

Norco College
Academic Planning Council Meeting
February 19, 2016
9:00-12:00 OC 110

Present: Phu Tran, Alexis Gray, Patty Worsham, Melissa Bader, Colleen Molko, Paul VanHulle, Peter Boelman, Ana-Marie Olaerts,,Tami Comstock, David Payan, Jason Parks, Kevin Fleming, Dominique Hitchcock

Absent: Carol Farrar

1. Welcome-Dr. Fleming reviewed district-wide headcount
2. Approve Minutes
Motion to approve minutes from November Bader/Gray MSC with two abstentions
Motion to approve minutes from December Bader/Gray MSC with two abstentions
3. Old Business
 - a. Faculty hiring updates-In process of hiring nine (9) full-time positions;
ENG-three (one new, two replacement)
MAT-two (one new, one transfer)
PSY-one new
SOC-one new
PHI-one replacement
CHE-pending replacement for Freitas
 - b. Strategic Planning Goals and Objectives-
Motion to table discussion. Will bring to March meeting Bader/Worsham MSC
 - c. Completion initiative update-
Two remaining Brown Bag workshops.
March- Linking College to Careers
April-Culture of Care for Students
Carol, Jason, and Melissa attended the Completion Institute in Bakersfield. Norco is heading in a logical direction and is data driven. Definitely ahead of most.
Meta-Major-Jason, Kaitlyn, Lorena and Melissa.
Discussion-Do we have adequate critical mass, people really involved? Go back to your faculty. Make sure your faculty has a good working understanding of the Completion Initiative. You know best how your discipline works. Watch for Jason, Kaitlyn, Lorena or Melissa to make contact to discuss. Goal is to help students make better, more efficient decisions. Consider adding Completion Initiative discussion to your department meeting agenda. You don't want this to be a surprise. System seems to be backwards; College -->Major--> Career **vs** Career --> Major -->College. Please make it a priority to attend the remaining workshops.
 - d. Review 16spring timeline for schedule development and other tasks
Change to timeline. First meeting has been moved to March 11. Go ahead and request CSAR from last summer so you can start. Request it from your IDS. Remember, it will contain old

course numbers, old times, old dates and old faculty. Don't forget to change. Dean will research why Riverside was able to roll with associate faculty already assigned.

4 New Business

a. FTES Update

Norco doing very well. Right on target. Thank you for all of your scheduling work. Next week we will have more accurate data. Major glitch in WebAdvisor. Numbers will change.

b. Honors program rotation update

Last year 114 student enrolled in four courses. None filled

This year 216 students enrolled in six courses with five filled. MAT 12 also offered at Riverside at the same time. Would love to grown to eight course offerings. Hoping to add chemistry honors.

Please announce that we are cross-fertilizing with other programs. Qualifications-3.0 and ready for ENG-1A. Must complete five courses. Benefits-Early registration if you carry 12 units.

c. Update Syllabus Shell

Tasked to create work group to review current shell. Dominique and Alexis volunteered. Please see Dr. Farrar or Dr. Fleming is you have questions. Good for accreditation review process.

Consider whether we want to address the issue of "web enhanced classes".

d. 25Live

All events are now on our calendar. Please share with your students. Scheduling usage reviewed. Room ownership discussed. Could be a great opportunity to fully utilize a specific room (share remaining time if available). Conflicts have significantly decreased since Department Chairs have been meeting to discuss. Every semester gets better. Once we start adding more classes there will be more conflicts to deal with. We will be adding an ANT class that will require the use of the HUM classroom. Review your rollover to identify any classes that are scheduled into inappropriate rooms. Creating custom searches was reviewed. IMC requests for in classroom needs-please log in to norcoimc.

5. Committee Reports

a. Academic Senate- meets Mondays

b. ISPC-meets next Wednesday

c. District Enrollment Management-cancelled

6. Deans' Reports

a. CTE Reorg discussed. Shared reorg plan. Effective July 1, 2016 there will no longer be a need for the vice chancellor of Educational Services position. Make sure we keep our NORCO spirit. Don't let other "stuff" taint your outlook. Industry breakfast will be on March 18. All are invited. 7:30am Amphitheater. Invite a working guest. For internship information contact Ashley. Add to your program review.

b. DoI no report

Good of the order

- With the hiring of nine new faculty, we need to consider requiring an orientation program. As Department Chairs we need to stop the culture of laying back until you have tenure. Consider going to the Academic Senate so we can work on a mandatory orientation plan with a MOU for new hires. Create a team of mentors to cover discipline issues, program review, curriculum, etc.
- Look into a required day for part time faculty. Can we piggy back on welcome day?

Motion to take to the Academic Senate Ana-Marie/Paul Jason and Melissa will take issue to the senate.
MSC

- Please announce to your people that math is looking for new associate faculty. Everyone is hiring.
- Take care of yourself as we go forward into spring.

Meeting adjourned

Next meeting
March 11, 2016
Combined Business & Scheduling Meeting
9:00am-2:30pm
Norco Operations Center OC 110