NORCO COLLEGE

Academic Planning Chairs
March 10, 2023
8:30am - 11:00am
Location: OC-116 and Zoom: https://rccd-edu.zoom.us/j/81308190136

Minutes

Present Committee Members (16)
Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
Peter Boelman-Lopez, Social and 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, Counseling 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: Erin Spurbeck, Vivian Harris, Jason Parks, Ashlee Johnson, Timothy Russell
Absent: Peggy Campo

1. Call to Order

1.1 Approval of Minutes (12.09.22) – M/T. Friedrich Finnern, S/S. Witmer, Unanimously approved
1.2 Approval of Agenda -M/T. Friedrich Finnern, S/F. Mirzaei, Unanimously approved

2. Action Items

2.1 No action items

3. Standing Committee & Dean Reports

3.1 Academic Senate
- Norco College will select the 2023-2024 Distinguished Faculty Lecturer
- Conversations are ongoing regarding space allocation.
- Discussions regarding AI cheating (e.g. ChatGPT). Senate will work with TLC to develop advice, guidelines, and recommendations.

- First read on [Senate Bylaw Revisions](#) with a second read and potential vote on April 3.
- First read and review of [2000 series Board Policies and Administrative Policies](#) with a second read and potential vote on March 20, 2023.
- [AB 1111](#)- Common Course Numbering Project is moving forward.

3.2 College Council
- Nothing to report.

3.3 District Enrollment Management (Bemiller)
- Dual enrollment classes online cannot be offered online. School districts board of trustees can appeal for a waiver. Fall/Summer no online courses for dual enrollment.
- Parks meeting with Jurupa Valley and CNUSD next week. Discussions for Synchronous/asynchronous about cross listing classes during school hours to all students.
- Current agreement with High schools cannot be intermingled with college classes per law. Applies to CAVA and IQLA as well. [Ed Code 76004](#) – Paragraph O. Pre Covid law. Face to face is OK, online is illegal. Need to schedule back on their campus.
- District enrollment – making progress (8%) district wide increase. Still low but moving in the right direction.

3.4 Program Review Committee – Tim Russell
- Annual Update closes on March 30th.

3.5 CTA (Covarrubias)
- Part timers are not responsible for assessment/not part of their contract. Can be invited and encouraged to do so. Can be compensated for up to 3 hours (annually).
- Negotiations for golden handshake in the process – April. Reach out to Virgil Lee regarding questions.
- Office Space/furniture for faculty -issue at all colleges. Old furniture needs replacement. Contact respective Dean for replacement process.

3.6 Dean's Report(s) (Bemiller)
- Timeline reminder to review schedules. Summer/Fall – needs to be wrapped up by March 17 and whole year should have been completed in Pathmaker. April 14th is the last day for IDS to input for Summer/Fall. Winter/Spring gets published by the end of October.
- Should chairs be scheduling more Hybrid/online classes as opposed to face-to-face classes? RCC is scheduling more online courses and Norco want to ensure it meets student modality preference to keep meet enrollment goal.
- Chairs to work in Pathmaker – let Deans make needed changes. IDS can then make the change.
- Room issue problems – more restrictions on lab/lectures courses
- Associate Dean of Ed Partnerships has been selected and will go to board March 21st and start March 22nd.
- CRC offices moving to STEM Building
- Arts and Humanities faculty - Pathways Grant – Reaching out to students and faculty to get involved, strengthen teaching and support students on their pathway.
- Region 9 Rising Group – promoting more diversity in hiring, reaching out to current Masters/Graduate degrees to transition into teaching at community colleges. Fellows in the program can request colleges, and pair with mentor at school they want to work in. Upcoming workshop being hosted at Norco College on May 2023.

4. Discussion Items

4.1 Feedback Student-centered, Year Scheduling Retreat (Worsham)
- Feedback was positive. Chairs would like to do it again next year with a focus on the data that Greg Aycock shared with along with time to read through the data and use it. Chairs were grateful for the notebook of information and forms provided to them by the DOIs.

4.2 Request for Counseling Report at APC meetings (Worsham)
- Request for report from Counseling department would be helpful to chairs at future APC meetings

4.3 EduNav Student Experience (Spurbeck)
- Erin Spurbeck from Counseling gave a demonstration on what students see when they register for classes. Discussion about the role algorithms play in populating classes for students to choose from and how this could "hide" class options for students.

4.4 EduNav scheduling tool (Parks/Spurbeck)
- Dr. Parks shared with APC a new tool that Chairs will be able to access on Power BI. This new feature shows numerically student demand for classes based on those who have an official plan as well as those who don't have an official plan. Useful tool for helping determine the number of class sections needed per course. Similar discussion ensued about algorithms, short-term scheduling and the impact that has on which classes are presented to students.

4.5 Adding associate faculty names/email address to department pages (Friedrich Finnern)
- Chairs can send associate faculty names and email address to Lenny Riley and he can update department websites.
- If anyone would like LibreTexts recording, please ask Teresa and she will send it to you.

5. Information Items

5.1 Data Questions/New Faculty Requests Program Review (Worsham)
- Covered w/Tim Russell

5.2 Update on College Marketing to Increase Enrollment; Outreach and In-reach (Parks)
- 9,600 mailers sent to our local community, mailers will be sent again in Summer and Fall
- President's newsletter email distribution is growing.
- Continuing to populate videos on YouTube.
- We now have a 2-year promise program instead of a 1-year promise program.
- CNUSD counselors brought to campus so they can see our facilities and share their experience with their students. Will be doing the same with high school principals.
- CTE Industry Advisory Breakfast on Friday, March 17th.
- Worked with digital/social media company to reach students enrolled in 22FAL but not in 23SPR. Norco College was promoted on social media sites of these students, and we were able to capture 300 enrollments for 23SPR.
- We are engaging with Edamerica, a professional calling company to reach about 5K students we lost through the pandemic using Norco College approved script.
- Geo-fencing is being utilized.

5.3 Assessment Update (Johnson)
- Ashlee Johnson gave a [presentation](#) sharing the Phase 1 activities and what's expected for [Phase 2](#). The goal of faculty should be to set up one new course per semester, in Canvas, and roll it over each semester when you teach it.
- Phase 2 still under review with NAC.

5.4 Program Review Update (Russell)
- Tim Russell gave a [presentation](#) about the optional Annual Program Review, which is due midnight, 3/30. Comprehensive Program Review (required) is done every three years; Annual Program Review done in the years in between. All requests for personnel, program support and/or equipment have started being requested in Program Review.

6. Good of the Order
- Per Brown Act – Cannot change Agenda Items on day of meeting.
- Hayley Ashby will be stepping into outreach and vacating LSP at the Library. This is considered an informational Item.
- APC to make a recommendation to president – bring this back to the April Agenda for an action Item. Need to vote for the recommendation (Library services/platform librarian)
- 11:02 adjourned

Next meeting
April 7, 2023
8:30AM - 11:00AM
Location: OC-116
Zoom: https://rccd-edu.zoom.us/j/81308190136