

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, Ms. Teresa Friedrich Finnern, 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 (co-chair)

Visiting: Ms. Kimberly Bell, Ms. Vivian Harris, Dr. Samuel Lee

A. Welcome

Patty Worsham welcomed everyone

B. Approval of Minutes

Motion to approve minutes October 9, 2020: M/Dr. Gray, S/D. Reade, Approved unanimously.

Amending Agenda to include discussion about equity statement in job descriptions. M/P. Boelman, S/A-M. Olaerts, Approved.

C. Discussion on Standing Committee & Dean's Reports

1. Academic Senate (2 min.)
 - See Attached
2. ISPC (2 min.)
 - See Attached
3. District Enrollment Management (2 min.)
 - District is trying to encourage us to schedule more courses to make up for the fact that the district as a whole is down about 10% on enrollment.
4. Program Review Committee (2 min.)
5. CTA (2 min.)
 - See Attached
6. Deans' Report(s) (2 min.)
 - See Attached

D. Action Items

1. None

E. Information Items

1. Winter/Spring Scheduling Updates

- Winter has been scheduled, and Spring
- Deans trying to figure out details of what can and cannot be on campus that has been a moving target.
- Looking into bringing back Anatomy and Physiology 50 and General Chem
- Some CTE hands on, possible but more guidance is needed from the district
- Last decisions will need to be made before the schedule goes live
- Sept. 25, 2020 is deadline for Curriculum approvals for standard (not emergency, which are Oct. 23, 2020) DE Addendums to be eligible for WIN/SPR schedule. Once addendums are approved at DCC they are eligible to be scheduled.
- Note: As Addendums are received and approved by Tech Review they can be scheduled. Example: If a proposal is at Tech Review (in the system) on Tues., Sept. 1 it can move ahead to be scheduled.
- Oct. 16, 2020 the colleges complete WIN Schedule, Oct. 26, 2020 WIN Schedule published with registration beginning Nov. 2, 2020
- Nov. 6, 2020 the colleges complete SPR '20 Schedule, will be published Nov. 16, 2020 with registration beginning Nov. 30, 2020.

• DE/Dx Update

- All DEX courses are due on October 23rd, if they do not make it on time, they cannot go on the schedule
- DEX approvals are for Winter and Spring
- If courses are scheduled on certain days every week, and class is cancelled on a certain day, the instructor will need to submit an absence affidavit, also applies to occasional meet.

• Senate Description/Comments—OCC MEET & REG MEET (Worsham)

2. Info on Pass/No Pass (Moore)

- Pass/No Pass is only valid within the community college system and is not a viable option for transfer to any university in California, private or public
- Pass/No Pass should not be offered for a transferable coursework
- During start of COVID, rule was waived during Winter, Spring and Summer of 2020 but was eliminated for Fall
- The message to all faculty should be- Do not elect pass/no pass for a course that is going to have any kind of transferable value to a CSU or UC school

3. I of I updates

• Full Time

- IOIs are currently in progress following MOU guidelines
- Evaluators are being added to CANVAS shells as TAs due to the additional permissions that come with that selection
- Once evaluation has taken place, faculty being evaluated are able to immediately remove evaluators

• Part Time

- Refer to Full Time section

4. New Faculty Prioritization Process Details (Worsham)

- Dr. Greene has asked us to take a look at the faculty prioritization process where

it relates to new programs

- How do we evaluate hiring a new faculty for a new program versus a faculty for an existing program?
 - Discussions are happening and if anyone would like to be involved, please go to Patty Worsham
5. Sample Letters for Associate Faculty Appointments (Gray)
- Dr. Gray has drafted letter for associate faculty about schedules that are being offered to them and coded as either synchronous, asynchronous, occasional meet or regular meet.
 - These letters are to be clear about the assignment and teaching schedule that the associate faculty is accepting and are asked that if they are not willing to accept the requirements, not to accept the assignment.

F. DISCUSSION ITEMS

1. CDL Program Opportunity (Parks)
 - We had an opportunity to apply for a grant for Commercial Driver's Licenses, but Norco will not be pursuing.
 - Moreno Valley will be pursuing the training
2. "Academic Planning Council" name discussion (SPGM)
 - APC is asking to reconsider naming the themselves due to the name council and the new SPGM.
 - Group agreed on renaming to "Academic Planning Chairs" to preserve the APC acronym.
3. Program Development Process
 - Discussion ensued/ Tabled for a future meeting
4. Student Communication
 - Faculty are asked to communicate with students about their availability so that students know when to expect a response to emails
 - Discussion ensued
 - Dr. Lee suggested the chairs come up with a sentence/paragraph about how often faculty will communicate with students and take it to Senate
 - Dean Bader suggested including DE in the process
 - Dr. Gray will come up with something in writing and will pass it on to Patty Worsham for edits
5. Scheduled Testing
 - List the courses for which the need is highest:
 - Prioritize Majors Classes to prepare them for the next class
 - BIO 50A, 50B, 55, 60
 - CHE 1A, 1B, 12A, 12B (Final only—midterms if feasible)
 - PHY 4A, 4B, 4C, 2A, 2B (Finals only—midterms if feasible)
 - MAN 60, 72
 - KIN 30 (Finals only: First Aid CPR certification exams)
 - NOT NEEDED
 - BUS, ACC, BUS, MAG, RLE
 - MAT 1A, 1B, 1C, 2, 3, 10

- COMM
- PSY 48, 50
- AWHL
- ANT, ADJ, POL, PSY
- PHY 10, 11, 1
- EAR, ECO, HIS, SOC

6. Fatigue

F. Good of the order 11:32 am

- The Chancellor is requesting a list of face to face courses. (Dr. Lee)
 - Limit per classroom is 50%

Next Meeting
Business Meeting
November 13, 2020
8:30 – 11:00 am

Standing Reports

Senate:

- Discussion to expand Senate membership. Currently have 10 voting members. Should it be expanded to include at-large Senators to have more departmental representation?

Members were in favor of expanding to at-large senators. Who these constituents are was not defined - that membership will be defined later. 8 in favor, 1 opposed.

- Proposed updates to the Academic Senate Constitution:

- Impose term limits for officers (2 consecutive terms max)
- Establish more specific quorum requirements for Senate and Faculty meetings.
- Establish specific guidelines for amendment process

- Discussion on Distance Education and the expectation of the Ally score. High and hard to achieve. We need to be demonstrating that we are striving to achieve this goal. Not meant to be an undue burden but also shouldn't be a burden on the student.

- Provided draft language recommendation for Winter/Spring 2021 catalog/schedule

- Approved name change for the Library Advisory Committee to "Library and Learning Center Advisory Committee."

- Prison Education Workgroup- want an intensive evaluative process- like an accreditation. Policies and procedures have been established by Dr. Cobb but she would like the institution to evaluate them and provide her with feedback. Develop a charter of specific goals and how we're institutionalizing this process. Think through short-term and long-term goals and scope. Do a mini review and this can be paid for by the state.

Senate has three items they would like APC to discuss:

- Changing our name to avoid confusion with Academic Council in SPGM

- Dr. Green/ Faculty hiring and prioritization and questions about how new programs are evaluated with the same standards as existing programs with regarding to the hiring rubric

- Draft language for catalog/schedule (done). Templates prepared by Dr. Gray.

Joint ISPC/Academic Senate:

- Review of SPGM chapters 5,6,7,8, ,11

- Timeline and process for SPGM draft

- EMP assignments/ chapter reviews

- Reviewed each of the 12 goals which council or committee would be responsible for the work of the goals/objectives.

Program Review Committee:

Program review met and has begun working on the template for the comprehensive program reviews this Spring.

CTA:

Faculty have regained the capability to add people to their courses in different roles.

The four roles are:

- Co-Teacher – The same as the teacher role. This role is helpful when there is a need to distinguish between two teachers in the same course.
- TA – This is able to see unpublished instructor content, but will not be able to view student grades, assignments or discussion submissions for the time being. This is a good option for student tutors.
- Designer – This role is able to build content in Canvas the same as the teacher role, but will not be able to view grades or course analytics.
- Observer – This role is the same as the student role as long as the observer is not assigned to a specific student.
- For the IOIs the the Faculty Association recommends the TA role. It safeguards student’s privacy which has been a major concern for the district. There is not that much difference between the TA role and with the “Observer” role.

Deans Report:

The deans are working on the schedule for winter and spring. We will need to recoup some of the lost FTES, so we will be looking at some creative scheduling for those semesters. Please refer to the approved language for the comments on REG MEET and OCC MEET classes. We all want to be clear for students. Overlapping classes will need to go to the deans as before our emergency online.

Evaluations for FT and PT are taking place now. Student evals for FT can be accessed in sharpening folders for the committees and PT student evals should be requested from the IDss. Please be sure to read the faculty association MOU for Guidelines for COVID 19 evaluations. To request access to a course for evaluation, please email the faculty member directly. They have access to add under the people tab in canvas. Please also let faculty members know when you have completed the evaluation, so you can be removed. PT evals are due to the Office of Instruction by 12/1. All signatures will be going through adobe sign.

The college is exploring ways to have testing on ground in the future semesters. This will take coordination. Please check with your dean if you are interested in this ongoing conversation.