

Norco College
Academic Planning Council Meeting
Sept 9, 2016
9:00 am - 1:00 pm
OC 110

Present: Melissa Bader, Quinton Bemiller, Peter Boelman, Dr. Alexis Gray, John Moore, Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Dr. Phu Tran, Patty Worsham, Dr. Gail Zwart, Dr. Carol Farrar (co-chair), Dr. Kevin Fleming,
Absent: Kim Kamerin (on leave)
Visiting: Dr. Koji Uesugi and Timothy Huneck (student)

1. Approve Minutes

Motion to approve minutes from May 13, 2016 | Gray/Bader approved with 3 abstention

2. New Business (Information)

A. Review Timeline - Parks

- i. the committee has agreed to a Single monthly meeting
- ii. business will be covered first and then scheduling. Dr. Parks asked that all members stay throughout the entire scheduling process to resolve conflicts.
- iii. Department Equipment Prioritization was added to the timeline
- iv. Dr. Farrar asked the Department Chairs to send department meeting dates to Elaina.
- v. Part Time faculty lols are scheduled to begin in fourth week

B. Year in Review | 15-16 FTES - Farrar

- i. Dr. Farrar shared spreadsheet and graph of FTES by college by term and annual for last year
- ii. P1, P2, and P3 deadlines reviewed
- iii. FTES data from P3 is was presented
- iv. During last year's planning NC planned to hit annual target
 - Over-performance for SUM-FAL-WIN
 - Then under-perform in SPR to hit annual target
 - Unfortunately during WIN, District predicted to underperform overall by about 400+ FTES
 - Too late for dramatic change at NC
- v. NC, RCC, and MVC's FTES achievements were reviewed by term
 - The "bridge" FTES from BCTC were noted for MVC
 - SUM, FAL, WIN, SPR FTES achievement were noted
- vi. NC, RCC and MVC's FTES were reviewed with regard to attaining annual targets
 - Norco College ended the AY +10.59 FTES above the annual target
 - RCC ended the AY -332.42 FTES under annual target
 - MVC ended the AY -118.72 FTES under annual target
- vii. District "rolled back" 440.56 FTES from 16SUM to cover deficit in 15-16AY
- viii. The "roll back" means that (together) all colleges must produce an **additional** 440 FTES in 16-17 in order to meet the current year's target
 - NC's and MVC share: 101.77 FTES each
 - RCC's share: 237.02 FTES

C. Current Status | 16-17 FTES - Farrar

- i. Dr. Farrar shared 16FAL target and annual FTES achievement to-date
- ii. Time to achieve 16FAL FTES target
 - NC: Two weeks before start of term, NC achieved FTES term-target
 - RCC: At the end of week 1 of the term, RCC achieved FTES term-target
 - MVC: As of today MVC is -175.80 FTES below term-target
This does NOT include any FTES from "bridge" academies at BCTC for MVC
 - Notice dip in enrollments during week prior to beginning of term- this was due to "drop for non-payment"
 - 16FAL FTES will likely continue to rise slightly until end of week 2, then decline as students finalize enrollments and faculty drop students as "no-shows" at Census
- iii. 16FAL FTES achievement to-date (not considering Summer Roll-back)
 - NC: 185.29 FTES **above** term-target
 - RCC: 66.06 FTES **above** term-target
 - MVC: -175.80 FTES **below** term target
Note: MVC does NOT include any additional FTES from BCTC "bridge" academies
- iv. Annual FTES achievement to-date
 - All colleges underperformed during 16SUM
 - a. NC: -21.40 FTES
 - b. RCC: -179.06 FTES
 - c. MVC: -96.56 FTES
Note: MVC does NOT include any additional FTES from BCTC "bridge" academies
 - d. District-wide: almost -300 FTES under for 16SUM
 - When 16FAL is factored in...
 - a. NC: 163.89 FTES **above** annual target
 - b. RCC: -113.00 FTES **below** annual target
 - c. MVC: -272.36 FTES **below** annual target
not including additional FTES from "bridge: academies
 - d. District-wide: about -220 FTES **UNDER** annual target to-date
 - When FTES "Roll-back" to 15-16AY is factored in...
 - a. NC: 62.12 FTES **above** annual target
 - b. RCC: -350.02 FTES **below** annual target
 - c. MVC: -374.13 FTES **below** annual target
not including additional FTES from "bridge" academies
 - d. District-wide: about -660 FTES **UNDER** annual target to-date

D. MMAP update - Parks

- i. Dr. Parks explained how MMAP works
- ii. MMAP is a new way of placing students into appropriate level of math and English
- iii. Current placement data was reviewed
- iv. In addition to *Accuplacer* scores, MMAP considers overall HS GPA
- v. MMAP will become part of the Common Assessment which Norco implements in Spring 2018.
- vi. Dr. Uesugi thanked Dr. Parks for his presentation.

- vii. Dr. Parks asked that the chairs share this information with their colleagues at the other colleges. We need their support for this program to be successful.

E. Update on faculty ongoing hiring

- i. Dr. Farrar shared that we were able to complete the hiring processes for 18 full time-faculty and thanked everyone for their hard work.
- ii. FT Faculty were hired in tenure track and in One-Year-temporary positions
- iii. Five (5) hires are still pending – if you will be involved in these, Dr. Farrar, Dr. Fleming, or Dr. Uesugi will be in touch with you
- iv. Bader feels that we have hired an excellent group of people.
- v. Moore asked how we can get the counselors added to the hiring list on the general fund or tenure track

F. Faculty Hiring Prioritization Data

- i. We will provide the same data elements as last year
- ii. Remember that since the data is from 15-16 AY – the FT vs PT staffing data will not take into account all of the new faculty that we just hired
- iii. We will include a new column of current 16-17 staffing

G. Enrollment Management Topics for Department-level Discussion – Fleming

- i. 16SUM Enrollment
 - 06/06 we were above by 3.53%
 - 06/20 we were above by 12.37%
 - 07/07 we were below by -3.81%
- ii. Why did students drop?
 - the college sent out a survey to the students that dropped and we received 30 responses.
 - Dr. Fleming shared some of the responses.
- iii. What can we do?
 - make sure that our Part time faculty that teach online reach out to their students.
 - there is a definite need for more detailed Blackboard training.
- iv. Dr. Fleming reminded the committee there is a new Open Campus representative and to please include him with emails.

3. New Business (Action)

A. Approve the updates to Syllabus Shell

- i. Dr. Gray presented the syllabus shell updates for consideration
- ii. This was work completed by Dr. Gray and former Department Chair, Dr. Dominique Hitchcock
 - Asked for the pre-requisites, course descriptions and student learning outcomes be prefilled- concerned that faculty may add their own language.
 - Academic Integrity language clarified
 - Added week 10 to sample schedule
 - Removed some optional Student Services contact information for services with limited student populations

- a. Contact information changes – syllabus shell needs to be updated annually and changes for next academic year may not be yet known
 - b. Information also available and kept up-to-date in the Student Handbook
 - c. Referring students in the syllabus to the Student Handbook would prevent different information appearing in both resources
 - Keep general information about Tutoring, LRC, Health Services, and DRC
 - iii. **m/s Boelman/Bader:**
 moved to recommend adoption of the updated syllabus shell to the Academic Senate
passed unanimously
- B. Approve Rubric
- Establish criteria | motion to adopt Quinton/Gray approved unanimously
- Guiding Principles, established by sub group
- i. Increase in student Achievement & Success
 - Consider the number of students (proportion of student body) impacted by new hire.
 - ii. Improvement of Quality of Student Experience
 - Consider disciplines where growth/faculty leadership (in enrollment & program development) is needed.
 - Consider number of degrees and certificates that the position would impact
 - iii. Current Staffing
 - Give consideration to disciplines with zero faculty
 - Consider the proportion sections taught by full time versus part time faculty
 - iv. Strength of Rationale
 - Consider NAC/PR scores to that can link assessment to resource
- C. Reaffirm approval of FLEX by PDC
- i. motion to allow Professional Development Committee faculty members to approve FLEX
 |Moore/Bader approved unanimously
- D. Resignation/Transfer and Replacement
- i. motion to replace the position or go to the list
 - replace Counselor (transfer-Chacon)| Moore/Boelman approved unanimously
 - replace Engineering (retired-Garcia) | Zwart/Bader approved unanimously
 - replace Humanities (resigned Palmer) | Olaerts/Bemiller approved unanimously

4. Committee Reports

- a. Academic Senate – no report
- b. ISPC
 - i. Completion Initiative at Department meeting and speak to it.
 - ii. Don't forget to vote on chairs and forward to the Dean
- c. District Enrollment Management – no report
- d. Program Review – no report

5. Deans' Reports

- a. DoI – CTE – Dr. Fleming has no report
- b. DoI
 - i. Dr. Farrar reminded everyone that census is coming soon – please help our faculty meet this deadline
 - ii. We have not yet received the list of part-time faculty for evaluation this this term
Thank you for your patience. We may not be able to start in Week 4, but will get the information out to our as soon as we can after we receive it
 - iii. We are still waiting for the updated forms for FT-faculty Improvement of Instruction
We cannot wait any longer for the form used to schedule the meetings, we must begin to schedule now in order to meet the contractual timeline.
We will schedule as far out on our calendar as possible, in hopes that the other needed forms will be available soon

6. Good of the order

Dr. Farrar reminded everyone to pick up their catalogs before leaving.

Business Meeting adjourned at 11:15 am

Scheduling meeting called to order at 11:30 am

Scheduling meeting adjourned at 1:00 pm

Next meeting
Oct 14, 2016
Combined Business & Scheduling Meeting
9:00am-1:00pm
Norco Operations Center OC 110

Credit FTES 2015 - 2016 | Updated at P3 2016

Site	15SUM Target	15SUM Actual Reported	15SUM Difference	15FAL Target	15FAL Actual Reported	15FAL Difference	16WIN Target	16WIN Actual Reported	16WIN Difference	Revised 16SPR Target	16SPR Actual Reported	16SPR Difference	Revised District Ceiling 2015-2016	Actual Annual Generated 2015-2016	Rolled from 16SUM	Annual Difference Before SUM roll	Percent Difference	Annual Difference After SUM roll	Percent Difference
MVC	632.00	592.44	-39.56	2830.00	2899.53	69.53	453.00	493.96	40.96	2690.95	2501.86	-189.09	6606.51	6487.79	101.77	-118.72	-1.80%	-16.95	-0.26%
NC	394.53	408.35	13.82	2959.01	2969.90	10.89	394.53	480.63	86.10	2858.44	2758.22	-100.22	6606.51	6617.10	101.77	10.59	0.16%	112.36	1.70%
RCC	1301.73	1238.52	-63.21	6508.67	6510.28	1.61	1301.73	1260.31	-41.42	6274.47	6045.08	-229.39	15386.61	15054.19	237.02	-332.42	-2.16%	-95.40	-0.62%
District	2328.26	2239.31	-88.95	12297.68	12379.71	82.03	2149.26	2234.90	85.64	11823.87	11305.16	-518.71	28599.64	28159.08	440.56	-440.56	-1.54%	0.00	0.00%

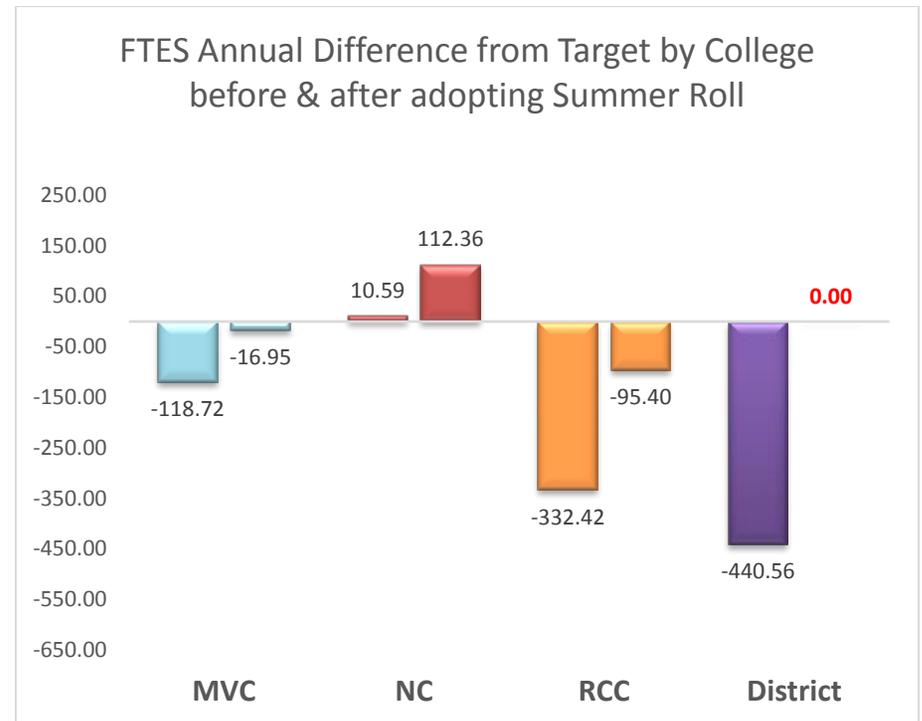
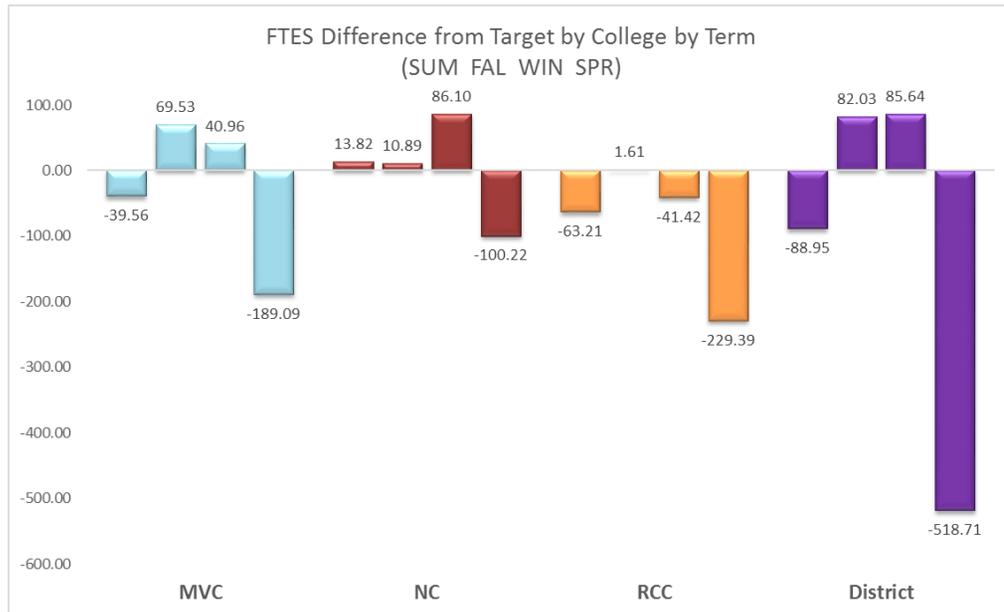
Compiled by Bajaj
additional analysis columns by Farrar

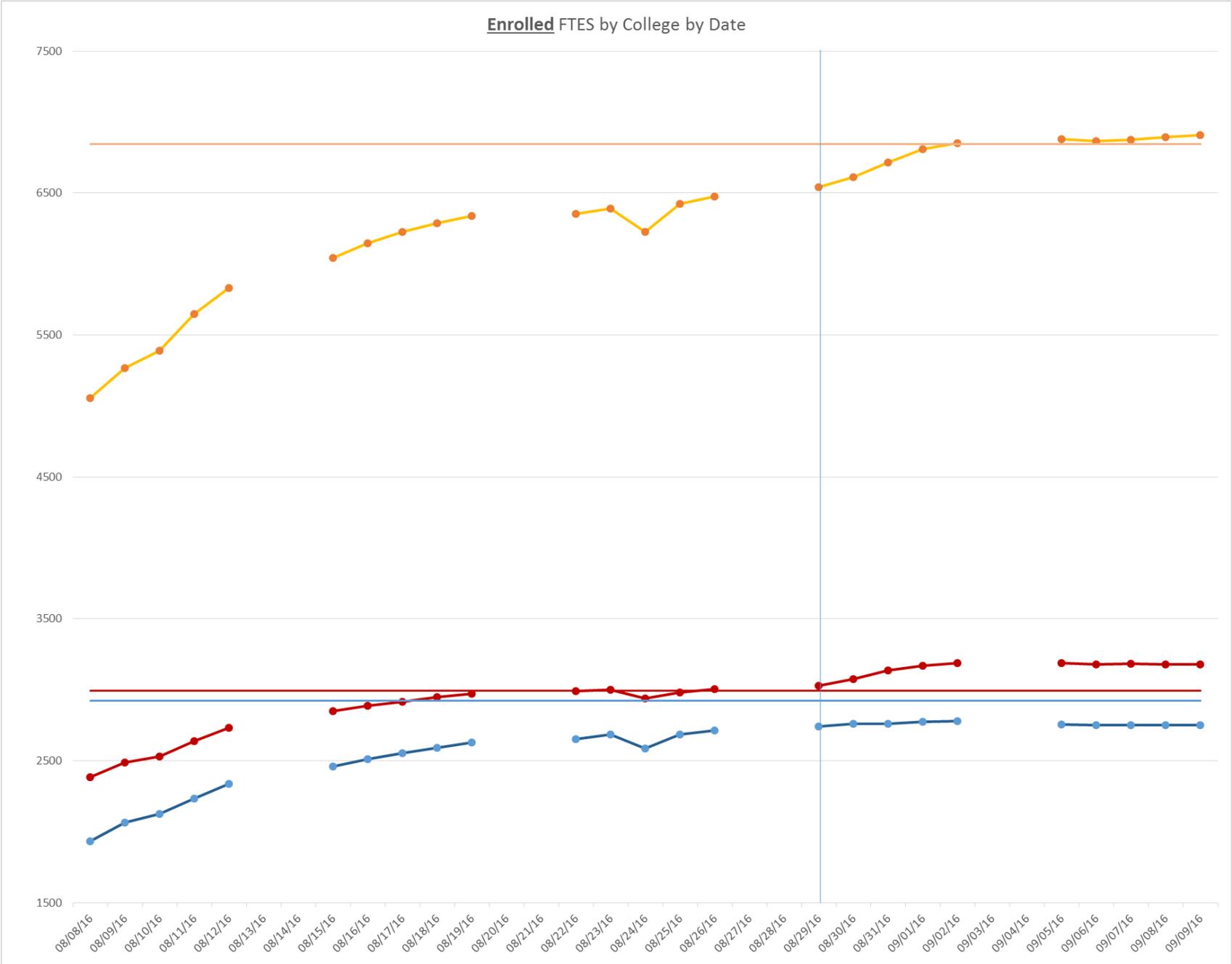
	Target	Credit Base Funding	Total Reported	% Actual Increase Roll over included
District	28599.64	28086.24	28599.64	1.83%

Notes:

For MVC: 104.11 FTES from Bridge Classes accounted for in Summer 2015.

77.52 FTES from Bridge Classes accounted for in Fall 2015.





Credit FTES by Term 2016-2017 (EMD) September 9, 2016 Friday of Week 2															
Site	Target 16SUM	Est 16SUM	16SUM Diff	Target 16FAL	Est 16FAL	16FAL Diff	Target 17WIN	Target 17SPR	PLANNED Annual Target	Estimated Annual	BEFORE Rollback Annual Diff to-date	BEFORE Rollback Percent Diff	Rollback from 16-17 to 15-16	Including Rollback Annual Diff to-date	Including Rollback Percent Diff
MVC	650.00	553.44	-96.56	2926.00	2750.20	-175.80	550.00	2707.00	6833.00	6560.64	-272.36	-4.0%	-101.77	-374.13	-5.5%
NC	508.69	487.29	-21.40	2993.34	3178.63	185.29	500.23	2830.46	6832.72	6996.61	163.89	2.4%	-101.77	62.12	0.9%
RCC	1432.21	1253.15	-179.06	6842.78	6908.84	66.06	1139.94	6524.51	15939.44	15826.44	-113.00	-0.7%	-237.02	-350.02	-2.2%
District	2590.90	2293.88	-297.02	12762.12	12837.67	75.55	2190.17	12061.97	29605.16	29383.69	-221.47	-0.7%	-440.56	-662.03	-2.2%

Charts as of Friday, September 9, 2016 (Week 2 of term)

