

NORCO COLLEGE

Academic Planning Chairs

December 8, 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

Quinton Bemiller, Communication, Humanities & Languages, Social & Behavioral Sciences, and Visual & Performing Arts

Peggy Campo, Math, Engineering, Computer Science & Game Development and Natural Sciences, Health & Kinesiology

Zina Chacon, Counseling Department

Ashley Etchison, 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

John Moore, Counseling Department

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

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: Carol Farrar

Absent: Ana-Marie Olaerts, Brady Kerr

1. 8:30 a.m. Call to Order/Welcome (8:34am)

1.1 Approval of [November 11, 2023](#) minutes, M/P. VanHulle, S/A. Gray, approved unanimously

1.2 Approval of Agenda M/P. VanHulle, S/A. Gray, approved unanimously

2. 8:35 a.m. Action Items

2.1 [Syllabus Shell Update](#) (Second Read) (Witmer) M/K. Kamerin, S/A. Gray, approved unanimously.

- HUB Update from C. Farrar. not ready for publication, working with RCC/MVC, Whitmer/Gray volunteer to keep track of HUB to make sure it is updated with changes. Looking at a spring update.

- Considered a guided pathway initiative.
- D. Read requested to keep instructions on how to add a F2F class.
- Option - Limited version of canvas site – students can access this a week before the classes.
- Suggestion to have syllabus on canvas with the PDF link, or a word document embedded into it for access.
- Syllabus Shell accepted with amendments: 1) remove word “optional” from Course Objects 2) add section telling students how to add a class back. Approved unanimously.

2.2 Replacement request for Theater (Kamerin) M/T. Finnern/S/A.Gray, approved unanimously.

- Buck retiring with the golden handshake – need to find someone to build up the program and productions.
- written into the educational masterplan; yes, we have support for this program.

3. 8:45 a.m. Discussion Items

3.1 Discipline and Faculty Participation on PR Faculty Request Forms (Worsham)

- Per Dr. Green, 3 positions recommended, Geography, Early childhood and Counseling were approved, the other two recommendations being put back into the workgroup.
- Senate creating the workgroup. President asking for a broader picture for the last two positions.
- presentation to share growth through the semester.
- What numbers should chair should we be looking at? SEM: updating each semester or at least once a year.
- Concern made to make sure all disciplines are considered to make a request.
- Since the data drives the asks; questioned if were looking at the right data; is there a better way to see this for future requests.
- Annual meeting – keep Chairs informed.
- Work with senate to find if additional data can be added to the process for a more holistic approach. The decision should go back to the workgroup.
- Faculty Obligation Number (FON)– Described as the rough estimate of the full-time faculty that we have. Every district in the state must meet the FON. Ratio of faculty to resident FTES. Counselors and librarians do not count toward this, its teaching faculty.
- Golden handshake deficit. This will put us out of compliance.
- C. Farrar will make this a presentation at the retreat.
- Important that Dept chairs should get the templates for the past job descriptions – contact faculty from other two colleges then send to your dean to get into the system to get the position launched to keep the process moving.

3.2 AP 2260 – Overriding prerequisites (Worsham)

- Math/Counseling; two options: matric appeal or guided self-placement.
- Matric appeal is done often in counseling. Trying to set up a protocol to avoid the student confusion. Counseling requests that Faculty fill out a faculty recommendation form and email it to counseling to substantiate request.
- If a student has substantial documentation, and approval from the chair, the course can be appealed.
- Concern is about how the student meets the prerequisite requirements.
- John Moore will work on the instructor form and send it out to the chairs.

3.3 Pathmaker Debriefing (Worsham)

- Benefit – class conflicts. Has been helpful in finding rooms, catches mistakes when scheduling multiple rooms.

- Can import everything in colleague into Pathmaker. Beta testers have done this, and it is not a workable system.
- Problems: Its unreliable, does not save, crashes regularly, cumbersome and adds time to the process, hard to navigate, does not work with colleague.
- Infrastructure is poor. What happens when anthology starts?
- Questioned if we should get additional funding to work on/fix this or should we scrap it? Norco is the only one using this. MVC is not using.
- Consensus – Program can be feature rich but have major concerns. Come up with a list of problems to present to Pathmaker to make it work and be consistent. Requesting a source code audit.

3.4 Program Maps based on Job Based Skills (Midgett)

- Tabled for March meeting

3.5 Room Preference Debriefing (Worsham)

- Not working: Puente needs a room, guidance needs a room, business doesn't fit course cap, need more space for single section labs.
- Helpful for planning out – faculty specifying what they need. Don't choose lecture rooms to convert; ie.. IT 123. This was turned into the DRC.
- J. Tyler to generate a list that will help improve instruction. Program review isn't efficient for this.
- Request to make efficient by eliminating footprint to hybrid; but concern is that hybrid is lower than online for success.
- Class timing should be spread out to avoid conflicts and space issues. Not enough 8am or afternoon classes scheduled.
- Can we talk to program directors to change times that is more effective with rooms available.

3.6 Game Development BA program (Finley)

- Building a BA program –Needs 9 units of upper div. requirements. Need 3 upper division Gen eds.
- Looking for an Ally to come up with classes - need -written and oral communications. Look at current running classes: CIS-7, ANT-7, MAT-70B and Religion? Send James an email with additional suggestions.

3.7 Student Surveys Status at Senate (Worsham)

- The second comments came back with rev. 2 and 3.
- Reach out to P. Worsham before next senate meeting with any concerns

4. 10:00 a.m. Information Items

4.1 APC 2024 Retreat, Feb. 1-2, 2024 – please put this on your schedules

- Request to have this on campus as an in house retreat

4.2 CAP Hour Faculty Leads - few more places to fill in:

- TBD: School of Natural Sciences, Health & KIN,
- A. Gray for School of Social & Behavioral Sciences, J. Finley for CIS, M. Adams for School of Public Services
- If department has more that 1 cap meeting they can work with this
- Send names to patty for anything additional

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

5.1 Academic Senate

- [See Attached](#)

5.2 College Council

- [See Attached](#)

5.3 [District Enrollment Management](#)

- Brief update (Farrar) – 101 % WIN, 56% SPR, 97-98% mid year target. 99 fewer headcount from last year. Since Monday we've enrolled 201 more students. We're 5398 fewer than last spring. Students enrolled faster in WIN than they have for SPR.
- Current numbers down a little for spring.

5.4 CTA

5.5 Dean's Reports

5.6 Counseling Report

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

Next meeting

March 8, 2024

Location: OC-116

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