



Academic Council  
Minutes for February 26, 2026

12:50 - 1:50 pm

Zoom: <https://cccconfer.zoom.us/j/95747339920> Meeting ID: 957 4733 9920

Academic Council [Website](#) and [Charter](#)

### Meeting Participants

Quinton Bemiller, Kylie Campbell, Silvio Castillo, Zina Chacon, Eric Doucette, Courtney Doussett, Ashley Etchison, Monica Gutierrez, Kim Kamerin, Alexzander Lesueur, April Mejia, Roger Perez, Sandra Popiden, Jim Thomas, Daniel Turrubiartes, Sigrid Williams, Ashley Yoon

### Committee Members Present

Quinton Bemiller, Kylie Campbell, Silvio Castillo, Eric Doucette, Courtney Doussett, Claudia Figueroa, Monica Gutierrez, Kim Kamerin, Alexander Lasueur, April Mejia, Roger Perez, Sandra Popiden, Jim Thomas, Daniel Turrubiartes, Sigrid Williams, Ashley Yoon

### Guest(s)

### Recorder

Nikki Ballard

### 1. Call to Order

- 12:59pm by Claudia Figueroa

### 2. Action Items

#### 2.1 Approval of [Agenda](#)

M/K. Kameron, S/A. Mejia; Approved by Consensus

#### 2.2 Approval of [November Meeting Minutes](#)

M/A. Yoom, S/J. Thomas; Approved by Consensus

#### 2.3 [Student Spotlight](#)- Hotep Audit (E. Doucette)

- None

#### 2.4 Membership

- a) Faculty Co-Chair Vacancy

- i) The job description outlining the duties of the Co-Chair duties was provided. The primary responsibility is attending meetings. Additional duties include reviewing the agenda to ensure faculty submitted items are included. The Co-Chair may also be responsible for running the meeting as needed. Another responsibility includes organizing and coordinating retreats.
- ii) **April Mejia** accepted the position. M/M. Gutierrez, S/K. Kamerin; Approved by Consensus
- b) MECS&GD Representative Vacancy
  - i) A faculty representative is needed for the School of SBS since April Mejia accepted the Faculty Co-Chair position. She was encouraged to reach out to her school.
  - ii) A faculty representative is needed for the School of MECS & GD. Dean Doussett was called upon to reach out to her school as well.
- c) Classified Professional Representative Vacancy
  - i) The committee called on all members to help spread the word about the vacancy and encouraged members to consider recruiting from Academic Affairs.
- d) Permanent Classified Professional Co-Chair
  - i) **Claudia Figueroa** accepted the position. M/K. Kamerin, S/E.Doucette; Approved by Consensus
- e) Recorder Update
  - i) **Nikki Ballard** will become the official recorder for Academic Council meetings since Claudia accepted the Classified Co-Chair position.

## 2.5 2025-2030 Academic Council Charter Draft

- a) Updates
  - i) Update to Charter was approved in the fall. New considerations arose during the winter planning retreat.
  - ii) New line in Charter for Equity Focus. To call out what area makes the most sense for the council in connection to equity work. Also making sure the councils are aligned and connected in regard to the strategic plan.
    - 1 Equity Focus: Dual Enrollment, Rising Scholars, Student Spotlight
      - Plans for online correspondence with a couple of prisons
      - Working with two alternative high schools Corona/Norco area
      - On campus Rising Scholars program
      - Serve students transferring straight to 4-year colleges
      - Serve students not considering college at all or have not accessed dual enrollment at all. Help get on track for transfer, degree, or certificate.
    - 2 Members were invited to provide feedback regarding equity focus suggestions via email to Dr. Bemiller or by visiting his office.
  - iii) Council is aligned with Academic Affairs EMP Goals
    - 1 Goal 1: Access
    - 2 Goal 2: Success
    - 3 Goal 3: Workforce
  - iv) Final vote on the Charter will occur later in the semester.

## 3. Discussion Item

### 3.1 Standard of Care—Faculty Contributions

- a) Powerpoint was provided to define Standard of Care as to provide feedback at the request of Dr. Tarrant.

- i) Current definition: *At Norco College, our Standard of Care means every student is welcomed and provided equitable support through coordinated services to ensure clear pathways to complete their academic and career goals within three years.*
- b) School changed timeline from 2 years to 3 years to complete. This was for accountability for the school. Faculty questioned whether programs needed to be changed to accommodate this extra year. More context and clarity on the subject were requested especially for Career Programs.
- c) Suggestions from members to include a more student-centered timeline were discussed. Setting a 3-year benchmark may unintentionally create expectations that some students cannot complete.
- d) SPR's are in the works to have faculty help spell out what this timeline means for faculty inside and outside the classroom.

### 3.2 Academic Council Priorities and Planning

- a) During the Governance Retreat, the committee was encouraged to have the Council take time to think about areas of focus, as well as reviewing the objectives and KPI's. Periodically, checking in on these areas over the course of two years.
- b) Improvement is needed in course success rates. Online and in-person courses should demonstrate comparable success. This metric varies depending on the department and the discipline. Access to data in this area to see where we are would be valuable.
  - i) Integrate accessibility into equity work and success work. Helping to eliminate success rate gaps across all modalities. Examine data and share with others for feedback for compliance as well as student success.
- c) Access and FTES growth remain priorities. Currently, the college is experiencing a 2%- 3% growth over last year, but the target goal stands at 6%. An additional 5% is slated for next year. By 2030, the long-term goal is a 20% increase overall. Increasing non-credit courses and the addition of adult learners are areas of potential growth, especially since 40% of high school graduates in the IE went straight to the workforce. Also, the launching of new workforce programs should help drive FTES gains.
- d) Dual Enrollment process and schedule development was explained by Kylie Campbell. Request for courses come from the high schools. It was mentioned that high school sites want to increase in-person offerings for students in 9th-12th grade cohorts. These will be in addition to the online offerings. Goal is to provide full-year pathway programs, rather than standalone courses. Taking courses that make sense for their path. The capturing of students not ready to commit to college was identified as another avenue to explore.

## 4. Information Items

### 4.1 CPL Workgroup Update (S. Williams)

- a) CPL website update is currently being developed.
- b) 82 credit by exams are currently ready as CPL.
- c) District has received \$50,000. from the Chancellors Office for Norco College CPL funding.
- d) Governor's office budget includes 35-million-dollar line item for CPL to support ongoing funding.
- e) New CPL liaison will be determined by Academic Senate and will be a bridge between ASCCC and the college.
- f) A new process is in order to remove the 12-unit requirement before transcribing CPL, as this was a roadblock. Students from general public with a Credit-by-Exam or industry credentials are required by our district to take 12 units before CPL gets put on transcript. Process should mirror our Veteran's and AP side of the house. It is being taken to District Academic Senate for approval.

- g) Paula Barrera is taking the lead on AI powered CPL capabilities for apprenticeship programs and then marketing it. The scope of work for this apprenticeship award for CPL is in place.
- h) Dozens of pending articulations are moving through the email process. The old process was inadequate and is now revised. It is going to District Academic Senate, hopefully making the March agenda with full approval expected in April.
- i) Writing a Credit by Exam for CPL is currently being offered as a lump sum SPR. \$300 for 1-3 exams and \$600 (2-stipends) for 5 exams.

#### **4.2 Rising Scholars Update (J. Dobson)**

- a) Solidified new partner facilities with Chino prison for both men and women and Ironwood State prison, out of Blythe, with an online correspondence format. Major offering in Business Administration will be at the Chino facility and Sociology will be offered at Ironwood.

#### **4.3 SEM Update (Q. Bemiller)**

- a) Enrollment push needed for late start classes.
- b) Need to get ahead of it sooner. Department chairs should expect communication with Deans regarding potential courses that make sense for late start.
- c) Working on new updated SEM plan in Summer and Fall for 2027 approval.

#### **4.4 Distance Education Committee Update (S. Popiden)**

- a) Two pathways for faculty to qualify
- b) Equivalency process through @ONE. Choose one of three different courses that can be directly enrolled in for faculty, no competition with other colleges. Any one class will qualify faculty member to teach next year.
- c) Peer-to-Peer review option was piloted this winter. Rubric was approved with a more full scale launch this semester. Just went to District Academic Senate earlier this week. No feedback as of yet.

#### **4.5 Assessment Committee Update (A. Mejia/E. Doucette)**

- a) Upcoming sessions on assessment are continuing.
- b) Invite to faculty all to join assessment in IT-127 with HAAPS.
- c) Ask how your school feels about having a session with your whole school on assessment, or sessions broken out by department.

#### **5. Good of the Order**

#### **6. Adjournment 1:48 p.m.**

#### **Next Meeting**

Date: Thursday, 03/26/26

Time: 12:50 – 1:50 pm

Location: [Zoom](#)