

NORCO COLLEGE

Academic Planning Chairs

December 6, 2024

8:30am - 11:00am

Location: **OC-116** and

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

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

Maria Adams, Human and Public Services (*Co-Chair*)

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

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

Alexis Gray, Social & Behavioral Sciences (*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*)

Sigrid Williams, Human and Public Services (*Co-Chair*)

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

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

***Online attendance, non-voting**

Visiting: Lilia Garcia, Sonia Gonzalez

Absent: James Finley, Ashlee Johnson, John Moore.

1. Call to Order/Welcome

1.1 Approval of [Agenda](#)

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

1.2 Approval of [November 8, 2024](#) Minutes

- M/K. Kamerin, S/P. Van Hulle, A/P. Campo, approved.

2. Action Items

- 2.1 Syllabus Shell, second read (Patty Worsham/Suzie Witmer)
 - M/A. Gray, S/K. Zamiska, approved.
- 2.2 Approval of [Cover Sheet](#) for Syllabus Shell (Suzie Witmer/Dan Reade)
 - APC suggested adding “d” to include Use of AI, i.e. Grammarly.
 - M/A. Gray, S/K. Zamiska, approved.
- 2.3 Faculty Replacement, Logistics (Patty Worsham)
 - Move to accept reinstatement of paused position.
 - M/A. Gray, S/K. Zamiska, approved.

3. Information Items

- None

4. Discussion Items

- 4.1 Winter retreat, February 5 & 6 (Etchison)
 - February 5th (Wednesday) will cover the following topics:
 - Accounting Method for Funding
 - Enrollment Management
 - Room Prioritization
 - SEM Plan Requirements
 - Online classes vulnerability to exam proctoring
 - AP 35, CPL and proctoring exams
 - February 6th (Thursday)
 - Work on the schedule with Pathmaker personnel assistance
 - Proposal for Master Schedule (Lilia Garcia)
- 4.2 Suspicious Enrollments (Sonia Gonzalez)
 - Fraud Mitigation Update:
 - Presented terminology handout. Identified three main types of fraud across the state:
 1. Admissions Application: Students over 18 must upload ID via ID.me for verification. Issues arise due to fraudulent document submissions.
 2. Enrollment: Online courses without prerequisites are frequent targets for fraud.
 3. Financial Aid: Monitoring the disbursement process, ensuring financial aid is only granted at one institution at a time.
 - After November 23, 20% of students were reviewed; by November 24, 80% were reviewed for potential fraud.
 - Drop inactive students by the time they can earn a “W.” After this point, assign an "FW" instead of dropping them.
 - Census Period Monitoring - Faculty must assign an initial task before Census to identify fraudulent students early. Inactive students should be dropped during this period to prevent further fraudulent disbursements. Continue monitoring after Census; any subsequent inactivity should result in removal. If students are

inaccurately dropped, A&R can reinstate them. Faculty must ensure rosters are cleaned before the semester's end.

- Verification Methods - Require students to submit a video for the first assignment, allowing for easy verification. Consider using [Namecoach](#) for name verification.
- Reporting: Email DOI for suspected bots. For reinstatements, email A&R with student name and ID.

4.3 CAP Hours (Worsham)

- Discussion about challenges faced with CAP Hour, i.e. lack of funding, need for equity in access to resources.
- Lilia Garcia to provide update on CAP Hour at APC Retreat.

5. Reports

5.1 Academic Senate

- The Transfer Advisory Committee requests one representative from each school to attend monthly meetings. Different individuals can attend each session.
- Review slides in Patty's [Standing Committee report](#) for details on the division reorganization.

5.2 College Council

- [Review Section 3 of the SPGM](#), where Dan and Alex made significant revisions. Feedback is needed from everyone.

5.3 District Enrollment Management

- Nothing to report

5.4 CTA

- DE negotiations are ongoing. Staff classes will proceed as usual, with expectations for online teaching compliance. If you're taking external training, such as @One, be aware that additional requirements may arise. Everything is being considered in the discussions. Sigrid reported an associate faculty member who completed the course but received a cease and desist and hasn't been paid. As of yesterday, course developers will not be available for Winter 2025.

5.5 VPAA Report

- Winter enrollments are strong, but there's concern about efficiency. Current efficiency is 12.8%, with a target of 15.2%. While HAPS is at 17.0% and SBS is close, the new strategy will focus on aligning with student demand to improve efficiency.
- A new section will typically be added when the waitlist reaches half the size of the class.
- Faculty still need to submit their load banking reports.

5.6 Dean's Reports

- Reminder: For program review, there are lottery funds available. If you have any wish list items, please inform your DOI.

5.7 Counseling Report

- No report
- Peggy expressed frustration regarding the inability to hire counselors due to the ranking process, which was mandated by the Chancellor. Some of our chairs have raised concerns at various meetings (Senate, BOT, retreat). The only

justification provided is the "Standard of Care," which seems unclear and unhelpful. This situation is very frustrating for the team. Counseling appreciates the ongoing support, and Zina and John have met with Dr. Green to discuss this issue.

6. Good of the Order (10:08am)

- Tim Russell reminded everyone that the Annual Report for Program Review is open until mid-March.
- Kim Kameran announced several concerts and performances that have taken place on campus, as well as a few remaining events. One highlight is a string ensemble performance, which involves a collaboration with our dual enrollment students from Norco High School's band, as well as local community members.

Next meeting

March 14, 2025

Location: OC-116

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