# NORCO COLLEGE

**Academic Planning Chairs**
May 10, 2024
8:30am - 11:00am
Location: **OC-116** and Zoom: https://rccd-edu.zoom.us/j/85821284035?from=addon
Voting members of APC must attend in-person.
**Minutes**

**Present Committee Members (19)**
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
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
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
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*

**Visiting:** Kevin Baccari, Carol Farrar, Star Justice
**Absent:** Ashlee Johnson, Tim Russell

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

   1.1 Approval of Minutes from April 5, 2024
   - M/T. Friedrich Finnern, S/J. Tyler, approved unanimously.
   1.2 Approval of Agenda
   - M/A. Gray, S/J. Moore, approved unanimously.

**2. 8:35 a.m. Action Items**

2.1 [Syllabus Shell](), First Read (S. Witmer)
- Edits have been completed from the past meeting
- The workgroup met with District to see how to utilize the *[Student Resources]()* button on the Canvas page. Discussion ensued about who would be responsible for making this happen. Getting the button added must happen at the district level and maintenance will come from David Schlanger.
- APC needs clarification on communication policies. This will be brought to Academic Senate as an information issue; APC has approved this recommendation. Patty will inform Distance Education.
- [Syllabus shell]() was approved at the 12/8/23 meeting
    - Syllabus shell accepted with 2 changes (approved unanimously)
        - 1) adding a section telling students how to add a class
        - 2) removing the work "optional" from Course Objectives.
- New website is coming June 20, 2024, therefore all the links in the syllabus shell will need to be updated.
- **Motion:** APC recommends that a button be placed within Canvas that links to the Norco College Student Support Hub. M/J. Tyler, S/A. Olaerts - approved

2.2 Faculty Replacement CIS (P. Worsham), M./K.Kamerin, S/A.Gray, approved
- CIS - Judy Perry retiring (June 2024)
- CIS - John Coverdale retiring (December 2024)
- MATH - Joseph DeGuzman retiring (December 2024)

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

3.1 Mustang Track (Q. Bemiller)
- Mustang Track is still active. The goal is to complete GE's in 2 years.
    - 6-week courses that overlap and 8-week courses
    - Students can take up to 18 units in Fall and Spring and up to 9 in Winter and Summer.
    - This system allows a student to try the GE class again if they need to retake or drop/add in the same semester.
    - APC was asked to look at the GE courses in their area and see if there are any classes that would be a good fit for this type of accelerated modality beginning 24FAL.
    - Jody asked if there could be some communication with the Chairs so that they know which classes are being offered in Mustang Track.
    - Current 6-week courses include ENG, COM, PSY, ANT, GEG, POL, ETS, HIS, ART, MAT (Stats). Ana-Marie will summarize this info into a grid where Chairs can fill in what/when they're offering and share.

3.2 Incomplete Grade Eligibility Language and Process (A. Olaerts)
- Araceli raised some concerns because of the Incomplete language posted in RCC Student Handbook.
    - RCC Handbook does not say: Has to be discretion of the teacher or Student has to be in good standing

- o Verbiage used at other colleges:
  - Mt. Sac says 85% complete.
  - UC Berkely says you have to be in good standing and complete the majority of completed work. The faculty has no obligation to honor a contract request.
  - U of Michigan - majority of work "C" or better and discretion of faculty.
  - Pepperdine says: last quarter, passing, not have excessive tardiness and only a final project is needed for completion.
- o Ana-Marie likes verbiage in Pepperdine's the best because it's delineated and very clear.
- o Carol recommended that Ana-Marie create a draft that improves the language of AP 2230. The draft will be brought forward at APC's Fall meeting for approval and then go to Senate for approval, and then to District for final approval.

3.3 Survey of Effectiveness (P. Worsham)
- Feedback from APC
  - o Some felt the comments were reflective of one meeting, not all.
  - o Some members are louder than others, while others feel like they can't be heard.
  - o Disagreement and opposition are ok, however be mindful of tone.
  - o Robert's Rules was mentioned by 2 members to bring things back to the center in civil engagement.
  - o APC took these comments seriously and actively sought out ways to implement corrective actions, while also asking if issues are specific to a single meeting or if it's an ongoing concern with APC.
  - o New Chairs: Initially, it appeared that we were rushing to ensure everyone was aligned. Please be mindful of this pacing. While we often share laughs, which is valuable, it does consume time. There were comments about the meeting duration being too long, but given the content we need to cover, it's challenging to shorten it. APC has decided against more frequent meetings due to busy schedules.
  - o Responsibilities: It's important that we do not place the burden of managing concerns solely on new members and ensure that everyone shares the responsibility.
  - o Communication: At the beginning of each year, make an open statement about communication to set clear expectations.
  - o Resources: Patty will send out and post the resources for Department Chairs.
  - o Meeting Room: APC considered moving to CSS 217 for a larger space, although Kim prefers to add more tables and chairs to our current room.
  - o Professional Conduct: Unprofessional behavior such as yelling, screaming, and crying affects everyone. The focus should be on building positive relationships.
  - o Faculty Stress: Recognize that faculty are under significant stress; be sensitive and mindful of the demands placed on them.

- o Feedback and Inclusivity: Paul, as an introvert, would appreciate it if extroverts could pause to invite comments from others. Additionally, be considerate of Zoom participants, ensuring they are not overlooked in discussions.
- o Kindness and Formality: Remember to be kind and avoid letting formality stifle the unique aspects of APC.

**4. 10:00 Information Items**

4.1 Summer Chair Assignments (C. Farrar/Q. Bemiller)
- Please update DOIs and IDS on how reassigned time will be split.
- Reminder: summer chair duties start the day after graduation to the day before fall term.
- Unlike Chairs and Co-Chairs, Assistant Chairs do not get a stipend. Departments decide how to divide this.

4.2 Grants Updates (K. Gigliotti)
- Shared a document listing all current grants in progress, under consideration, submitted and new awards.

4.3 Department Chair Elections (P. Worsham)
- 2024-2027 BIO Co-Chair: Peggy Campo
- 2024-2027 CHE/GEG Co-Chair: Starlene Justice
- 2024-2027 HES/KIN Co-Chair: Suzanne Witmer
- 2024-2027 PHY Assistant Chair: Lindsay Owens
- 2024-2027 SBS Co-Chair: Kara Zamiska

4.4 Tech it Out in Two (A. Gray)
- The DE committee wants to remind you that if you have combined sections, you need to ensure that your discussion boards and comments are organized by individual sections due to FERPA regulations. While cross-listed sections are acceptable, if you merge multiple sections into a single Canvas course, you'll need to separate them.
- There has been a change in functionality regarding communication that occurred two days ago. When you notify a student about a missing assignment and use the "message students who" option, it now defaults to "Have submitted," whereas it previously defaulted to "Have not yet submitted." You can now choose to message either all students who have been graded or all those who have not been graded.

4.5 Distinguished Faculty Lecture, May 23rd (P. Worsham)
- Please let your faculty know about this event

4.6 Faculty Reception/Commencement, June 7th (Q. Bemiller)
- Faculty Reception will be in the breezeway and will start at 3PM. Dan Reade will be the MC. All retirees will be recognized.

**5. 10:45 a.m. Reports**

5.1 [Academic Senate](#)
5.2 [College Council](#)
5.3 [District Enrollment Management](#)
5.4 CTA – nothing to report

5.5 VPAA
- Regarding FLEX reports, Carol plans to address the situation for those who are retiring. She will contact retiring individuals who might have outstanding FLEX obligations to ensure their paychecks are not reduced due to incomplete requirements.
- Onboarding 17 new faculty.
- District Enrollment Management representative will need a replacement as Melissa Bader is retiring. One idea was Peggy Campo as a possible replacement.
- New Norco College website goes live June 20. It's a "lift and shift"
- BAM is adjusting the allocation of FTES for different "Schools." As a group, we need to determine where we want to increase FTES, and the amount required. The VPAA and DOIs will provide these figures, and the Chairs will receive this information by fall.
- Program Pathway Maker - Possibilities at Norco College
  - Aligns with guided pathways.
    - Establish program maps to clarify the path
    - Transfer pathways- where they can go after they finish with us
    - Program maps
    - We don't have transfer pathways
    - Our program maps are not in compliance. All PDFs must be removed by 2026, as they are not ADA compliant. We need to ensure the information is available on the site in an accessible format.
    - Many of our documents are not ADA compliant, additional templates are needed to address this issue.
    - Carol will send APC a video on Program Mapper so we can see what it is. 55 community colleges already have it, and it aligns with 6 CSUs and 2 UCs.
    - We are seeking faculty members to participate in the onboarding process, a Summer SPR is available for this initiative.

5.6 DOI
- Faculty Reception planning underway
- Faculty Office Shuffle

5.7 Counseling Report

## 6. 10:55 a.m. Good of the Order
- If a high school student is found to be plagiarizing, does this need to be reported to someone at the high school? Please discuss it with Tyee.

**Next meeting**
**September 13, 2024**
**Location: OC-116**
**Zoom:** https://rccd-edu.zoom.us/j/86998309815