

# NORCO COLLEGE

## Academic Planning Chairs

September 9, 2022

8:30am - 11:00am

Location: OC-116 and Zoom: <https://rccd-edu.zoom.us/j/84545886049>

### Minutes

#### Present Committee Members (18)

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Science  
Peter Boelman-Lopez, Social & Behavioral Sciences Department  
Peggy Campo, Schools of Business & Management and STEM  
Araceli Covarrubias, Arts, Humanities & World Languages  
Judy Perry, Business, Engineering, & Information Technology Department  
Teresa Friedrich Finnern, Science & Kinesiology Department  
Alexis Gray, Social & Behavioral Sciences Department  
Marisa Iliscupidez, Counseling 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  
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, Jason Parks, Cedar Quintanar, Greg Ferrer, Kimberly Bell

#### 1. Call to Order

- 1.1 Approval of [Minutes](#) (5/13/22) - M/A. Olaerts, S/J. Mulari, A/J. Perry, T. Friedrich Finnern, approved unanimously
- 1.2 Approval of [Agenda](#) - M/A. Gray, S/T. Friedrich Finnern, approved unanimously

#### 2. Action Items

- 2.1 Action: [New Faculty Prioritization Form](#)
  - Patty Worsham discussed drafted New Faculty Prioritization Form. Would like input and feedback from chairs. File to be shared with chairs so that they can edit in real time. October 2023 APC meeting will be on the 3<sup>rd</sup> Friday to accommodate faculty prioritization process.
  - Motion to approve [counseling](#), [instructional](#), and [library faculty prioritization](#) revised forms: M/A. Gray, S/K. Kamerin, approved unanimously.

- 2.2 Pause of hiring replacement for BUS
  - M/T. Friedrich Finnern, S/J. Tyler, approved unanimously.

### 3. Standing Committee & Dean Reports

- 3.1 Academic Senate
  - [\(see attached\)](#)
- 3.2 College Council
  - Norco is getting a new website “Lift & Shift”
  - Norco College Audit Recommendation & Rankings
- 3.3 District Enrollment Management
  - Norco College enrollment is up 17% from last year
- 3.4 Program Review Committee
  - nothing to report
- 3.5 CTA
  - [\(see attached\)](#)
  - Masks are highly recommended
  - Link will be sent out department chairs offering IOI workshop for al faculty
- 3.6 Dean’s Report(s)
  - 22FAL Chairs have submitted 23WIN schedule to IDSs, completion expected by Friday, 9/16/22.

### 4. Discussion Items

- 4.1 Fall Start Debrief (All)
  - Chairs can begin submitting schedule changes in Pathmaker.
- 4.2 Designated Classrooms (*tabled for next APC meeting*)

### 5. Information Items

- 5.1 Hiring Updates (Deans)
  - Pause of hiring replacement for BUS
- 5.2 Winter/Spring Scheduling Timeline (Deans)
  - On track
- 5.3 Returning to [Primary Term Scheduling Grid](#) and Rotations (Deans)
  - As classes are returning face-to-face, class scheduling is becoming increasingly difficult, chairs/faculty need to adhere to scheduling grid.
- 5.4 Promote Student Engagement in the Writing Lab (Patty) – LIBR-110
  - APC was reminded of the services provided by the Writing Center (Nikki Capps) and to remind their faculty of these services/resources.
- 5.5 Fall Flex New Faculty Prioritization.
  - APC would like it posted on college website
- 5.6 Make sure trailheads and pathway documents are updated. Coordinate updates with Quinton and Tenisha (Patty)
- 5.7 Kimberly Bell and Greg Ferrer (DRC) show and tell chairs all the technology that DRC uses (Patty)
  - [Presentation by DRC](#)
  - Language change: *accommodation* is changing to *academic adjustments*.

- Technology assistance devices demo.
- 5.8 Encourage Use of Ruth Leal’s Marketing and Promotion Skills (Patty)
- Available to all faculty, reach out to Ruth Leal for any promotional and marketing needs.
- 5.9 Program Creation Process is Described in the Curriculum Handbook pg.45 BP2020 (Patty) – Process is in [Curriculum Handbook](#), pg. 45
- 5.10 Course Caps (Deans)
- Course caps for all online classes are currently set at 45 per MOU signed between the union and the Chancellor. Awaiting direction from Vice Chancellor Mills on revised course caps for online, face-to-face and hybrid instruction.
- 5.11 Improvement of Instruction Timeline (Deans)
- Associate Faculty List came from HR, Peggy emailed list to all chairs.
  - Contract Faculty – Initial IOI meetings in progress.

## **6. Good of the Order (11:14am)**

**Next meeting**

**Oct. 14, 2022**

**8:30AM - 11:00AM**

**Location: OC-116**

**Zoom: <https://rccd-edu.zoom.us/j/84545886049>**