

NORCO COLLEGE

Academic Planning Council

Business & Scheduling Meeting

February 21, 2020

8:30 – 11:00 am

OC-116

Present: Mr. Peter Boelman, Mr. James Finley, Dr. Marshall Fulbright (co-chair), Mr. Kim Kamerin, Mr. John Moore, Dr. Jason Parks (co-chair), Mr. Bob Prior, Dr. Stanley Tyler, Ms. Patricia Worsham, Mr. Jeff Mulari, Dr. Gail Zwart

Absent: Dr. Alexis Gray, Ms. Ana-Marie Olaerts, Dr. Tim Wallstrom

Visiting: Dr. Sam Lee

A. Welcome

Dr. Marshall Fulbright welcomed everyone

B. Approval of Minutes

Motion to approve minutes November 11, 2019: Dr. Zwart/Moore 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. None

E. Information Items

1. Accessibility Mentor Project – Dr. Pisa
2. Guided Pathways Plan - Bader
3. Online Evaluation System – Dr. Parks
 - a) No more paper student evals
 - b) Will be accessible through student email and Canvas (Evaluation Kit)
 - c) Students will have two weeks to submit their eval
 - i. Reminders will be sent to student for those two weeks until eval is submitted
 - d) Dates to be released will be determined by IOI committee
 - e) Person being evaluated will not have access to evals
 - f) Evaluators will have access after the deadline for submissions
 - g) Results will be printing out by IDS or Christy
 - h) P/t faculty will have evals submitted to students on 4th week and will be open until 7th week (adjusted for 8 week classes)
4. Review District Scheduling Timelines – Not discussed

F. Discussion Items

1. Accreditation Visiting Team Preparation – Dr. Lee/Anderson
2. Lottery Funds Update – Dr. Fulbright
 - a) Faculty should go to department chair for instructional supplies
 - i. Instructional supplies is ONLY for classroom use
3. Review APC Charge- Dr. Fulbright
 - a) Add programs that are in the pipeline to APC agenda
 - i. Non-credit items- new classes, certificates, etc...
4. Chair of Chairs JD change request from Senate - Bader

G. Good of the order 11:10 am

Next Meeting
Business Meeting
March 13, 2019
8:30 – 11:00 am