

NORCO COLLEGE

Academic Planning Chairs

October 14, 2022

8:30am - 11:00am

Location: OC-116 and Zoom: <https://rccd-edu.zoom.us/j/84545886049>

Minutes

Present Committee Members (18)

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
Peter Boelman-Lopez, Social and Behavioral Sciences Department
Peggy Campo, Schools of Business & Management and STEM
Araceli Covarrubias, Arts, Humanities & World Languages
Teresa Friedrich Finnern, Science & Kinesiology Department
Alexis Gray, Social & Behavioral Sciences Department
Marisa Iliscupidez, Counseling Department
Kim Kamerin, Arts, Humanities & World Languages Department
Farshid Mirzaei, Business, Engineering & Information Technology Department
Jeff Mulari, Mathematics Department
Ana-Marie Olaerts, Communications Department
Judy Perry, Business, Engineering, & Information Technology Department
Dan Reade, Communications Department
Jody Tyler, Science & Kinesiology Department
Steff Warsinski, Mathematics Department
Suzanne Witmer, Science & Kinesiology Department
Patty Worsham, Business, Engineering, & Information Technology Department

Visiting: Vivian Harris, Greg Aycock, Charise Allingham, Timothy Russell, Sigrid Williams

Absent: John Moore

1. Call to Order

- 1.1 Approval of [Minutes](#) (09/09/22) – M/A. Gray, S/T. Friedrich Finnern, Approved Unanimously
- 1.2 Approval of Agenda – M/T. Friedrich Finnern, S/P. Boelman, Approved Unanimously

2. Action Items

- 2.1 Distribution of new faculty hiring prioritization forms. Ranking at Nov. meeting.
 - Faculty Prioritization Forms distributed to chairs
 - Proposal to embed faculty prioritization form into Program Review – motion do discuss M/T. Friedrich Finnern, S/A. Gray
 - Embed faculty prioritization forms (3) into program review – approved unanimously
 - Spreadsheet will be available for Chairs by Tuesday morning

3. Standing Committee & Dean Reports

- 3.1 Academic Senate ([see attached](#))

3.2 College Council ([see attached](#))

3.3 District Enrollment Management

- Norco is behind in enrollment, did not reach target even though it is up 6% FTES compared to last year.
- District is looking at enrollment recovery, set up a subcommittee workgroup
- Student Retention

3.4 Program Review Committee

- Nothing to report

3.5 CTA

- Associate faculty inquiring about paid healthcare benefits

3.6 Dean's Report(s)

- Juan Alvarez replacement position will hopefully be announced as early as next week
- Prison education courses are being managed by Quinton Bemiller in conjunction with Lisa Nelson
- Dual Enrollment is being overseen by Jason Parks until position is replaced
- Prison Scheduling is extremely logistical, not easy to switch classes around
- Deans Space Utilization Workgroup has met, and recommendations will be forwarded to executive cabinet

4. Discussion Items

4.1 Designated (Prioritized) Classrooms (Deans)

- ATEC 211 and LIB 108 (MAT)
- CACT 1 and IT 121 (ENG)
- IT 208 (Honors)
- IT 210 (COM)
- LIB 110 (Writing and reading center)
- LIB 121 (Umoja)
- Theater 101 (Performing Arts)
- IT 211 (ESL)
- IT 209 (EAR)
- HUM 103 (HIS)
- HUM 111 (ANT)
- IT 106 (MIS)
- ATEC 209 (ART)
- ATEC 109 (DFT)
- DOI's would like to add:
 - IT 109 (PSY)
 - IT 125 and IT 127 (DFT & ENE)
 - IT 124 (ELE)
 - IT 202 (ELE)
 - WEQ-6A (MAT)
 - ATEC 205 (GEG)
 - IT 101, IT 117 and ATEC 114 (double sections and sciences)
- Room resource needs, feedback is being requested from departments.

4.2 Scheduling of TA assignments pg. 42 Part C

- CTA contract, page 42, part C is unclear.
- Chairs are asking the Union to weigh in on pay-coding and classrooms assignments.
- Are Chairs responsible for coding faculty assignments (D1, D2, D9, etc.) or is IDS's?

- Is there parity among Chair duties across all three colleges since chairs at other colleges do not assign rooms or pay-codes?

4.3 Hiring Fairs. (Deans)

- Recruit for department needs, CRC, Dual Enrollment and late start classes.
- Chairs would like to host one-day, on-campus fair in late January/early February. Coordination with HR is needed, Deans will reach out to HR and select event date.
- Information on 2023 California Community College Registry Job fair not posted but would be a good opportunity to recruit and hire associate faculty.

4.4 Department websites. (Dan)

- Websites are migrating.
- Feedback from chairs is needed as to how website pages should be structured.
- Chairs discuss having them laid out by Schools first with links to departments.
- Chairs would like to include Associate Faculty information on website.

4.5 Student-centered and yearly scheduling. Possible working Winter retreat. (Deans)

- APC will have an on-campus 2-day retreat in early February to develop a one-year schedule (23SUM, 23FAL, 24WIN, 24SPR).
- Faculty would like retreat to be Th-F, with good Wi-Fi connection.

5. Information Items

5.1 Winter/Spring go live Oct. 17 (students enroll Oct. 31) (Deans)

- This is a soft date to allow any corrections and changes.

5.2 FPDC and DEC would like department chairs to encourage their faculty to join committees (Patty)

- Chairs asked for list of currently serving members with respective committees to better identify underrepresented disciplines.
- One suggestion is that when faculty member vacates committee, they must find someone in their area as replacement.

6. Good of the Order (11:03am)

Next meeting

Nov. 4, 2022

8:30AM - 11:00AM

Location: OC-116

Zoom: <https://rccd-edu.zoom.us/j/84545886049>