



Academic Planning Council

Business & Scheduling Meeting

November 9, 2018

11:00am-2:00pm

ST 107

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

Absent:

Visiting:

A. Welcome

1. Melissa Bader welcomed everyone to the meeting

B. Approval of Minutes

1. Motion to approve minutes from October 12, 2018 | Gray/Finley - 100% approved

C. Discussion Items

1. Election Schedules - do we want more advance notice for these items, they do affect teaching assignments – it is agreed that APC will stay with the current process

- i. Chair of Chairs
- ii. Department Chair

2. Associate Faculty

- i. Hiring Fair

- a. Filling according to discipline
- b. Make sure to cover the entire time
- c. Interview and determine if they will be added to the pool
 - Teaching demonstration
 - Everything done but fingerprinting

- ii. Orientation Day

- a. Do we want to schedule a real Orientation Day?
 - WebAdvisor, Census Date, Parking Permits, etc...
 - During Spring Flex (Evening)
 - Flex Pay
 - Last week of January – Dr. Parks will find a date, both day and evening
 - Record and upload for people that aren't able to attend

- iii. Year-Ahead Scheduling

- a. Open initially to incoming students only

3. Course Schedule Analysis (MWF)

- i. Dr. Parks distributed an analysis showing how we have grown from 84 sections to 119 in ENG-1A and B and MATH sections

4. Annual Survey of Effectiveness of Academic - Tabled

Senate and Senate Standing Committees

5. Course Cap Conversations
 - i. There is a document that has course caps, but no one is certain if it's appropriate
 - a. Will email everyone to confirm your course cap
 - ii. Right sizing between disciplines across colleges
 - a. Current - Norco 45, RCC 44+1
 - b. ANT-1 currently adds to 65 (if willing) can add to 89
 - c. Online – currently adds to 42, but could add more because it is pedagogically the same
 - iii. Revisited about 10 years ago – each discipline looked at all course caps for every course
 - iv. Disciplines need to make that decision and not District
 - v. Needs to be a clear process
 - vi. Workload equity with sister colleges
 - vii. Norco can have its own, once it's been clarified
6. Equipment Ranking
 - i. Send out to department
 - a. How do you handle categorical funding?
 - b. We will not consider categorical funding and will just create the overall list – then buy with the available funds in each area, categorical and general
 - ii. Return to your respective deans
 - iii. Dean's will meet with Dr. Lee to create an overall Academic Affairs list
7. *DRAFT* Scheduling Process
 - i. Deans Parks and Fulbright will come up with an initial list and distribute it to the chairs
 - ii. Chairs will review and bring their suggestions
 - iii. Deans will present a "Final Draft"(working draft)
 - iv. Department Chairs will assign faculty
 - a. BEIT will be the exception to this due to their specialty needs
 - v. Send out availability form to Gail and James
 - vi. Teaching Availability form to be sent out by Dean or Department Chair
8. Non-Credit
 - i. Update on Non-Credit – Dr. Zwart gave a review of what Non-Credit means
 - a. Three certificates going through the process (See handout)

D. Action Items:

1. New Faculty Ranking
 - i. Swap psychology and political science
 - ii. Delete BIO
 - iii. Add Statistics courses based on the needs at the CSU's (Stats is a required course)
 - a. Senate says this will take at least two years, need to wait for state approval - agreed
 - iv. Chemistry shared their concerns regarding students wait listed and classes being cancelled due to not being able to hire part time good quality instructors
 - v. Communication courses are part of the golden 4, they are required for graduation
 - vi. Switch Psychology with Communication – for one year
 - vii. Switch Chemistry with General Counseling
 - viii. Move Psychology above Outreach Librarian

- ix. Move Math between Psychology and Art History
- x. GAM Art continues to not have a full time faculty member – will push harder next year
- Recommendation that we ask the administration to use money for fifth faculty member and we ask that administration use SSSP to hire a counselor | motion to approve Kameran move to accept list as it stands and adding the fifth position to use potential special funding money/Worsham seconds – Kameran and Worsham accept amendment (moving math above art history) - 100% approved.

E. Information Items

1. LFM Strategic Plan for Professional Development - Quinton provided a handout
 - i. Team of five working on strategic professional plan for the college following guided pathways
 - ii. Need a person 100% over this
 - iii. Use Innovation Grant
 - iv. Disaggregated Data use
 - v. Funding through Guided Pathways
 - vi. Dr. Gray will add Guided Pathways to the Program Review
2. Travel Processes – tabled
 - i. Continue doing what we are doing until Concur comes on board at Norco. Currently is testing at RCC and MV Colleges. Waiting on Norco VP Business Services to agree to the process.
3. Keys
 - i. Transferred to the DOI office
 - ii. Middle of December Dr. Parks will create list (December 17)
 - iii. Faculty will pick up keys from Receptionist
 - iv. After December 17, IDS will be required to fill out form and add a work order in Footprint
 - v. What is the dropping off key procedure – give to receptionist and the receptionist will forward to facilities
4. Special Projects Processes – Dr. Fulbright shared a draft hand out of the current process
5. Professional Development Report – Dr. Fulbright shared that we are working on the process
 - i. Developing forms
 - ii. Working on budget
 - iii. Alignment with other areas
6. FTES Updates

F. Standing Committee Reports

- a. Academic Senate (Bader)
 - i. Strong Workforce
 - ii. Support Library
 - iii. Plenary
 - iv. Passed Facilities and
 - v. Quinton named as distinguished lecturer
 - vi. Military articulation
 - vii. Dominique is the facilitator of the Faculty Intern program
 - viii. Brady -
- b. ISPC (Bader)
 - i. Working on the Mission
 - ii. Grants presentation on strong work force
 - iii. Promise school
 - iv. Mapping for Vets

- v. JFK presented 3 goals for all students
- vi. Indirects – strategic development will get 50% (37.5)
- vii. Approved traffic flow – will keep “bollards” where they are
- viii. New website – beta.norcocollege.edu
- ix. District Strategic Planning – Photonics went through
- x. RCC master plan came through
- xi. Hosting regional guided pathways summit (RCCD)
 - 1. Integrate Chancellors vision of success
 - 2. Created strategic leadership opportunities
- c. District Enrollment Management (Bader/Parks)
 - i. Already addressed
- d. Program Review Committee (Dr. Gray)
 - i. Dr. Lee and Dr. Gray are working on the annual update
 - ii. Hope to have a version out before winter
 - iii. Form is coming, but is not at all required
 - 1. Request for faculty
- G. Deans’ Reports
 - a. DOI – (Fulbright)
 - b. DOI (Parks)
- H. Good of the Order
 - a. CD release next Friday at Silverlakes
 - b. Student Surveys for prison – connect with Jessica Cobb
 - c. Survey of effectiveness was missed
- I. Adjourn – 2:11pm

Next meeting
Business Meeting
November 30, 2018
11:00am-2:00pm