

NORCO COLLEGE

Academic Planning Chairs

November 5, 2021

8:30AM - 11:00am

Zoom: <https://cccconfer.zoom.us/j/96912189235>

Committee Members Present

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
Peter Boelman-Lopez, Social & Behavioral Sciences Department
Araceli Covarrubias, Arts, Humanities & World Languages
James Finley, Business, Engineering, & Information Technology Department
Teresa Friedrich Finnern, Science & Kinesiology Department
Alexis Gray, Social & Behavioral Sciences Department
Kim Kamerin, Arts, Humanities & World Languages Department
Farshid Mirzaei, Business, Engineering & Information Technology Department
John Moore, Social & Behavioral Sciences Department
Jeff Mulari, Mathematics Department
Ana-Marie Olaerts, Communications Department
Jason Parks, Schools of Business & Management and STEM
Dan Reade, Communications Department
Jody Tyler, Science & Kinesiology Department
Steff Warsinski, Mathematics Department
Suzanne Witmer, Science & Kinesiology Department
Patty Worsham, Business, Engineering, & Information Technology Department

Visiting

Vivian Harris, Samuel Lee, Juan Alvarez

1. Call to Order

- 1.1 Approval of Agenda – M/A. Gray, S/J. Tyler, approved unanimously
- 1.2 Approval of Minutes (10/08/2021) - M/T. Friedrich Finnern, S/A. Gray, approved unanimously

2. Action Items

- 2.1 New Faculty Ranking Taskforce (Parks)
 - Motion to establish taskforce – M/T. Friedrich Finnern, S/K. Kamerin, approved unanimously
- 2.2 APC Charter
 - Peggy will send it to committee for feedback and to discuss at next APC (see attached).

3. Standing Committee & Dean Reports

3.1 Academic Senate

- See attached

3.2 Dean's Report

- 22SPR is almost done.
- State has established Ethnic Studies Faculty Council
- CID for Ethnic Studies are on their way

3.3 Enrollment Management

- For 22SPR in-person classes, 1st COVID Vaccine Dose will be required before students can start attending in-person classes.

3.4 Faculty Association

- Sick Leave will be updated into two categories on next paycheck: Contract Overload and Intersession Sick Leave.

3.5 Program Review

- Discussion about having Program review annually.

4. Discussion Items

4.1 Bachelor's Degrees at Norco College (S. Lee)

- Discussion as to where to start exploratory process of Bachelor's Degree at Norco College.
- Game Industry Studies – not offered at CSU which is one of the criteria to offer Bachelor's degree at Norco College.
- Another option is Bachelors in Applied Science in Career and Technical Leadership.

4.2 Summer/Fall 2022 Schedule Development

- APC/Pathmaker Retreat – Working retreat – Temecula Creek Inn is a possibility – Tentative dates are January 10-12 or 11-13.

4.3 New Program Development Process

- Alexis Gray has created draft of new program development process and would like APC input.

4.4 EMP Goals & Objectives

- Jason Parks would like to start a discussion of Educational Master Plan Goals & Objectives with APC and make this a standard agenda item at each meeting. Please see Educational Master Plan Goals & Objectives below.

4.5 Ethnic Studies

- Discussed earlier under Dean's Report

4.6 Textbook Costs Mini Study

- Study is not done yet because we are still missing 21FAL syllabi from faculty.
- Study consist of comparing actual textbook costs to that listed on syllabi.

5. Information Items

5.1 PT Faculty Update

- PT IOIs are trickling in to the IDSs.
- PT Faculty are evaluated once a year for 3 years consecutively, then once every 3 years.

5.2 CORA Trainings

- Reminder – everyone has access to trainings, link will be resent.

5.3 Update: Social Media Board Policy

- TLC, faculty Jose Sentmanat shared with his chair that on his syllabus he has language to protect intellectual property.
- Alexis Gray drafted Social Media Board Policy, waiting for feedback from Legal Counsel (see attached).

6. Good of The Order (11:01am)

Next meeting
December 3, 2021
8:30AM - 11:00AM

Educational Master Plan Goals & Objectives

Goal 1: (Access) Expand college access by increasing both headcount and FTES.

- **Objective 1.1: Go from 7,366 to 8,759 total FTES**
- **Objective 1.2: Go from 14,624 headcount to 16,581 total headcount**
- **Objective 1.3: Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.)**

Goal 2: (Success) Implement Guided Pathways framework.

- Objective 2.3: Decrease AA degree unit accumulation from 88 to 74 total units on average

Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

- Objective 7.1: Develop comprehensive breadth of academic programs
- Objective 7.2: Develop Career & Technical Education programs and industry credentials related to regional needs
- Objective 7.3: Develop and implement plan for noncredit and noncredit- enhanced programming

Goal 9: (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture

- Objective 9.6: Develop strategy and work collaboratively with the district to increase the proportion of full-time faculty toward the 75/25



Charter for Academic Planning Chairs (APC)

2021-2022

This Charter is established between the Academic Planning Chairs (APC) and the Academic Senate to structure the process and planned outcomes included herein during the 2021-2022 period of the 2021-2022 academic year.

Purpose

The Academic Planning Chairs (APC) is a standing committee of the Academic Senate, comprised of faculty chairs, co-chairs, and assistant chairs. The APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

Charge

The Academic Planning Chairs (APC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

Goal 1: (Access) Expand college access by increasing both headcount and FTES.

- **Objective 1.1:** Go from 7,366 to 8,759 total FTES
- **Objective 1.2:** Go from 14,624 headcount to 16,581 total headcount
- **Objective 1.3:** Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.)

Goal 2: (Success) Implement Guided Pathways framework.

- **Objective 2.3:** Decrease AA degree unit accumulation from 88 to 74 total units on average

Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.

- **Objective 7.1:** Develop comprehensive breadth of academic programs
- **Objective 7.2:** Develop Career & Technical Education programs and industry credentials related to regional needs
- **Objective 7.3:** Develop and implement plan for noncredit and noncredit- enhanced programming

Goal 9: (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture

- **Objective 9.6:** Develop strategy and work collaboratively with the district to increase the proportion of full-time faculty toward the 75/25

Guiding Principles and Assumptions

- A. The Academic Planning Chairs is a standing committee of the Academic Senate.
- B. The Academic Planning Chairs will be composed of department chairs, co-chairs, and assistant chairs and will be led by the Chair of Chairs elected by the council. The Academic Planning Chairs serves in an advisory capacity on matters concerning faculty 13 hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

Equity

[What is your committee/group's role in order to close racial equity gap?]

Scope & Expected Deliverables

[Specify the parameters and requirements within which the body will work as well as expected deliverables, products, or outcomes from the work.]

As a standing committee of the Academic Senate, this committee is subject to the Brown Act (SPGM, p.71) and should keep/post agendas and minutes accordingly.

Membership

The Academic Planning Council will be comprised of 16 members (or as specified by the overseeing committee/council) inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc. [Please clarify if all members are voting members or if there are advisory members (e.g. such as a second/alternative non-voting ASNC representative).

- **Patty Worsham (Chair of Chairs)**
Business, Engineering, & Information Technology Department
- **Dr. Jason Parks (Co-Chair)**
Dean of Instruction, Schools of Business & Management and STEM
- **Dr. Quinton Bemiller (Co-Chair)**
Dean of Instruction, Schools of Arts & Humanities and Social & Behavioral Sciences
- **Peter Boelman-Lopez**
Social & Behavioral Sciences Department
- **James Finley**
Business, Engineering, & Information Technology Department
- **Dr. Teresa Friedrich Finnern**
Science & Kinesiology Department
- **Dr. Alexis Gray**
Social & Behavioral Sciences Department
- **Kim Kamerin**
Arts, Humanities & World Languages Department
- **Farshid Mirzaei**
Business, Engineering & Information Technology Department

Membership

- **John Moore**
Social & Behavioral Sciences Department
- **Ana-Marie Olaerts**
Communications Department
- **Dan Reade**
Communications Department
- **Jeff Mulari**
Mathematics Department
- **Dr. Jody Tyler**
Science & Kinesiology Department
- **Suzanne Witmer**
Science & Kinesiology Department
- **Steff Warsinski**
Mathematics Department

Meeting Time/Pattern

The Academic Planning Chairs (APC) meets monthly on the second Friday at 8:30-11:00 am via Zoom. Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda.

Roles of Chairs and Members

The Chair/Co-Chair(s) are accountable to Academic Planning Chairs (APC) to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating meetings of the Academic Planning Chairs (APC) based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Academic Planning Chairs (APC) that can help to achieve the Academic Planning Chairs (APC) charter deliverables Academic Senate. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Academic Planning Chairs (APC). While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Academic Planning Chairs (APC) peers with the intention of finding consensus on all issues that come before the Academic Planning Chairs (APC).

Meeting Procedures and Expectations

The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to

Meeting Procedures and Expectations

move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.

NOTE: This is a template; feel free to modify to fit your group's needs. Replace all bracketed text with entity- specific language. Post on the appropriate Council/Senate webpage and Governance Webpage once approved.

Academic Senate Meeting Notes: 10/18/21

1:40 PM IV. Open Hearing

Sarah: Update on Stokoe. Board members would like to have fences across the campus because they don't want mingling or co-mingling of our students with their students. This is a programmatic issue. Not sure what the next step is. We need to have a conversation on where to go. This is a programmatic issue and the risk at this point is the concern for our students and our college. Our administrators have been incredible.

CTA Report. Araceli: 1) the governor vetoed AB 375 allowing PT faculty to increase their workload. 2) the reporting of the accrual and sick leave that faculty earn for over load. It doesn't show on the paystub. FA is in conversation with Aaron Brown so that it shows on the paystub. That would be regular sick leave and sick leave earned for Overload.

Action Item: Selection of a Faculty Member to Serve On the RCCD AP/BP Workgroup (VLee)

The Senate is being asked to select an individual to serve on the District AP/BP Workgroup, which is a subcommittee of the Professional Development & Sabbatical Leave (PG&SL) Committee. Nominations for this position were solicited from faculty from October 14, 2021 to October 18, 2021.

Action Item: [Equity Statement and Criteria](#) for Faculty Professional Development Committee (FPDC) (second read) (Dana White, Chair of FPDC)

FPDC is asking the Senate to approve the linked equity statement to help to guide the committee's equity-related training and education activities. The original version of this statement was presented at the Senate meeting on September 20, 2021. FPDC has been working on this for about a month now. All three colleges agree on this statement. This statement came to FPDC last week and the group agreed to it.

Action Item: [New Faculty Prioritization Recommendations](#) from APC (Patty Worsham, Chair of APC)

New Faculty Prioritization Recommendations (Fall 2021). **approved**

- 1.Ethnic Studies
 - 2.Chemistry
 - 3.Librarian (Instructional Design)
 - 4.Counselor
 - 5.English (WRC)
 - 6.Biology
 - 7.Administration of Justice
 - 8.Psychology
 - 9.Math
 - 10.Librarian Outreach
 - 11.Education, Humanities, Theater (all 3 of these pulled from the rankings by their department)
- APC is presenting its new faculty prioritization recommendations for the approval of the Senate.

Action Item: Update from the DE Committee and a Proposal for the Creation of a District DE Coordinator Position (Sarah Burnett, Chair of the Distance Education Committee)

The DE Committee will give an update on both the recertification process needed for online teaching and the migration of video content from Techsmith Relay and Knowmia to Mediasite. The Norco College DE Committee is also proposing that the Senate support the creation of a District DE Coordinator position. There was confusion about the certification process. There was communication about the @One courses for 160 hours. The committee was looking at some other trainings. Problem is having some actions from the district that is not in communication with the committee and this is creating some problems. There was going to be an email telling us that by December that all of the techsmith were being moved and wouldn't be able to make new videos. This necessitated a bigger conversation. Can't put this burden of work on the faculty. Faculty need to be paid for this extra work. The distance ed committees are coordinating together. They will be looking at the certifications this semester. No more than 30 hours for certification which is much more reasonable than 160 hours. The bigger conversation is how we do everything the same at all 3 colleges.

Officer Reports

1. A. Secretary/Treasurer (K. Kamerin)
2. B. Vice-President (K. Bell)
3. C. President (V. Lee) 1) 10/31: Rank of Professor and Distinguished professor due 10/31. 2) CCC looking at adopting a uniform course numbering system. 3) AB361 extends the Brown Act for virtual meetings. May have to have in face meetings in the spring. 4) Significant discussions about Ethnic Studies. RCC is requesting faculty teaching this courses have an FSA in that area. Norco and MVC is opposed to this. Norco College has the discipline but we don't have any faculty leading this discipline. Also creates a hiring problem because the committee needs to have three tenured faculty members in this area. Lisa Nelson says we have some untenured faculty who could be approved for FSAs in this area. 5) RCC is skipping the 5-to-Thrive presentation this month which pushes the rest out. 6) Notice went out to subcommittees about Charters. Thank you Dr. Fleming and your team for getting those charter templates pre-filled to help subcommittees with their completion. 6) Titles in meetings. Going to bring this back to the Senate. This topic was discussed at the College Council.

College Reports

1. A. President of the Associated Students (Samia Irfan) ASNC scholarship application is out.
2. B. College President (Monica Green). AB927: 4-year degrees for California 2-year colleges. This passage incorporates up to 30 new bachelor programs. There's an opportunity twice a year to apply for this. This ties in with new program development and what this process would look like. AB928: Student transfer achievement. ADT Intersegmental committee. Request for a transfer committee be established. To establish a single lower level pathway for students to transfer to a CSU. This will lead to phasing out our Areas of Emphasis. We have four athletic teams. Trying to hire an athletic trainer. Flown this three times and have not been successful. As we go forward looking at modifying the job description for this position. Don't want this to further impact our athletes and athletic program.
3. C. Vice President of Academic Affairs (Sam Lee)

Standing Committees & Liaisons Reports

1. A. Academic Senate Standing Committees: APC, Assessment, Curriculum, DE, FPDC, LGBTQ+, Library/LRC, Program Review, TLC
2. B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, Equity, OER, PGSL

Discussion About Arts Classroom Spaces (Kim Kamerin, Chair of the Department of Arts, History, and World Languages)

The Chair of AHWL would like to discuss the severe space challenges that are currently being experienced in arts classroom at Norco College and the process for prioritizing college space in the future.

Discussion Item: Proposed Changes to Procedural Response to Institutional Set Standard Dip (Greg Aycock, Dean of Institutional Effectiveness)

The Institutional Effectiveness team wants to share changes that are proposed to the process outlined in the Procedural Response to Institutional Set Standard Dip document. The [original](#) and [edited](#) versions of the documents are provided for your reference.

Discussion Item: Dip In Employment Rates for Career and Technical Education Students (Greg Aycock)

The Institutional Effectiveness team wants to share data on a drop in the employment rates of Career and Technical Education students that necessitates a response from the College according to the Procedural Response to Institutional Set Standard Dip document. A call for faculty to serve on a task force to address this will be going out.

INSTITUTION SET STANDARDS

- Institution-Set Standards (ISS) are comprised of two elements: floor performance and stretch goals.
- The floor performance is the level that marks when the institution is moving into a "danger zone" for a specific outcome area.
 - Floor Performance Methodology- Floor set by calculating the value of one-half a standard deviation below a 5-year mean. Floor is stable for the time of the Strategic Plan (established in ISPC Spring 2019).
 - Stretch Goal Methodology – aligning with established framework (e.g. Vision for Success, Guided Pathways, local goals).
- When values fall below the ISS for at least 2 years, a procedural response which addresses what will be done to raise outcomes in the area is required by ACCJC.

2

PROGRAMS REQUIRING A RESPONSE

Employment rates for Career and Technical Education students:
Job placement rates for students completing certificate programs and CTE (career-technical education) degrees.

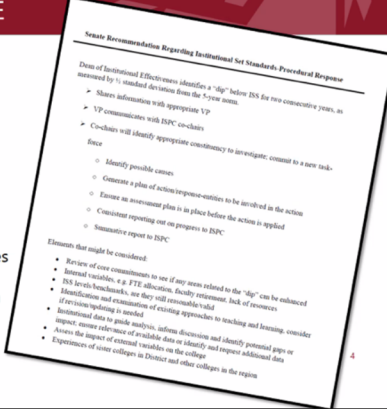
Methodology for Employment: CTE students who receive a degree or certificate or CTE Concentrator in an academic year and then do not enroll anywhere for the successive academic year are compared against the Unemployment Insurance data base to see if they received wages in any quarter during that year.

Program	Institution Set Standard (floor) %	Stretch Goal %	2017-18 Job Placement rate	2018-19 Job Placement rate	2019-20 Job Placement rate
Accounting	82.5%	82.5%	85.71%	75.86%	67.57%
Business Administration	91.2%	91.2%	88%	80.65%	75%
Manufacturing and Industrial Technology	84.8%	84.8%	87.1%	81.82%	81.48%

SENATE RECOMMENDATION REGARDING INSTITUTIONAL SET STANDARDS-PROCEDURAL RESPONSE

Dean of Institutional Effectiveness identifies a "dip" below ISS for two consecutive years, as measured by ½ standard deviation from the 5-year norm.

- ❖ Shares information with IEGC and Academic Senate.
- ❖ IEGC co-chairs communicate with College Council.
- ❖ IEGC and Academic Senate will identify appropriate constituency for a new task-force:
 - Identify possible causes.
 - Generate a plan of action and assign responsible parties to carry out each part of the plan.
 - Ensure an assessment plan is in place before the action is applied.
 - Consistent reporting on progress to IEGC and/or College Council, as well as the Academic Senate.
 - Present summative report to IEGC and/or College Council, as well as the Academic Senate.



Senate Recommendation Regarding Institutional Set Standards-PROCEDURAL RESPONSE

Dean of Institutional Effectiveness identifies a "dip" below ISS for two consecutive years, as measured by ½ standard deviation from the 5-year norm.

- Shares information with appropriate VP
- VP communicates with ESPC co-chairs
- Co-chairs will identify appropriate constituency to investigate, consent to a new task-force
 - Identify possible causes
 - Generate a plan of action/responsibilities to be involved in the action
 - Ensure an assessment plan is in place before the action is applied
 - Consistent reporting on progress to ESPC
 - Summative report to ESPC

Elements that might be considered:

- Review of core commitments to see if any were related to the "dip" can be enhanced
- Internal variables, e.g. FTE allocation, faculty retirement, lack of resources
- Job search/benchmarks, are they still reasonable/viable
- Identification and examination of existing approaches to teaching and learning, consider if revision/updating is needed
- Institutional data to guide analysis, inform discussion and identify potential gaps or impact, ensure reference of available data or identify and request additional data
- Assess the impact of external variables on the college
- Experiences of other colleges in District and other colleges in the region

Discussion Item: Reinstatement of the RCCD Study Abroad Program (VLee and Mark Lewis)
 The District Academic Senate chose not to reinstate the Study Abroad Program at its meeting on September 27, 2021. The Senate is being asked to advocate for its reinstatement.

Action Item: Selection of Two Faculty Members to Serve on the RCCD Study Abroad Program Committee (VLee)

The Senate will select two individuals to serve on the District Study Abroad Program Committee from a list of nominees (based on the assumption that the 3 of Mark Lewis, Judy Perry and Amanda Moore). Senate voted and

Approved Mark Lewis and Judy Perry as a 3 year appointment.

1. 1. Curriculum including establishing prerequisites and places courses within disciplines
2. 2. Degree and certificate requirements
3. 3. Grading policies
4. 4. Educational program development
5. 5. Standards or policies regarding student preparation and success
6. 6. Policies for faculty professional development activities
7. 7. District and college governance structures, as related to faculty roles
8. 8. Faculty roles and involvement in accreditation processes, including self-study and annual reports
9. 9. Processes for program review
10. 10. Processes for institutional planning and budget development
11. 11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Study Abroad Program is reinstated). Nominations for this position were solicited from faculty from October 13, 2021 to October 18, 2021.

Academic Senate Meeting Notes: 11/1/21

Open Hearing

-Sarah: Wants to see if Senate would like to host a faculty gathering. Concerned that faculty are losing their joy of teaching and thinks it would be good if we came together and reminded ourselves of why we love to teach. Would like to get ahead of this curve. Concerned about the fracturing of our faculty. A support moment. Saran, Dan and Star will coordinate an evening event but faculty asked for a daytime event as well. Perhaps meeting #1 with just faculty and

meeting #2 invite administrators.

Melissa- Meeting creep. Ask when setting meetings adhere to the meeting settings and get back to having meetings during college hours. Seems like meetings are getting long and on Fridays. Will the sick time for all overload be reported on a separate line item?

Sarah-Also load bank- can this also be reported on our paychecks?

V. CTA Report

-Araceli: faculty sick leave will be updated on the next paychecks. District is creating a report for each faculty member on the sick leave that's been accumulated over time.

VI. Action Item: Approval of Haley Ashby to Serve On the Leading from the Middle Workgroup (VLee and Melissa Bader)

-motion voted and approved.

VII. Action Item: Consideration of the [Charter for the Library & Learning Resource Center Advisory Committee](#) (VLee and Vivian Harris, Faculty Co-Chair of LLRCAC)

The LLRCAC is asking the Senate to approve the Charter document the committee created.

VIII. Action Item: Timeline for Senate Sub-Committees to Submit Charters (VLee)

The Senate will consider setting a timeline for its sub-committees to submit their charters for approval.

-There are nine charters that Senate needs to receive and approve. Propose that the charters be due to Senate by March 21 for a first draft with a goal of having all the charters in place by the end of the spring semester. Recommendation that there be a standard time when these Charters are required. This go-around is a bit more lengthy because this is the first time these Charters have been created.

~~IX. Action Item: Establishment of Guidelines for Addressing Colleagues In Senate Meetings (VLee)~~

~~The Senate will consider adopting guidelines for addressing colleagues during Senate meetings.~~ Dropped from today's meeting pending going back to departments first for feedback then back to Senate.

X. Action Item: Prioritization of Music and Music Industry Studies (Kim Kamerin, Chair of the Department of Arts, Humanities, and World Languages)

The Senate is being asked to formalize the prioritization of Music and Music Industry Studies in future facilities decisions.

-Motion: The Norco College Academic Senate resolves that the disciplines of Music and Music Industry Studies should receive priority in future facilities discussion until adequate and professionally appropriate instructional spaces are secured (using Name and other professional organizations' standards for guidance). This is a follow up from the last meeting. There's board support. No comments or discussion. Unanimously approved.

XI. Officer Reports

1. A. Secretary/Treasurer (K. Kamerin) no report
2. B. Vice-President (K. Bell) no report
3. C. President (V. Lee) a. [Schedule Production Timeline for Winter and Spring of 2023](#)

2022 SUM/FAL Schedule of Classes Production

Important Dates

2022 Summer Session	June 20 – July 29, 2022
Holiday(s)	July 4, 2022
2022 Fall Semester	August 22 – December 17, 2022
Holiday(s)	September 5 & November 11, 2022
Classes not in session	November 21 – 27, 2022

2022 Summer and Fall

01/21/22	IPSCs complete roll-specific curriculum updates
01/24/22	IT performs section roll
01/24/22-04/08/22	Colleges follow local process for schedule development
04/08/22	22SUM/FAL Schedule Finalized
04/11/22	ISC/IPSC generate paired course data and provide to Strategic Communications as necessary
04/15/22	IT generates links to Schedule Lite
04/18/22	22SUM/FAL Schedule published to web
05/02/22	22SUM/FAL - Priority Reg Group 1

Tentative 2023 WIN/SPR Schedule of Classes Production

Important Dates

2023 Winter Session	January 3 – February 9, 2023
Holiday(s)	January 16, 2023
2023 Spring Semester	February 13 – June 9, 2023
Holiday(s)	February 17, 20; March 31; May 29, 2023
Classes not in session	April 10 – April 16, 2023

2023 Winter and Spring

06/24/22	IPSCs complete roll-specific curriculum updates
06/27/22	IT performs section roll
06/27/22-10/07/22	Colleges follow local process for schedule development
10/07/22	23WIN/SPR Schedule Finalized
10/10/22	ISC/IPSC generate paired course data and provide to Strategic Communications as necessary
10/14/22	IT generates links to Schedule Lite
10/17/22	23WIN/SPR Schedule published to web
10/31/22	23WIN/SPR - Priority Reg Group 1

- Virgil- Ethnic Studies resolution. Virgil sent it to APC because there were some alarming concerns in their, the dual FSA requirement. APC had similar concerns. It's now gone back to those faculty members and Senate will presumably bring back some revision of that document.
- Norco has the lowest number of classes covered by FT faculty members so this could be a good thing for us in terms of FT hirings.
- Technology center coming into Jurupa valley. It's for CTE driven. Earn to Learn. Senate concerned that this just came to Senate and we weren't brought into this conversation sooner. This district was involved with this decision and that now leaves us wondering who will be running this center.
- District DE Chair position. The district is open to this and a job description is being reviewed.
- Study Abroad program has been revived.
- There's concern about the amount of reassigned work being done by faculty. About 70 faculty members on reassigned time. In many cases the people on reassigned are also teaching to .6 on overload. These people are reassigned to other duties but are also teaching. They want to keep teaching because they want to stay connected to their students. Discussion: Rather than hiring 3 new Vice Chancellors that money could be better spent hiring directors at the college level.

Our College Administrators are way over worked as well and we just can't keep doing things the way they're being done. What's being spent on soft money? At DSPC the Chancellor proposed 14 new positions at the district level and the Senate pushed back on that and that stopped the approval of that. Growing the district and seem to be taking everything out of the college.

-Question about course caps? How will the Chancellor be addressing course caps and how will equity be integrated into this?

2:45 PM XII. College Reports

1. A. President of the Associated Students (Samia Irfan). Halloween event was very successful.
2. B. College President (Monica Green) Dr. Green: Norco College has been named the 2021... Lots of discussion on campus housing. Gathering information on this and applied for funding on the state on funding for planning.
3. C. Vice President of Academic Affairs (Sam Lee) Dr. Lee: ASNC we're looking into the costs of third-party textbooks through a variety of courses. 25 students who are enrolled 12-15 units, look up their courses and look up their list of texts to summarize their costs by title/ total and get that out there for a discussion.

2:55 PM XIII. Standing Committees & Liaisons Reports

1. A. Academic Senate Standing Committees:

-APC: no report- we meet this coming Friday.

-Assessment- going through Nuventive update. Not by choice- just have to go with it. Transitioning to a new version which will look totally different and will require training. Use the form to complete assessment since everything has to be input in the new version.

Exploring the possibility of moving into Canvas.

-Curriculum- concerned about the Ethnic Studies FSA issue and shouldn't bypass curriculum.

-FPDC- they are modernizing the FLEX proposal process moving to Microsoft forms. Exploring spring FLEX ideas.

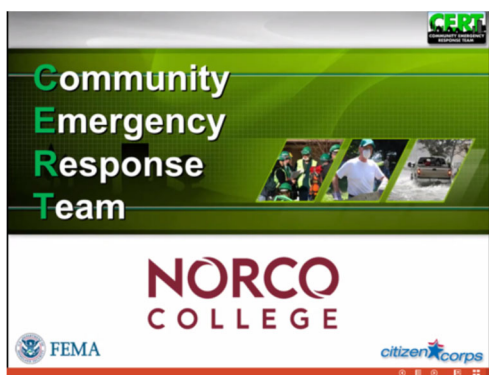
-Library/LRC- Read to Succeed event this coming Thursday. Still have a shortage in tutors (ACC, ANT, BIO, CHEM, CIS, ECO, ENG, ENE, GEO, MAT, PHY)

-TLC: Had two successful events.

2. B. Academic Senate Liaisons: See minutes

XIV. Discussion Item: CERT Program (Sigrid Williams, CTE Liaison to the Academic Senate)

The Senate's CTE liaison will share information about a non-credit Community Emergency Response Team certificate course that will be offered to College stakeholders and community members.



XV. Discussion Item: Hyflex Classes (Sarah Burnett)

Sarah Burnett will share some of her experiences teaching hyflex classes this term and discuss some issues around teaching hyflex classes at the College in future terms.

-Demonstrated how the hyflex works. Presented from the classroom. There's a lot involved with teaching in a hyflex room and there needs to be a conversation on this as well as a task group and training before faculty sign up to teach hyflex. This takes time and planning. There was some odd background noise. Always managing what you're taking the students into. There's a push to bring this on board this spring but Sarah demonstrated to us that there some things that need to happen first before a faculty member takes on a hyflex class. We need to put together an exploratory group and own that this is something that students will want going forward

College Council Meeting Notes: 10/14/21

2.3 Formal or Informal address of members during meetings. Some favored 1st name in meetings and formal titles in memorializing minutes. Issue of equity was discussed. The equity issue is more apparent among Classified Professionals. Leona: not an equity issue but rather the different experience groups have on these committees. Many opinions on this. Motion to use formal in writing. Default to Ms. In writing for women except or those women who have doctorates.

3. Information Items

3.1 RCCD Student Survey . There's a collaborative district wide survey going on at all 3 colleges. 10 questions that will help guide scheduling. Asking about # of courses taking online, support service needs, how likely they are attend in person classes, thoughts on vaccine mandate. Contact Kevin or Greg if want to see this survey.

3.2 DSPC Highlights: No action items at the last meeting. There's a 62 page agenda packet. RCC's accreditation report, sustainability report, DBAC report. This group meets once a month and college co-chairs are happy to share this information.

3.3 Reaffirmation of Ed Code appointment rights for Classified Professionals. Just reiterating reaffirm that this document is in the SPM. Just reaffirming that Classified Professionals have a seat on all appointed groups.

4. Discussion Items

4.1 EMP Objectives by Councils (8 tabs)

5. Good of the Order

6. Future Agenda Topics

6.1 Reaffirmation of Ed Code appointment rights for all constituency groups.

Academic Council Meeting Notes: 10/14/21

2.3 Accept Prioritization of Staffing & Equipment Needs

-Quinton spoke with Dr. Fleming on this. People have an extension until November 1 and the Program Review team can provide assistance. This list will not be attended to today and is deferred until next month. Discussion-- would like this extended past Thanksgiving because it's difficult to give this list the attention it needs given the need to stay focused on our classes and students. Also, there's a preference for a rubric. Feels subjective and difficult to judge the intensity of need without reading the program review and that's not efficient. Need to be mindful that there were several requests that we listed when we moved online and those needs are still necessary.

2.4 Formal or Informal address of members during meeting

-Shared what was discussed at Senate. Lots of discussion. No resolution. Motion to table this until the underlying concerns are addressed. As a college we're not done discussing this.

3. Discussion Item

3.1 EMP Objectives

-Quinton reviewed the EMP goals pertinent to the Academic Council. Discussion about how we work to achieve these numbers. Are we the umbrella and people are feeding up to us or are we the group that's pushing the work down into the other groups. Who's driving this? Still be worked out. Lots of details that haven't been worked out. AC is the main coordinating body and other organizations that are responsible for implementation. Not sure what AC's value added is. Ideally everything gets reported to us but we need to know what AC adds to this structure.

3.2 Bachelor Degrees at Norco College

-Game Design has risen to the top as a potential. Also Bachelor's Applied Science major in Career and Technical Leadership. It has to be a degree that doesn't compete with the CSU's and UC's. This would be a great opportunity for CTE students to continue with their education. Need to conduct a feasibility study on these two programs before going too far forward.

4. Information Items

4.1 RCCD Student Survey

-A survey was sent to students to assess the impact of various factors on their preference between face-to-face, vaccine mandate, etc. This needs to be part of a larger conversation and should include faculty's perspective.

4.2 Improving Program Review & Resource Allocation Process (Discussion at IEGC)

-There was a discussion from the PR committee on how to improve this process and make it more meaningful.

4.2.a. Program Review (establishing efficacy workgroups)

4.3 Reports

- Academic Senate
- Academic Planning Chairs
- Office of Instruction
- CTE, Apprenticeship, Noncredit
- Distance Education
- Education Partnerships, Dual enrollment, Prison Education
- Library LRC
- Initiatives: PathMaker, MAP

5. Good of the Order

6. Future Agenda Topics

-Suggestion to dissect our purpose.

7. Adjournment

Next Meeting:

November 18, 2021

Hello Everyone,

Below are the summary notes from today's, November 5, **Academic Planning Chairs (APC)** meeting:

- **New Faculty Ranking Task Force:** Jason Parks, Alexis Gray and Jody Tyler will work on revising the process and will bring their suggestions/recommendations to the December 3 APC meeting.
- **APC Charter-** Chairs will review the draft document and bring comments to the December 3 APC meeting. APC will then bring this agreed upon charter to the February 2022 Academic Senate meeting.
- **Faculty Association-** December paychecks will include two sections for accumulated sick time. Traditional Sick Leave and Excess Sick Leave which represents sick leave earned from teaching overload and intersessions.
- **Bachelor's Degrees at Norco College-** exploring the possibility of a Bachelors in Game Design and Bachelor's Applied Science in Career and Technical Leadership.
- **Summer/Fall 2022 Schedule Development and APC Pathmaker Retreat-** Tentatively second week of January in Temecula (Jan 10-12 of Jan 12-14).
- **New Program Development Process-** Draft developed by Alexis Gray. Chairs will review the draft document and bring comments to the December 3 APC meeting
- **EMP Goals-** Goal 1, Objectives: 1.1 and 1.2: the District is working on a recovery plan. Objective 1.3: Juan Alvarez was hired to lead this area.
- **Ethnic Studies-** Senate Resolution being revised by the authors of that document based on concerns that were expressed with the original draft.
- **Textbook Costs Mini Study-** Jason Parks is leading this effort and work with Dr. Sam Lee. The #1 predictor of students staying enrolled in college is the cost of textbooks. Need to find a way of reducing this cost.
- **PT I of I's-** less that half of these evaluations reports have been completed so far this semester. Chairs, please work with faculty on getting this completed before the end of the semester.
- **CORA Trainings-** Reminder, APC to complete this training by the end of the semester.
- **Social Media Board Policy-** Waiting on feedback from District Legal. Shared a draft policy authored by Alexis Gray. Also shared with APC language that Jose Sentmant uses in his course syllabus.

Next APC meeting Dec. 3.

Best,

Patty Worsham, Associate Professor

Department Co-Chair | APC Chair | School of Business & Management

Patty.worsham@norcocollege.edu

(951)372-7194

Winter 2022

Important Dates and Deadlines



Class Schedules
Available on **Oct 20**
<https://www.rccd.edu/schedules>

Vaccination*
First dose is required
Prior to Registration
* for students enrolling in
F2F/HYB classes

Registration
Priority Registration Begins: **Nov 1**
General Registration Begins: **Nov 8**

Vaccination*
Final Dose by: **Dec 20**
Moderna 1st dose by: **Nov 22**
Pfizer 1st dose by: **Nov 29**
J&J single dose by: **Dec 20**
* for students in F2F/HYB classes

Winter 2022
Term Begins: **Jan 3**
Last Day to Add: **Jan 7**
Term Ends: **Feb 10**

Dual Enrollment Application Deadline: Sept 28, 2021
High School Concurrent App Deadline: Dec 14, 2021
General Application Deadline: Jan 7, 2022

More Info: <https://www.mvc.edu/services/ar/outreach>
<https://www.norccollege.edu/engagementcenter>
<https://rcc.edu/tomorrow/>



	Winter 2022	Spring 2022
General Application Deadline	Friday, January 7, 2022	Thursday, November 4, 2021
Dual Enrollment Application Deadline	Tuesday, September 28, 2021	Tuesday, October 26, 2021
High School Concurrent App Deadline	Tuesday, December 14, 2021	Wednesday, February 9, 2022
Class Schedules Available	Monday, October 18, 2021	Monday, November 15, 2021
Priority Registration Begins	Monday, November 1, 2021	Monday, November 29, 2021
General Registration Begins	Monday, November 8, 2021	Monday, December 6, 2021
Final Dose Dates to Achieve Fully Vaccinated Status by 1st Day of Term (Note: Students must have received their first dose in order to register for F2F/HYB classes)	Monday, December 20, 2021	Monday, January 31, 2022
Moderna - Last date for first dose	Monday, November 22, 2021	Monday, January 3, 2022
Pfizer - last date for first dose	Monday, November 29, 2021	Monday, January 10, 2022
Johnson & Johnson - single dose	Monday, December 20, 2021	Monday, January 31, 2022
Term Begins	Monday, January 3, 2022	Monday, February 14, 2022
Term Ends	Thursday, February 10, 2022	Friday, June 10, 2022

Proposal of New Policy Regarding social media

In recent months, several events have occurred over social media that highlight a growing problem. Recently, an RCCD student screenshot their email exchange with their professor and posted it on social media, with the professor's name clearly visible. People will continue posting exchanges, we cannot stop that, but we can require that the person's involved face no exposure to harassment. At other colleges, students have taken video of their lecture and posted it for judgement of the larger world. These cannot be anonymized. These kinds of issues are quite serious.

In the first instance, the professor was then harassed by people outside of the college. Upon investigation, it was clear that the student was "cherry-picking" which parts of the conversation to share. Our Dean received phone calls about the conversation from people in no way related to the college. Communication between a student and a professor must remain sacred. If a professor becomes concerned that every conversation could find its way into the view of the nation, it has quite a chilling effect. If a professor can be harassed and bullied over their course policies by the public, we could quite easily see rigor disappearing within the classroom. We should no more accept this behavior than we would a faculty member posting a student's assignment on Facebook with their name clearly visible. A student and a professor have a reasonable expectation of privacy in their written exchanges. This needs to be institutionally supported for the protection of both the faculty and the students.

In the second instance, recording and posting without permission, playing recorded canvas lectures for persons outside of the class, recording zoom session, etc. the problem is twofold. Other students are typically in the frame and their identity must be protected. They expect that from us the same way that they expect not to have their work shared with anyone else. The second issue is that lectures are the intellectually property of the faculty. They cannot be used without their express permission, just like any other kind of performance. In fact, postings like these are actually illegal in the EU. This protection must be institutionally supported.

The proposal is this: A Board Policy that students or faculty that share private exchanges that have not been anonymized outside of our institution, such as on social media without a subpoena, will be sanctioned. Either within this policy or as a second Policy, reaffirmation that sharing recorded information from a classroom, either virtual or face to face is forbidden and will face sanctions. These sanctions may include expulsion for the student and for faculty, will have to be negotiated by the union.