



Academic Planning Council

Business & Scheduling Meeting

May 8, 2020

8:30 – 11:00 am

Zoom Conference

Present: Mr. Peter Boelman, Mr. James Finley, Dr. Marshall Fulbright (co-chair), Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Jeff Mulari, Dr. Jason Parks (co-chair), Ms. Ana-Marie Olaerts, Mr. Bob Prior, Dr. Stanley Tyler, Dr. Tim Wallstrom, Ms. Patricia Worsham, Dr. Gail Zwart

Visiting: Mr. Farshid Mirzaei

A. Welcome

Melissa Bader welcomed everyone

B. Approval of Minutes

Motion to approve minutes April 10, 2020: Dr. Gray/P. Boelman Approved. Two abstentions.

C. Discussion on Standing Committee & Dean's Reports

1. Academic Senate- See Attached- M. Bader
2. ISPC- See Attached- M. Bader
3. District Enrollment Management-See Attached- M. Bader
4. Program Review Committee-See Attached- Dr. Gray
5. CTA- See Attached – P. Boelman
6. Deans' Report(s)- See Attached- Dr. Fulbright

D. Action Items

1. None

E. Information Items

1. Summer and Fall Planning- Dr. Lee
2. Chair Election Results
 - Re-elected faculty
 - Peter Boelman, Alexis Gray and John Moore
 - Major changes
 - Sciences- Co-Chair Stan Tyler and Co-Chair Teresa Friedrich Finnern
 - Gail Zwart retiring, Farshid Mirzaei will replace her.
 - Bob Prior retiring, Jeff Mulari and Jeff Warsinski will be co-chairs
3. Program Development/Curriculum Development Timeline- Parks
 - State Chancellor's Blanket Emergency DE Addendum
 - Accessibility plan to be done in Fall, Norco to aim for Summer

- Discussion ensued

4. Important Announcements Email- M. Bader

- Chair of Chairs, deans to draft message to faculty regarding online instruction and accommodations
- Accommodations for testing during finals week
- Revised Syllabi need to be submitted
 - syllabus@norcollege.edu
- Attendance Rosters

5. Fall 2020 Scheduling Update- Parks/Fulbright

- Classes being built as in person
- Financial aid affected by classes stating Online
- FTEs affected by Online Only vs. in person instruction
- Vets housing stipend affected by Online only

F. Discussion Items

1. Asynchronous vs. Synchronous Instruction & Finals Statement from APC

G. Good of the order 9:55 am

Next Meeting
Business Meeting
September 11, 2020
8:30 – 11:00 am

Senate

DE handbook was approved—Good work Michael Bobo

We need a new DE co-chair. The assignment has a .2000 reassign.

Discussion of the roles of Committees and Councils in the Strategic Process

Discussion on the revision to the job description of VP of Strategic Development

- New position leads Strategic Planning

- Institutional Assessment

- Institutional Research

- Institutional Effectiveness

- Leads the Institutional Effectiveness and Governance Council

- *Question on the funding sources for this position. Clarification: General Fund 90% + 10 % grant funded but not State Allocation GF. The GF comes from indirect funds from grants.

Senate is continuing to work on the following:

- Revisions to the constitution

- Strategic Planning Charts and discussion

- Membership to ISPC

- Ethics Statement (needs to come back again)

Please fill out the survey of effectiveness:

<https://www.surveymonkey.com/r/RDLYH2D>

Accessibility Mentors are there to help with courses and Ally percentage. You can get help with documents by emailing them to Denise Terrazas for revision to pdf and headings to make them reader happy.

DRC can also help with suggestions for student assistance.

Faculty Commencement Speaker voting going on. Check your email.

CTA-Faculty Associate elections via email. Check your email.

Science faculty are concerned with issues of cheating.

Laura Adams was appointed Faculty Accreditation Co-chair. This brings about questions of how we choose leaders.

Issues with Chem and Physics JD. Changes made to the JD after faculty had submitted it. HR included more diversity language and made a mess of it.

APC rejected the inclusion of Enrollment Management into the Chair of Chairs JD.

TLC—People are stressed and want to talk about teaching online and how very hard it is.

Should there be an administrative DE director to assist in DE? Current DE co-chair says yes.

ASNC elections are being held online
NOMU Livestream Concert is being planned
Graduation will be Livestream

DEMC

- Funding update. Chancellor's office will use budgets from 2019-2020 as the base for budgeting.
- Colleges provided an FTES update. No change at this time as we were already to census. EW will change these numbers. DEMC recommended to the chancellor that district keep the 3% increase for 2020-2021. Chancellor rejected that recommendation and said to keep targets at 2019-2020 levels.
- Students will not be kept from registering if they have a balance of \$200 and below.
- Summer and Fall uncoupled to allow more time for planning fall.
- Update (Fall online except labs and performance classes) Distancing measures will be outlined.
- Discussion of P/NP & EW. Senates to take lead. Must have a notice to all students on Canvas.

ISPC

- Strategic Plan discussion. Charts (Traditional and Venn diagram Chart) used to describe and create conversation around the relationships and structures for Strategic Planning.
- Membership—Additional Academic Senate and Classified Professional Advisors (non voting) will be attending during strategic planning discussions to increase the voices in the discussion.
- VP of Strategic Development JD discussion (see Senate description)

DSPC

- April meeting was cancelled

Program Review

- Has not met since pandemic declared. The work has been primarily with the software developers and the chairs and is expected to go into the summer to make sure of an early Spring Launch.

CTA

- Still working with the District making sure we have the resources we need when dealing with Accessibility. Job descriptions that were posted were not what CTA expected it to be. Should be whatever the department chairs have agreed on is what should be posted. Discussion was had with Dr. Green about how that should not happen again. CTA elections being held electronically. Everyone should have received email.

Deans

- Schedule making- Adjusting and rapidly shifting Summer, all online. Only three classes with hybrid model.