

NORCO COLLEGE

Academic Planning Chairs

October 13, 2023

8:30am - 11:00am

Location: **OC-116** and Zoom: <https://rccd-edu.zoom.us/j/82458396828>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (19)

Maria Adams, Human and Public Services

Zina Chacon, Counseling Department

Ashley Etchison, Schools of Applied Technologies & Apprenticeship, Business & Management, Human & Public Services

James Finley, Math, Engineering, Computer Science & Game Development

Teresa Friedrich Finnern, Natural Sciences, Health & Kinesiology

Alexis Gray, Social & Behavioral Sciences

*Ashlee Johnson, Math, Engineering, Computer Science & Game Development

Kim Kamerin, Visual & Performing Arts

Brady Kerr, Visual & Performing Arts

John Moore, Counseling Department

Jeff Mulari, Math, Engineering, Computer Science & Game Development

Ana-Marie Olaerts, Communication, Humanities & Languages

Dan Reade, Communication, Humanities & Languages

Tim Russell, Social & Behavioral Sciences

Jody Tyler, Natural Sciences, Health & Kinesiology

*Sigrid Williams, Human and Public Services

Suzanne Witmer, Natural Sciences, Health & Kinesiology

Patty Worsham, Business & Management

Paul VanHulle, Applied Technologies, and Apprenticeship

****Online attendance, non-voting***

Visting: Kimberly Bell, Carol Farrar, Starlene Justice, Lindsay Owens, Vivian Harris

Absent: Quinton Bemiller, Peggy Campo

1. 8:30 a.m. Call to Order/Welcome

- 1.1 Approval of [Sept. 8, 2023 Minutes](#) - M/P. VanHulle, S/J. Moore, approved unanimously after minor grammatical edit
- 1.2 Approval of Agenda, M/J. Moore, S/A. Olaerts, approved unanimously after small rearrangement of items order.

2. 8:35 a.m. Action Items

- 2.1 First Read Student Survey Questionnaire (Tyler, Gray, Olaerts) – M/P. Worsham, S/ J. Finley, A/J. Tyler, J. Mulari
 - [Revised draft](#) will be presented to Academic Senate
 - Part of survey that addressed labs put on hold pending additional discussion.
- 2.2 Library Faculty Position Replacement (Olaerts), M/T. Friedrich Finnern, S/J.Mulari, approved unanimously.
 - Request replacement due to intra-college assignment.
- 2.3 Replacement for English (Melissa Bader) and Counseling, M/A.Olaerts, S/K.Kamerin, approved unanimously.
 - Request to replace Melissa Bader due to retirement.
 - Guidance requests replacement due to intra-college assignment for Maria Jurado.
- 2.4 [Faculty Hiring Request Ranking](#) (Worsham), M/K. Kamerin S/J. Moore, approved.
 - Starlene Justice (GEG) [presentation](#)
 - (EAR) [video](#) and [PPT presentation](#)
 - John Moore [presentation](#) (CSL)
 - Motion to approve Counseling ranking. M/J. Moore, S/K.Kamerin, O/S. Williams
 - Sigrid Williams advocated for EAR
 - Vote to move GEG & EAR ranking to No. 1, results GEG=14 EAR=13 votes
 - Motion to extend APC meeting to 11:30am, M/A. Olaerts, S/A. Gray, approved.

3. 10:00 a.m. Discussion Items

- 3.1 Discuss Pathmaker Training/Interactive Sessions dates. (Worsham)
 - i. New Chair/Refresher Training (Department Chairs and Pathmaker)
 - Patty sending out doodle poll to see when chairs want to do this training.
 - ii. Interactive Session (IDS, Chairs, Deans, VPAA, Pathmaker)
 - Discuss at December APC meeting, invite IDS's and have a specific amount of time set aside.
- 3.2 Reschedule/Discussion of November 3, 2023, meeting date possibly Nov. 17, 2023 (Etchison)
 - APC agreed to move November 3rd APC meeting to November 17th.
- 3.3 Change of Academic Planning Chairs committee name (Kamerin)
 - Tabled for November 17th APC meeting.

4. 10:30 a.m. Information Items

- 4.1 Course Rotations Submission by Oct. 13, 2023 (DoIs)
 - DOIs' need everyone's course rotations.
- 4.2 Departmental Operations Procedure (FA Contract pgs. 43-44) Approved and Submitted by Oct. 13, 2023 (DoIs)
 - Some departments are still working on these and finalizing them at this week's department meeting.

- 4.3 Department/School Meeting Agendas and Minutes Submitted to DoIs Office by Oct. 13, 2023 (DoIs)
- Reminder for Chairs to get in the habit of submitting their department meeting minutes and agendas.
- 4.4 School of Visual and Performing Arts abbreviation to VAPA (Kamerin)
- Administration has been using VPA and Kim is asking that we harmonize with the state and local high schools for consistency for being called VAPA. APC supports this request.

5. 10:45 a.m. Standing Committee & Deans Reports

- 5.1 Academic Senate
- [See attached.](#)
- 5.2 College Council
- [See attached.](#)
- 5.3 District Enrollment Management
- Nothing to report.
- 5.4 CTA
- Nothing to report.
- 5.5 Dean's Reports
- Ashley spoke about CAP hours. PACES grant funding has \$500 for guest speakers. \$1000 per school. Contact David Schlanger for funding. Food is not funded. They are working with Planning and Development on this.
- 5.6 Counseling Report – tree dedication for Marissa Iliscupidez
- [See attached.](#)

6. 10:55 a.m. Good of the Order

- 11:05am - Sigrid Williams thanked everyone for allowing her to participate while she is on the road to recovery.

Next meeting

November 17, 2023

8:30AM - 11:00AM

Location: OC-116

Zoom: <https://rccd-edu.zoom.us/j/82458396828>

