



Academic Planning Chairs

April 5, 2024

8:30am - 11:00am

Location: **OC-116** and Zoom: <https://rccd-edu.zoom.us/j/85307044618>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (12)

Quinton Bemiller, CHL, SBS, and VAPA

Zina Chacon, Counseling Department

Jeff Mulari, 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

Dan Reade, Communication, Humanities & Languages

Tim Russell, Social & Behavioral Sciences

Sigrd Williams, Human and Public Services

Patty Worsham, Business & Management

Paul VanHulle, Applied Technologies, and Apprenticeship

**Online attendance, non-voting*

Visting: Dr. Carol Farrar

Absent: Maria Adams, Courtney Doussett, Ashley Etchison, Brady Kerr, John Moore, James Finley, Ana-Marie Olaerts, Jody Tyler, Suzanne Witmer

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

1.1 Approval of [March 8, 2024](#) minutes

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

1.2 Approval of Agenda

- M/A. Gray, S/K. Kamerin (Kim Abstains from vote)

2. 8:35 a.m. Action Items

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

- M/P. Van Hulle, S/K. Kamerin, approved unanimously.
- Document resent to chairs for review. Suggested a change when scheduling majority of FTES to the fall primary term.

- Plan FTES around annual goals to maximize efficiency and enrollment.
- When is it determined when a class gets cancelled? Additional review of teaching blocks needed.
- Plan FTES around annual goals to maximize efficiency and enrollment.
- Removed subpoints under section review annual distribution of FTES.

3. 8:45 a.m. Discussion Items

3.1 Incomplete Grade Eligibility Language and Process (Olaerts)

- Tabled

3.2 CAP Hour (How is it Going?) (Worsham)

- ANT flyer sent out late. Getting the word out was difficult; not organized well. Good presentations, just need to work the kinks out.
- Problematic having all Schools have CAP hour on the same day.
- Some Chairs are disappointed with the support they are receiving at these events.
- Dr. James will send out the announcements.
- Dr. Farrar suggests facilitating a bulk email list to send out.

4. 10:00 a.m. Information Items

4.1 Tech it Out in Two (Gray)

- What kind of information are departments interested in?
 - Using canvas and assessment. Where to look for automatic SLO's.
- Would help to have a simple one-page explanation. Alexis can include an email to APC when sending out information.
- Critical for assessment to have uniformity. Alexis has a video she can share.
- Formal training is out there with resources from the district. Good for the OER rubric and schedules. Alexis can provide a tutorial at the end of the year and send it out.
- PT faculty could get paid by using their professional development hours for this.
- Assign FT faculty with Adjuncts. Maybe do this at Fall flex? Make it an annual event?

4.2 Enrollment Update (Farrar)

- 111 FTES OVER annual FTES target: 101.6% of annual target
- 107 FTES over 24SPR FTES target: 103.9% of 24SPR target. resident and non-resident credit. The annual target is 7,084.
- Norco College is responsible for 23% of District target and currently generating 23.3% of district target.
- Need another 200 FTES for next year.
- Did well in 23SUM and 24WIN, 23FAL was 3% less.
- As building 24FAL, recognize where we were in 23FAL. Some can be alleviated by higher enrollment.
- According to district BAM after 2 years, if the FTS doesn't hit, they will readjust.
- The emphasis is on efficiency. The more efficient, the better results the BAM are, and the actual funding is. Mandated by the state and the chancellor.

- Mixed messages on FTS and efficiency. The goal is to look the whole program and see what is needed to make the program better.
- Conversation needs to be made about CAPS with the chancellor. Efficiency is hard to make with CAPS. Riverside has lower CAPS.

4.3 Faculty Online Certification (Farrar/Bemiller)

- The [current faculty online certification list](#) is not accurate. The district is facilitating a report of who has certification and who does not.
- Concern about 1 year to complete training.
- Update on pay for Adjunct recertification once negotiations are done.
- Let Dr. Farrar and Deans know of any issues with the report once it's more accurate, and what can be changed.
- Faculty need to start the training after July 1st for next year FLEX.

5. 10:45 a.m. Reports

5.1 Academic Senate

- [See Attached](#)

5.2 College Council

- [See Attached](#)

5.3 District Enrollment Management

- [See Attached](#)

5.4 CTA

- Faculty members planning to retire; College cannot start a replacement search until the letter of intent comes from the faculty member. The Faculty Association is suggesting that Chairs encourage faculty planning to retire this year submit letter as soon as possible.
- HR approached the Faculty Association for Hiring committee recommendations for opening of the HR Liaison on Norco Campus. APC is being asked for recommendations. Alexis Gray and Sigrid Williams volunteered but suggested making a more diverse committee. Also suggested asking Anna-Marie Olaerts. Send additional recommendations and Patty will forward names to Virgil Lee.

5.5 VPAA

- Please get stipend report that accompanies your work to Dr. Farrar for the April Board. Any stipends must be reported to the BOT and that report comes from the VPAA.
- Can split the stipend with Co-chairs not assistant chairs.

5.6 DOI

- Money still available in Lottery funds for Instructional Supplies.
- May 3rd retreat in MV. Inez Solis just sent out an invite. Please RSVP.

5.7 Counseling Report

- CNUUSD Counselor Breakfast successful with 65 attendees.

- Please assist Erin Spurbeck with updating EduNav making sure that courses are not erroneously being bunched up and ordered properly based on the knowledge of the discipline experts.

6. 10:55 a.m. Good of the Order (10:07a.m)

- Sigrid sending CPL survey out to Nor-FAC; please remind your faculty to complete.
- Alexis and her faculty found problems with program review form asking the same thing twice. Senate and APC will review/revise the form. Timeline for review will happen before end of semester.

Next meeting

May 10, 2024

Location: OC-116

Zoom: <https://rccd-edu.zoom.us/j/85821284035?from=addon>