Norco College
Academic Planning Council Meeting
September 18, 2015
9:00AM to 11:00PM
ST 107

**Present**: Hitchcock, Worsham, Tran, Parks (co-chair), Olaerts, Molko, Chacon, Farrar (co-chair), Gray, Bader, Boelman, Fleming
**Absent**: VanHulle (teaching)
**Guests**: Dieckmeyer (VPAA)

1. **Welcome**                                                                                       Parks Farrar
   **Approve Agenda**
        Motion to approve Gray/Bader **MSC**
2. **Approval of Minutes**
        Motion to approve minutes from May 8, 2015 Gray/Bader 5 abstention **MSC**
        Motion to approve minutes from September 11, 2015 Worsham/Bader **MSC**

3**. New Business**
   **a**. Professional Development-reaffirm approval of FLEX          Farrar
   - Forms from the Professional Development Committee (PDC) were reviewed. Discussed individual activities vs large campus-wide activities.  Individual activities are still part of the Department Chair's approval.  Discipline meetings are flex with proper documentation.  Melissa will talk to Dr. Farrar about the procedure.
     Motion to reaffirm PDC approval of campus-wide events for FLEX Boelman/Gray **MSC**

   b. Strategic Planning Goals                                                          Parks
   - The committee assignments to the Strategic Planning Goals and Objectives 2013-2018 were reviewed.  Goals 3.5, 4.2, 4.4, 6.1 and 6.2 all belong in whole or part to the APC.
   - Goal 3.5 Include the revised scheduling grid and rotations as evidence.
   - Goal 4.2 Come up with matrix to address.  We will be hosting the Industry Breakfast in April or May.  Invite anyone you know that would like to be an adviser.  Dr. Fleming will look at the CTE baseline numbers and bring them to the November meeting.
   - Goal 4.4 Also needs matrix.  Invite industry guests to participate, departments other than BEIT can do this – if you have ideas, connect with Dr. Fleming.  Bring dialog to industry breakfast. Numbers could come from the Career Center.  Develop matrix from the Career/Job Placement Center.
   - Goal 6.1 is Qualitative.  Document use of Enrollment Management Dashboard (EMD) as evidence of increased use of data to enhance effective enrollment management.  Also include the data that Dr. Farrar shares as evidence of increased awareness of enrollment management.  Increase in change should be quantitative.  Need to get a written narrative.  Consider and bring back your thoughts to the November meeting.
   - Goal 6.3 Work with Business and Financial Planning Council (BFPC) on narrative.  Bring back results of survey to November meeting.  This will indicate a good jumping off point.  Current ranking process is good evidence that we are linking our resource allocation/planning to data/including assessment of learning outcomes.

   **c.** Reviewed Department Chair Duties                                          Parks
   - Reviewed Department Chair hours and office hours.  Hours are not differentiated on the TA.  Dr. Farrar will put on the "to do" list for information technology.  In the meantime, send your Department Chair Hours vs your Office Hours to Donna and Elaina.
   - No major changes.
   - Section regarding "oversees assessment" is not meant to hold the Department Chair accountable for assessment of Program Review, but makes the faculty aware of the process and progress. Department Chair acts as a "coordinator".

- When will we get input for departmental budgets? Right now we do it through Program Review. Requests for augmentation should go through program review.
- Inclusion of narrative for Instructional Service. Remember, if you receive reassign or paid time for work, it is not considered institutional service.
- Department Operations need to be voted on by your department and kept on file in the Dean of Instructions (DOI) office. Please send in ASAP.
- Department Chair is responsible for part time evaluations as noted in contract.

d. APC Timeline                                                      Parks
   Timeline reviewed by committee.
   - Business meetings are in yellow/Scheduling meetings are in blue
   - Number of meetings has fluctuated over the last four years. Do we want to combine the Business and the Scheduling meetings and hold daylong meetings? APC chairs will attempt to coordinate 16SPR meetings with this in mind.
   - Explore ownership of rooms
   - Make sure you have scheduling tickets to DoI (Farrar) by 10-5-15. You can give/send directly to Jefferson also
   - Jefferson will have from the 5th to the 9th to enter into R-25 preparation for the 10-09-15 Scheduling meeting
   - Riverside states that they are doing year-round scheduling. Melissa will ask for clarification at the District Enrollment Management meeting.

e Curriculum Update
   - Camp Curriculum! Open House 1:30-4 on October 20 - Walk in's welcome. They will assist with any problems before you launch. Designed to get your curriculum through process and changes adopted in the 16-17 catalog.
   - Coordinate with your Department Curriculum Committee Rep to provide information to your department members. If you do not already do so, place the Curriculum Rep on the Department Meeting agenda to regularly provide report.
   - Dr. Farrar will send a list of all courses in the catalog. Sort by how many times each was offered. If never offered, department/discipline should choose to remove from catalog OR add to 16SPR and assess. The difference between exclusion and deletion. was noted; both processes detailed in the spreadsheet
   - Timeline provided in the spreadsheet to complete processes in time for 16-17 catalog.
   - Deletions should be initiated in CurricUNET by the full time faculty in that discipline.
   - Excluded or deleted courses can be brought back.
   - Courses listed in our Catalog should be a good representative of what we actually offer.

f. Primary Term Schedule Grid Updates
   - Reviewed data on Course Overlap requests. Grid modification contributed to a decline from 68 annual requests to 15 (AY10-11 to AY14-15).
   - Recommend an small adjustment in scheduling grid to address lingering systematic overlap in scheduling – especially impacting science/math courses evening start time with the end-time for 3-unit late afternoon courses
   Motion to make suggested changes to the primary term scheduling grid 5:45-7:55 / 8:00-10:00 Alternate will switch to recommended. Melissa/Patti **MSC**
g. 14-15 FTES Review
   - For AY14-15 Norco College achieved within (-) 0.4% of District ceiling target - Good Job
   - As we find the need to add low-capped sections, our efficiency will decrease. We are currently at 577; which is fine. Encourage PT faculty to keep their current "add" policies the same.
h. 15-16 FTES update
   - Best estimates will not be available until after P1 (end of January) – at that time the numbers will be refined to account for Positive Attendance, TBA attendance, non-resident FTES, etc.
   - Currently –
     - 15SUM – over target by 14FTES (3.68% of term target)

- - 15FAL – over target by 58FTES (2% of term target) – this will decline as enrollments finalize after Census, then additional decline after P1
  - 16WIN – overscheduled by approximately 85-90FTES
- Therefore: 16SPR – currently plan to achieve slightly under 16SPR target – in order to achieve the annual FTES NC target of 6575.56
- Details reviewed for specific sections to add in Transfer and Basic Skills courses. CTE will add 45 FTES. Details will be sent in e-mail to department chairs.
- Watch established course rotations. In addition to reviewing waitlist data, Zina or Marissa have anecdotal information about courses that students are looking for. Suggestion was made to have Marissa just send the list to the Chairs of the most requested/needed classes.
- Approximately 20FTES still needs to be added. This has been reserved for sections that must be added as a result of the curriculum review. Please contact Dr. Farrar ASAP as you identify these needs.

4. **Old Business**
   a. Prioritization process –input for improvement
   - Paul has requested to disaggregate ELE from ENE.
   - Zina more clarification of counseling requests is needed.
   - Remember we are not prioritizing based on funding source
   - NAC information has been added to the data sheet.

5. **Committee Reports** – No Reports

6. **Deans' Reports**
   a. DoI, CTE: Dr. Kevin Fleming
   - Curriculum maps. Align SLO & PLO's
   - If you are changes SLO or PLO's make sure to change them on the curriculum map.
   - Missing PHI ADT, POL ADT, PSY ADT & BUS ADT
     Good recommendation for Professional Development activity. Dr. Fleming now co-chairs the Program Review Committee.
   b. DoI: Dr. Carol Farrar
   - No report

7. **Good of the Order** – No Reports

**Meeting adjourned**

**Next meeting**
**October 2, 2015**
**ST 107**
**9:00am-12:00pm**

# NORCO COLLEGE
# PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: _____

Short Description:
[                    ]

Presenter(s)*: _____

Contact Person: _____

Contact Email: _____

Contact Phone: _____

*Prior to submission, classified staff presenters must coordinate their workshop schedule with their direct supervisor.

Event Date: _____

Event Location: _____

Event Start Time: _____

Event Duration (for FLEX): _____

Scheduled in R25?

Yes ◯          No ◯

CONNECT WITH STRATEGIC PLANNING:
Which of the 7 Strategic Goals does this event relate to? (check all that apply)

☐ Increase Student Achievement and Success

☐ Improve the Quality of Student Life

☐ Increase Student Access

☐ Create Effective Community Partnerships

☐ Strengthen Student Learning

☐ Demonstrate Effective Planning Processes

☐ Strengthen Our Commitment to Our Employees

☐ None of the Above

Are you requesting FLEX approval:

Yes ◯          No ◯

If so, FLEX event connects to: (check all that apply)

☐ Improvement of Teaching

☐ Maintenance of Academic/Technical Knowledge and Skills

☐ In-Service Training (Vocational Ed and Employment Prep)

☐ Retraining

☐ Intersegmental Exchange Program

☐ Development of Innovations in Instructional and Administrative Techniques and Program Effectiveness

☐ Computer and Technological Proficiency Programs

☐ Course and Training Implementing Affirmative Action and Upward Mobility Programs

☐ Other activities determined to be related to educational and professional development pursuant to criteria establish by the Board of Governors of the California Community Colleges, including, but not limited to, programs to develop self-esteem

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OFFICIAL PDC USE ONLY:

*Professional Development Workshop:*
Approved ◯          Not Approved ◯

*FLEX Workshop (if requested)*
Approved ◯          Not Approved ◯

*Date of Action* [                ]

Electronic ◯          PDC Meeting ◯

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*Please submit your completed form to the*
*Instructional Programs Support Coordinator*
*at least two weeks before your event.*

# NORCO COLLEGE ACTION PLAN FOR STRATEGIC PLANNING GOALS 2013-2018

## GOAL 3: INCREASE STUDENT ACCESS

| GOAL OBJECTIVES | COMMITTEE(S) LEADING | BASELINE MEASURE | TARGET OUTCOME |
|---|---|---|---|
| **Objective 1:** Increase percentage of students who declare an educational goal. | SSC | 36.4% | 5% increase per year |
| **Objective 2:** Increase percentage of new students who develop an educational plan. | SSC | 25.5% | 5% increase per year |
| **Objective 3:** Increase percentage of continuing students who develop an educational plan. | SSC | 23.8% | 5% increase per year |
| **Objective 4:** Ensure the distribution of our student population is reflective of the communities we serve. | SSC | Data Available | All populations at or above .80 of census distribution |
| **Objective 5:** Reduce scheduling conflicts that negatively impact student completion of degrees and programs. | APC | 18 annually | |

| Activities | Method(s) of Measurement | Overseeing Committee | Timeline | Responsible Offices/Parties | Objective(s) Addressed |
|---|---|---|---|---|---|
| SEP Classroom Outreach (aka "SEP Marathon) | See objectives; annual program review | SSC | Fall 2014 start | Counseling | 1, 2, 3 |
| SEP Workshops for students | See objectives; annual program review | SSC | Fall 2014 start | Counseling | 1, 2, 3 |
| Group Counseling in classrooms (SEP development) | See objectives; annual program review | SSC | Fall 2014 start | Counseling | 1, 2, 3 |
| Expanded Online Counseling (Preptalk) | See objectives; annual program review | SSC | Fall 2014 start | Counseling | 1, 2, 3 |
| Monitor distribution of student population served annually | Student Success Committee minutes/ Annual Student Equity report update | SSC | Annually | Student Success Committee/ Student Equity | 4 |
| Move to requiring SEP's for students in student support and extracurricular programs | Procedural development | SSC | Spring 2016 | Counseling | 1, 2, 3 |

# NORCO COLLEGE ACTION PLAN FOR STRATEGIC PLANNING GOALS 2013-2018

## GOAL 4: CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

| GOAL OBJECTIVES | COMMITTEE(S) LEADING | BASELINE MEASURE | TARGET OUTCOME |
|---|---|---|---|
| **Objective 1:** Increase the number of students who participate in summer bridge programs or boot camps. | SSC | 280 (Summer Advantage) | 600 |
| **Objective 2:** Increase the number of industry partners who participate in industry advisory council activities. | APC | | |
| **Objective 3:** Increase the number of dollars available through scholarships for Norco College students. | ASNC | | |
| **Objective 4:** Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry. | ASNC/APC | | |
| **Objective 5:** Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken). | NC-JFK WKGRP (SSPC) | 64% of JFK student enroll at NC (fall 2013); 89% maintain a 2.0 or greater gpa (fall 2013); 51% obtain a 10+ units (fall 2013) | Maintain a 5% margin |
| **Objective 6:** Increase community partnerships. | Pres. Cab | | |
| **Objective 7:** Increase institutional awareness of community partnerships. | Pres. Cab | | |
| **Objective 8:** Increase external funding sources which support college programs and initiatives. | GC | | |

| Activities | Method(s) of Measurement | Overseeing Committee | Timeline | Responsible Offices/Parties | Objective(s) Addressed |
|---|---|---|---|---|---|
| Summer Advantage | Summer Advantage Reports | SSC | Annual | Summer Advantage Workgroup | 1 |
| A&R Conference – annually in the spring | | SSPC | | | 5 |
| Orientation – annually in the fall | | SSPC | | | 5 |
| Report every semester on JFK Student Success data to SSPC | | SSPC | | | 5 |

## NORCO COLLEGE ACTION PLAN FOR STRATEGIC PLANNING GOALS 2013-2018

| | | | | | |
|---|---|---|---|---|---|
| Promote grant opportunities that become available. | Number of announcemen ts sent to nor-all. | Grants | 8/2014 – 6/2015 | GCSP/ Grants & College Support Programs Office | 8 |
| Seek out grant opportunities that directly benefit college programs and initiatives. | Number of proposals prepared and submitted during the academic year. | Grants | 8/2014-6/2015 | GCSP/ Grants & College Support Programs Office | 8 |
| Increase knowledge about the grant development process through professional development. | Number of grant development workshops offered. | Grants | 9/2014-6/2015 | GCSP/ Grants & College Support Programs Office | 8 |
| | | | | | |

# NORCO COLLEGE ACTION PLAN FOR STRATEGIC PLANNING GOALS 2013-2018

## GOAL 6: DEMONSTRATE EFFECTIVE PLANNING PROCESSES

| GOAL OBJECTIVES | COMMITTEE(S) LEADING | BASELINE MEASURE | TARGET OUTCOME |
|---|---|---|---|
| **Objective 1:** Increase the use of data to enhance effective enrollment management strategies. | APC/ISPC | Qualitative | n/a |
| **Objective 2:** Systematically assess the effectiveness of strategic planning committees and councils. | ISPC | | |
| **Objective 3:** Ensure that resource allocation is tied to planning | APC/BFPC/ISPC/SSPC | (Use annual council survey results) | n/a |
| **Objective 4:** Institutionalize the current Technology Plan. | TC | Plan adopted Spring 2013 | Complete goals by Spring 2016 |
| **Objective 5:** Revise the Facilities Master Plan. | BFPC | Done | Done |

| Activities | Method(s) of Measurement | Overseeing Committee | Timeline | Responsible Offices/Parties | Objective(s) Addressed |
|---|---|---|---|---|---|
| Meeting FTES targets | FTES percentage | ISPC | Annually | DOI/APC/VPAA | Objective 1 |
| Annual Survey of Effectiveness | Survey | ISPC | Annually | ISPC/DIE | Objective 2 |
| Review Planning Rubrics of Councils | Minutes | ISPC | Annually (spring) | ISPC | Objective 3 |
| SSPC Annual Resource Allocation Report | | SSPC | | | Objective 3 |
| SSPC Annual Review of Resource Allocation Process | | SSPC | | | Objective 3 |
| Lynda.com approved through Strategic Planning Process | Funded for one year | TC | 2014/2015 | TC | Objective 4 |
| Annual Technology Survey | Data gathered from Survey | TC | Annually | TC | Objective 4 |
| Collaboration with Strategic Planning Committees/Councils | Ongoing collaboration/ meeting minutes | TC | Ongoing | TC | Objective 4 |

# COMMITTEE ASSIGNMENTS TO STRATEGIC PLANNING GOALS AND OBJECTIVES - 2013-2018

**Goal 1    INCREASE STUDENT ACHIEVEMENT AND SUCCESS**

| Obj 1 | SSC/AS | Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher). |
|---|---|---|
| Obj 2 | SSC | Improve transfer rate by 10% over 5 years. |
| Obj 3 | SSC/AS | Increase the percentage of basic skills students who complete the basic skills pipeline by supporting the development of alternatives to traditional basic skills curriculum. |
| Obj 4 | SSC | Improve persistence rates by 5% over 5 years (fall-spring; fall-fall). |
| Obj 5 | SSC | Increase completion rate of degrees and certificates over 6 years. |
| Obj 6 | SSC | Increase success and retention rates. |
| Obj 7 | SSC | Increase percentage of students who complete 15 units, 30 units, 60 units. |
| Obj 8 | SSC/AS | Increase the percentage of students who begin addressing basic skills needs in their first year. |
| Obj 9 | DE/AS | Decrease the success gap of students in online courses as compared to face-to-face instruction. |
| Obj 10 | SSC | Increase course completion, certificate and degree completion, and transfer rates of underrepresented students. |

**Goal 2    IMPROVE THE QUALITY OF STUDENT LIFE**

| Obj 1 | SSC/PDC | Increase student engagement (faculty and student interaction, active learning, student effort, support for learners). |
|---|---|---|
| Obj 2 | ASNC | Increase frequency of student participation in co-curricular activities. |
| Obj 3 | SSPC | Increase student satisfaction and importance ratings for student support services. |
| Obj 4 | ASNC/Legacy | Increase the percentage of students who consider the college environment to be inclusive. |
| Obj 5 | Legacy | Decrease the percentage of students who experience unfair treatment based on diversity-related characteristics. |
| Obj 6 | SSC/ASNC | Increase current students' awareness about college resources dedicated to student success. |

**Goal 3    INCREASE STUDENT ACCESS**

| Obj 1 | SSC | Increase percentage of students who declare an educational goal. |
|---|---|---|
| Obj 2 | SSC | Increase percentage of new students who develop an educational plan. |
| Obj 3 | SSC | Increase percentage of continuing students who develop an educational plan. |
| Obj 4 | SSC | Ensure the distribution of our student population is reflective of the communities we serve. |
| Obj 5 | APC | Reduce scheduling conflicts that negatively impact student completion of degrees and programs. |

**Goal 4 — CREATE EFFECTIVE COMMUNITY PARTNERSHIPS**

| | | | |
|---|---|---|---|
| Obj 1 | GC/SSC | Increase the number of students who participate in summer bridge programs or boot camps. | |
| Obj 2 | APC | Increase the number of industry partners who participate in industry advisory council activities. | |
| Obj 3 | ASNC | Increase the number of dollars available through scholarships for Norco College students. | |
| Obj 4 | ASNC/APC | Increase institutional awareness of partnerships, internships, and job opportunities established with business and industry. | |
| Obj 5 | NC-JFK WKGRP | Continue the success of Kennedy Partnership (percent of students 2.5 GPA+, number of students in co-curricular activities, number of students who are able to access courses; number of college units taken). | |
| Obj 6 | Pres Cab | Increase community partnerships. | |
| Obj 7 | Pres Cab | Increase institutional awareness of community partnerships. | |
| Obj 8 | GC | Increase external funding sources which support college programs and initiatives. | |

**Goal 5 — STRENGTHEN STUDENT LEARNING**

| | | |
|---|---|---|
| Obj 1 | PRC/SSPC | 100% of units (disciplines, Student Support Service areas, administrative units) will conduct systematic program reviews. |
| Obj 2 | NAC/SSPC | Increase the percentage of student learning and service area outcomes assessments that utilize authentic methods. |
| Obj 3 | NAC/SSPC | Increase the percentage of programs that conduct program level outcomes assessment that closes the loop. |
| Obj 4 | NAC/DE | Increase assessment of student learning in online courses to ensure that it is consistent with student learning in face-to-face courses. |
| Obj 5 | PDC/TC | Increase the number of faculty development workshops focusing on pedagogy each academic year. |

**Goal 6 — DEMONSTRATE EFFECTIVE PLANNING PROCESSES**

| | | |
|---|---|---|
| Obj 1 | APC/ISPC | Increase the use of data to enhance effective enrollment management strategies. |
| Obj 2 | ISPC | Systematically assess the effectiveness of strategic planning committees and councils. |
| Obj 3 | APC/BFPC/ISPC/SSPC | Ensure that resource allocation is tied to planning. |
| Obj 4 | TC | Institutionalize the current Technology Plan. |
| Obj 5 | BFPC | Revise the Facilities Master Plan. |

**Goal 7 — STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES**

| | | |
|---|---|---|
| Obj 1 | PDC/TC | Provide professional development activities for all employees. |
| Obj 2 | Legacy | Increase the percentage of employees who consider the college environment to be inclusive. |
| Obj 3 | Legacy | Decrease the percentage of employees who experience unfair treatment based on diversity-related characteristics. |
| Obj 4 | Legacy/LAC | Increase participation in events and celebrations related to inclusiveness. |
| Obj 5 | Safety | Implement programs that support the safety, health, and wellness of our college community. |

# RIVERSIDE COMMUNITY COLLEGE DISTRICT
# DEPARTMENT CHAIR SELECTION, COMPENSATION, AND DUTIES

Department Chairs and other elected positions shall be selected and compensated as set forth below:

A.  Eligibility. A Department Chair shall be selected from regular members as defined in Article I, Section D, who are assigned to the affected department. A contract faculty member shall be eligible only where the department (by majority vote) provides compelling reasons in writing to the President. Assistant Department Chairs or other positions designated by the department shall have the same eligibility requirements, except that contract faculty may serve after completing two full years of service in the District if no regular faculty member chooses to serve. (Such vote or selection shall not have any effect or bearing on any tenure decisions by the District with respect to such faculty members.) Where no qualified candidate for the Chair position is available within the department, the department may recommend to the District to hire from the outside. When such hiring is authorized by the District, the District will follow normal search and hiring policies.

B.  Procedure for Selection. The initial recommendation for appointment as Department Chair and other positions designated by the department shall be based upon an election within the affected academic department. Departments shall elect a Chair and designate how any reassigned time that exceeds the .6 semester FTE maximum for the Chair shall be allocated within the department. Every contract and regular faculty member as defined in Article I, Sections D (1) and (2) shall be assigned to an academic department and shall be eligible to vote in such department. Voting privileges are not extended to temporary (one-year) faculty. No faculty member shall be eligible to vote in more than one department. All elections shall be by secret ballot and the person who receives a majority of votes from those eligible to vote (whether or not actually voting) shall constitute the departmental recommendation for either the Chair, Assistant Chair, or other positions designated by the department. Separate elections for Chair (or Co-Chair) position(s), the Assistant Chair(s), or other positions designated by the department shall take place. In departments with Co-Chairs or more than one additional elected position, the two individuals who receive a majority of votes shall be the departmental recommendation. In the event three or more persons receive a majority of votes, the two with the greatest number of votes shall be the departmental recommendations. If a tie occurs between two candidates, a run-off election shall take place, and the individual receiving the majority of votes shall be the recommendation from the department.

The existing Department Chair shall report the results and the recommendation(s) to the President. The President may either accept or reject the recommendation(s). If the President rejects the recommendation(s), the President will state his or her reasons in writing for such rejection. Upon such rejection, the affected department shall conduct another secret ballot election to recommend an acting Department Chair or Assistant Chair (for a maximum of one semester). During such semester the department shall conduct another election for a faculty member to serve as Department Chair or Assistant Chair for a normal term.

FacAssociAgreement:8/10/15

If no person receives a majority vote for Department Chair or other elected position after three secret ballots, a run-off election shall be held between the two (2) candidates receiving the most votes in the third secret ballot. If the department is electing two or more positions, and neither of the candidates has received a clear majority, a run-off election shall be conducted, and the individuals receiving the greatest number of votes shall be the departmental recommendations.

If a department cannot elect a Department Chair, the President shall appoint an administrator as a temporary Chair.

C.     <u>Term of Department Chair.</u> The term for a Department Chair, Co-Chairs, Assistant Chair(s) or other positions designated by the department shall be three years commencing after the last contractual working day of the spring semester of the year in which the selection is made. (The terms of the Department Chair, Co-Chairs, Assistant Chair(s), or other positions designated by the department shall run concurrently.) Elections shall be held in April. Since it is desirable to maintain a staggered election system to avoid a complete turnover of Department Chair in any one year, terms of the current Department Chairs shall be continued through their full term and the elections will be held on the existing cycle.

The selection process provided above shall be followed with respect to selecting an acting Department Chair in the event of an extended leave period for an existing Department Chair.

D.     <u>Removal of the Department Chair.</u> The President may remove a Department Chair for incompetent service and neglect of duties and in such event shall provide notice to the person and the department at least ten (10) days prior to such removal. The Department Chair shall be provided written reasons for such action. The President shall consult with members of the department before taking final action. After such removal, the department shall hold a new election pursuant to the above specified procedures to fill the unexpired portion of such Department Chair's position.

At the written request of two-thirds of the eligible faculty members of an affected department, the President shall establish a formal hearing to determine whether or not a Department Chair should be recalled. All voting members of the department shall be consulted. If after consultation the President determines to recall the Department Chair, the department shall hold a new election pursuant to the above specified procedures to fill the unexpired portion of such Department Chair's term.

Removal of faculty members serving in other position(s) designated by the department shall be determined by the written rules and regulations of the department.

E.     <u>Compensation of Department Chair.</u> A Department Chair shall receive a stipend for fulfilling his or her duties as Department Chair from the first full service day through commencement of the academic year. The stipend will be added to the Chair's base salary by annotation of Appendix A1. (Two Co-Chairs shall share the stipend in proportions as determined by the department.) Other positions designated by the department do not receive additional compensation.

Departments shall also be allocated reassigned time from a normal teaching load as follows:

| Headcount | Semester FTE Reassigned |
|-----------|-------------------------|
| 0-24 | .3 |
| 25-29 | .35 |
| 30-34 | .40 |
| 35-39 | .45 |
| 40-47 | .55 |
| 48-55 | .60 |
| 56-64 | .80 |
| 65+ | 1.0 |

At the discretion of the Department, Chair(s) may be allowed to go to .6 reassigned within the allocation.

Chairs of departments where faculty headcounts exceed 100 will receive a $1,615 stipend.

NOTE: THIS CALCULATION WILL BE IMPLEMENTED ONLY IF IT PRODUCES A LOGICAL AND REASONABLE PRODUCT. THIS DECISION WILL BE JOINTLY MADE BY THE DISTRICT AND THE ASSOCIATION. A count of all full-time and part-time faculty will be taken as of the census date of the fall semester, the winter intersession, and the spring semester. The department count totals will be divided by two. The resulting number of headcount full-time and part-time faculty will become the basis for the calculation of departmental reassigned time for the following academic year. The departmental reassigned time per semester will be allocated based on the chart above.

The figures in the chart above represent minimum reassigned FTE. The District will consider additional reassigned FTE for special or changing conditions.

In consideration of the stipend and the reassigned time, a Department Chair is expected to devote the time necessary to fulfill the responsibilities of such a position. At a minimum, a Department Chair will schedule regular weekly Chair office hours equal to 1.5 hours per .100 semester FTE reassigned. Each semester he/she will notify, in writing, all of the department's full- and part-time faculty, classified staff, and the appropriate dean of instruction of these regularly scheduled Chair office hours. It is understood that some of these contact hours will involve meetings and/or other District related activities at various college/District sites. Appropriate notice will be posted when the Department Chair is out of his/her office on related District business. These hours will be included on the Chair's Teaching Assignment form. When the Vice President of Academic Affairs/Educational Services or designee determines that the duties of the Department Chair or other faculty elected to positions designated by the department to be on the premises of the College after commencement to the first service day, the faculty will be compensated at the activity/laboratory rate (Column 1, step 3 of the Hourly Salary Schedule, Appendix B) to a maximum of $1,000 for departments with 51 or more headcount and a maximum of $450 for departments with fewer than 50 headcount. If the Department Chair is not available to perform such duties, he or she will first name a faculty member elected to a position designated by the

department or, if such a faculty position does not exist, a faculty member approved by the department to act in his or her stead. If no such designee is named or if such designee is not available, the appropriate Dean of Instruction will carry out the District's responsibilities for the educational program under the terms of Article III, Section A.

F.    Duties of the Department Chair.

The duties were established in the negotiation process. See "Department Chair Duties" below.

G.    Miscellaneous Provisions

1.    No faculty member shall be required to serve as a Department Chair.

2.    A Department Chair who elects to resign his or her position shall provide at least 30 day notice in writing of such intention to both the President and the members of the department.

# DEPARTMENT CHAIR DUTIES

The Department Chair is a faculty leadership position with responsibility for an instructional department as designated by the District. While the Department Chair is a faculty member and does not have the authority to discipline other faculty, the Department Chair does have the responsibility to carry out policies formulated by the District and the Department, and the responsibility to report unresolved problems or violations of District policy to the appropriate administrator, and the responsibility to coordinate the activities of the department. The Department Chair receives compensation as provided for in Appendix F of this contract and performs the duties set below. Chairs are first and foremost faculty. To do their jobs effectively, they shall be provided by the Administration with appropriate data in already usable form and given sufficient windows of time in which to complete scheduling and other essential functions.

A.  Provides opportunity for faculty participation in decision-making, maintains appropriate office hours, convenes and chairs regular meetings of the department, and communicates actions and information concerning District policies and procedures. Attends campus chair meetings.

B.  Oversees the integrity of programs and courses within the department by ensuring that individual courses are taught according to the approved course outlines through coordinating and participating in the faculty evaluation processes for full- and part-time faculty as outlined in the negotiated contract Article XI.

C.  Within parameters established by the District/College, develops class schedules—offerings, locations, times, rooms -- and prepares teaching assignments to recommend to the College, which maintains right of assignment.

D.  Provides leadership for program and curriculum planning and development as well as leadership in developing, advocating, and accomplishing departmental objectives through overseeing assessment efforts, coordinating the program review process and the formulation of reports for the Office of Academic Affairs/Services, and providing guidance on grading and performance standards.

E.  Recruits, interviews, and recommends for employment appropriate part-time faculty and substitutes to meet the needs of the department in accordance with District policies, and provides leadership for part-time faculty through coordinating orientation, mentoring, and providing instructional materials.

F.  Monitors procedures—such as credit by examination, course substitutions, grade changes, incomplete contracts—and student petitions regarding adds, drops, and complaints.

G.  Mediates student complaints in accordance with College and District policies.

H.  In accordance with departmental policy, monitors book orders and instructional materials, and orders and promotes appropriate library resource development.

I.  Monitors area facilities and equipment and communicates maintenance needs to the appropriate resource.

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J.  Develops and recommends the department budget, oversees expenditures including travel requests, and maintains fiscal controls.

K.  Depending on the needs of the department, coordinates the activities of the allocated classified staff of the department and participates in the evaluation process of classified personnel.

L.  Serves as an ex officio member of subcommittees if the department has these and maintains records of their actions.

M.  Represents the department with community, governmental agencies, and advisory groups.

N.  Encourages continued study and participation in professional organizations to maintain an understanding of current ideas, research, and practices related to the discipline, by passing on to faculty members in the department notices that come to the chair regarding professional development opportunities, conferences, etc.

# NORCO
## COLLEGE

## Academic Planning Council
## Timeline – Fall 2015

| | **Winter 2016** | **Spring 2016** | **Faculty Prioritization** | **PT Evals** |
|---|---|---|---|---|
| 9/04 | Dean's Office sends out info to Chairs, including areas to add | | Dean's Office sends Rubric, requests, and data | |
| 9/11<br><br>(Sched Mtg) | Scheduling Meeting<br>- Schedule completed without conflicts<br>- CSAR due to IDS's | | | |
| 9/18<br><br>(APC) | Staffing Due | Dean's office gives CSAR and info to Chairs at APC | | |
| 9/23 | Download | | | |
| 9/28 | | | | Evals Begin |
| 9/29 | Proof | | | |
| 10/2<br><br>(APC) | | | Ranking Completed in APC | |
| 10/5 | Proof Due to IDS | Changes and Adds due to Dean's Office | | |
| 10/9<br><br>(Sched Mtg) | | Conflict Resolution Meeting<br>- Rollover due to IDS's at meeting end | | |
| 10/19 | | | Ranking List Sent to Academic Senate | |
| 10/21 | | Staffing Due | Ranking List Sent to ISPC | |
| | | | | |
| 10/23 | | | | Evals Completed |
| 11/2 | | Download | | |
| 11/6<br><br>(APC) | | | | Chairs Complete Review |
| 11/12 | | | | Dean Completes Review |
| 11/18 | | Proof | | |
| 12/1 | | Proof Due to IDS | | |
| 12/4<br><br>(APC) | | | | |

# NORCO COLLEGE

## Course Exclusion/Deletion Checklist
### For courses to be removed from the 16-17 Catalog

Exclusion is appropriate for curriculum shared with at least one other college in the Riverside Committee College District.

Deletion is appropriate for curriculum that is Norco College-specific (only offered at Norco College); DO NOT use the Course Exclusion form.

| Action | Option 1 | Option 2 | Option 3 |
|---|---|---|---|
| 1) **Place item on the agenda for the September or October department meeting.** Connect with your department chair early to best move your agenda item forward in a timely manner. A vote for Exclusion OR Deletion by **both** the college discipline and the college Department MUST be documented (e-mail vote OR meeting minutes are acceptable)<br>a. Document support of the college Discipline for proposed action.<br>b. Document support of the college Department | September 25, 2015 | October 28, 2015 | November 23, 2015 |

| Exclusion | Deletion |
|---|---|
| **In lieu of the paper Course Exclusion Form – send e-mail with (1) College (2) Course number (3) Course Name (4) Course Title (5) Rationale for exclusion.**<br>**Attach: documentation**<br>**To: Naomi and Brian**<br>**Cc: Carol**<br>This will put your item on agenda for District Tech Review Committee meeting.<br>Attempt to get the materials to Naomi *one-week before Tech Review* | **Initiate Deletion process in CurricUNET**<br>Remember to attach the documentation of discipline and department support within CurricUNET.<br>Remember to complete AND *LAUNCH* in CurricUNET |

| Action | Option 1 | Option 2 | Option 3 |
|---|---|---|---|
| *(Exclusion / Deletion)* | September 28, 2015 | October 29, 2015 | November 25, 2015 |
| **Tech Review meeting**<br>Make sure that **Brian Johnson** (our representative at Tech Review) understands the rationale for exclusion/deletion so that he can represent your position and address any questions that the Tech Review committee may have. | October 1, 2015<br>October 15, 2015 | November 5, 2015 | December 3, 2015<br>December 10, 2015 |
| **Norco College Curriculum Committee meeting**<br>Make sure that your Department Representative on the Curriculum Committee understands the rationale for exclusion/deletion so that your position can be properly presented during the meeting. | October 13, 2015<br>October 27, 2015 | November 10, 2015<br>November 24, 2015 | December 8, 2015<br>February 23, 2015 |
| **Board of Trustees Committee meeting Dates**<br>Educational Services prepares report | November 3, 2015<br>December 1, 2015 | December 1, 2015 | TBD |
| **State removes from the College inventory / College Catalog is updated** | TBD | TBD | TBD |

| 2015-2016 Curriculum Committee Department Representatives | |
|---|---|
| Rex Beck | Business, Engineering & Information Technology |
| Nicole Capps | Communications |
| LadyLyn Dominguez | Social & Behavioral Sciences |
| Nicholas Franco | Social & Behavioral Sciences |
| Dr. Teresa Friedrich Finnern | Math & Sciences |
| Monica Gutierrez | Math & Sciences |
| Diane Palmer | Arts, Humanities & World Languages |
| Mitzi Sloniger | Communications |

# PLEASE SIGN IN

09/18/15
Academic Planning Council
9:00-12:00 ST 107

| Sign | Print | Dept |
|---|---|---|
| | Carol Farrar | DoE |
| | Melissa Ryder | |
| | ALEXIS GRAY | |
| | Colleen Molko | |
| | Phu Tran | |
| | Kevin Fleming | |
| | Patty Worsham | |
| | Ana Olaerts | |
| | Peter Boelma. | |
| | Dominique Hitchcock | |
| | Zina Chacon | |
| | Diane Dieckmeyer | |
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