



### Academic Planning Chairs

September 12, 2025

8:30am - 11:00am

Location: HUM-111 and

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

Voting members of APC must attend in-person.

### Minutes

#### Present Committee Members (22)

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*)

Sean Davis, Counseling Department (*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*)

Jethro Midgett, Counseling Department (*Co-Chair*)

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

Sara Nafzgar, Communication, Humanities & Languages (*Co-Chair*)

Lindsay Owens, Natural Sciences, Health & Kinesiology (*Assistant Chair*)

Dan Reade, Communication, Humanities & Languages (*Co-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:** Haley Ashby, Kylie Campbell, Sonia Gonzalez, Vivian Harris, Brittnee Quintanar

**Absent:** Ashlee Johnson

#### 1. Call to Order/Welcome

##### 1.1 Approval of Agenda

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

## 1.2 Approval of [May 9, 2025](#) Minutes

- M/K. Kamerin, S/S, Nafzgar, approved.

## 1.3 Comments from the Public (4-minute limit)

- Senate just dropped this to 3 minutes in length (Dan Reade)
- Thanks to the IDC's - they are massively overworked (Dan Reade)

## 2. Action Items

### 2.1 Faculty Replacement

- English (Reade)
- [Library – Outreach Librarian](#) (Nafzgar)

## 3. Information Items

### 3.1 [Faculty Prioritization Ranking](#) (Worsham)

- Two (2) positions requested: ENE and COM
- COM has withdrawn from this ranking per Sara Nafzgar
- ENE is the only position still outstanding; vote will occur in October. There's no need to revisit the original process.

### 3.2 CRC & Dual Enrollment Update (Campbell)

- CRC
  - Fall term is underway, but inmate transfers are already in progress, and one yard has been closed. Currently, there are 450 students enrolled.
  - For Winter and Spring terms, the prison will likely restrict faculty access, with faculty no longer allowed to enter regularly. The exact details are still unclear.
  - A survey has been sent to faculty to gauge interest in teaching online.
  - Discussion with the CRC is ongoing regarding the possibility of an accelerated 8-week term due to the facility shutdown. Kylie anticipates a 95% likelihood that online teaching will be the preferred option.
  - The CRC also plans to limit volunteer access to the institution.
  - A question arose about assigning classes to instructors who have not previously taught at the CRC if teaching shifts online. Kylie expressed concerns, as teaching at the CRC involves specific Canvas modifications and unique nuances when working with this population. Kylie will consult with Dr. Nelson about these considerations.
- Dual Enrollment
  - Efforts are being made to increase FTES by adding classes where possible. Kylie has sent emails about adding late-start, short-term classes.
  - Winter term will be the first offering, and planning for Spring is also underway.
  - The team is reviewing historically low-enrolled classes to explore alternative offerings.
  - Textbook availability continues to be a challenge, with delays in receiving books, making it difficult for students.
  - Chairs have recommended instructors use OER (Open Educational Resources) to address this issue.

- Peggy has asked Kylie to reach out to chairs where textbook issues are prevalent.

### 3.3 OER & Dual Enrollment (DOIs/Campbell)

- 5-CAP for JFK
  - JFK has requested a change to the process to bypass the 5-cap limit constraint.
  - Peggy moved to support removing the priority registration and 5-cap limit for JFK students, which was endorsed by the APC.
  - The removal of priority registration was discussed, with broad agreement on the change.
  - Patty will present this as an information item at the next Senate meeting.
  - This change would also resolve the textbook issue, as JFK students would be considered concurrently enrolled rather than dual enrolled.

### 3.4 Institutional Service Plans (Bemiller)

- Institutional Service Plans are due today.
- Peggy inquired about standardization of reported hours; currently, schools do not compare or standardize hours for meetings, IOIs, etc. New faculty have raised concerns about how many hours to report.
- Sean suggested that first Fridays and department meetings should suffice for first-year faculty.
- Alexis emphasized the need for clear communication regarding expectations.
- There was debate on how much should be expected and how, with varying standards among Chairs.

### 3.5 Enrollment Integrity and Fraud Prevention (Gonzalez)

- We are in the “W” window now, with census due last night. A messaging issue led to faculty being reminded of a 5-day window for submission, but census should be submitted on the scheduled due date.
- Fraudulent enrollment has significantly decreased. The district now provides a report of suspected fraud, with a noticeable reduction in cases (from hundreds to fewer).
- Norco College has been actively dropping fraudulent students, particularly following a data breach with CCC that led to an increase in prior students enrolling. This fraud was detected and addressed.
- Chairs expressed appreciation for A&R’s quick response and handling of the situation, noting the team’s excellent work.
- For any requests or reinstatements, contact Admissions at [admissions@norcocolllege.edu](mailto:admissions@norcocolllege.edu).
- There was curiosity about whether RCC and MVC are addressing this issue as aggressively as Norco, which has done an outstanding job.

### 3.6 RCCD Peer-to-Peer DE Certification Rubric (Gray)

- Certification will need to be renewed every 3 years, with a much shorter re-certification process. Chairs may want to assist faculty by tracking who has completed what and who is working on their certification.
- The @One course is a 12-week program and will likely be the primary way we manage Distance Education certification, integrating a peer-reviewed process.
- Peer reviewers will be compensated at a rate of 3 hours per class.

- To be certified, faculty must meet one of the following criteria:
  - Complete 16 hours in the DE Camp.
  - Be certified from a college on the approved list.
  - Complete one @One and one Equity @One course.
  - Complete a peer-to-peer review.
- There is ongoing discussion about whether completing just one of these options should suffice.

#### 4. Discussion Items

##### 4.1 SEM Plan – Appendix B.1 (Worsham)

- The two-year rotation doesn't seem to be working as many students are taking longer to complete their programs.
- Peggy raised concerns about conflicts between the courses advised in SmartPlan (formerly EduNav) and the pathways developed. SmartPlan has its own set of issues, and faculty should report any problems to Erin Deck (formerly Spurbeck).
- There is frustration with evidence-based scheduling, as classes are frequently canceled despite historical enrollment trends showing an uptick closer to the start date. The push to cut low-enrolled classes too early has added stress, and now late-start classes are being added to meet demand. Faculty find the scheduling process increasingly difficult, with many not looking forward to the spring term.
- Counseling suggested staggering classes by offering 12-week and 14-week options.
- A proposal was made to offer new classes every 2 weeks, allowing students to choose from 16-week, 14-week, 12-week, 10-week, or even 6-week options.
- The current scheduling document needs to be reworked by the chairs, as constant changes (class cuts, shifts) make it difficult to follow the plan.

##### 4.2 Scheduling Blocks (DOIs)

- We will revisit this matter and return to the document mentioned above for further discussion.

##### 4.3 Adding Friday/Saturday Classes (DOIs)

- We will revisit this matter and return to the document mentioned above for further discussion

##### 4.4 2-Year Rotations (DOIs)

- We will revisit this matter and return to the document mentioned above for further discussion

##### 4.5 Five Student Cap (DOIs/Campbell)

- Discussed in Information Item 3.3

#### 5. Reports

##### 5.1 Academic Senate

- The primary agenda item was DE Certification

##### 5.2 College Council

- The District Strategic Plan is being circulated for review. Please read it and provide any feedback to Dr. Tarrant. Dan expressed appreciation to Peggy Campo for her contributions and advocacy in the development of this plan.

##### 5.3 District Enrollment Management

- MVC did not meet their goals.

- A standardized accounting method is being introduced, which will affect how classes are funded. The new model shifts from funding based on hours to funding based on units, significantly impacting ENG, MAT, and Science departments.
- Classes will need to align lab hours with the number of units offered. This adjustment is expected to be ready for curriculum launch by Fall 2026.
- Any class with a lab component will be affected by this change.
- Additionally, student debt is becoming a concern. Typically, the college begins the term with \$2.5 million in outstanding debt, but currently, the amount is \$4 million.

#### 5.4 CTA

- Chairs were reminded about Credit for Prior Learning (CPL). Folders containing relevant information were distributed, and chairs are asked to review the materials.

#### 5.5 VPAA Report

- Report from Quinton (via email):
  - **State of the College and Enrollment Focus** - During the State of the College presentation at Fall Flex, it was announced that the college-wide focus for 2025-2026 will be enrollment. This year, the college has lost over \$2 million in funding due to unmet targets. MVC has been granted a larger share of the district's budget, putting significant pressure on our college and the students we serve. Meeting our annual target and maintaining strong efficiency are top priorities for the academic year. Additionally, we face potential external threats, including the Department of Education's discontinuation of our Title V grant and the loss of the CRC.
  - **Fall 2025 Enrollment** - As of this morning, we are at 95.8% of our enrollment target for Fall 2025, which is approximately 138 FTES short. Our efficiency is currently at 15.08 FTES/FTEF, with a goal of 15.25 for Fall 2025. We were on track prior to Census, and with the filling of late-start sections, we believe the goal is achievable.
  - **Focus on Late-Start Sections** - The immediate priority is to focus on late-start sections. We must add sections where enrollment potential exists, while maintaining efficiency. Collaboration with Counseling to ensure the right late-start courses are offered is key. Additionally, working closely with Student Services and Admissions & Records will help target outreach and communications to direct students to the courses they need.
  - **Community of Practice on Shortened Courses** - We are launching a Community of Practice (CoP) focused on Shortened Courses, with John Alpay and Star Romero serving as faculty co-leads. They are attending the first virtual session today, and the team will include them, the DOIs, Patty, and myself. The goal is to create full pathways in Business and Communication Studies using shortened courses. Professional development for faculty teaching these courses will also be a part of the initiative. The insights gained from this CoP will inform and refine our accelerated course offerings at Norco College.

- **Acknowledgment and Appreciation** - Quinton expressed deep appreciation for the Deans of Instruction and Department Chairs for their hard work in preparation for Fall 2025. He acknowledged that the process has been challenging, with many classes being canceled and significant adjustments required. Despite these difficulties, Quinton is grateful for everyone's perseverance and accomplishments.

#### 5.6 Dean's Reports

- No report

#### 5.7 Counseling Report

- New Hires
  - Melanie Titturude – Rising Scholars (formerly CRC).
  - Brittanee (Amberley) Quintanar – General Position.
- Dual Enrollment Support
  - John Moore will now be contributing to the increased support for Dual Enrollment, partnering with CNUSD, Alvord, and Jurupa Valley.
- CRC Closure
  - We are gathering more information regarding the recent announcement of the CRC closure. Further details will be shared as soon as available.
- Collaboration Between Educational Resource Advisors and Counselors
  - There is a strong emphasis on the collaboration between Educational Resource Advisors (ERAs) and counselors to expand services and address barriers for students.
  - ERAs, previously classified as Educational Advisors, have been reclassified and now have expanded responsibilities, including career and employability support such as resume writing, interviewing, and job search assistance.
  - In the past, Educational Advisors had a narrow focus, but now, in collaboration with counseling, ERAs are empowered with more tools and information to better support students.
- Transfer Center Restructuring
  - Transfer has been a KPI we've struggled to meet in recent years. To address this, the administration has recommended restructuring the Transfer Center to expand resources.
  - The center will now include a *Counselor Coordinator* and has been relocated to a larger space on the 1st floor of the Student Services Building.

### 6. Other

#### 6.1 Educational Resource Advisors/Counselors

- Scheduled for October meeting

### 7. Good of the Order – 10:55am

- Kim - Positive update on the music program. The move to W7 has been a great success, providing valuable space for the program. The orchestra now includes 19 string players, and enrollment in his area has increased by 55%. Many of the appreciation classes are also performing well.
- Alexis - Suggested eliminating the faculty retreat, as it has not been effective in recent years and consumes both time and resources. She noted that much of the work

is already being accomplished in regular meetings. Dan agreed, noting that while the retreats may lack impact, going off-campus does provide valuable team-building opportunities. Patty added that while a significant amount of time is spent discussing and building scheduling models, these plans often change at the start of the semester, which diminishes their effectiveness.

- Patty - Announced Access to Justice Night and encouraged chairs to share the event with their faculty, who can then inform students. Patty will send chairs a digital copy of the flyer to distribute.
- Meeting adjourned at 10:57am

**Next meeting**

**October 3, 2025**

**Location: HUM-111**

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