NORCO COLLEGE

Academic Planning Council

Business & Scheduling Meeting
February 22, 2019
11:00 am- 2:00pm
IT-109

Present: Ms. Melissa Bader (co-chair), Mr. Quinton Bemiller, Mr. Peter Boelman, Dr. Peggy Campo, Dr. Marshall Fulbright (co-chair), Dr. Monica Gutierrez, Mr. Kim Kamerin, Mr. John Moore, Dr. Jason Parks, Ms. Judy Perry, Ms. Patricia Worsham, Dr. Gail Zwart
Absent: Dr. Alexis Gray, Mr. Jeff Mulari, Ms. Ana-Marie Olaerts, Mr. Bob Prior
Visiting: Dr. Bryan Reece, Dr. Samuel Lee, Lorenzo "Gunny" Harmon, Katie Owashi, Dr. Edwin Romero, Yolanda Stanley

A. Welcome
    Dr. Parks welcomed Judy Perry to the meeting.

B. Approval of Minutes
    Motion to approve minutes from November 9, 2018 with corrections: Zwart/Campo Approved.

C. Discussion Items

1. Veteran Mapping (Gunny)
    i. Military Articulation Platform (MAP)
        a. Any Recommendations?
    ii. Norco is being looked at by the state to set a bar for MAP
    iii. Department Chairs to provide list of names of qualified faculty (and their disciplines) that are interested in the articulation process, and disciplines.
        a. Sending it through a process of a committee
        b. Some department chairs already have requests for articulation in their queue
        c. Due by March 15, 2019
2. Students of Distinction (Romero)
    i. Recognize one student per discipline
    ii. Students from previous semesters also qualify
    iii. Nominations can go directly to Edwin
3. Hybrid/Online Listings in Schedule (Perry)
    i. Class schedule description is confusing (printed and Webadvisor)
    ii. EduNav, new program through Counseling will allow students to see their academic schedule more clearly
    iii. HTML table for class schedules w/ all information being discussed at district level

       iv.   In Webadvisor, a full term Online/Hybrid class start date should be the first day of the semester not the first face to face meeting

          a. IDS should set date for the first day of the semester

       v.   PDF schedule separates classes with boxes to make it clearer on when lacture/lab, face to face take place

       vi.   Students first

4. Schedule Building (ALL)

       i.   IDS language- ADD, SUBTRACT, MODIFY CLASS

       ii.   Form being developed for any changes (add, delete, modify)

       iii.   Word file/document marked up with changes for IDS to follow

       iv.   Changes on hardcopy is preferable for future reference

       v.   Courses assigned a section number cannot be swapped, must be removed and recreated

       vi.   IDSs need to know if the class starts on the first day of the term or the first day of class

5. Big Us Plan (ALL)

       i.   Proposal- Name change from APC to Chairs Committee

       ii.   Discussion ensued

6. Discussion with President Reece

D. Adjourn- 2:30 pm

Next Meeting
Business Meeting
March 8, 2019
11:00 am – 2:00 pm