



Academic Planning Council

Business & Scheduling Meeting

February 23, 2018

11:00am-2:00pm

IT 210

Present: Ms. Melissa Bader (co-chair), Mr. Peter Boelman, Dr. Kevin Fleming, Mr. Kim Kamerin, Mr. John Moore, Mr. Jeff Mulari, Ms. Ana-Marie Olaerts, Dr. Phu Tran, Ms. Patricia Worsham, Dr. Gail Zwart

Absent: Mr. Quinton Bemiller, Dr. Alexis Gray, Dr. Jason Parks (co-chair) and Mr. Bob Prior

Visiting: Ms. Maureen Sinclair

A. Welcome

1. Melissa Bader welcomed everyone to the meeting.

B. Motion to amend agenda – Zwart | Kamerin

1. Dual Enrollment
2. Lottery Fund discussion

C. Approval of Minutes

1. Motion to approve minutes from December 1, 2017 | Zwart/Kamerin Approved with amendments 2 abstentions

D. ACTION ITEMS

E. DISCUSSION ITEMS

1. Dual Enrollment Support and Participation (Maureen Sinclair)
 - i. Maureen shared some exciting things about Dual Enrollment for starters it has the full support of Dr. Reece and they are asking that APC along with the Departments embrace the program
 - ii. 18FAL – 4 Additional High schools added to the program - the classes are only available to High School Students within CNUUSD
 - iii. There is No Cost to the students, this includes their books – the program can save families thousands of dollars
 - iv. Maureen asked the Department Chairs to begin thinking of which disciplines could offer sections at the High Schools
 - v. Dual Enrollment gives students a head start in college
 - vi. Patty Worsham asked, how does it work if the student fails, is it a high school class failed? Maureen explained that there are safe guards in place, but in some instances it would be a high school fail. However, there is tutoring available at the high school and students can come to Norco for additional tutoring
 - vii. Not all courses will work, so we will only offer non prerequisite courses

- viii. Currently there is a 15 unit maximum, with 2 Guidance
 - a. Pathways
 - AJ, Gaming, Math, English, Early Childhood Education, STEM
 - IGETC is now a State approved Pathway
 - ix. Maureen also shared that some of the schools have new labs and we should consider touring them to see if we can offer more courses
 - x. Using the RCCD Board approved Calendar, classes start at 3:00pm and are offered up to 5 days a week
 - xi. Norco faculty have first right of refusal
 - xii. Can hire High School teacher if they meet our minimum qualifications and after they go through the interview process
- 2. January 18 – 19 Scheduling Debrief (All)
 - i. How does everyone feel about the processed used
 - ii. The consensus is the scheduling could have been done in 1 day
 - iii. 25 Live is still a problem, the department chairs are only seeing “Private” they cannot see the section detail (resolved as of 02/28/2018)
 - iv. Melissa requested a CSPU (provided on 02/26/2018)
- 3. Counselor Funding Distribution (Moore)
 - i. John asked APC if they are aware of how Counselors are distributed
 - a. Currently there are 12 funded counseling positions, 6 are General Funded and 6 are Categoricaly Funded
 - b. Not all Counselors are actually counseling students
 - c. Categorical money is good, but each year we’ve seen a decrease, SSSP has decreased by 10%
 - d. Counseling cannot increase without additional funding and based on the Schools model each School would require at least 1 counselor.
 - e. The Counselor to Student ratio is 1,238:1, this should be 700-800 per counselor
 - ii. Melissa asked John if he was part of the academic reorganization
 - a. No, John is not part of the reorganization ad-hoc committee
 - b. Melissa reminded everyone to submit their Program Review on time
 - iii. Honors supports 300 students
 - iv. A Veterans counselor is being hired to only support the Veterans
- 4. Spring Meeting Schedule (Bader)
 - i. Meetings reschedule to Friday mornings, will move to afternoons in 18FAL (meetings have been rescheduled as of 03/02/2018)
- 5. Scheduling Winter & Spring 2019 (Bader)
 - i. Scheduled on May 11 from 9:00am – 3:00pm
 - ii. Peter reminded the Chairs that they will need to make offers to their faculty quickly for contractual reasons
 - iii. Disciplines with assigned rooms need to have their room already scheduled and bring that with them. This way everyone can see if there are any time slots available

- iv. Dr. Zwart asked that the Wish List be sent out ASAP. Melissa sent an older one to her faculty
 - 6. Faculty hiring updates (All)
 - i. Follow through with your HR coordinator
 - ii. LA Job Fair was successful
 - 7. Lottery Funds (Fleming)
 - i. Dr. Lee has redistributed lottery money down to the disciplines, giving a very large portion to the Library to purchase books
 - ii. The numbers are estimates for this Fiscal Year
 - iii. Talk with your departments, see what is needed
 - iv. Items purchased with lotter money must be consumable and instructional
- F. Standing Committee Reports
 - 1. Academic Senate (Bader)
 - i. They have not met
 - ii. Melissa is going to ask them to define Additional Positions
 - 2. ISPC (Bader)
 - i. Retreat
 - a. Discussed Academic Reorganization
 - b. Strategic Planning
 - c. Environmental Plan – A Consultant is being brought in
 - d. Institutional Advancement
 - 3. District Enrollment Management (Bader)
 - i. New Chancellor
 - a. Success
 - b. Access
 - c. Equity
 - ii. Revised Budget
 - a. There is a new funding model for the California Community Colleges
 - General Fund
 - i. Changing to 50% enrollment, 25% Bog waivers, Pell Grant, SSSP and 25% performance based
 - b. Performance – this may not be a number but proportionate
 - c. No More Borrowing – District down 200 for the year
 - iii. Chancellor is expecting all colleges to meet their established goals
 - iv. The District is working on a Strategic Plan
 - v. Register 2 semesters in one shot, IT is saying not quite ready for that, will be testing in March and April
 - vi.
 - 4. Program Review Committee (Dr. Gray)
 - i. Program Review Camp – March 2, 2018
 - ii. Remind everyone that Comprehensive Review is due on April 20, 2018
- G. Deans' Reports
 - 1. DOI – CTE (Dr. Fleming)
 - i. Chair Ranking Rubric – Vote on March 9

- ii. Students are not applying for their Certificates – we are piloting a program using RLE, will expand to other areas once all of the “kinks” are worked out
 - a. Peter asked are students going to be affected by this
 - b. Potential Negative
 - Financial Aid
 - Met goal and now eligible for their Special Program
 - Ellucian focuses on Major with the Highest required Units, so the thought is...the student should not be affected
 - c. Make sure students are informed
 - d. Will focus on local certificates first
 - iii. Dr. Reece spoke with faculty at Spring Flex
 - iv. Ad-Hoc meetings on reorganization
 - a. Student Focused
 - b. Looking to have 1 space where everyone is located; Dean, IDS, Counselors, Admin Support, etc...
 - c. Will evolve in the next couple of weeks, should have a good proposal in the middle of next month
 - d. Including Dean’s assignments
 - v. Melissa reminded everyone of the discussion on meeting as a school at the next month’s department meeting
 - a. Discuss money for activities
 - b. ADT’s are being printed
 - c. Trailheads will be available
 - d. Make Website better and simple
 - vi. Kim is interested in seeing events on banner page
2. DOI (Parks)
- i. At conference

H. Good of the Order

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I. Adjourn – 12:30pm

Next meeting
 March 9, 2018
 Business Meeting 9:00AM – 12:00 PM
 ST 107