Norco College
Academic Planning Council Meeting
Apr 7, 2017
9:00am - 1:00pm OC 110

Present: Melissa Bader (co-chair), Quinton Bemiller, Peter Boelman, Dr. Kevin Fleming, Dr. Alexis Gray, Mr. John Moore, Mr. Jeff Mulari, Ms. Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Mr. Bob Prior, Dr. Phu Tran, Patricia Worsham, Dr. Gail Zwart
Absent: Dr. Kevin Fleming
Visiting: Dr. Diane Dieckmeyer, Dr. Gustavo Oceguera, Mr. Eloy Bueno

1. **Welcome**
   A. Dr. Parks welcomed everyone to the meeting.
2. **Approve Minutes**
   Motion to approve minutes from March 10, 2017 with amendments | Zwart/Boelman approved with 2 abstentions
3. **CRC Updates**
   A. Dr. Oceguera would like the support from APC to remove the locks off the mailbox doors.
      i. Current problems
         - keys not being returned
         - the cost of keys to needing to be cut each term
         - eliminate the delay in getting faculty their keys
      ii. Solutions
         - may add labels
         - will still have the central mail bucket
         - CRC staff will still handle the mail
   B. Dr. Oceguera will be bringing in a shredding service
         - there will be security boxes strategically placed around the college (CRC, IT 200, ATEC, etc…)
         - for security, only the shredding service will have keys
   C. Faculty Supplies
         - Mr. Prior asked about faculty supplies, his concern is that the supplies are gone within a few hours of them being stocked.
         - Dr. Oceguera asked Eloy to check the stock more often and make sure supplies are available.
4. **Old Business**
   A. 16-17 FTES status update
      i. Dr. Parks distributed a current FTES spreadsheet
         - Based on the current numbers, there is minimal change
         - We expect Norco and Riverside to go down, but it will be minimal
         - Moreno Valley will improve after the semester ends
   B. 17-18 FTES update
      i. The Chancellor called an emergency FTES meeting
         - Norco was given their initial FTES numbers and requested they be modified to a more ideal number

- Norco has steady growth and predicted our ability to be about 7200 FTES
- Dr. Dieckmeyer negotiated 7051, which is believed to be a more manageable number

ii. Approach to adding more FTES will have to be through partnerships

- Numbers were broke down by college
- The percentages will stay the same
- Approach to adding FTES will have to be through partnership
- Partnerships will take time to establish
- Norco is right on target with projected growth
- We need to expect to be asked to schedule extra (just in case)
- We need Fall to be our biggest

C. Action Plan for Strategic Planning

i. Melissa explained that APC is tasked with specific items from Dr. Aycock's office as part of the Strategic Plan of the College

- Covered the responsibilities of APC
    a. Look at new ways of measuring, maybe this will tie into Completion Initiative
    b. Worked on main clause, now we need to work on subordinate clause (scheduling conflicts)
        i. Example of subordinate would be our degrees and programs
    c. Room Utilization
        i. Established a sub committee
    d. CSU and UC charts updated
        i. This is completed each term after scheduling is complete
    e. The true number will be the degrees
    f. Completion Initiative will play a huge role
- Industry Partnerships
    a. Partnerships have been increased
        i. One example is the Industry breakfast
    b. Internships
    c. Colleen Molko emails updates monthly
- Increase Data
    a. We know data, FTES for example and we use it
    b. Suggested that we use lowly enrolled times during the day
- Improved Enrollment Dashboard
    a. This is in the works and should be available soon. Dr. Zwart worked on the committee.
    b. Consider more Saturday classes
    c. English and Math move to a MWF schedule
- Norco works hard to inform
- Ensure resource Allocation
    a. Look at how we are doing and plan
    b. How are we using Summer and Winter
        i. Summer Advantage

ii. APC is doing a good job!

iii. Melissa asked the committee if they would like to review the write up before she sends it to the Senate. The committee agreed to forward without their final review.

5. New Business

A. Chair of Chair Election
   i. Dr. Parks reviewed the responsibilities of the position
   ii. Ana-Marie Olaerts nominated Melissa Bader
   iii. Melissa accepted the nomination, but she has a concern about conflicts with other committees
      - She asked the other representatives of the Academic Senate that if she was not able to attend, would they on her behalf
      - They agreed
   iv. Dr. Parks called for a vote
      - Melissa Bader was approved as the Chair of Chairs with no abstentions

B. Organization of programs of study into schools
   i. Completion Initiative
      - Departments need to determine where certificates and degrees will live
      - Peggy Campo sent out a Survey Monkey about this

5. Committee reports

A. Academic Senate
   i. Pathway Project including Tri-Tec, Nasa, Amazon
      - Norco is in
      - Each college gets 2 coaches and funding for the program
   ii. The senate voted to discontinue mobile apps and Early Childhood Education Toddler
   iii. OEI – will RCCD go this way
      - Senate voted yes to go in at the lowest level
      - The next level is Canvas and at this time Norco is the only college discussing it
         a. Patty Worsham asked that we have a formal presentation of Canvas
         b. Dr. Parks asked two questions
            i. Do we want to participate in OEI
            ii. Do we want to use Canvas
         c. Dr. Parks recommended reaching out to Colleagues at other colleges that are using it for their input
      - The Senate has not seen and actual version of the program
      - The District is offering a Distance Education Conference on April 21
         a. Patty Worsham will attend
   iv. There are HR issues with filling hiring committees
      - Currently they track gender and Ethnicity
      - The Senate President needs to confirm that those things are known and the person establishing the committee needs to be trusted.
   v. There is a correction to the sabbatical leave – you need to stay for two years
   vi. Medina Bill discussion is on going
   vii. Rex Beck was elected as the Faculty Speaker
      - Bob Prior and Quinton Bemiller will be the readers
   viii. New Program review every three years

ix. Update intervening year in TracDat
x. Certificate receivers get to walk at commencement if they have fully completed their certificate
- They will not have a special designation

xi. Integrated Planning
- There will be one plan with one budget
  a. SSSP
  b. BSI

B. ISPC
i. Technology Committee was sent the Prioritization List
ii. We are in the second phase of the computer refresh plan
- At this time there is not a budget for it
- Should be done every 4 to 6 years

iii. Budget Update
- Stop having all of the money in growth
- Governor is not releasing any money

iv. ASNC
- Trustee at Norco has a representative Luis Velasco Rand
- April 21, Silent Disco

v. Art History ADT was approved
vi. The District is all of us

C. District Enrollment Management
i. See FTES Update

D. Program Review
i. Migration to Tracdat
- No longer comprehensive review
- Everyone will do one next year

ii. Dr. Gray will stay on Program Review for one more year

6. Dean's Report

A. DOI – CTE
i. Dr. Fleming is on

B. DOI
i. Dr. Parks shared with the committee that he will be running in his first Ragnar race of the season at 5:30pm today
ii. We have received 1 part time faculty evaluation
- Encourage everyone to complete them
- Remember the new law

ii. Continue hiring part time faculty, remember you may lose some for fall

7. Good of the Order

A. No comments

Next meeting
May 5, 2017
Business Meeting 9:00am-1:00pm ST 107

NORCO COLLEGE

FTES Planning 2017 -2018

Term	17-18 FTES Target		Difference from 16-17 Original Target	Difference from 16-17 (anticipated) Achieved
17 SUM	521.79	7.4%	13.10	41.38
17 FAL	3173.05	45.0%	179.71	108.65
18 WIN	514.74	7.3%	-35.49	-3.26
18 SPR	2841.65	40.3%	-18.81	41.65
	7051.23	100.0%	138.51	188.42

7051.23

Term	16-17 FTES Target		16-17 FTES Achieved (WIN & SPR Estimated)	
16 SUM	508.69	7.4%	480.41	7.0%
16 FAL	2993.34	43.3%	3064.40	44.7%
17 WIN	550.23	8.0%	518.00	7.5%
17 SPR	2860.46	41.4%	2800.00	40.8%
	6912.72	100.0%	6862.81	100.0%

Term	16-17 FTES Achieved	17-18 FTES Target		Difference from 16-17 Achieved	Norco College Buffer		**17-18 Schedling Target**	Difference from 16-17 Achieved	17-18 FTES Achieved	
SUM	480.41	521.79	7.4%	41.38	8.0%	41.74	**563.53**	83.12		
FAL	3064.4	3173.05	45.0%	108.65	2.0%	63.46	**3236.51**	172.11		
WIN	518	514.74	7.3%	-3.26	6.0%	30.88	**545.62**	27.62		
SPR	2800	2841.65	40.3%	41.65	4.0%	113.67	**2955.31**	155.31		
AY	6862.81	7051.23	100.0%	188.42	3.5%	249.75	**7300.98**	438.17		

Updated 4/4/2017

Credit FTES 2017-2018
1.0% access/growth and 0% unfunded
23.1-23.1-53.8 split

College	Building 2017 - 2018 allocation: Annual Credit FTES Projected in 16-17 (P3) (Reported)	Redistributed *tentative* Base Annual Credit FTES	Rollback *frm 17SUM to 16-17 (brings base to fully-funded 16-17 target)*	17-18 Annual Credit FTES Base*	Access/Growth (1.0% of Base)	FTES Subtotal	Unfunded FTES (0% of subtotal)	Total Annual FTES allocation to meet 17-18	FTES generated to support rollback to 16-17	Total Annual FTES TARGET	Percent allocation
MOV	6416.00	6682.60	150.15	6832.75	68.33	6901.08	0.00	6901.08	150.15	7051.23	23.1%
NOR	6824.00	6682.60	150.15	6832.75	68.33	6901.08	0.00	6901.08	150.15	7051.23	23.1%
RIV	15689.00	15563.80	349.70	15913.50	159.14	16072.64	0.00	16072.64	349.70	16422.34	53.8%
District	**28929.00**	**28929.00**	**650.00**	**29579.00**	**295.79**	**29874.79**	**0.00**	**29874.79**	**650.00**	**30524.79**	**100.0%**
check		**28929.00**	**650.00**		**295.79**	**29874.79**					

* Assumes 650 is moved from 17SUM to FY 2016-2017 and all FTES are funded (based on P3 FTES at 29579.00)

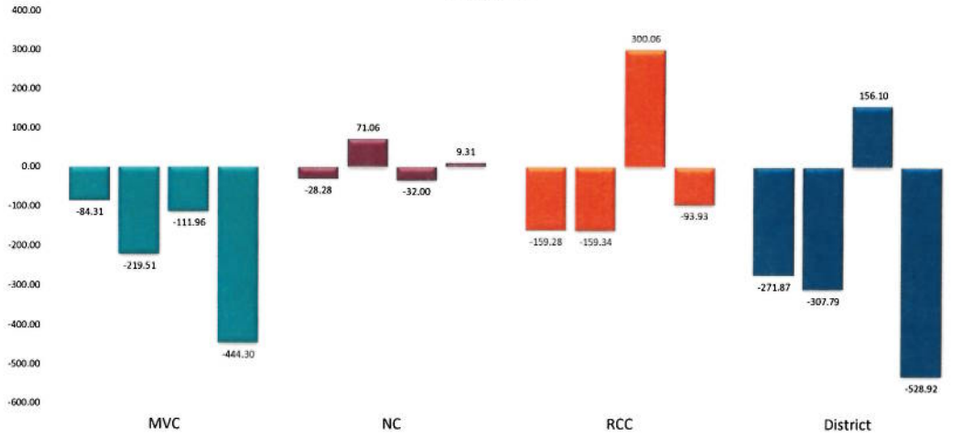
Actual Target for FY 16-17: 29578.89 *assumed funded level is achieved*

College	FY 2017-2018 Target	FY 2016-2017 Target	growth in target	% growth in target	Reported Annual FTES estimated at P3	Difference between 17-18 Target and FTES at P3	% growth
MOV	7051.23	6832.72	218.51	3.20%	6416.00	635.23	9.90%
NOR	7051.23	6832.72	218.51	3.20%	6824.00	227.23	3.33%
RIV	16422.34	15913.45	508.89	3.20%	15689.00	733.34	4.67%
District	30524.79	29578.89	945.90	3.20%	28929.00	1595.79	5.52%

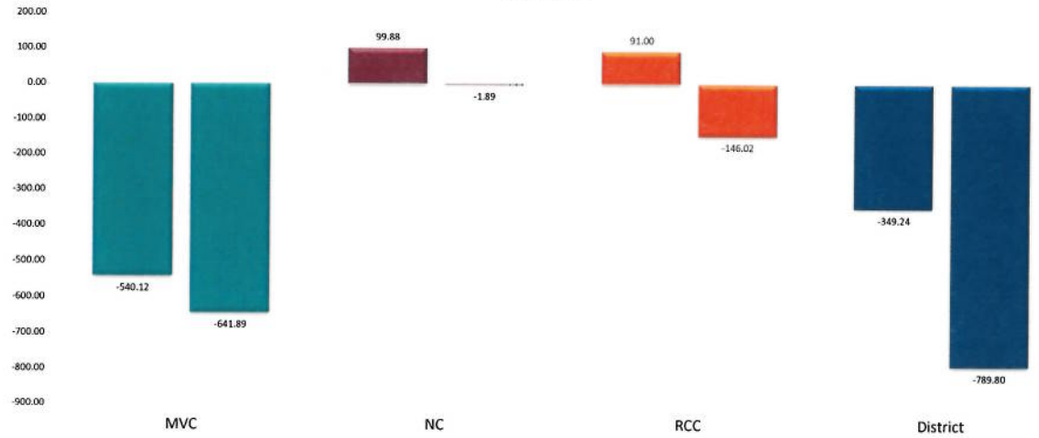
Credit FTES by Term 2016-2017 (EMD) | April 7, 2017

	SUMMER 2016					FALL 2016					WINTER 2017					SPRING 2017					ACADEMIC YEAR 2016-2017							
Site	Target 16SUM	*MVC Adjusted* Target 16SUM	Achieved Res FTES 16SUM	16SUM Diff	16SUM Percent Diff	Target 16FAL	*MVC Adjusted* Target 16FAL	Achieved Res FTES 16FAL	16FAL Diff	16FAL Percent Diff	Target 17WIN	*Adjusted* Target 17WIN	Est 17WIN	Est 17WIN Diff	Est 17WIN Percent Diff	Target 17SPR	*ALL Adjusted Targets 17SPR*	Est 17SPR	Est 17SPR Diff	Est 17SPR Percent Diff	PLANNED Annual Target	*ALL Adjusted PLANNED Annual Target*	Estimated Annual	BEFORE Rollback Annual Diff	BEFORE Rollback Percent Diff	Rollover from 16-17 to 15-16	AFTER Rollback Annual Diff to-date	AFTER Rollback Percent Diff Percent
MVC	650.00	552.29	565.69	-84.31	-13.0%	2926.00	2844.00	2706.49	-219.51	-7.5%	550.00	678.96	567.00	-111.96	3.1%	2707.00	2898.00	2453.70	-444.30	-15.3%	6833.00	7024.00	6292.88	-540.12	-7.9%	-101.77	-641.89	-9.4%
NC	508.69	508.69	480.41	-28.28	-5.6%	2993.34	2993.34	3064.40	71.06	2.4%	500.23	550.00	518.00	-32.00	3.6%	2830.46	2860.48	2869.79	9.31	0.3%	6832.72	6862.74	6932.60	99.88	1.5%	-101.77	-1.89	0.0%
RCC	1432.21	1432.21	1272.93	-159.28	-11.1%	6842.78	6842.78	6683.44	-159.34	-2.3%	1139.94	1139.94	1440.00	300.06	26.3%	6524.51	6728.00	6634.07	-93.93	-1.4%	15939.44	16142.93	16030.44	91.00	0.6%	-237.02	-146.02	-0.9%
District	2590.90	2493.19	2319.03	-271.87	-10.5%	12762.12	12680.12	12454.33	-307.79	-2.4%	2190.17	2368.90	2525.00	156.10	15.3%	12061.97	12486.48	11957.56	-528.92	-4.2%	29605.16	30029.67	29255.92	-349.24	-1.2%	-440.56	-789.80	-2.7%

FTES Differnce from Target by Term by Site as of 04/06/17



ANNUAL FTES Differnce from Target BEFORE and AFTER Summer Rollback as of 04/06/07



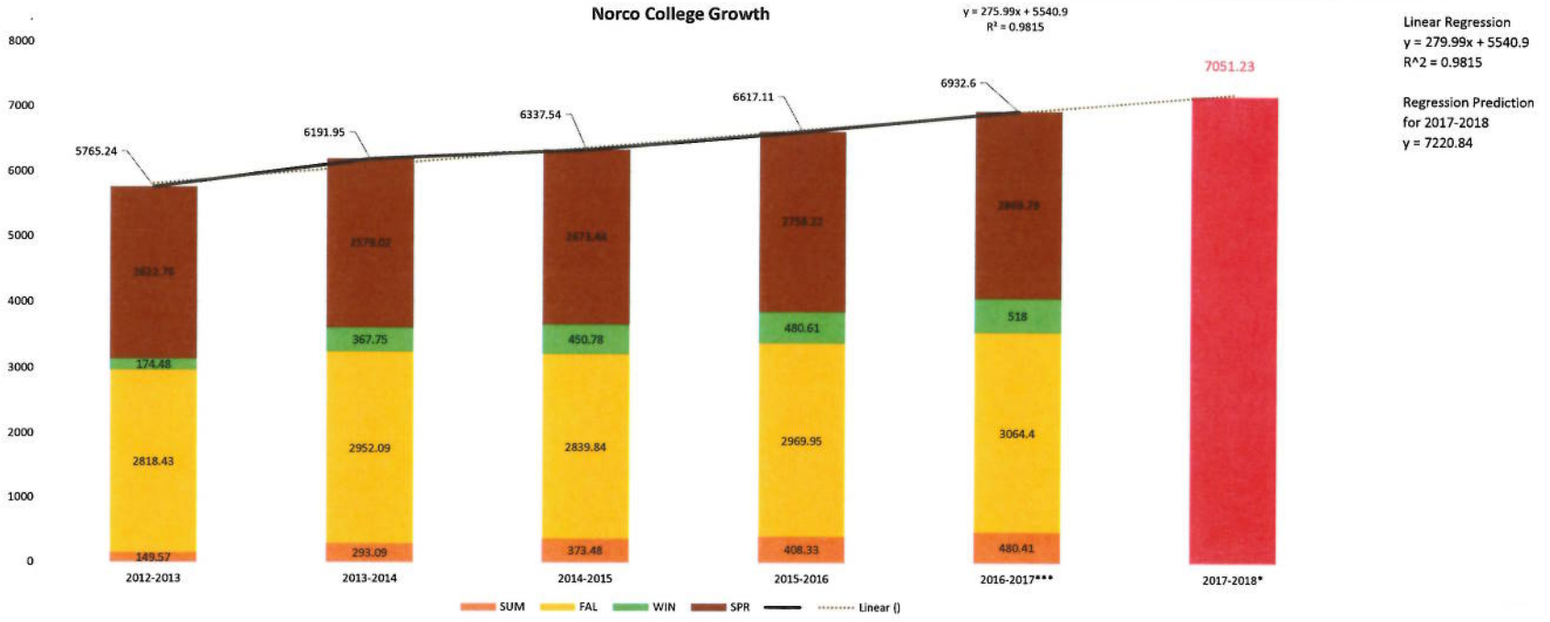
	2012 - 2013				2013 - 2014				2014 - 2015				2015 - 2016				2016 - 2017				
	RCC	MOV	NOR	District	RCC	MOV	NOR	District	RCC	MOV	NOR	District	RCC	MOV	NOR	District	RCC	MOV	NOR	District	
Summer	1053.22	458.23	149.57	1661.02	1073.76	464.32	293.09	1831.17	1133.41	613.21	373.48	2120.10	1220.81	490.47	408.33	2119.61	1272.93	565.69	480.41	2319.03	
Fall	5692.30	2447.57	2818.43	10958.30	6169.66	2627.07	2952.09	11748.82	6399.72	2807.32	2839.84	12046.88	6535.57	2824.20	2969.95	12329.72	6683.44	2706.49	3064.40	12454.33	
Winter	813.10	296.67	174.48	1284.25	1117.30	432.28	367.75	1917.33	1217.11	463.49	450.78	2131.38	1261.13	493.92	480.61	2235.66	1442.46	567.44	518.00	2527.90	***
Spring	5777.97	2499.24	2622.76	10899.97	5944.49	2725.63	2579.02	11249.14	5962.36	2568.19	2673.44	11203.99	6064.65	2504.27	2758.22	11327.14	6632.61	2437.78	2869.79	11940.18	***
TOTAL	**13336.59**	**5701.71**	**5765.24**	**24803.54**	**14305.21**	**6249.30**	**6191.95**	**26746.46**	**14712.60**	**6452.21**	**6337.54**	**27502.35**	**15082.16**	**6312.86**	**6617.11**	**28012.13**	**16031.44**	**6277.40**	**6932.60**	**29241.44**	

NORCO	FTES	Growth		Percent of District
2012-2013	5765.24			23.2%
2013-2014	6191.95	426.71	7.4%	23.2%
2014-2015	6337.54	145.59	2.4%	23.0%
2015-2016	6617.11	279.57	4.4%	23.6%
2016-2017***	6932.60	315.49	4.8%	23.7%
2017-2018*	7169.39	236.79	3.4%	23.1%

District	FTES	Growth	
2012-2013	24803.54		
2013-2014	26746.46	1942.92	7.8%
2014-2015	27502.35	755.89	2.8%
2015-2016	28012.13	509.78	1.9%
2016-2017***	29241.44	1229.31	4.4%
2017-2018*	31036.30	1794.86	6.1%

RCC	FTES	Growth		Percent of District
2012-2013	13336.59			53.8%
2013-2014	14305.21	968.62	7.3%	53.5%
2014-2015	14712.60	407.39	2.8%	53.5%
2015-2016	15082.16	369.56	2.5%	53.8%
2016-2017***	16031.44	949.28	6.3%	54.8%
2017-2018*	16697.53	666.09	4.2%	53.8%

MVC	FTES	Growth		Percent of District
2012-2013	5701.71			23.0%
2013-2014	6249.30	547.59	9.6%	23.4%
2014-2015	6452.21	202.91	3.2%	23.5%
2015-2016	6312.86	(139.35)	-2.2%	22.5%
2016-2017***	6277.40	(35.46)	-0.6%	21.5%
2017-2018*	7169.39	891.99	14.2%	23.1%



Linear Regression
y = 279.99x + 5540.9
R^2 = 0.9815

Regression Prediction
for 2017-2018
y = 7220.84

***Winter and Spring numbers not fnal, will fall some due to non-resident, non-compliance, and TBA Labs

*2017-2018 Projections Assume standard 23.1/23.1/53.8 split among colleges, stated target of 30,456.30, and a summer rollback of 580.