NORCO COLLEGE

Academic Planning Chairs
November 14, 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: Laura Adams, Charise Allingham, Quinton Bemiller, Caitlin Busso, Vivian Harris, Damon Nance, Kaneesha Tarrant

Absent: Ashlee Johnson

1. **Call to Order/Welcome**

1.1 Approval of [Agenda](#)
- M/S. Justice, S/K. Zamiska, approved.

1.2 Approval of [October 3, 2025](#), Minutes
- M/D. Reade, S/T. Russell, approved.

1.3 Comments from the Public (4-minute limit)
- No comments

2. Action Items (no action items)

3. Information Items

3.1 Tutoring Standard of Care (Damon Nance)
- Proposed forming a Tutoring Standard of Care Workgroup with the following members: Damon, Arezoo, one tutor, Vivian, Karla, Steph, and Nikki. The group will meet once a month for one hour, on the last Tuesday of each month from 10–11 AM. Goals of this workgroup:
  - Support the LRC team and define the role of academic support (study groups, SI, embedded tutoring).
  - Conduct inventory of existing services and develop a strategic communication plan to normalize tutoring.
  - Establish baseline metrics and increase engagement.
  - Develop promotional strategies.
- Faculty and student surveys have been developed; Chairs are asked to encourage faculty participation.

3.2 Tech it out in Two (Alexis Gray)
- RSI group demonstrated how to import templates.

3.3 RSI Mock Review Results (Sara Nafzgar & Laura Adams)
- Preparing for Spring 2027 accreditation visit; goal: 85% of classes rated "Emerging" or higher.
- Spring 2026: 15–50 classes will be surveyed.
- Goals:
  - Establish consistent RSI standards.
  - Encourage communication and monitoring plans in syllabi.
  - Expand faculty PD and outreach to associate faculty.
- Patty requested a working meeting for B&M faculty to import [RSI templates](#).

3.4 Assessment Status Briefing (Laura Adams)
- Data collection, reflection, and improvement cycles remain incomplete.
- No evidence of "closed loops" of assessment—system is currently broken.
- Need assessment at course, PLO, and GELO levels.

3.5 [Black Student Care Survey Results](#) (Kiandra Jimenez/Dan Reade)
- Presented by Caitlin Busso and Charise Allingham.
- Four-year ongoing study focused on recruitment and participation.

- Current response rate: 18–20%; goal: 60–75%.
- Aim to increase PT faculty participation.
- Norco College has an LFM team supporting this initiative.

4. **Discussion Items**

   4.1 Faculty Ranking Debriefing (Worsham)
   - Consensus: current process is outdated and ineffective.
   - Shared current forms; agreed the process needs refining and alignment with the College President's vision.
   - Important metrics: average class size, enrollment, efficiency, and FT/PT ratio.
   - Most faculty requests occur during comprehensive program review.
   - District aims to move toward a 75:25 ratio (currently ~55:45).
   - Associate faculty costs continue to increase.
   - FT faculty costs are not offsetting PT costs as expected.
   - FTES Data:
     - STEM: 30% – $5,855/FTES
     - Liberal Arts: 52% – $5,481/FTES
     - CTE: 18% – $5,705/FTES
   - Faculty Request since 2019:
     - Total: 32 positions
       - Counseling: 5 (16%)
       - Library: 2 (6%)
       - New Faculty: 25 (78%)
         - STEM: 4 (16%)
         - Liberal Arts: 13 (52%)
         - CTE: 8 (32%)
   - Next Steps:
     - New efficiency target: 18 (currently 15.5; goal 17.5).
     - District mandates no new hires unless discipline efficiency is met.
     - Spring 2026: APC will hold a meeting to discuss data alignment and Dr. Green's vision.
   - Workgroup Members:
     - Peggy Campo, Dan Reade, Kara Zamiska, Sigrid Williams, Tim Russell, Jethro Midgett, and Patty Worsham (organizer).
     - Patty will schedule an initial meeting this fall to prepare for spring implementation.

   4.2 Topic/theme suggestions for February "retreat" (Worsham)
   - Chairs agreed that a retreat isn't necessary.
   - Instead, a "bonus hour" will be added after APC meetings for focused discussions (e.g., RSI, Assessment).

   4.3 CPL Checklist Summary (Sigrid Williams)
   - Encouraged more participation from faculty.

4.4 Standard of Care Update (Quinton Bemiller/ Kaneshia Tarrant)
- Reviewed holistic student support redesign—evidence-based practices for seamless student experiences.
- Students succeed when:
  - Supported early in developing academic, career, and financial plans.
  - They don't have to repeat their stories to multiple offices.
  - They're proactively connected with needed supports
- Actions taken:
  - PACES reorganized into academic pathways.
  - Student success teams established (case management, financial education, success coaching).
- Faculty expressed concern over emotional labor and sustainability due to limited resources.
- Feedback indicates appreciation for the vision, but implementation feels ambitious.

4.5 Honors Program Update (Cameron Young)
- Presentation postponed; to be rescheduled.

Motion to Extend Meeting by 5 Minutes – Approved (11:03 a.m.)

5. **Reports**
   5.1 Academic Senate
   5.2 College Council
   5.3 District Enrollment Management
   5.4 CTA
   5.5 VPAA Report (Bemiller)
   - SAAM update: Curriculum Committee webpage lists affected courses.
   - Link to impacted courses: Course Unit Calculation Document
   5.6 Dean's Reports
   5.7 Counseling Report

6. **Good of the Order**
   - Meeting adjourned at 11:05am

Next meeting
December 12, 2025
Location: HUM-111
Zoom: https://rccd-edu.zoom.us/j/81071365417