

NORCO COLLEGE

Academic Planning Chairs

November 8th, 2024

8:30am - 11:00am

Location: **OC-116** and

10400 Minaret Rd, Mammoth Lakes, CA 93546

Zoom: <https://rccd-edu.zoom.us/j/86998309815>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (18)

*Patty Worsham, APC Chair of Chairs; Business & Management (*Chair*)

Courtney Doussett, APC Co-Chair; Dean of Instruction: MECSGD and NSHK

Ashley Etchison, APC Co-Chair; Dean of Instruction: ATA, BM and HPS

Peggy Campo, Natural Sciences, Health & Kinesiology (*Co-Chair*)

*Zina Chacon, Counseling Department (*Assistant Chair*)

James Finley, Math, Engineering, Computer Science & Game Development (*Co-Chair*)

Alexis Gray, Social & Behavioral Sciences (*Co-Chair*)

Ashlee Johnson, Math, Engineering, Computer Science & Game Development (*Co-Chair*)

Starlene Justice, Natural Sciences, Health & Kinesiology (*Co-Chair*)

Kim Kamerin, Visual & Performing Arts (*Chair*)

*Brady Kerr, Visual & Performing Arts (*Assistant Chair*)

Jeff Mulari, Math, Engineering, Computer Science & Game Development (*Co-Chair*)

Ana-Marie Olaerts, Communication, Humanities & Languages (*Co-Chair*)

Dan Reade, Communication, Humanities & Languages (*Chair*)

Tim Russell, Social & Behavioral Sciences (*Co-Chair*)

Paul VanHulle, Applied Technologies, and Apprenticeship (*Co-Chair*)

Suzanne Witmer, Natural Sciences, Health & Kinesiology (*Co-Chair*)

Kara Zamiska, Social & Behavioral Sciences (*Co-Chair*)

***Online attendance, non-voting**

Visiting: Charise Allingham, Hayley Ashby, Julie Bautista, Quinton Bemiller, Kristine Clark, Tenisha James, Desiree Wagner, Cameron Young

Absent: Maria Adams (PN), John Moore (Conf), Sigrid Williams (Conf), Lindsay Owens (not req'd)

1. Call to Order/Welcome

1.1 Approval of [Agenda](#)

- M/A. Gray, S/K. Kamerin, approved unanimously.

1.2 Approval of [Minutes](#) from October 11, 2024.

- M/A. Gray, S/K. Kamerin, approved unanimously.

2. Action Items

2.1 Faculty Replacement: Kinesiology (Suzie Witmer)

- M/K. Kamerin, S/A. Gray, approved unanimously.

2.2 Faculty Replacement: Math (Jeff Mulari)

- M/K. Kamerin, S/A. Gray, approved unanimously.

2.3 Faculty Replacement: English (Dan Reade)

- M/K. Kamerin, S/A. Gray, approved unanimously.

2.4 [APC Charter](#) (Patty Worsham)

- M/K. Zamiska, S/A. Gray, approved unanimously.

2.5 [Syllabus Shell](#) (Patty Worsham/Suzie Witmer)

- Suzy and Dan will work on creating a cover sheet for the syllabus shell and will present it at the next APC meeting.
- Recommendations include instructions on how to locate and update Student Learning Outcomes (SLOs), incorporate into the Adjunct Handbook, featuring an active link. Department Chairs can reference this link in their welcome letters.
- Chairs to review updated syllabus shell draft and provide feedback at December meeting

2.6 Eligibility for Incomplete Grades, Second Read (Ana-Marie Olaerts)

- No feedback was received, so Chairs reviewed the language. Patty will convert the email statement into a Word document and present it to the Senate, requesting their endorsement before forwarding it to the District Academic Senate.

3. Information Items

3.1 [Honors Program](#) (Cameron Young)

- Cameron provided an update to keep Chairs informed in his new role:
 - 57 new Honors students were admitted for Fall, and 27 for Spring, bringing the total to 196 Honors students.
 - Enrollment has exceeded expectations for Spring, and further growth is anticipated.
 - Approximately 50% of Honors students are declared STEM majors, representing a 10% increase.
 - The 2023-2025 cohorts intersect with programs at Norco College, accounting for 40% of the current Honors program enrollment.
 - Men of Color, UMOJA, and EOPS are the top three programs intersecting with Honors students.
 - There has been a slight increase in non-first-generation students and a decrease in first-generation students since Spring.
 - Fall will offer 7 Honors courses, and Spring will offer 9 (initially planned for 8 and 10).

- Equity gaps persist, with lower success rates for African American males and females, as well as Hispanic females.
- There is consideration of lowering the GPA threshold for program entry from 3.0 to 2.75 to allow more students to engage in the program and gain early exposure to Honors-level coursework.
- Proposed draft offering M/W:
 - HUM-10A – 9:15AM-10:40AM
 - AHS-2H – 11:10AM-12:35PM
 - BUS-10H – 12:45PM-2:10PM
 - SOC-1H – 2:30PM-3:55PM
or T/TH
 - ENG-1AH – 7:20AM-9:25AM
 - MAT-1AH – 9:40AM-12:10PM
 - HIS-6H – 2:30PM-3:55PM
- There is interest in expanding course enrollment.
- The budget is limited, so careful attention must be given to expenditures.
- An Honors Club is currently in operation.

3.2 Bookstore Process (Julie Bautista)

- Kristine Clark and Julie Bautista presented the textbook adoption process and are seeking feedback. Summer and Fall adoptions are due by April 1.
- They plan to send an email in the second week of March informing the faculty that if no changes are needed, no further action is required. However, if there are changes, the faculty will need to notify the bookstore.
- A three-pronged communication strategy will be used: the Bookstore, VPAA, and Department Chairs will remind faculty to inform the bookstore of any textbook order changes.
- Digital OER textbooks are free, printed versions incur cost.
- Bookstore team to draft email about textbook ordering process for chairs/deans to review.
- Chairs to include textbook ordering process information in department meetings.

3.3 Dual Enrollment (Kylie Campbell)

- Kylie shared the SPR25 [dual enrollment class list](#). Yellow means it still needs staffing. Registration hasn't yet started. Shared [CRC](#) scheduling as well.
- Kylie to send regular dual enrollment and CRC enrollment updates to chairs.

3.4 [Accreditation Standard 2.5](#) (Haley Ashby)

- This presentation was designed as a "workshop" to foster dialogue regarding our accomplishments over the past four years, focusing on learning and process improvements. It emphasized the principles of Appreciative Inquiry, highlighting our successes and identifying areas where we have made progress using relevant evidence and documentation supporting these achievements.
- Faculty members actively contributed their insights and feedback as we collaboratively reviewed and discussed the document.

4. Discussion Items

4.1 Faculty Ranking Debrief (Worsham)

- Paul has requested that presentations be recorded on video and shared with faculty, as he believes this will aid in the initial ranking process. He feels that having video presentations will streamline the ranking process, with Star agreeing that videos would complement the data used for rankings.
- A concern was raised about whether faculty would actually watch the videos in advance of department meetings to complete the initial rankings.
- There is also a request for extended presentation time to ensure thorough discussions.
- The ranking meeting should be made more public, with broader invitations and better promotion, allowing anyone to attend. Both Paul and Star support this approach.
- The use of data has contributed to a more institutionally focused approach.
- Dan to create guidelines for faculty prioritization presentations and one-page summary template.
- Move to extend the meeting by 20 minutes - M/A. Gray, S/A. Olaerts, approved unanimously.

5. Reports

5.1 [Academic Senate](#)

- Ana-Marie inquired about the issue of bots in 8-week classes, specifically how significant the problem is. Alexis responded, noting that the ANT department has been particularly affected, while MVC and RCC do not drop bots, highlighting the lack of a consistent district-wide policy on this matter.
- Alexis has addressed the issue by sending a letter to the union, framing it as a workplace concern. Faculty are being tasked with verifying that students are legitimate, effectively taking on the role of admissions administrators by assigning responsibility for this verification.

5.2 [College Council](#)

5.3 [District Enrollment Management](#)

5.4 [CTA](#)

5.5 [VPAA Report](#)

5.6 Dean's Reports

- Outstanding census reports: Emails will be sent with further details.

5.7 Counseling Report

- Nothing to report.

6. Good of the Order (11:15am)

- The recent Guided Pathways retreat did not have the desired impact, as the discussions lacked engagement and productivity. Towards the end of the session, an announcement was made about plans to reorganize counseling services. However, the presentation of this information felt rushed and lacked adequate context, leaving many participants unclear about the next steps. A new model was introduced, but there was limited opportunity for input or dialogue, raising concerns among faculty. Alexis followed up with Dr. Bishop after the meeting, emphasizing the importance of including faculty in future conversations. There

was a general sense that the process lacked transparency, with some faculty feeling excluded from key decision-making.

- For finals week, hybrid courses will offer the option to meet either in person or online.
- The Equivalency Workgroup is revising the Equivalency Procedure, with updates expected in the spring.
- Access to the APC folder will be restricted to the Chair of Chairs and the Director of Institutional Effectiveness (DOI). Faculty members who require documents from the folder may submit requests, and the necessary files will be provided. Most of the documents in the folder are already shared with faculty, and there is no intention to withhold any information. The goal is to preserve the integrity of the files and prevent inadvertent alterations or misplacement.
- Meeting adjourned at 11:20am.

Next meeting

December 6, 2024

**Date changed due to the second Friday occurring during Finals week*

Location: OC-116

Zoom: <https://rccd-edu.zoom.us/j/82220813578>