Candace provided an overview of the Professional Development Committee and its purpose within NOCE. Candace summarized each section of the Pro D Committee Charter, highlighting the changes to the composition of the group to improve balance between faculty and classified involvement. Candace answered questions related to term limit and adjunct faculty participation as committee members. Megan Reeves motioned to “support the Pro D Committee Charter as written and presented.” The motion was seconded and adopted with 21 in favor, zero nay, and 1 abstention.
- d. Appointment of Pro D Committee Faculty Co-Chair, Action – Candace Lynch
- Candace announced that the Pro D Committee selected Jennifer Carey and Erin Sherard to act as Co-Chairs for the 2024-2026 term. Kenny Yu motioned to “support the appointment of Jennifer Carey and Erin Sherard as Pro D Co-Chairs for 2024-2026.” The motion was seconded and adopted unanimously.
- e. Election Report – Jennifer Carey

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- Jennifer C. expressed gratitude to faculty who completed one or more leadership roles within NOCE this academic year. Jennifer C. announced the candidates who earned the majority vote for the Spring 2024 Academic Senate Election:

- Senate President: Michelle Patrick-Norng
- Senate Secretary/Treasurer: Candace Lynch
- Curriculum Committee Chair: Jennifer Oo
- Adjunct Senator: Vinay Goyal

f. Committee Appointments, Action – Jennifer Oo

- a. Agnes Ndirangu-Mwathi, DE Committee, 2-year term
- b. Michelle Patrick-Norng, DE Committee, 2-year term
- c. Jennifer Carey, DE Committee, 2-year term
- d. Casey Sousa, DEIAA Committee
- e. Megan Ly, Commencement/Student Success/Scholarship Event Planning Team

- Information was provided regarding appointments of faculty to various NOCE committees starting fall 2024. Candace Lynch motioned “to approve by block vote to support the appointment of faculty listed within items a-e under item VI. New Business, Committee Appointments.” The motion was seconded and adopted unanimously.

g. Reassigned Time for Faculty Leadership 2024/2025 Academic Year, Action – Jennifer Oo

- Jennifer O. provided a breakdown of proposed reassigned time percentages for faculty leadership roles for the 2024-2025 academic year: President 60%, Immediate Past President 20%, Vice President 40%, Secretary/Treasurer 30%, Accreditation Chair 20%, Curriculum Committee Chair 60%, Curriculum Committee Members 10%, Distance Education Committee Chair 60%, ProD Chair 60%, SLO Coordinator 60%, SLO Department Leads 4%, DEIAA Committee Chair 10%, Departmental Review Co-Chair 20%, Departmental Review Panelist 10%. Erin Sherard moved to “support the proposed reassigned time for each faculty leadership role as presented.” The motion was seconded and adopted unanimously.

h. Compensation for Work Off Contract for Faculty Leadership, Action – Jennifer Oo

- Jennifer O. discussed work to be completed by faculty leadership when off contract during the summer. The maximum number of hours to be budgeted for each role through a subject matter expert contract was proposed. Compensation for each role was presented as follows: President, 156 hours; Vice President, 30 hours; Secretary/Treasurer, 15 hours; DE Chair, 60 hours; DE Committee Members, 20 hours; ProD Chair, 60 hours; Outgoing ProD Chair, 15 hours; SLO Coordinator, 60 hours; Curriculum Chair, 60 hours. Candace Lynch moved to “support the proposed compensation for off contract work completed by faculty leadership as presented.” The motion was seconded and adopted unanimously.

i. Compensation for Incoming Pro D Chair for Spring Semester, Action – Jennifer Oo

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- Jennifer O. discussed work to be completed by the incoming Pro D Chair prior to the end of the spring 2024 semester to prepare for the Fall 2024 Flex Day events. Compensation through a subject matter expert contract not to exceed 60 hours was proposed. Candace Lynch moved to “support the proposed compensation for work completed by the incoming Pro D Chair during the spring 2024 semester.” The motion was seconded and adopted unanimously.

j. Transfer of Senate Executive roles, Procedural – Jennifer Oo

- Per the Spring 2024 Academic Senate Election results, the role of Academic Senate President was transferred from Jennifer Oo to Michelle Patrick-Norng and the role of Academic Senate Secretary/Treasurer was transferred from Michelle Patrick-Norng to Candace Lynch.

VII. Committee Reports

NOCE Technology Committee– Yvette Krebs submitted a report for the April 8, 2024, meeting.

- *Student Laptop Loan*- Return rates are low. Will be looking at measures to improve student return rate. *Only students in online and hybrid classes will be able to obtain laptops.

- *Email Security*- IT will enable features for email security. Date will be set and announced.

- *Legacy Hardware*- Laptops first distributed out during COVID have not been updated. For good security practices, at semesters end they will be banned from connecting to NOCE resources.

- *Migration to Wireless Connection*- Moving from wired to wireless connection due to flexibility and cloud-based technology. During summer break IT will start work on the removal of wires.

- *Classroom Upgrades*- Approximately 400 new computers were installed last summer in various classrooms. This summer only a couple will be replaced with the remaining funding.

- *Transition to No Deep Freeze*- To prevent malicious software, NOCE will be migrating labs to where students will sign-in and log-in to lab computers. Fall semester will begin testing no deep freeze. Instructors who need a particular software installed in the classroom will work with their department to ensure it will work.

- IT three-year plan was approved.

The meeting adjourned at 4:38 p.m.
Michelle Patrick-Norng, Secretary