



Academic Planning Council

Business & Scheduling Meeting

October 12, 2018

11:00am-2:00pm

IT 111

Present: Ms. Melissa Bader (co-chair), Mr. Quinton Bemiller, Mr. Peter Boelman, Dr. Peggy Campo, Dr. Marshall Fulbright (c-chair), Dr. Alexis Gray, Dr. Monica Gutierrez, Mr. Kim Kamerin, Mr. John Moore, Mr. Jeff Mulari, Dr. Jason Parks (co-chair), Mr. Bob Prior, Ms. Patricia Worsham

Absent: Gail Zwart; Ana-Marie Olaerts (At conference)

Visiting: Dr. Laura Adams

A. Welcome

1. Melissa Bader welcomed everyone to the meeting

B. Approval of Minutes

1. Motion to approve minutes from May 11, 2018 | Gray/Moore (approved with 3 abstentions)

C. Action Items:

1. New Faculty Ranking Criteria

- i. Affirm that we use the past plan | Kamerin/Gray/Bemiller (approved unanimously)
 - a. Can we continue with status quo until the Strategic Plan (Big Us Plan) is implemented
 - b. Works well with minimal changes

2. Flex Approvals for PDC

- i. Dr. Fulbright found there is a district policy in place
 - a. Department chairs make individual
 - b. PDC makes the larger decisions
- ii. Dr. Gray moved to keep PDC as they stand | Gray/Prior (approved unanimously)

D. Discussion Items

1. Year-Ahead Scheduling

- i. Dr. Parks shared that we are on the way to year ahead scheduling
 - a. Currently scheduling Winter and Spring
 - b. Students register next month
 - Please share with the faculty to make sure students know what's coming
- ii. We had a huge push to get winter and spring in place
- iii. Goal to get Summer and Fall at beginning of Spring
 - a. Students enroll in April
- iv. End of Spring - Winter and Fall will be done
- v. There will be bugs we can't wait until spring to make fall
- vi. Currently behind the curve, but moving to the front

2. Scheduling Process

- i. Dr. Fulbright put together a tentative scheduling process – moved to approve tentative schedule | endorsed by consensus
 - a. Can't wait for rollover
 - b. Dean's will do a first look
 - c. Dean's will provide it to Chairs
 - Chairs will verify rotations
 - Chairs will add sections
 - Chairs will verify classes are there
 - d. Step two
 - e. Does this concept work?
 - f. Will present dates at a later time
 - g. Chairs need to provide updated two year rotations
 - h. Chairs will provide modifications based on rotation before they leave in December

3. PT Hiring

- i. Hiring Day/Fair
 - a. BIO is finally posted
 - b. Strategic plan, Susan Boling will be here today to plan a Part Time Faculty Hiring Day/Fair
 - Can Chairs attend?
 - i. Will include interviews
 - ii. HR processing paperwork
 - c. Will have to pay if this is done on a Saturday
 - d. Change the way we hire
 - Need to develop a pool, a deeper pool
 - No guarantee of a course, but will be in the system
 - e. Bring the items that you want to share with your potential employees
 - f. Can we advertise using other forums?
 - Yes if its approved by HR
 - Link it to the college's website

4. School Retreats & Meetings

- i. Dr. Reece would like to hold school retreats similar to the manager retreats. The Deans are not involved in the development of the retreat
 - a. Dr. Parks and Dr. Fulbright put together a tentative schedule based on the dates and time provided by Dr. Reece
 - b. Could be potentially looking at vetting the strategic plan
 - c. Friday Afternoon is better
 - d. What is the objective of the meetings
 - Soliciting feedback
 - Soliciting ideas
 - e. Option 4 and 7 (7 is before a 3 day weekend)
- ii. Do all schools on the same day at the same time

5. SLO Updates

- i. Dr. Adams gave the APC committee an update on the status of the SLO's
 - a. Worked on Nuventive to be more accurate – inadvertently added excluded classes back in and are working on the clean up
 - b. Dr. Adams handed out a list of courses that are potentially "to be removed" (if not offered for four years course needs to be removed) the

list shows inconsistencies across the reference. Nuventive, Catalog, Curricunet

- c. Departments/Schools set their own rotations
- d. Dr. Campo asked Dr. Adams what SLO's need to be assessed
 - Great question, do we want it to match Curricunet
- e. Focus on the ones that have never been assessed and then finish with the revised
- ii. Dr. Adams shared a graphic flyer created about objectives vs outcomes
 - a. Reducing the total number
- iii. Programming learning outcome assessment
 - a. Need to aim for 100%
 - b. Creating a document
 - c. Dr. Aycock has offered to coordinate through his office
 - They will create a rubric for your students to complete
 - Don't wait until next year
 - Needs to be completed before accreditation
- iv. Don't forget we are offering drop in hours and are willing to come to department meetings
 - a. Very easy to do in Canvas
- v. Nuventive is changing things with or without our input – new version coming in Spring
 - a. May require us to add additional tools within Nuventive
 - b. Have a dashboard that would eliminate the need for the extra work that Dr. Adams is having to do
 - Would be very robust
 - c. What do we pay – originally 50K
 - There are additional fees involved annually, about 20K
 - d. May be a good idea to look into other systems out there
 - e. Dr. Lee will be calling a meeting to discuss these items

E. Information Items

- 1. Travel Process
 - i. There is a new system coming
 - ii. Current travel process is it just magically happens
 - iii. Email Dean for approval
 - a. Include potential costs
 - b. Budget Number
 - c. Provide form to IDS with supporting documents
 - iv. Write guidelines for travel process
- 2. 17-18 FTES Update
 - i. Dr. Parks shared a handout from 2017-2018 that included our plan
 - a. Shows Growth from 16-17 by 69.07
 - b. Performance short of target 84.21
- 3. 18-19 FTES Update
 - i. Dr. Parks shared a handout from 2018-2019 that included our plan
 - a. Growth changed to + 84.21
 - b. Target 71.35
 - c. Aim is residential FTES
 - d. Brief summary breaking down the rollbacks
 - e. Hoping to hit 550

4. Earlier Enrollment
 - i. Previously discussed
- F. Standing Committee Reports
 1. Academic Senate (Bader)
 - i. Senate has primarily been working on arguing for photonics
 - ii. Attended Sabrina Cervantes meet and greet
 - iii. PGS&L
 - a. working on people getting their money when their supposed
 - b. Discussion on Sabbatical leaves
 - c. Working on "Excused Withdrawal" – student can request after grade is issued, EW's do not have a limit on the number of times they can take the course (current max of 3)
 - Extenuating Circumstance is currently a W but can now request an EW
 - iv. Pilot Faculty Intern program currently being developed by Dr. Parks
 - v. Update from ASNC
 - a. Added students to all committees
 - b. Attended the Haku conference
 - vi. Board Policy – naming of facilities process
 - vii. Distinguished Faculty Lecture nominations currently under process still receiving nominations
 - viii. President shared current goings on
 - a. Prioritization process is currently broken and they are working on a process
 - ix. Library council has chosen book – Upward spiral by Alex Korb
 2. ISPC (Bader)
 - i. Working on mission statement
 - a. 4 drafts they are working through
 - ii. COTW has not been set look for a survey
 - a. People are feeling it's a waste of time
 - iii. Report on institutional set standards
 - a. Completion 70.7%
 - b. Developing Milestones
 - State chancellors has added to
 - iv. Budget update
 - a. Norco is at 91%
 - b. Current process – District first then the colleges
 - v. Strategic Plan
 - a. Vet in terms of leadership retreat
 - 1 year
 - 5 years
 - 20 years
 3. District Enrollment Management (Bader)
 - i. Already covered in FTES
 - ii. Earlier enrollment
 - a. Dr. Mills is taking over
 - b. Adding fluctuation deadlines
 - Catalog and Addendum to Catalog

- c. District is hiring a Vice Chancellor of Curriculum along with some additional support staff
 - d. District IT now reports to Educational Services
 - 4. Program Review Committee (Dr. Gray)
 - i. Norco worked with the new program review and we didn't score them just a general rubric
 - a. Nobody has asked for it
 - b. Is what we are doing valuable
 - c. Are we asking the right questions
 - d. Melissa has a concern that it may have been pragmatic – was expecting an email saying it's done
 - e. Alexis will send an email out today
 - f. Melissa feels there are some questions not being asked based on pathways. That's okay, we're still developing
 - g. Use program review to leverage what we need at Norco college
 - ii. At 100%
- G. Deans' Reports
 - 1. DOI – (Fulbright)
 - i.
 - 2. DOI (Parks)
 - i. Part Time Evaluations are going – need your help to get them done and through
- H. Good of the Order
 - 1.
- I. Adjourn – 2:10pm

Next meeting
Business Meeting
November 9, 2018
11:00am-2:00pm