



### **Academic Planning Chairs**

May 9, 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*)

\*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*)

John Moore, Counseling Department (*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:** Laura Adams, Quinton Bemiller, Kylie Campbell, Sean Davis, Vivian Harris, Jethro Midgett, Sandra Popiden

**Absent:** Brady Kerr, Lindsay Owens (Teaching)

#### **1. Call to Order/Welcome**

1.1 Approval of [Agenda](#)

- M/K. Kamerin, S/P. Campo, approved.
- 1.2 Approval of [April 11, 2025](#) Minutes
- M/A. Gray, S/K. Zamiska, approved.
- 1.3 Comments from the Public (4-minute limit)
- Peggy requested that Senate be reminded APC welcomes public input.

## 2. Action Items

No action items.

## 3. Information Items

- 3.1 Office Shuffle and Space Considerations (DOIs)
- Two more rounds of moves are expected. No start date for STEM or CACT construction yet.
- 3.2 New Chair Election Updates - (Chairs)
- Counseling: Jethro Midgett and Sean Davis (eff. 25FAL)
  - CHL: Sara Nafzgar replacing Ana-Marie Olaerts
- 3.3 Winter/Spring Scheduling & Path Maker Check-In (Worsham)
- ZTC column being added—chairs confirmed usage.
  - Issues raised with Path Maker's usability and CCN data gaps.
  - Concerns over cost (\$42K/year). Some faculty manage; others find it highly inefficient.
  - James Finley offered to research alternative scheduling tools.
- 3.4 Academic Planning Chairs Survey of Effectiveness (Worsham)
- General satisfaction noted, though some feel time is insufficient for discussion.
  - Patty to forward results to Claudia Figueroa for Academic Council.

## 4. Discussion Items

- 4.1 Creation of all school CAP – Students of Distinction (Reade)
- Proposal to unify recognition across all schools for Spring 2026.
  - Ideas: Special sash, end-of-semester event, dinner (last held in 2018).
  - Dan and Vivan will follow up in Fall.
- 4.2 POCR (Gray & Popiden)
- Senate approved moving forward with local POCR review.
  - Goal: 20% of courses quality-badged by June 2026.
  - Norco lacks sufficient certified reviewers (only 4 so far).
  - Need for faculty training, compensation (\$600–\$1,500), and process clarity.
  - Districtwide inconsistency in funding; MVC/RCC have paused due to lack of resources.
- 4.3 RSI Rubric (Adams)
- RSI (Regular and Substantive Interaction) key for accreditation.
  - Must meet 2 of 4 criteria: direct instruction, feedback, student questions, course discussions.
  - Emphasis on documentation, announcements, office hours, and communication plans.

- ACCJC will evaluate Fall 2025 courses.
- 4.4 Efficiency Targets for Enrollment: Fall (Bemiller)
  - Push for improved enrollment by “3-week rule” before term starts.
  - Courses with low caps must be full by Day 1 or risk cancellation.
  - Goal: Improve efficiency over last summer/fall.
- 4.5 Space Inventory Report/Efficiency of Classroom Space (Bemiller)
  - Peak times: MW 12–2 PM, T/Th 9–10 AM.
  - Lab efficiency is 165%.
  - Chairs encouraged to maximize use of classrooms.
- 4.6 CRC & Dual Enrollment Update (Campbell)
  - Kylie sent WIN/SPR scheduling request emails.
  - CRN needed for any blank courses.
  - Juvenile detention center tours: today and June 13.

## 5. Reports

- 5.1 Academic Senate
  - Report delivered.
- 5.2 College Council
  - Report delivered.
- 5.3 District Enrollment Management
  - No report.
- 5.4 CTA
  - Three items reported to Senate.
- 5.5 VPAA Report
  - Faculty hiring committees are calendared.
- 5.6 Dean’s Reports
  - Shared.
- 5.7 Counseling Report
  - No report.

## 6. Good of the Order – 10:55am

- From the Honors Program (Patty for Cameron Young):
  - Honors End-of-Year Celebration: Friday, May 30, 6–8 PM
  - All are invited. Form available for RSVPs.
  - Will include refreshments, student recognition, and a naming ceremony.
  - Meeting adjourned at 10:51am

**Next meeting**

**September 3, 2025**

**Location: OC-116**

**Zoom: <https://rccd-edu.zoom.us/j/81071365417>**