

NORCO COLLEGE

Academic Planning Council

Business & Scheduling Meeting

September 11, 2020

8:30 – 11:00 am

Zoom Conference

Present: Ms. Melissa Bader (co-chair), Mr. Peter Boelman, Mr. James Finley, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Farshid Mirzaei, Mr. Jeff Mulari, Dr. Jason Parks (co-chair), Ms. Ana-Marie Olaerts, Mr. Dan Reade, Dr. Stanley Tyler, Dr. Tim Wallstrom, Mr. Jeff Warsinski, Ms. Patricia Worsham

Visiting: Dr. Quinton Bemiller, Dr. Sarah Burnett, Ms. Vivian Harris, Ms. Harmonie Kim, Dr. Samuel Lee, Dr. Kevin Fleming, Dr. Sigrid Williams

A. Welcome

Melissa Bader welcomed everyone

B. Approval of Minutes

Motion to approve minutes May 8, 2020: M/Dr. Gray, S/P. Boelman, Approved, one abstention

Approval of Agenda, M/Dr. Gray, S/K. Kamerin

C. Discussion on Standing Committee & Dean's Reports

1. APC Processes (Parks)

- Dr. Parks conducted introductions
- Discussed Chair Processes

2. Strategic Planning & Governance Manual process and timeline (Fleming)

- Gave brief summary of SPGM
- Assigning all EMP objectives to committees, departments, councils work groups and units for the next 10 years
- Five-year strategic plan
- Creating two new councils
 1. Academic Council to cover Academic Affairs matters
 2. Institutional Effectiveness and Governance
- Proposing prescribed membership for all the councils instead of 99 metrics, proposing 15 KPIs
- Review period now through October, second draft in November, third and final draft expected to go to Academic Senate last meeting in fall

3. Standing Committees & Dean's Reports

- Academic Senate- None
- ISPC- See Attached- None
- District Enrollment Management-See Attached- None
- Program Review Committee-See Attached-No Report- Dr. Gray
- CTA – P. Boelman
 - Working for a temporary fix for IOIs for this semester and next, how to make them flexible and meaningful. Long term solution will need to be decided by DE and Something should be out next week.
- Deans' Report(s)- Dean Bader/Dr. Parks
 - Currently working on IOIs
 - Starting scheduling, rollovers just happened.
 - Department chairs need to download Adobe Sign, all forms are being signed through that program.
 - Flex time being submitted through Etrieve, so chairs will need to approve those request
 - Dan and Patty will work with deans to put together blurb

4. New Faculty Prioritization Process (Dean Bader)

- M/Kamerin, S/Moore to replace the retired librarian
- Special meeting- hiring rubric, M/Dr. Gray, S/Kamerin
 - Concerns over how discussions were handled at last hiring prioritization meeting
 - Whether or not it was appropriate to have other people come into meeting and advocate, some going over time
 - Interruptions
 - Hiring rubric forms to be shared by Dean Bader
 - Dr. Parks will share list of program review new hires
 - M/Dr. Gray, S/Kamerin, Special meeting will be scheduled for hiring rubric/prioritization Oct. 23rd

5. Winter Scheduling Outlook (All)

- Rebecca Goldware sent out email on behalf of Chancellor saying classes will continue to be held online
- Some sciences and CTE classes may be held in person
- Once county is in orange/yellow we may start scheduling more face to face classes, i.e. Kinesiology, Music...
- No more temporary online, and if courses are not approved through DE or DEX (emergency DE), they cannot be offered
- Deadline is September 25th for DEX
- When scheduling classes, comments to students should be very clear

6. Spring Scheduling Outlook (All)
 - Addressed in Winter Scheduling discussion
7. Fall Start Debrief
 - Addressed in Winter Scheduling discussion
8. Report to Academic Senate – Due 10/5
 - Dr. Parks will work with Dean Bader and Chairs of Chairs to get a draft to the APC

D. Action Items

1. Chair of Chairs

- Patty Worsham nominated by Dr. Alexis Gray, second by Jeff Mulari
 - Approved unanimously
- Term is to finish out the academic year
- Will be up for vote next academic year

E. Information Items

1. *Winter / Spring Scheduling Timeline*

- Rollover: 9/8/20

Winter

Deans Produce w/chairs 9/8-9/28

Chair Review with staffing 09/28-10/12

IDS Input 10/12-10/16

Section Entry complete 10/16

Schedule Published 10/26

Registration 11/2

Spring

Roll 9/18

Deans Produce w/chairs 9/21-10/12

Chair review with staffing 10/12-10/23

IDS input 10/25-11/6

Section Entry complete 11/6

Schedule published 11/16

Registration 11/30

2. Improvement of Instruction Process / Timeline

- Part-Time
 - Faculty being evaluated are to request access for evaluators to be able to enter their CANVAS site for both F/T and P/T faculty
 - Evaluators should only have access to evaluatee's CANVAS for one week
 - Faculty member being evaluated may add or remove evaluators
 - As an evaluator, permissions are different than those of students
 - MOUs to be provided to all evaluators and evaluates
 - Dean Bader to reach out to Derek to have him add F/T faculty onto P/T CANVAS

- Full-Time
 - All described in P/T section applies to F/T faculty IOIs as well
 - First IOI meeting should take place in the first six weeks of the semester

3. *FTES Targets*

- FTE targets are the same as last year
- We met our Summer targets but are under 300 for Fall
- We may try to make up in Winter and Summer

4. New Chair Training Series

- Third Friday of the month, offer training?
- Open to all of Norco College
- Basic knowledge training for future chairs
- Dr. Parks to send out email

G. Good of the order 11:02 am

Next Meeting
Business Meeting
October 9, 2020
8:30 – 11:00 am