NORCO COLLEGE

Academic Planning Chairs
April 7, 2023
8:30am - 11:00am
Location: **OC-116** and Zoom: https://rccd-edu.zoom.us/j/82719754170

Minutes

Present Committee Members (15)
Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences
Peter Boelman-Lopez, Social and Behavioral Sciences Department
Peggy Campo, Schools of Business & Management and STEM
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
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

Absent: John Moore, Araceli Covarrubias
Visiting: Vivian Harris, Dr. Jason Parks

1. **Call to Order**

   1.1 Approval of Minutes (03.10.23) - M/J.Mulari, S/K.Kamerin, unanimously approved.
   1.2 Approval of Agenda -M/K.Kamerin, S/D. Reade, unanimously approved.

2. **Action Items**

   2.1 Nomination/Election for Chair of Chairs (Bemiller, Campo)
   * Recommendation for Patty Worsham for Chair of APC, M/K.Kamerin, S/T. Friedrich Finnern, unanimously approved.
   2.2 Replacement position of Library faculty
   * Hayley Ashby is moving into Outreach Librarian.
     APC voted to approve the replacement of LSP librarian. M/T. Friedrich Finnern, S/D. Reade, unanimously approved.
   * Motion to discuss written process for retiree and replacement positions in May APC
     Current request for replacement faculty process sheet M/T. Friedrich Finnern, S/J. Mulari, unanimously approved.

- Make process approval with APC as a reported item to senate as information item only for retiring transferring or replacing faculty. M/T. Friedrich Finnern, S/D. Reade, unanimously approved.
- All three colleges must approve.

3. Standing Committee & Dean Reports

3.1 Academic Senate
- Norco College held its 1st Annual President's Industry Breakfast – good turnout.
- Dual enrollment's registration cap of 5 students per section reinstated for 23SUM/23FAL. Will remain in place for priority and lifted during general registration.
- Lisa Nelson seeking support from Senate for LFM prison Education project. Having a coordinator in the program is helpful.
- For the 24SPR semester, there are three holidays that fall on a Monday impacting the length of time those classes can be offered. Chairs will work with faculty to reschedule classes that are only offered on Mondays, alternative would be Hybrid/or no Monday only classes.
- Resource rankings due at the end of May. Chairs will receive the revised list in April and are asked to submit departmental rankings before the May APC meeting. The goal is for all purchases to be done early 23FAL.

3.2 College Council – see above Academic Senate notes.

3.3 District Enrollment Management – nothing to report.

3.4 CTA - nothing to report.

3.5 Dean's Report(s)
- (Bemiller) Announced new Associate Dean of Educational Partnerships – Tyee Griffith
- Whiteboards are getting ruined because they are being wiped with disinfectant wipes. Trae Bell in facilities has new whiteboards for installation. Please use the provided erasers and Expo fluid cleaner. Ask IDS for supplies, put erasers/cleaners in drawers or cupboards to avoid theft.
- 2023-2024 department equipment rankings to take place in April department meetings.
- Online Dual enrollment – Chancellors throughout the state met and are working on the issue to clarify the rules. Continue with online classes for 24FAL Dual Enrollment.
- (Parks) Catalog rights are available for our current students. CAL-GETC changes the catalog for students in future years. Dual enrollment does not have catalog rights.
- Challenges with dual enrollment calendars, i.e., spring break. General guidance is we follow our academic calendar. Tyee Griffith is contact for dual enrollment.
- (Bemiller) CRC planning to offer tutoring on Saturdays at CRC. Nelson, Nance, Griffith working together. Looking into campus tutors to get clearance and training incarcerated students to serve as tutors. Since we cannot hire/pay incarcerated students they will be managed by the CRC. Currently CRC faculty have office hours at the CRC.
- Information meeting for Title V pathways to success with CSUSB, Norco and SB Valley College. Purpose is to improve student success in Arts and Humanities.

  - Goal 1: Enhance Career Readiness in The Arts and Humanities.
  - Goal 2: Create Additional Resources & Programs for Academic Success.
  - Goal 3: Design & Expand Opportunities for High-Impact Practices.

  Brady Kerr is the activities director. Dr. Meghan Chandler is initiating a database of

internships for Art/Art History students. Faculty stipends available, students can be paid for assisting. More info at https://www.csusb.edu/pathways-success

- Norco Advantage takes place May 6th.
- Piloting Mustang Track program **-** Targeting recently graduated HS students to leave with schedules and an accelerated educational plan.
- (Campo) Mesa Grant moving forward. Awarded $1.5M. from 2022-2027. Patricia Gill has been reassigned to help.
- Mesa Center will be housed at STEM. Grant director position going through HR for a designated grant funded position.
- Enrollment management plan approved. Faculty will be contacted for participation.

   3.6 Counseling Report – nothing to report.

4. Discussion Items

   4.1 Faculty prioritization calculations in program review (Tyler)
- Program Review request based on – 75/25 calculation worksheet.
- Discussion ensued regarding if the formula applies per semester or the whole academic year. Looking at the prior academic year would result in a more representative number for Fall/Spring with a narrative for Intersession. Current calculations don't fit with Labs.
- Requesting to have more information sent to faculty or Flex presentation prior to Fall Ranking meeting.
- Patty will reach out to Greg Aycock to include a dashboard or form based on Fall/Spring numbers for consistency.
- Data process – make data available in advance to help with justification for a new hire. Bring up as an agenda item with Program Review.
- Request to have Rollover in Pathmaker available earlier.

   4.2 Single survey for all faculty Improvement of Instruction student surveys (Campo)
- DOIs request one survey rather than different surveys for different disciplines.
- A workgroup has been formed to draft one survey that can be used for everyone (Gray, Olaerts, Tyler).

   4.3 Pathways Hour May 30, 2023 (Bemiller, Campo)
- Chairs will work with their faculty to plan a soft launch of College Academic Pathways Hour which is anticipated to begin this coming fall semester.
- Guided Pathway Schools will host an event for their School during college hour on May 30.

5. Information Items

   5.1 Reminder Department Chair Elections should be held in April (Bemiller)
- Math and SBS electing in April. Have conversations with each department which committees they will be on in 23FAL. Must vote for Approval.
- Is an election needed if everything stays the same? What about the departments that are changing? Use current status quo for the moment until clarified.

   5.2 District Department Chair/Enrollment Management Retreat April 28, 2023 (Worsham)
- Retreat at Canyon Crest Country Club. Please RSVP by 4/18.

   5.3 Reemployment prioritization list (Worsham/Tyler)
- List was recently sent to Chairs.
- Associate faculty have prioritization rights for one class, not multiple.
- Susan Brooks mentioned updating every 45 days. Need clarification of what chair is officially bound to. Please go with the official list from the college for the term.

5.4 School Student Highlights (Worsham)
- In an effort to meet a priority within the HOTEP Equity Audit, "Student Spotlights" was identified by the Academic Council.
- Through this process students at Norco College who go above and beyond their normal work will be eligible for nomination/recognition.
- Schools have been assigned designated months for nominating a student, starting 23FAL. Guidelines were sent to Chairs.

5.5 Extra credit ideas for counseling (Friedrich Finnern/Worsham)
- Example of Counseling Extra Credit Assignment

5.6 Faculty are responsible for entering their own travel requests and expense reports through Concur. For assistance, please refer to Quick Concur Guide, Concur training workshop and AmexGo expense how-to. (Bemiller, Campo)
- Quarterly training courses available. Possible Flex training. Reminder: all student travel and zero expense trips also need to be placed into Concur.

5.7 AB1111 timeline (link)
- District curriculum committee posted – "FALL 2023 is AB1111 and we will have a CurricuQNet Freeze that starts September 30th until January 1st, 2024. Last day to launch anything in CurricQNet is September 29, 2023. No exceptions."
- Implementation establishes July 1, 2024.

6. **Good of the Order**
- Verify speculation of IT moving to district for centralization.

Meeting adjourned: 11:06am