



Academic Planning Chairs

March 14, 2025

8:30am - 11:00am

Location: **OC-116** and

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
Roger Perez, APC Co-Chair; Dean of Instruction: CHL, SBS and VAPA
Maria Adams, Human and Public Services (*Co-Chair*)
Peggy Campo, Natural Sciences, Health & Kinesiology (*Co-Chair*)
James Finley, Math, Engineering, Computer Science & Game Development (*Co-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*)
Kara Zamiska, Social & Behavioral Sciences (*Co-Chair*)
***Online attendance, non-voting**

Visiting: Quinton Bemiller, Kylie Campbell, Vivian Harris

Absent: Zina Chacon (College Business), Ashlee Johnson, John Moore (College Business),
Suzanne Witmer

1. Call to Order/Welcome

1.1 Approval of [Agenda](#)

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

1.2 Approval of [December 6, 2024](#) Minutes

- M/P. Van Hulle, S/K. Zamiska, approved.

2. Action Items

2.1 Syllabus Shell/Cover Sheet – Confirm Ready for Senate (Patty Worsham/Suzie Witmer)

- Chairs will forward documents out to faculty once Senate approves.
- Alexis will work with Derek to make the shell available in Canvas as a drop-down item.
- Once approved, Senate will give it to Lenny to be published on website and notify faculty once it's uploaded into these two areas.
- Patty will take this back to Senate (April 7) to close this loop.
- M/A. Gray, S/D. Reade, approved.

2.2 [AP 6210](#) – Minimum Qualifications Policy (Patty Worsham)

- Feedback: Timing – Some candidates request equivalency before the interview, while others after. It would be helpful to have a clear timeline (e.g., 2 weeks) for when equivalency decisions are made for those applying for full-time roles, ideally before the first-round interview.
- M/J. Finley, S/P. Campo, approved.

3. Information Items

3.1 Tech it Out in Two (Alexis Gray)

- To change dates in bulk, use the Design+ hidden in Canvas navigation list.
- Click the 3 dots to activate edit assignment dates feature.
- How to moderate quizzes has changed, a new quiz engine is being rolled out in Canvas. When you click on +Quiz you have a choice to build a *Classic Quiz* or a *New Quiz*. Begin selecting *New Quiz* because Canvas will be migrating to this. To apply time accommodation to a student you can add that time multiplier to that student by clicking on their name and add the multiplier amount, which will apply to all their quizzes.

3.2 NC Equity Summit | "Storytelling: Bridging Gaps, Building Futures" (Patty Worsham)

- Event is April 4th, 9am-2pm in THTR-101 and HUM-111

3.3 Industry Advisory Breakfast (Ashley Etchison)

- Event is March 28th

3.4 Space Utilization (VPAA/DOIs)

- Kinesiology Building Groundbreaking: Ceremony is scheduled for May 30, 2025, at 9 AM.
- CACT Building Demolition: The CACT building will be demolished this summer, and equipment is being moved to the STEM center.
- Faculty Hiring: 20 full-time faculty members will be hired for the fall. Since 2015, approximately 57 new faculty members have been hired, but office space has not been expanded to accommodate them; hiring is outpacing office space availability.
- Senate Presentation: A presentation will be made to the Senate, detailing the moves and changes related to these developments.
- Classroom Relocations: English classrooms in CACT need to be relocated. Paul has taken machinery classes offline for fall, and some CACT classes will be moved to WEQ-6B.

- WEQ Space Concerns: It's unclear whether rooms in WEQ, which will be offline during construction, can be repurposed.
- Cost of Portable Buildings: The cost of bringing in one portable building is \$1M.
- W7 Space: The W7 space, which has not been fully utilized, will be used for choir, orchestra, and band programs.

3.5 AB 1705 (Courtney Doussett)

- Starting Fall 2025, the new AB policy will be fully in effect. All students will have access to Calculus, and everyone will be placed in either Calc 1 or Calc 1 with support, with no lower placement allowed.
- Students can still choose to take college algebra, trigonometry, or pre-calculus if they wish.
- Jeff is preparing documents that will guide students in choosing lower-level classes based on whether they took (and/or passed) intermediate algebra in high school. These documents will be shared with students once they're ready.

3.6 Chair Elections in April (Worsham)

- If your department is holding elections, please conduct them in April and bring the results to the May meeting.

3.7 Summer Chair (Worsham)

- Please identify chairs for Summer 2025 and send info to your DOI

4. Discussion Items

4.1 [Survey of Effectiveness](#) (Patty Worsham)

- Faculty took time during meeting to complete Survey of Effectiveness.

4.2 [Dual Enrollment/CRC Updates](#) (Kylie Campbell)

- Kylie shared a list of new [Dual Enrollment course requests](#) and [CRC course requests](#) and needs feedback from Chairs on whether these can be staffed. While staffing isn't required immediately, she needs to inform high school partners about the schedule by next week. Sections marked in teal need a response by next week; sections in purple are still being worked on due to being in-person classes. Kylie will meet with CNUSD next Friday and wants to present the available offerings.
- Dual Enrollment MOU between CNTA & CNUSD Update: The new MOU allows Norco College to offer "competing" courses (courses that satisfy [A-G requirements](#)) during the day, which weren't allowed before due to competition with high school offerings. High school teachers can teach dual enrollment classes during their prep time without extra pay.
- Competing Courses: Dual enrollment courses that satisfy [A-G requirements](#) can now be offered in person during the school day.
- GUI Classes: Each site can offer up to 2 GUI classes during the school day.
- CTE Pathways: Dual enrollment classes can be included in the 3rd or 4th year of a CTE pathway, after students complete their capstone project.
- Appreciation Luncheon: Ana-Marie asked about the possibility of hosting an appreciation luncheon for faculty teaching CRC courses.
- Acknowledgement: Dan and other Chairs expressed appreciation for Lisa Nelson's work at the CRC. Thank you, Lisa!

- Stipends: Faculty teaching classes at the CRC receive a \$300 stipend for the first class and \$100 for each additional class.
- Kylie's Requests for Help:
 - Response to current Summer/Fall course requests.
 - Clarification on prerequisites for ECO-7, ECO-8, ENG-15, and ENG-20.
 - Addressing the 5-student cap for JFK registration: Kylie will meet with Kim Bell to explore options to work around or remove this cap, and to determine when classes can be opened to high school students.

4.3 Flex Activities Approvals (Patty Worsham)

- Faculty is responsible for overseeing their own professional development. They should ensure they receive verification for attending events. For example, if attending a webinar, the faculty member should obtain proof of participation, such as a certificate of completion or a screenshot showing they were present during the webinar.

4.4 Fraudulent Enrollments (DOIs)

- Late Start Classes: Students are automatically sent to AR (Admissions and Records) to verify if any are fraudulent. Any students found to be fraudulent are then dropped from the course.
- Light Leap AI: The district has purchased a plan from Light Leap AI, which will assist in managing and mitigating fraudulent enrollment.

5. Reports

5.1 [Academic Senate](#)

- Please look at section 3 in SPGM and provide feedback
- Quinton will provide Chairs with a list of any faculty members in their department who were terminated due to failing to provide proof of citizenship to HR.

5.2 College Council

- Administration Reorganization was on the agenda
- Dr. Collins talked about the current and future budget.

5.3 District Enrollment Management

- Norco College missed the enrollment target for the spring semester. Fractional labs have been a financial burden; Chairs are encouraged to consolidate fractional labs to avoid this issue.
- NC: 5% growth
- RCC: 4% growth
- MVC: 15% growth (but this includes growth from the current term, so their actual growth for the next academic year is 4%).
- There's also a proposal to change the policy: if a student hasn't paid their bill, the minimum threshold amount before a student is dropped due to non-payment will be reduced from \$500 to \$100.

5.4 CTA

- No report

5.5 VPAA Report

- Enrollment Update: Enrollment was at 110%, but it has now dropped to 98%. The issue is that some students were unable to enroll in their desired classes. For late-start classes, it's unclear how many enrollments are legitimate. The VPAA, DOIs, and I will meet to strategize about late-starts (similar to Mustang Track but without a cohort). This will help counselors with class selection and scheduling.
- Annual Target and Efficiency: We are currently at 101% of our annual enrollment target with an efficiency of 14.61. There's a consensus in DEMC that the census count will now be strictly due on census day, with no more 5-day window for adjustments.
- DE Camp Negotiations: Negotiations are still ongoing but getting close to a resolution. We hope to have updates within the next month.
- Accreditation Preparation: Accreditation is approaching, and we're beginning to gather evidence and write the report. The RSI (Regular and Substantive Interaction) for online classes is important. Faculty should be encouraged to clearly highlight engaging discussions to ensure they're captured.
- Annual Program Review: The Annual Program Review is open today, but it will close Monday morning.
- Lottery Funds: Lottery funds are available. Peggy asked for a list of what expenses are allowed for these funds.

5.6 Dean's Reports

- IOIs for 25SPR are underway.

5.7 Counseling Report

- No report

6. Good of the Order (11:03am)

- Meeting adjourned

Next meeting

April 11, 2025

Location: OC-116

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