



## Academic Planning Council

### Business & Scheduling Meeting

October 11, 2019

8:30 – 11:00 am

**OC-116**

Present: Mr. Peter Boelman, Mr. James Finley, Dr. Marshall Fulbright (co-chair), Mrs. Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Mr. Bob Prior, Dr. Stanley Tyler, Ms. Patricia Worsham, Dr. Tim Wallstrom, Dr. Gail Zwart

Absent: Ms. Melissa Bader (co-chair), Mr. Kim Kamerin, Mr. John Moore

Visiting: Dr. Sam Lee

A. Welcome

Dr. Jason Parks welcomed everyone

B. Approval of Minutes

Motion to approve minutes from October 11, 2019: Dr. Gray/Dr. Zwart Approved. Three Abstentions.

C. Discussion on Standing Committee & Dean's Reports

1. Academic Senate- See Attached- M. Bader
2. ISPC- See Attached- M. Bader
3. District Enrollment Management-See Attached- M. Bader
4. Program Review Committee-See Attached- Dr. Gray
5. CTA- No Report – P. Boelman
6. Deans' Report(s)- See Attached- Dr. Fulbright

D. Action Items

1. Accreditation – Institutional Self-Evaluation Report (ISER) Approved- K. Anderson

E. Information Items

1. Associate Faculty Evaluation Update -
  - a. Instructors can be evaluated in multiple disciplines in the same semester
2. LRC Update and Apportionment- A. Jimenez
  - a. ILA 800 to collect apportionment  
Students asked that register and collect contact hours  
Marketing has generated ILA 800 1,300 students registered for fall 2019  
Chairs are asked to encourage their departments to

F. Discussion Items

1. Associate Faculty Hiring Fair – November 1

Update Discussion

2. Guided Pathways – Elective Prioritization Process
3. REVISED Educational Master Plan Discussion-Dr. S. Lee  
See Attached
4. RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education- Sent by M. Bobo
  - a. Dr. Pisa and Michael Bobo doing an amazing job and sharing information, restructuring that department- Comment by Dr. ZwartDr. Zwart has been on site visits that check substantive content
5. New Faculty Hiring Prioritization Ranking Process
  - a. Form is what Academic Senate has approved. Only change is removal of replacement.
  - c. Check boxes, more accessible in Word document
  - d. Create a written process for hiring new faculty for growth
  - e. APC makes the decision based on collegiality
  - f. Process will be documented

G. Good of the order 11:10 am

**Next Meeting**  
Business Meeting  
November 8, 2019  
8:30 – 11:00 am

## Standing Reports for 10/11/2019

### **Senate Reports from Oct. 9 & 16:**

Action Item (First-Read): **APC Prioritization Process Revision** (Bader)

APC has created a revised prioritization process for faculty prioritization to be more data-driven and clearer.

Questions about the process including retirement replacement positions. Melissa clarified these were for new positions only and retirements would be handled the same way they had been.

Action Item (First-Read): **Guided Pathways Co-Facilitator Job Description** (Bader)

### **Curriculum Committee** (Johnson) (#1, #2, 10+1)

The committee is working on the 2019 draft curriculum handbook. The plan has two parts: Part I is on policies, standards, and procedures for curriculum. Part II is on the applications.

The 2019 handbook will be posted in the website.

The committee will send a copy of the handbook to senate members to look over. To identify missing information or find any mistakes. Particularly, in the approval processes.

### **Distance Education Committee** (Bobo/Pisa) (+1, 10+1)

The committee presented the committee planned work.

The committee will be working in September in the AP4105 and Guide recommended best practices vote. This will be forwarded to Senate and Curriculum committees for approval.

The formation of DE addendum workgroup. ACCJC requires an addendum that ensures there is an accurate and consistent application of the policies and procedures for determining if a course is offered by DE.

They would like a representative from each college of the DE committees to form a workgroup.

The committee needs a representative from each college from senate and faculty association to be part of the accessibility team. The team will be part of ALLY (504) implementation and provide input into the DE accessibility plan.

### **LGBTQ+ Committee** (Muto) (#5, 10+1)

Last spring the senate agreed to establish a new committee. They need membership among departments.

J. Muto will take the lead on establishing the committee.

### **District PG&SL** (Brockenbrough) (+1, 10+1)

First meeting on professional growth and sabbatical leave. They are almost done with their revisions on AP 7168 and they will be presented to the Academic Senate.

Composition of Senate: Representation of Dual Enrollment and Prison Education, Schools, Associate Faculty Alternate, etc.

We need to review the constitution and bylaws before adding any senator's positions.

**New Business: Revision of the outdated [Senate Ethics Statement](#)** (Anderson) (#7, 10+1)

For Accreditation Standard I.C.9, Senate will need to create a new Ethics Statement. The latest [AAUP Ethics](#) can be used as a reference.

Discussion: Continued discussion of the [Resolution of Condemnation for Chancellor Isaac](#) (Campo/Moore)

The Academic Senate continued its discussion of the resolution.

It was suggested for faculty to discuss this in their department meetings.

## **ISPC**

Tri-Chair Report: Mission, Vision, and Core Commitments review

ISPC Norm Setting

ISPC Approval Process Procedure

ISPC Agenda Request Deadline – Wednesday before each ISPC meeting

[District Strategic Plan \(1st reading\)](#)

[Institutional Self-Evaluation Report \(ISER\)](#) (1st reading)

A. [Revised Educational Master Plan DRAFT](#)

(Generally small revisions. Please see your Nor-all email. This was sent to everyone)

Technology Survey & Refresh Plan Phases

Information Items: A. Fall 2019 ISPC Retreat Planning - Friday, November 8, 9:00 am – 3:00 pm (Revised)

District Strategic Planning Council Report

## **DSPC**

District Strategic Plan (linked above)

## **CTA**

No Report

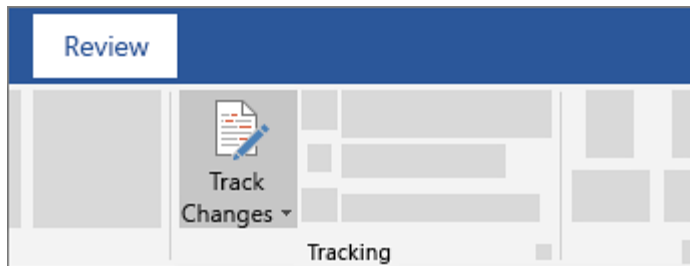
## Deans Report

- IDS are completing the Winter and Spring 2020 schedules and they should be done by **early next week. Friday, October 18th.**
- The Deans of Instruction have begun the preliminary drafting of the Summer and Fall 2020 Schedules; it is expected that department chairs have preliminary drafts either by December 2019.
- The Deans of Instruction are available to meet individually with department chairs to review and discuss new (growth) faculty hiring prioritizations
- Norco College has been approved to move forward with the establishment of a child care center at Stokoe Elementary School; previously, the RCC Innovative Learning Center was housed at the elementary school, but now the space will become Norco College's; NC's Early Education faculty are in the process of developing a plan, in conjunction with the District and other community partners, to redesign the current space to make it conducive for EAR student learning.
- Dr. Parks is solidifying a guaranteed transfer agreement with UC Riverside for Norco College students who complete the NC transfer pathway; engineering pathway students will receive priority registration at NC to ensure they are able to receive their required classes as a part of the transfer pathway.
- Academic Affairs is currently in the process of prioritizing and identifying funding for program review resource requests; Academic Affairs Planning Council (AAPC) will be reviewing the resource request list at the end of October.

# Track changes in Word

Word for Office 365 Word 2019 Word 2016 Word 2013 Word 2010 Word 2007

Turn Track Changes on and off by going to **Review**>**Track Changes**.



- When it's turned on, deletions are marked with a strikethrough, and additions are marked with an underline. Different authors' changes are indicated with different colors.
- When it's turned off, Word stops marking changes, but the colored underlines and strikethrough are still in the document.

[Watch the tutorial](#)



## 2030 Educational Master Plan - Summary of Changes

The changes presented for the college’s review and consideration can be summarized around four guiding principles; feedback from District Strategic Planning Council, ensuring alignment with the approved Facilities Master Plan, re-locating non-measurable objectives, and to demonstrate a clear alignment with the District Strategic Plan by matching metric reporting. The summary below provides an overview of the changes by chapter with the attached track changes document available for a more detailed review. Instructions for enabling the track changes view are also attached.

Please provide your questions and feedback to [Denise Terrazas](mailto:Denise.Terrazas@norco.edu) via email by Friday, October 4.

EMP Approval Timeline	
October 2	ISPC – Information Item
October 16	ISPC – 1 <sup>st</sup> Read
November 6	ISPC - Vote
November 7	Committee of the Whole – Vote
November 15	District Strategic Planning Council
December 3	Board Committee
December 10	Board of Trustees Approval

EMP Presentations	
October 2	Norco 9
October 7	Academic Senate
October 8	Business and Facilities Planning Council
October 9	Management Team
October 11	Academic Planning Council
October 18	Associated Students Norco College
October 23	Student Services Planning Council

### Cover Sheet, Table of Contents

- Update revision date and page numbers

### Chapter 1: Introduction

- Move Chapter 5 Mission, Vision, and Values to the top of the document which is now Chapter 2
- Combine Goals 5 and 7 to for clarity and alignment
- Reordering of Goal numbers to reflect the combining of goals
- Changes to Mission, Vision, and Values to reflect ISPC recommendations
- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

### Chapter 2: Mission, Vision, Values

- Inserted Chapter on Mission, Vision, Values

### Chapter 3: Student Transformation (Strategic Development 1)

- Formatting updates
- Inserted language under Vision for Strategic Direction #1: Student Transformation and moved the information from the middle of the chapter to the top

- Combined and reorganized Completion Initiative major activities to remove duplication and provide clarity.
- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 4: Regional Transformation (Strategic Direction 2)

- Inserted language under Vision of Strategic Direction #2: Regional Transformation and moved the information from the middle of the chapter to the top
- Moved Table 1 to Appendix
- Removed reference to OSCA
- Added “foster online offerings across all disciplines and courses” under the reference to trainings and resources afforded to faculty
- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 5: College Transformation (Strategic Direction 3)

- Removed language on construction methods
- Moved Tables 2-7 to Appendix
- Alphabetized content under categories of programs for growing into a more comprehensive college
- Removed South Corona/Temescal Valley Campus with High School from list of facilities and structures formally or informally discussed
- Removed distinction of Veterans, Foster Care, International Housing for Students from list of facilities and structures formally or informally discussed
- Removed paragraph on construction methods
- Comments for updates on budget numbers
- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 6: 5-Year Strategic Planning Goals (2019-2024)

- Re-located non-measurable objectives to the Strategic Plan
- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 7: Planning Integration

- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 8: Assessment, Tracking, and Reporting

- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 9: Deliberation Process

- Wordsmithing, spelling out of acronyms, grammar corrections, formatting, and reordering of numbers

#### Chapter 10: College History

- No changes



This is a quick summary of the 11/4 meeting. Please note, **feedback or special attention requested** on some items, so keep an eye out for them in your department meetings.

**Lengthy discussion follow-up on faculty senate representation on ISPC. Nine total seats available. Are you okay with:**

- Academic Senate President
- Chair of Chairs (to include Enrollment Management representation at RCCD)
- Dept. representation: AHWL, Comm, Math, BEIT, Science & Kin, SBS, one at-large
- Rotation: 1, 2, and 3-year terms (for 3 seats each) to stagger membership for continuity

### **Military Articulation--Peggy**

- Faculty-based decisions
- Facilitates outreach to veterans
- Transparent to other colleges
- Use of ACE (American Council on Education) recommendations
- Disciplines can have a representative to review and make recommendations on equivalency of armed forces training/education to our courses
  - **One faculty member/discipline**
  - **Special project \$\$ available**
  - **Consult with Melissa/Ana-Marie if you are interested**

### **President's report:**

- non-credit will be likely expanding, need to include more faculty participation
- the recent PRT visit (peer institution consultation) indicated we are not all on the same page with Guided Pathways
- ISPC is looking at governance
- Seeking nominations for the Hayward Award

### **Action Item from DE Committee:**

- Approved the RCCD Summary of Regulations for DE
- Approved the RCCD Guide to Recommended Best Practices for DE

### **Student accommodation for religious holidays**

- Currently no official procedures
- Law & Title 5 use similar wording to accommodating for accessibility ("reasonable accommodation")
- Who gets to decide what is "reasonable"—the faculty member or the administration? For ex, if a student will be missing 4 science labs, will the institution cover the cost of repeating the sessions for that student?
- Quinton will discuss at the District Senate

Delayed discussion of Constitution & By-laws for need of longer session

### **College listservs**

- Kevin Fleming distributed the current proposal

- “schools” were included—Jan Muto expressed need to change “Arts” to more accurately reflect all in that school. If you have an idea, forward it to Kevin, please. For ex, Melissa suggested “ArtHum”.
- Recommendation to add Departments (that would be managed by the respective chair)

ISPC had its work day last Wednesday to start work on the strategic plan. In building the strategic plan and helping to clarify the processes of decision-making, the plan will help identify the goals for the next five years. The ISPC will make recommendations for how each goal is headed by or covered by a committee or council. This way there are specific goals and charges for each committee and council that work toward the strategic goals. There is a movement to differentiating operational decisions and strategic decisions. More on this later.

The ISR went to DSPC for approval and will go to board soon.

**DEMC**-The chancellor has provided the colleges with the FON (Faculty Obligation Number) by college. Usually this is only given by district, so we have not been able to determine where we stand as a group.

please find below FON parsed by College for 2018-2019.

We are scheduled to report District FON for 2019-2020 in November, we will parse it out by College for planning purpose.

Full Time Obligation 2018-2019	MVC	NOR	RCC	District	State Compliance
Actual FT	93.6	90.27	255	438.87	404.4
Actual PT	106.56	110.82	194.89	412.27	
Total	200.16	201.09	449.89	851.14	
<b>% FT/Total</b>	<b>46.76%</b>	<b>44.89%</b>	<b>56.68%</b>	<b>51.56%</b>	

**Program Review:** Program Review has been working on clarification of the process in preparation for the site visit. The subcommittee expects to have the draft finalized before the end of the semester. This should ease issues of transparency. Program review is also working with Assessment to better integrate the processes. I expect that we will have a plan in progress before the beginning of the next semester.

**CTA:** No Report

**Dean’s Report:**

- The Deans of Instruction are currently working on the Summer 2020 and Fall 2020 schedules; a meeting has been scheduled with the special programs directors and coordinators (Honors, Puente, Umoja, Dual Enrollment, & the Prison Education Program) to gather all Summer and Fall 2020 scheduling requests prior to the first-round drafts that are sent to department chairs. Our goal is to solidify as much of the special

programs scheduling requests as soon as possible.

- Dr. Fulbright's office has moved to IT-217; Dr. Cobb's office has moved to IT-200E; Elisa Chung's office has moved to ATEC-212; Jeff Warsinski's office has moved to ATEC-215. All moves were voluntary and Professors Chung and Prior agreed to share an office space for the remainder of this academic year. Interim-President Green is currently in discussions with CTA representatives to establish an office assignment practice that will support the strategic plans for the college, which also supports our guided pathways initiative, while also respecting past practices.
- Norco College is currently in discussions with the RCCD, Alvord Unified School District, the Riverside County Office of Education (Head Start & State Preschools) to re-open the Stokoe Innovation Learning Center. The early childhood development faculty, Dr. Burnett and Prof. Adams, have been fully involved in the development of and are in support of this project. It must be noted, that for equity reasons, this site and these collaborations will allow access for our Norco College (NC) students to a local child development center. This site will not require students to drive up to 40 minutes in order to observe children or participate as an intern. The opening of the site will be in a multi-year phase-in program to ensure programmatic success. The first two phases will include renovation of the facilities to ensure there is appropriate instructional space for NC students and faculty; the first phase, indoor classrooms, is scheduled to be completed in 2020 with the second phase, an outdoor learning lab, scheduled to be designed and installed during 2021. It is tentatively scheduled for a NC apprenticeship program participants to be assigned to the site in Spring 2020. Eventually, general education (GE) classes will be scheduled at the site but will only be scheduled starting at 6:30 PM, after all children in the after-care program have left the campus. The site is intended to support students in the EAR program but also provide opportunities for local RCCD students to have access to GE classes without having to drive to either RCC or NC. The Stokoe's site will become a model demonstration lab school for the entire region (perhaps the state) including deep partnerships between RCCD, AUSD, RCOE, First5, and Head Start. A formal programmatic proposal shall be finalized in November. Thorough dialog and comprehensive vetting with all stakeholders is being scheduled during the fall 2019 term, including the Norco College/RCCD participatory governance process and an upcoming joint RCCD/AUSD Board meeting scheduled for December 17th.
- Norco College awarded five (5) local AA degrees to current Prison Education Program participants on 11/6/19; twenty-five (25) currently incarcerated students will be receiving AATs this Fall (2019) and a ceremony will be scheduled at the California Rehabilitation Center (CRC) in January (2020). Faculty will be invited to attend on a strictly voluntary basis.