



Academic Planning Council

Business & Scheduling Meeting

May 11, 2018

9:00am-12:00pm

ST 107

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

Absent: None

Visiting: Dr. Samuel Lee, Dr. Monica Green, Dr. Bryan Reece

A. Welcome

1. Melissa Bader welcomed everyone to the meeting.

B. Approval of Minutes

1. Motion to approve minutes from April 6. 2018 | Zwart/Gray (approved with 3 abstention)

C. New Bookstore Manager – Amy Fudge

1. Gave a brief introduction, provided handouts and announced that Maria Sanchez was rehired as the Course Materials Manager. Working with the campus systems that will be implemented in the fall, but until then it is requested that faculty submit their text book adoptions by email, in person, on the phone for summer or for fall. Will be working to make this as smooth as possible during this transition. Goal is to not run out of textbooks for the summer and fall, and will be working to maximize sales.
 - i. What do you want in the email?
 - a. The ISBN is highly recommended. If it is an OER situation in the class, they will mark it that. There will be some print copies available for students that request it.
2. There is no database available of the previous semesters, so please let Amy Fudge know what those books were so she can build a new database. If there was no change in the textbook, please let her know what that textbook was so she can add it to their database.
3. Commencement: Student regalia is available as well as for faculty to rent.

D. Old Business

1. 16-17 FTES Status update
 - i. Dr. Parks provided a handout of the prediction tool he used to estimate non-residence FTES. These are estimates and are subjected to change. The District looks to be 686 short, which is an improvement from last year's final number of 880. Norco looks to be 107 short, but that includes the 220 that we took. The

cancellations of basic skills course are causing this negative deficiency due to M-Map and the new Pathways.

2. New Faculty Hiring update
 - i. Dr. Fulbright spoke about the new faculty interviews. The final interviews for the Assistant Professor, Electronics are scheduled for May 21st. There is a great applicant pool that are eager to learn in helping inspire our students to be successful.
 - ii. Dr. Fulbright will contact the PDC chairs (Russell and Zamiska) regarding "First Friday's" geared towards helping our new faculty become familiar with our processes and become successful instructors.
3. Associate Faculty Training
 - i. Suggestion to schedule this event on August 21st- Tuesday with offering two training opportunities. One during the day and the other in the evening.
 - ii. Is it possible to have room keys ready and available for pick up on this day?
 - a. Need to confirm who will be distributing the keys
4. SLO Assessment
 - i. Dr. Parks discussed the recently list emailed from Dr. Adams the Assessment Coordinator. Norco has 80 courses unassessed from fall and 115 courses for the spring. The majority of this work is done, and it either needs to be entered into META or it is in the wrong location and that needs to be corrected.
 - ii. The concern is the 2020 accreditation that is coming up quickly, we must be in compliance, or it can affect the college negatively and that will have a ripple effect in terms of Norco College receiving additional funding for our growth. We should have had all of these done five years ago and we are now in a critical moment.
 - iii. The Nuclear option if we wait anymore is: If your classes are not assessed, then you don't have the time for overload, special projects, reassign or stipends. This is part of their contract and must be done. We need the department chairs to notify the faculty of the courses that need to be assessed ASAP. If the faculty needs assistance, please inform the Dean's on what is needed in order to get this project done.
 - iv. Faculty suggested that we need an 'assessment' person or workshop to train on what to do and how to complete the process correctly. Melissa currently includes language that they must assess this course in their initial offer for hire letter. This keeps them informed and accountable.

E. Discussion Items

1. AB-705 Update
 - i. Becomes effective with the Fall 2019 term
 - ii. English has been easy, due to receiving guidance from the state. There is question if we can offer one level below, opt in format. They will be piloting from the district and they are all in agreement across the district on how to proceed. Will be offering ENG-91 course in the fall.
 - iii. Math has not received any direction/guidance from the state. The departments from the other colleges are not in agreement on how to proceed. Suggestion that remediation courses can be offered in the summer and winter. Unclear if they must get rid of all the remedial math. Will be working with the students that are failing in the first semester to make sure they get counseling from the Math faculty and encourage them to stay for the semester, plus take a look at their high school records to move them into classes based on their grades they earned in high school.

- a. Suggestion A is to prepare for transferable only courses and that remedial courses are gone for 1 year as well as looking at other pathways. Some faculty are worried about their jobs. Will be working in the summer to create these support classes.
 - b. Suggestion B plan is in development since they don't know what the state will tell them.
 2. Non-Credit Courses
 - i. Dr. Zwart presented a power point that she will share with the committee on the APC Sharepoint. She discussed the types of non-credit that are eligible for enhances non-credit funding, funding the same as our current credit courses. Non-credit is paid based on positive attendance, not on census. Non-credit courses are free to students, but they may need to purchase books and supplies.
 - ii. The CDCP (Career Development College Preparation) include courses in ESL, Basic Skills, Short-term vocation and Workforce preparation. In order to be eligible they must have some sort of certificate that students get as a result of taking the courses. The Workforce preparation courses has to lead to a job. Many of the non-credit courses will fall under CTE, but ESL is also a big area for non-credit at other colleges.
 - iii. There was a discussion of AB 705 in relation to non-credit courses in English and Math. Even though it is non-credit the clock starts for AB705 if the student has identified themselves as a transfer student. You may offer courses such as Contextualized Math for STEM students, which may or may not be part of the AB 705 clock. More exploration of this as an avenue to remediate Math and English students needs to be explored.
 - iv. Dr. Zwart: How can we capitalize on this? We need to develop an implementation plan for offering non-credit courses that includes such areas as counseling, admissions and records, off site locations, etc...
3. Dashboard Indicators – processed through Institutional Resource
 - i. Located on the Norco College page
 - ii. Dr. Parks reviewed the College and APC goals
 - a. Although there are some areas needing improvement, Norco College is headed in the right direction
4. Survey of Effectiveness of the Planning Councils – Dr. Parks
 - i. Nine people participated and the consensus is, there seems to be an issue with the Rubric and Instructional Department Specialist need to attend
5. “Where to go...” Document
 - i. This document was emailed out to NorAll and shared with APC
6. Scheduling Retreat
 - i. Dr. Parks reviewed a small portion of the expectations of the retreat
 - a. Integrate Completion Initiative
 - b. How do we close the gaps, ex. Can an art student take all of their needed classes on Tuesday/Thursday
 - c. Need Winter/Spring rollover
 - d. Create a schedule/pathway for 2 years
 - e. Student centered
 - f. Create “arching path”
 - This needs to be built from scratch
 - May not get 100%, but should come close

- ii. Will not be held at the college, can we fund
 - iii. Held September 13 and 14
- F. Action Items
 - 1. APC Report to the Senate
 - 2. Vote on Institutional Reorganization - A. Gray/ G. Zwart * Approved.
 - i. Dr. Reece spoke about the process and benefits how this reorganization will positively improve the dynamic of our college and student success.
- G. Standing Committee Reports
 - 1. Academic Senate (Bader)
 - 2. ISPC (Bader)
 - i. ISPC approved the reorg
 - ii. Working on Mission Statement
 - iii. Reviewed Dashboard
 - 3. District Enrollment Management (Bader)
 - i.
 - 4. Program Review Committee (Dr. Gray)
 - i. The reports wouldn't print, so they are just now being reviewed. Probably won't be finalized until after the end of the semester.
 - ii. Looks like 100% submitted
- H. Deans' Reports
 - 1. DOI – (Fulbright)
 - 2. DOI (Parks)
 - i. SLO's are due, if you need anything please see Dr. Parks or Dr. Fulbright
- I. Good of the Order
 - 1. No comments
- J. Adjourn – 12:00pm

Next meeting
Fall 2018