

NORCO COLLEGE

Academic Planning Chairs

September 10, 2021

8:30AM - 11:00am

Zoom: <https://cccconfer.zoom.us/j/96912189235>

Present Committee Members:

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
Peter Boelman-Lopez, Social & Behavioral Sciences Department
James Finley, Business, Engineering, & Information Technology Department
Teresa Friedrich Finnern, Science & Kinesiology Department
Alexis Gray, Social & Behavioral Sciences Department
Kim Kamerin, Arts, Humanities & World Languages Department
Farshid Mirzaei, Business, Engineering & Information Technology Department
John Moore, Social & Behavioral Sciences Department
Ana-Marie Olaerts, Communications Department
Jason Parks, Schools of Business & Management and STEM
Dan Reade, Arts, Communications Department
Jeff Mulari, Mathematics Department
Jody Tyler, Science & Kinesiology Department
Steff Warsinski, Mathematics Department
Suzanne Witmer, Science & Kinesiology Department
Patty Worsham, Business, Engineering, & Information Technology Department

Visiting:

Samuel Lee, Vivian Harris, Juan Alvarez, Araceli Covarrubias, Hayley Ashby, Ashley Etchison, Laura Adams.

1. Call to Order

- 1.1 Approval of Agenda - M/A. Gray, S/K. Kamerin, approved unanimously
- 1.2 Approval of Minutes (5/14/2021) - M/T. Friedrich Finnern, S/P. Boelman, A/A. Covarrubias

2. Standing Committee & Dean Reports

- 2.1 Academic Senate (Worsham)
 - Miscommunication about scheduling was clarified (see attached)
- 2.2 Dean's Report
 - Deans have been in constant communication with faculty, thanking all for their hard work. Beginning of 21FAL was a bumpy road. Dr. Bemiller thanked all the chairs for making his transition to dean easier.

2.3 Enrollment Management (Worsham)

- Met in August. (see attached)

2.4 Faculty Association (Boelman)

- Reminder, chairs are getting paid additional for work having to be done to return back to campus at the hourly rate of \$79.32, which includes \$300 that was initially negotiated. COVID sick time has been extended through December 31, 2021. Faculty that had to transition from face-to-face classes to online that were never offered online are being compensated \$500 and 5 hours for faculty to deal with any issues related to transition of face-to-face classes to online because of COVID.
- Araceli Covarrubias is Boelman's new partner in Faculty Association. If faculty have any issues or concerns they are encouraged to email both P. Boelman and A. Covarrubias.

2.5 Program Review (Gray)

- Tim Russell is member of Program Review committee. Dr. Parks will reach out to him next month for Program Review report.

3. Discussion Items

3.1 Fall Start Debrief (All)

- Gray expressed that late start classes created lots of confusion to students with the varying deadlines.
- On a good note, Farshid Mirzaei's two classes were saved because of late start.
- Olaerts said that late start classes allowed students to get their stuff in order that were dropped because of vaccination status, allowing them to be able to not fall behind on any material.
- Friedrich Finnern would like students that are not vaccinated to be dropped a week before school starts instead of first week of school to give them time to figure out their situation since last minute drops are very disruptive. Dr. Lee would like to have a conversation about this and possible solutions.
- Dean Bemiller encouraged faculty that for any academic related issues they communicate with V. Lee, since he's Senate president and gives monthly report to the board. This is a good conducive way for real accurate communication from the faculty and the academic side of the district be delivered to the board.
- Olaerts major concern is the misinformation and scheduling confusion late start classes caused. Students thought they needed add codes, but in reality as soon as late start class was open for enrollment anyone could add, leaving those students with add codes out in limbo. She'd like clearer, accurate communication to students.

3.2 New Program Planning (Parks)

- Dr. Parks would like to start a conversation on how to create/start new program. Looking for solutions on how to develop new programs that don't currently exist, so in essence best way to bring on new program that is not necessarily embedded within our current programs.
- Alexis Gray would like to volunteer on working through a system and a program, whether it be interdisciplinary or CTE, and follow the process from beginning to end and present that to APC. Patty will email Alexis a document from CTE that has all the steps to developing a program.

3.3 New Faculty Prioritization Process (Parks)

- Dr. Parks will get the forms to everyone in APC. We currently 12 requests for AY 21-22 that need to be ranked. Discussion ensued about ranking process (attached). Ranked forms are to be collected by Martha Ramirez and then be aggregated by Dean Parks and Dean Bemiller.
- A. Gray would like to recommend to APC to make recommendations to the Program Review Committee about the pieces of information that will be needed so that looking forward they could include those in upcoming comprehensive program reviews.

4. Action Items

4.1 FT Faculty Recommendations - interviewing in 22SPR, to be hired for 22FAL

- Communications - replacement due to transfer
- Mathematics - replacement due to district exit
- Psychology - replacement due to district exit
- Sociology - replacement due to district exit
- Studio Art / Gallery Director – replacement
- Voted to recommend these positions to Dr. Green: M/K. Kamerin, S/A. Gray, Approved unanimously.

4.2 Associate Faculty Training CANVAS Site Taskforce (Worsham)

- Propose to use current Office of Instruction CANVAS site for Adjunct Faculty. Maybe add a page for Adjunct Faculty with pertinent helpful information. Dr. Parks, Dr. Bemiller, and Patty Worsham will put something together to present to APC and get their input.
- Dr. Parks added that per the contract department chairs are in charge of orientation for associate faculty.

4.3 Winter / Spring Scheduling Timeline Affirmation (see attached)

- 22WIN must be done by 10/08
- 22SPR must be done by 11/04
- Scheduling will be based on our current conditions, not predictive conditions.
- Dr. Friedrich Finfern would like that when students look at class offerings or their class schedule that the Meeting information list Hybrid Lab information first as it currently lists “Online, Days to be announced” which is creating a lot of confusion for students.
- Dr. Lee would like to suggest for faculty as to how to check students clear passes every day before they enter class, but it will be more as a suggestion, however he encouraged all his chairs to have discussions with faculty to make this a practice since rosters cannot be relied upon due to daily student status changes.

4.4 Improvement of Instruction Timeline / Guidelines Affirmation

- Associate Faculty
Deans will be sending that information out. He informed APC that IDSs will be responsible for Associate Faculty Evaluation results. He also added to please be sure to let IDS know who will be responsible for evaluation who for clarity. Kim Kamerin asked about faculty that need to be evaluated teaching in Prison only, Juan Alvarez will connect with Kim Kamerin to explain process.
- Contract/Regular Faculty
Dean have met with IOI committees and all IOI timeline information has been mailed out to committees.

5. Information Items

5.1 Introduction: Juan Alvarez, Associate Dean, Educational Partnerships

- Welcome Juan! Very excited to work with all. Will be sending email communication with regards to Dual Enrollment and Prison Education Program.

5.2 Concurrent Enrolled Students Vote (Worsham)

- Students allowed to concurrently enroll in Summer and Fall, the first day of the semester. Currently searching for a way to allow concurrently enrolled students to enroll ahead of time when all other regular students enroll.

5.3 Black Ally Training (Course Design for Racial Equity)

- Dr. Green would like APC to engage in this 15-hr training. Very beneficial, each module was very helpful and would be of great assistance to all the chairs. Patty will reach out to Dr. Green and sign up all the chairs for this training which does count as professional development.

6. Good Of The Order

- Last week Dr. Gray was contacted over FB several times about Geography professor's interaction with student that blew up on social media. Her request to APC is to ask Academic Senate, Union, or District Board for Board Policy that conversations between faculty and students be treated as private. No social media posting of any classroom lectures, interactive classroom videos, intellectual property, or interactions between students and faculty should be allowed and if divulged in any way should be considered a violation of privacy.
- Norco's reputation has taken a huge hit and needs support from our District to protect against this. Peter will bring it up to Senate as a violation of working conditions. APC has agreed to have Peter take this to Senate. Alexis will help Patty phrase statement to present to Senate.
- Dr. Bemiller met with Dr. James and Melissa Bader regarding Guided Pathways, they'd like to suggest to have a school meeting sometime in October and is asking APC to run this idea to their departments. Also looking to potentially add to list of Metamajors.

Next meeting
October 8, 2021
8:30AM - 11:00AM

Hello Everyone!

APC met today and as usual, our meeting ran over the allotted 2 1/2 hours (thank you Chairs for so graciously hanging in there).

Here's a brief summary of the things we discussed:

1. **New Program Planning:** The process needs a formal set of instructions and guidelines. Alexis Gray so generously offered to draft a step-by-step process and will bring this to the next APC meeting. Patty will share with her CTE's new program process.
2. **New Faculty Prioritization:** The list of requested FT faculty positions will be presented at department meetings on 9/21. Departments will rank their recommendations and chairs will bring this ranking back to the October APC Meeting. Ranking data/spreadsheet will be sent out to the Chairs by Monday 9/13.
3. **FT Faculty Recommendations:** APC voted on recommendations for recent vacancies FT faculty vacancies. APC recommended replacement of one each for the following: COM, MAT, PSY, SOC, Studio Art.
4. **Associate (PT) Faculty Canvas Site:** APC supported the idea of adding a page to the Office of Instruction Canvas website for Associate Faculty so that Associate Faculty can find all the information they need about keys, badges, WebAdvisor, etc. on one page.
5. **Winter / Spring Scheduling Timeline:** Rollovers will be sent to department chairs today/over the weekend. Chairs will revise and return Winter schedules to IDS's by 10/1 and Spring schedules by 10/25. As a guiding principle we should schedule to meet projected student demand, similar to how we are now scheduling and also keep scheduling decisions **student** centered.
6. **Improvement of Instruction Timeline for Associate and Contract/Regular Faculty:**
 - **FT IOIs:** Initial planning meeting is in the month of September. Follow up meetings will commence November - December.
 - **PT IOIs:** Faculty will be assigned to evaluate PT faculty in September, evaluations will occur late September - November and final reports due to the IDS's no later than December 9.
7. **Welcome Juan Alvarez, Associate Dean, Educational Partnerships.**
8. **Concurrent Enrolled Students:** APC discussed revising the registration timing for Concurrently enrolled students. There are less than 100 concurrently enrolled students at Norco College; small population. APC did not object to allowing concurrently enrolled students to register for classes during the traditional registration period rather than having to wait until the first day of class.
9. **CORA: Course Design for Racial Equity:** APC is ready to participate in this training. Chairs need CORA logins and passwords.
10. **Good of the Order:** Discussed a situation that occurred.

Hope you all have a lovely weekend.

Best,

Patty Worsham, Associate Professor

Department Co-Chair | APC Chair | School of Business & Management

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New Faculty Prioritization AY 21-22

Faculty requests

1. Administration of Justice
2. Biology
3. Chemistry
4. Education
5. English (WRC Coordinator)
6. Counselor
7. Humanities
8. Librarian (Outreach Librarian)
9. Librarian (Instructional Design Librarian)
10. Mathematics
11. Psychology
12. Theatre

Prioritization Timeline

9/13	Data to Chairs
9/13 – 9/24	Department Rankings
9/24	Initial APC Rankings
9/30	Forms Due to APC
10/8	Finalized Rankings at APC Meeting Discipline representatives encouraged to join Summary of process and results published to college community.

APC Meeting: Discipline Representatives given 4 minutes to advocate for their request.



Schedule Development

Winter 2022 & Spring 2022

Winter 2022 Schedule Development Timeline

9/10	Proposal to Chairs
9/10 - 9/17	Chairs Review Proposed Schedule Return to Dean 9/17
9/20 – 9/24	Dean & Chair meetings to finalize schedule
9/27 – 10/1	Chairs Complete Staffing
10/1	Completed Schedules -> IDSs
10/4 – 10/8	IDS input Winter 2022 in Colleague

Spring 2022 Schedule Development Timeline

9/17	Proposal to Chairs
9/17 – 10/1	Chairs Review Proposed Schedule Return to Dean 10/1
10/4 – 10/15	Dean & Chair meetings to finalize schedule
10/22 – 10/25	Chairs Complete Staffing
10/25	Completed Schedules -> IDSs
10/25 – 11/4	IDS input Spring 2022 in Colleague

Scheduling Guidance for Winter and Spring 2022 (As of 9/10/21)

- Schedule to meet projected student demand, similar to how we are scheduling now.
- Schedule as many F2F sections as you think will fill.
 - We want to continue to offer a comprehensive selection of F2F classes, even if there are a minimal number of sections in certain courses.
- Avoid scheduling whole disciplines OL.
 - If it is warranted and in the best interests of all students to schedule an entire discipline OL, advance approval from VPAA is required.
- Keep scheduling decisions student centered.