



Academic Planning Chairs

April 11, 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*)

John Moore, Counseling Department (*Chair*)

Jeff Mulari, Math, Engineering, Computer Science & Game Development (*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: Adam Martin, Jethro Midgett, Sean Davis, Kylie Campbell

Absent: Ana-Marie Olaerts, Sigrid Williams (College Business), Zina Chacon, Lindsay Owens (Teaching), Ashlee Johnson

1. Call to Order/Welcome

1.1 Approval of [Agenda](#)

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

1.2 Approval of [March 14, 2024](#) Minutes

- M/A. Gray, S/J. Moore, A/P. Campo, approved.

2. Action Items

2.1 Faculty Replacement: Math (Mulari)

- M/K. Kamerin, S/A. Gray, motion passed unanimously. (MSP)

2.2 APC Chair Election (Worsham)

- Patty Worsham nominated Alexis Gray, seconded by Tim Russell, motion passed unanimously. (MSP)

3. Information Items

3.1 New Partnership with Southwest Juvenile Detention Center Update (Campbell)

- MOU has been a year in the making; supported by Chancellor's Office grant.
- Launched initial effort with Orange Grove alternative school in Spring.
- [Southwest Juvenile Detention Center \(SJDC\) Overview](#)
- Event Reminder: CTE Dual Enrollment Symposium – Friday, May 16 8am-12pm, on-campus.

3.2 ITH for Associate Faculty for Rehire – I-9 (Worsham)

- Associate Faculty affected by I-9 terminations may be rehired.
- Faculty inactive for 2+ years are removed from the system.
- HR Contacts
 - Access to Pools: Tamara Medina Olivas - (951) 222-8594, tamara.medinaolivas@rccd.edu
 - Norco HR Liaison: LaToya Bass - (951) 739-7801, latoya.bass@rccd.edu
 - HRER Assistant: Claudia Jones - (951) 222-8595, claudia.jones@rccd.edu

3.3 Monitor PT Faculty Pools (Worsham)

- Monitor PT faculty pools to avoid last-minute hires.

3.4 ZTC Reporting (Adam Martin)

- Adam provided an overview of the types of instructional materials currently in use across courses, highlighting three primary categories:
 - Open Educational Resources (OER)
 - Digital Resources
 - Blended Resource Models (a mix of OER and digital content)
- The instructional material categories support compliance with Zero Textbook Cost (ZTC) reporting requirements, linked to a state-monitored grant. Compliance is measured using Key Performance Indicators (KPIs) set by the state, and accurate tracking is essential to ensure continued funding and adherence to state guidelines. While Norco College has been partially compliant, Adam acknowledged that gathering and maintaining this data consistently has been a challenge. There is currently no streamlined process for capturing and carrying over this information from one semester to the next, which complicates accurate reporting. To address this, Adam has submitted a request to Anthology for potential solutions that could automate or simplify the tracking process. The goal is to enhance the ZTC ecosystem starting this fall by creating a more efficient system for course chairs to report and maintain accurate records.

- Concerns About Current Workflow and Accountability
 - Alexis raised a concern regarding the current reliance on department chairs to manually maintain spreadsheets tracking course material types. She noted the workload this adds and questioned who would be held accountable if inaccurate data is reported. Adam clarified that incorrect reporting constitutes a violation of the Education Code and, in such cases, the institution as a whole—not the individual chair—would bear responsibility. He emphasized that this system has been slowly rolled out, and the college is still adjusting to the requirements.
- Beyond compliance, Adam encouraged faculty and chairs to critically examine whether ZTC/OER models are the most pedagogically appropriate for their respective disciplines and student needs. He is currently collecting, compiling, and aggregating data to evaluate the academic effectiveness of OER and ZTC course materials, with an eye toward ensuring that cost-saving measures don't compromise instructional quality
- Patty proposed incorporating a dropdown menu within the Pathmaker platform to allow chairs to identify ZTC/OER courses more easily during scheduling and curriculum planning. However, she acknowledged a significant obstacle: not all department chairs actively use Pathmaker, which limits the tool's overall effectiveness. Adam expressed his support for this idea and offered to assist with its implementation. He also indicated that he has some funding available to support system improvements. Ashley will follow up with Pathmaker to explore how this functionality could be developed and whether usage barriers can be addressed to ensure broader adoption.

3.5 Summer Chair Reminder

- Patty asked the chairs for the following departments to email summer chair information to their respective DOIs.
 - i. CHL
 - ii. GUI
 - iii. SciKin
 - iv. MAT
 - v. ENE
 - vi. GAM/CIS
 - vii. AT&A

3.6 Fall Schedule Due Now; WIN/SPR 26 (Doussett)

- Scheduling Process Concerns
 - Alexis expressed significant concern over the Summer/Fall (SUM/FAL) scheduling process, describing it as one of the most disorganized and problematic scheduling cycles to date. She noted that numerous issues arose, creating confusion and inefficiencies. Alexis emphasized that this cannot become the norm moving forward.
 - A major point of concern was the timing of the schedule release in relation to the annual Chair Retreat. She stressed that the retreat serves as a working session that depends on having finalized schedules available. If

the schedule is not ready in time, the retreat itself loses its purpose, and she recommended that in such cases, the retreat should be postponed.

- Room Availability and Space Reallocations
 - There continues to be space and room availability issues due to ongoing facility changes.
 - CACT is currently offline, impacting course placements and instructional space.
 - The machine shop is being relocated to STEM 100 to accommodate technical program needs.
 - HUM 102 and WEQ W7 have now been designated as permanent music instruction rooms, further limiting room availability for other disciplines.
 - Theater Space Utilization: Kim was asked to temporarily take the Theater classroom offline to improve overall space utilization across campus. However, due to current room constraints and instructional needs, there is growing interest in bringing the Theater space back online, if possible.
- Important Scheduling Dates
 - 4/18 is the last day IDCs are able to make any major changes for 25SUM and 25FAL. Schedule gets published 4/21.
 - 26WIN/26SPR is due from chairs to IDCs by June 13th.

3.7 [Honors Fall Schedule](#) (Cameron Young)

- Cameron will be attending APC meetings regularly to provide Honors Program updates.
- See link above for Data Points, Highlights, and Considerations

3.8 Efficiency Targets for Enrollment: Fall (Bemiller)

- Deferred to May APC meeting for further discussion

3.9 Census Process Change (Perez/Gonzalez)

- Beginning Summer 2025, the census submission window will shift:
 - Instead of opening **on** the census date and allowing five days afterward, the window will open five days **before** the census date and close **on** the census date.
 - This change aims to improve compliance and data accuracy.

4. Discussion Items

4.1 Accelerated Short-Term Classes (Bemiller)

- Moved to May APC meeting.

5. Reports

5.1 Academic Senate

- Patty asked chairs to read her [Standing Report](#) submitted with the Agenda
- Concerns were raised over the proposed three-week-before-semester-start course cancellation policy.
 - Chairs shared strong opposition, citing scheduling disruptions.
 - Ashley clarified that discussions are ongoing, and no final decision has been made.
- JFK Dual Enrollment Student Registration

- Kim inquired whether JFK students could be enrolled before the first day of class to avoid being blocked by BOTS or enrollment caps.
- Kylie explained that if the cap is removed, their registration period would shift from May 7–9 to May 26–27, resulting in lost priority.
- Add Authorization Concerns
 - Alexis and another chair asked why students can't register once given an add authorization. Currently, Colleague only allows use on the first day of class.
 - This creates an access barrier for dual enrollment students.
 - There was widespread frustration over this limitation.
 - Alexis was told it's now handled by a new IT group.

5.2 College Council

- No report. Missed due to a conflict with a department meeting.

5.3 District Enrollment Management

- MVC had previously been requesting funding reallocations but has since retracted due to improved efficiency rates.
- Alexis pointed out inconsistencies in roster clean-up across the district.
- Student Billing Concerns
 - The district currently has \$8 million in unpaid student bills.
 - Historically, students were only notified once their balance reached \$500.
 - A proposal to lower the notification threshold to \$100 was denied, as it would affect approximately 13,000 students.
 - There was a general consensus that students should be notified as soon as they have a balance, as many assume financial aid will cover the amount unless otherwise informed.

5.4 CTA

- Retiree Email Access
 - Recently, retired faculty lost access to their email due to a miscommunication with IT.
 - Although the FA had an agreement to retain access for retirees, FA does not officially represent retirees, so they should reach out directly to administration or IT.
- Training Updates
 - Sexual Harassment Training: FT faculty can earn Flex credit; PT faculty can receive 2 hours of Flex pay.
 - Safety & Security Training: Currently on hold due to an FA cease and desist pending negotiation.
 - DE Training: The proposed plan is now with Dr. Few for approval and will be shared soon.

5.5 VPAA Report

- No report (Quinton was out).

5.6 Dean's Reports

- No new updates: all items were covered earlier.

5.7 Counseling Report

- Two new department chairs effective 25FAL: Jethro Midgett and Sean Davis.
- Counseling is working with Rising Scholars to bring on a full-time counselor.

6. **Good of the Order**

- Quick check-in on faculty hiring committees
 - Kim raised an issue regarding the Theater hiring committee, other college in the district was willing to participate.
 - He reached out to Buck, who already teaches part-time at Norco, but this caused complications
 - FA had concerns about rehiring Buck to serve on the committee.
 - Ultimately, Buck is already employed as a part-time instructor, which helped resolve the situation.
- Dan confirmed that they were able to update the college website with the recently approved syllabus shell.
- Meeting adjourned at 10:40am

Next meeting

May 9, 2025

Location: OC-116

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