Norco College
Academic Planning Council Meeting
September 11, 2015
9:00AM to 12:00PM
OC 110

Present: Hitchcock, VanHulle, Worsham, Tran, Parks (co-chair), Olaerts, Molko, Chacon, Farrar (co-chair), Gray, Bader, Boelman,

Absent: Fleming

Guests: Burnet and Aycock-Assessment; Dieckmeyer, VPAA

1. **Welcome**

                                                          Parks/Farrar

2**.** **Business – mini meeting – Information ONLY**   Parks/Farrar

   a. Assessment – Course & Program   Burnett/Aycock/Fleming (in spirit)

- Department Chairs now have oversight of assessment per the new contract.
- We have an identified person in each department to move things forward.
- Our compliance ranges from 36-84%, the norm is 63%, we need 100%.
- Dr. Burnett is receiving reassign time to assist. *Please* call her if you need help.
- Please place your NAC representative on your department meeting agendas for a standing report.
- Currently all assessment information is in "WORD" format and needs to be transferred into the TRAC DAT system. As the chair you can see the TRAC DAT input for all disciplines in your department.
- Every course being assessed this fall is on the attached excel spread sheet. Sarah needs your assistance with the names of "faculty Involved". You can request an electronic version of the template if you prefer but please do it manually for now.
- Payment for Part Time faculty has changed. They are paid for three hours PER year. Who is tracking and how? Sylvia Thomas is working with payroll. The self-reflection report is required before payment can be made.
- Self-training on TracDat is available for FLEX credit. Please see Professional Development Committee (PDC) for details.

Motion to have Dr. Sarah Burnett create a pre-approved TRAC Dat training request for up to 5 hrs for FLEX credit and send to the PDC for approval. Motion amended to 1.5 hrs FLEX credit. Motion amended again to 2 hrs FLEX credit. Bader/Patti MSC

Can a person receive FLEX credit for transferring their Word Doc into the TRAC Dat system? Discussion ensued in support and in opposition; no final decision was reached. Keep thinking about this.   It could possibly be considered institutional service?

  b. Curriculum – Courses   Farrar
     i. Curriculum reps from your department should be bringing information from their meeting to your discipline meeting. We have 700 courses in our catalog but not all are offered. We need to decide if they should be offered or removed. It is not a problem to remove them.
     ii. Some CIDs have been conditionally approved. Follow-up and complete the update/re-submission. It will severely impact ADTs if not completed.

iii. TBA-update so that they include Student Learning Outcomes

iv. COR Do not forget to launch

v. COR- must be routinely updated. Think about pattern of updating.

c. Faculty Prioritization for Hiring   Parks/Farrar

i.

- 45 positions were pulled from your Annual Program Review Docs. Discussion with chairs to identify duplicate requests and recent hires was had in order to remove these from the list.
- Increase in reassign time is a contractual issue. This is not a new hire. Requests for increase in reassign will be removed from prioritization list
- What happens when funding runs out for categorically funded positions? Discussion about the risk/appropriateness of categorical hires ensued. Comments made that while the APC should understand such issues, funding sources should not be considered in decisions about need/prioritization of hire
- Categorical requests need to be on the list. Ranking shows the level of support and need.
- Discussion about possibility of a separate list for general fund and categorically funded positions. Can we suggest two lists?
- All GUI positions are identified as needed and should be left on the list.
- APC please take time to make recommendations to the Academic Senate and the President. Please put this on your department meeting agenda for presentation to the President.

ii.

Prioritization meeting next week for hiring in spring.

- Remove HIS – already hired
- Remove 1 MAT (replacement) – in process
- Remove ENG Literature (replacement) – in process
- Remove PHI (replacement) – in process
- Change PHY & Physical SCI to just PHY – correction
- Remove 1 POL (replacement) – already hired
- Remove SPA – already hired

Dr. Farrar will revise list and have it for you tomorrow.

3**. Scheduling**   Department Chairs

Department Chairs scheduled 16WIN

4. **Good of the order**

Meeting adjourned

Next meeting
September 18, 2015
ST 107
9:00am-12:00pm