

# NORCO COLLEGE

## Academic Planning Chairs

March 8, 2024

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 (17)**

\*Maria Adams, Human and Public Services

Quinton Bemiller, CHL, SBS, and VaPA

\*Zina Chacon, Counseling Department

Courtney Doussett, Math, Engineering, Computer Science & Game Development and Natural Sciences, Health & Kinesiology

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

Alexis Gray, Social & Behavioral Sciences

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:** Peggy Campo, Alex Campos, Pedro Campos, Carol Farrar, Vivian Harris, Caroline Hutchings, Lisa Simmons, Tom Simmons

**Absent:** Ashley Etchison, Teresa Friedrich Finnern, Ashlee Johnson, Kim Kameran

#### **1. 8:30 a.m. Call to Order/Welcome (8:35am)**

##### 1.1 Approval of [Agenda](#)

- Action to amend agenda and Discussion item 3.1 first. M/A. Gray, S/J. Moore
- Motion to approve agenda, M/A. Gray, S/P. VanHulle, approved unanimously.

##### 1.2 Approval of [December 8, 2023](#) minutes

- M/A. Olaerts, S/A. Gray, approved unanimously.

#### **2. 8:35 a.m. Action Items (9:00am)**

##### 2.1 Replacement request for Electrical (VanHulle)

- Motion to approve replacement due to retirement - M/A. Gray, S/J. Moore, approved unanimously.

##### 2.2 Replacement request for Biology (Friedrich Finnern)

- Motion to approve replacement due to non-renewal - M/A. Gray, S/J. Finley, approved unanimously.

### 2.3 [SEM Plan & Guiding Principles of Schedule Development](#), Appendix B.01 (Worsham)

- Patty shared the presentation with APC and particularly asked APC to look at Enrollment process in Appendix B-1. Some suggestions were made by APC. Carol Farrar captured these notes and will fold them into the plan. Carol asked that APC look at chapters 3 and 4 as well as Appendix B-1.
- Motion to approve moving forward with plan - M/A. Gray, S/J. Finley, approved unanimously.

## 3. **8:45 a.m. Discussion Items**

### 3.1 Pathmaker Improvements (Pathmaker Team)

- Pathmaker Team (Pedro, Tom, and Lisa) presented schedule building modes including Ready-Set-Go Mode. Pathmaker is working on an interface that will allow us to select if we would like the schedule to roll over with staffing and dates from the previous term. DOIs can also help us with rollover if we would like to receive the rollover with previous staffing and dates (full-term/short-term).

### 3.2 Bookstore Orders (Clark/Washington)

- The bookstore gave training on how to place textbook orders with the bookstore. In that training it seems there's still some issues to work out regarding OER. However, when using the link to order textbooks, that process is very easy, and faculty can click on a button that says they're using OER and adopt. The bookstore is using "First Day". The overall cost of the textbook is rolled into their tuition. CSU's collect \$250 from each student when they register whether their textbooks cost that much or not, Norco College is now moving in that direction. CMAC (Adam Martin) is not in support of this practice because of the cost implications and the fact that many of the books are OER and it wouldn't be fair to make those students pay for something they're not receiving.

## 4. **10:00 a.m. Information Items** (9:37am)

### 4.1 Curriculum Update (Friedrich Finnern)

- The Curriculum representative and alternate are currently vacant for the following schools:
  - Visual and Performing Arts
  - Human and Public Services
  - Applied Technologies and Apprenticeships

### 4.2 Tech it Out in Two, Multi-tool for Canvas Quiz Audit Log (Gray)

- Alexis demonstrated how to use the multi-Tool feature in Canvas to save time in scheduling assignments, how to give extended time to DRC students by going to Moderate option in quizzes, and how to view log where you can see what students are doing, what students answered and when.

### 4.3 Vacancies on Curriculum Committee (Johnson/Worsham) 9:49am

- Skipped, covered in 4.1.

### 4.4 Student Spotlight Nominations (Worsham) 10:00am

- [Form and Deadlines](#) to submit Student Spotlight Nominations
- School of SBS would like to swap months. School of HAPS will trade months with SBS so change will be made by Patty on the form.
- Talked about the possibility of palm-pathway flags for students spotlight nominees. Carol will check with Mike Collins about cost.

### 4.5 District Chair Retreat, May 3<sup>rd</sup>, 9:00-3:00 (Worsham)

- Norco is enthusiastic about attending. It's important that chairs across the district attend.
- Chairs asked that at the retreat they address what's been accomplished since the last retreat. A lot was discussed so where's the feedback for that.

- The IEDRC collective has a conflicting event that day, so they will not be able to attend retreat. In the future, if the district would like full engagement some thought needs to be given to everyone's schedule. APC recognizes and understands the complexity of scheduling these events while trying to include everyone.

#### 4.6 Budget Allocation Model (BAM), Efficiency, & Power BI (Farrar)

- Carol shared a [document](#) showing how budget funding is allocated and how revenues are generated. Of importance is the role efficiency plays in budget allocations. As department chairs who are responsible for funding classes and increase efficiency, we need to understand what's happening and how the money is being allocated.
- To address efficiency, offer fewer classes and monitor enrollment. Work to change student behavior with enrollment so they're not waiting until the last minute.
- Use the District IR dashboard to view data and identify issues.

#### 4.7 [Library Guided Pathways & Equity Plan](#) (Harris/Ashby)

- Librarians have been assigned to Schools so they will be attending School meetings, CAP days, etc.

#### 4.8 Honors Program (Hutchings)

- Honors contracts - Caroline is opposed to honors contracts because a student can take a contract to any professor and ask them for a little extra work to fulfill the contract. RCC and MVC do this quite a bit but at Norco faculty would rather students enroll in an honors class. The contract doesn't support a community of practice. These contracts poach from enrollment and create an enrollment problem for F2F honors classes.
- Online honors courses - if you would like to offer your class online, let Caroline know and she'll put that class online.
- Honors Advisory Council – Need more faculty involvement, 23FAL meeting was poorly attended. Would like faculty to recommend students to Honors and have faculty who are teaching these honors classes attend these meetings. Caroline distributed [copies](#) of the [proposed schedule for courses](#) for fall and spoke to APC about the modality of their Honors courses.

## 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

- [See attached.](#)

### 5.4 CTA

- [See attached.](#)

### 5.5 Dean's Reports

- Voting is coming up in April. At your department chair meetings please ask your departments who's serving on what committee for the next academic year since this information is due to district in May.
- List of PT faculty evaluations will be coming from DOIs.
- There will be one CAP coordinator for each Dean. Call for nominations now. Comes with a .2 reassigned time. It's by DOI areas and not Schools. Will send a NOR-ALL and will be open to any faculty who want to do these. There are 3 spots. Will then go to Senate.

### 5.6 Counseling Report

- Nothing to report.

- Motion to extend APC meeting by 15 minutes - M/S. Williams, S/A. Gray, approved unanimously.

**6. 10:55 a.m. Good of the Order (11:30am)**

- James Finley – Working on formalizing the process of customizing Pathmaker with possibly 3-week rotation with Pathmaker so that everyone can take the time to identify their issue(s).
- Tim Russell – program review is due in 3 weeks, asking APC to reach out if their discipline has any questions.
- Jody Tyler – suggestion about sending NOR-ALL and NOR-FAC emails: put recipients in BCC line to reduce/eliminate reply-all emails.
- Chemistry has an issue with tutoring services. F2F tutoring went online, and this was a shock to tutors. Tutoring was put online because it was 'equitable' but not everything works well online. Chemistry tutoring is one of these. Students are missing F2F chemistry tutoring. BIO is sending out a faculty letter asking for F2F tutoring.
- Ana-Maria Olaerts – Language in Incompletes needs to be revisited, there's no percentage of how much the course should be done in order to be eligible. Would like to have a conversation with APC as an informational item and then send it to Senate.

**Next meeting**

**April 5, 2024**

**Location: IT-208**

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