

NORCO COLLEGE

Academic Planning Chairs

May 12, 2023

8:30am - 11:00am

Location: **OC-116** and Zoom: <https://rccd-edu.zoom.us/j/87377003770>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (14)

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences

Peter Boelman-Lopez, Social and Behavioral Sciences Department

Peggy Campo, Schools of Business & Management and STEM

Araceli Covarrubias, Arts, Humanities & World Languages

James Finley, Business, Engineering, & Information Technology Department

Alexis Gray, Social & Behavioral Sciences Department

Kim Kamerin, Arts, Humanities & World Languages Department

Farshid Mirzaei, Business, Engineering & Information Technology Department

John Moore, Counseling Department

Jeff Mulari, Mathematics Department

Jody Tyler, Science & Kinesiology Department

Steff Warsinski, Mathematics Department

Suzanne Witmer, Science & Kinesiology Department

Patty Worsham, Business, Engineering, & Information Technology Department

Absent: Dan Reade, Ana-Marie Olaerts, Teresa Friedrich Finfern

1. Call to Order

1.1 Approval of [Minutes](#) (04.07.23) - M/A. Gray, S/K. Kamerin, unanimously approved.

1.2 Approval of [Agenda](#) - M/A. Gray, S/K. Kamerin, unanimously approved.

2. Action Items

2.1 [Process](#) to recommend replacement faculty. (Worsham)

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

2.2 Economics Professor vacancy – tabled to 23FAL.

2.3 Sociology Professor vacancy – tabled to 23FAL.

2.4 [Rave Guardian app information](#) add to syllabus template (Parks)

- M/K. Kamerin, S/J. Moore, unanimously approved.

3. Standing Committee & Dean Reports

3.1 Academic Senate

- Senate approved the Guided Pathways School Reorganization

3.2 College Council

- See [attached](#).

3.3 District Enrollment Management

- Looking for 9% FTES growth this year and next year to avoid budget cuts.

- WebAdvisor will be going away and replaced by something else. Unclear as to what WebAdvisor is being replaced with but expect WebAdvisor to look different during 23SUM.
- Colleague/Ellucian/EduNav will be replaced by Anthology 24FAL.
- Non-credit enrollment has grown 40% in the last 2 years. While non-credit represents a small number of FTES, faculty are encouraged to look at their programs/subject matter and see where it might make sense to develop non-credit curriculum.

3.4 CTA

- PT rep and FT reps have continuing Healthcare negotiations with the district.
- Use the Associate Faculty Evaluation form on website (forms approved Oct 2022)
- CTA will be meeting with District Police regarding parking citations.
- RAVE notification meeting.

3.5 Dean's Report(s)

- Check student surveys before completing/submitted IOI report.
- RAVE Alert
- [2023 Commencement Faculty Reception](#)
- 23SUM chairs to be identified at respective department meetings.
- Submit IOIs
- IOI DE course evaluation form being reviewed by the district for approval to use moving forward for online courses being evaluated.

3.6 Counseling Report

- Dr. Zina Chacon has been voted as the new Assistant Chair for Counseling – 2-year term (thru 25SPR)
- Counseling has seen a 15% increase in unduplicated student visits (5,100 students). Online and off-hour counseling sessions have been well received.
- Rebranding of Counseling to Academic Counseling & Career Development Center will go to the Student Support Council for a vote on May 25th.
- The Dean of Student Services will be responsible for Outreach Counseling, which will play a bigger role in Norco Advantage.
- A scholarship memorial is being established in memory of Marissa Iliscupidez. In 23FAL there will be a dedicatory service and tree planting in honor of Marissa.

4. Discussion Items

4.1 CAP Hour May 30, 2023 (Bemiller, Campo)

- Soft launch on May 30, 2023 - not required but highly desired that departments host something. If the CAP hour is permanently approved for next year. A CAP Hour instruction/media kit will be coming.

4.2 Revisiting the Syllabus Template (Bemiller)

- Syllabus shell template needs updating. Two members from APC (Suzie Witmer and Araceli Covarrubias) will serve as a workgroup to revise/edit the document and will bring their recommendations back to APC.

5. Information Items

5.1 Concur mini tutorial & Process Workflow for Conference Paperwork (L. Riley)

- Leonard Riley with assistance from Maria Romero-Tang gave a tutorial on how to process travel requests in Concur. The [presentation](#) can be found on the college's Concur webpage.
- For questions about Concur, email: ConcurQuestions@norcocollege.edu
- For training go to: <https://www.norcocollege.edu/concurtraining>

5.2 [Guided Pathways 2022-26 Work Plan](#) (Bemiller)

- Work Plan was presented at College Council on May 11 and will be presented at Academic Senate on May 15.

5.3 Faculty Hiring Update (Bemiller, Campo)

- PSY candidate pool insufficient.
- CHE & BIO interviews in progress.

5.4 AP2225 Course Repetition changes (Campo)

- Course Outline of Records must reflect updated course repetition.

6. Good of the Order

- Chair raised concerns regarding incorrect IOI student surveys being distributed to the incorrect class.

Meeting adjourned: 11:19am

Next meeting
September 8, 2023
8:30AM - 11:00AM
Location: OC-116 and Zoom