



**Academic Council
Minutes for April 23, 2026**

12:50 - 1:50 pm

Zoom: <https://rccd-edu.zoom.us/j/89871849746?pwd=v3LyNQzXh58tJtJh6d1mnHzuwLsxUC.1>

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, Claudia Figueroa, Monica Gutierrez, Cody Jenson, Kim Kamerin, Alexzander Lesueur, April Mejia, Stacy Miklavcic, Roger Perez, Sandra Popiden, Jim Thomas, Daniel Turrubiartes, Sigrid Williams, Vyvyana Woolridge, Ashley Yoon

Committee Members Present

Quinton Bemiller, Kylie Campbell, Zina Chacon, Eric Doucette, Ashley Etchison, Claudia Figueroa, Monica Gutierrez, Cody Jenson, Kim Kamerin, April Mejia, Stacy Miklavcic, Roger Perez, Sandra Popiden

Guest(s)

Cheryl Cox
Vivian Harris

Recorder

Nikki Ballard

Call to Order

- 12:54pm

1. Action Items

1.1 Approval of Agenda

M/ A. Etchison, S/ C. Figueroa; Approved by Consensus

1.2 Approval of Minutes: [March 26, 2026](#)

M/ None, S/ None; **Approved by Consensus**

1.3 Student Spotlight- Hotep Audit (E. Doucette)

- a) Three students were nominated.
 - i) [Diane Castillo](#)-nominated by Sandra Popiden
 - ii) [Cassandra Rubenack](#)- nominated by Anya Marquis
 - iii) [Irene Rivera](#)- nominated by Melissa Wilson and Roberto F. Perez
 - 1 All the students were fantastic representatives.
 - 2 Approved all three students.
 - 3 Loop in Lindsey Sweeney to add students to the update.

M/ E. Doucette, S/ K. Kamerin; Approved by Consensus

1.4 [2025-2030 Academic Council Charter Draft](#)

- a) Request to add a Library Faculty Representative to this Council.
 - i) Approval given for the addition of a Library Faculty.
 - ii) Cheryl Cox approved as Library Representative. Charter will include her name before it moves to College Council.
- b) Updates
 - i) Charter is ready for final approval.
 - ii) Will update Charter with any new members.
 - iii) Charter approved and now goes to College Council.

M/ K. Kamerin, S/ A. Etchison; Approved by Consensus

1.5 2026 Norco Institutional Self-Evaluation Report Draft (Second Read)

- a) [Draft \(N\) ISER](#)
 - i) ISER will need to go to the Board of Trustees and the College Council.
 - ii) Evidence and changes to the text of the documents can be completed up to the day of submission to the visiting team.
 - iii) Academic Affairs area needs more evidence in relation to scheduling and how decisions relating to scheduling are determined.
 - iv) Our Council needs to review the documents again to determine if anything is missing and whether the content reflects current practices at Norco College.
 - v) ACCJC want an honest look at the College, if any shortfalls noted, have a plan of action to address these items.
 - vi) Assessment really needs to be up to date, not having a plan of action would not be ideal. If Assessment not up to date but stating this is where we are and this is where we are going might be okay.
 - vii) Finalization of the Moving Forward sections will occur over the summer.
 - viii) ISER approved and will forward through our governance.

M/ K. Kamerin, S/ C. Figueroa; Approved by Consensus

2. Discussion Items

2.1 Shortened Courses Study

- a) Institutional Research Office Support
 - i) Assist with analyzing student enrollment patterns in shortened courses.
 - ii) Identify which students are enrolling and assess success and retention trends.
- b) Professional Development
 - i) Professional development focusing on shortened courses will be offered during Faculty Flex.
 - ii) Minimize the use of the term “accelerated courses.” Instead referring to them as a “shortened course.”
 - iii) A community of practice for faculty is in development for support.
- c) Enrollment
 - i) Many students who enroll in these courses are unaware of the 8-week time frame.
 - 1 Simply enrolling because of its online format.
 - 2 Need better identification during the registration process.
 - 3 Frequently used by students completing graduation or transfer requirements
 - ii) Close to 90% of shortened courses are online.
 - iii) Shortened courses account for approximately 20% of all Norco College enrollments (excluding summer and winter)
 - iv) Success rates are lower for students enrolling in the second 8-week courses.
 - 1 Factors could be overlapping course finals.
 - 2 Unaware that the condensed time still requires completed learning objectives.
 - 3 Full disclosure of course expectations given to students prior to enrolling.
 - v) Students do not take full advantage that shortened courses offer.
 - 1 The ability to enroll in two consecutive 8-week courses within a semester.
 - 2 Less life event issues impact success.
 - 3 Important from an equity standpoint, especially for students managing work and family.
 - 4 Retention is consistently higher as students have trouble committing to the 16-week schedule.
 - 5 Use this format to accelerate completion.
- d) Support for Success
 - i) Implementing 7-week courses so finals do not overlap as RCC has done.
 - ii) Changing several courses face-to-face, or hybrid as success is high.
 - iii) Requiring online orientation for all students, not just new ones for marketing and for support.
 - iv) Incoming freshmen cohort model.
 - v) First time students need to fully understand what these courses are and the expectations required.
 - vi) Create a GE track for shortened courses.
 - vii) Create pathways for programs like what John Alpay and Star Romero are doing with Business and Communication Studies.

2.2 Academic Council Priorities and Planning

- a) None
 - i) Dr. Bemiller encouraged Ashley Etchison to talk about Workforce in next month’s meeting.

3. Information Items

3.1 CPL Workgroup Update (S. Williams)

- a) None

3.2 Rising Scholars Update (K. Campbell)

- a) Aborting plans with the Chino prisons for courses in the fall through the online correspondence program. It is in Chaffey's district, and we would need Chaffey's explicit permission.

3.3 SEM Update (Q. Bemiller)

- a) Working on 1-year operational plan for next year.
- b) Going to be working on the next three-year plan starting in summer and going through the next year.

3.4 Distance Education Committee Update (S. Popiden)

- a) New MOU signed.
- b) Deadline for completing extended until December 2026.
- c) Compensation for part-time faculty to complete @One Pathways is \$ 750.00.
- d) Full time can submit for forty hours of individual flex time activity for taking courses. Three of those hours would count for equity flex.
- e) Take advantage of courses offered through @One only to RCCD for May and June cohorts.
- f) Peer to Peer review has a back log of about a month.
- g) Rolling Faculty opportunities to be a Peer Reviewer. Need more people but keep in mind your FTE. Faculty rejections occurring because the SPR is putting them over the max FTE.

3.5 Assessment Committee Update (A. Mejia/E. Doucette)

- a) Some online courses are not reporting correctly, it currently is under investigation.
- b) Linked SLO's are up to 23% from 15%.
- c) Talk of moving to a 5-year cycle instead of 6-year to correspond with program review and strategic planning.
- d) More assessment needs completed by the disciplines by having meetings, looking at gaps, deciding what changes need implementation to fix these gaps, making the changes, and documenting what works.
- e) This information goes into meeting minutes which creates evidence for accreditation.

4. Good of the Order

- a) None

5. Adjournment 1:55 p.m.

Next Meeting

Date: Thursday, 05/28/26

Time: 12:50 – 1:50 pm

Location: [Zoom](#)