

Norco College  
Academic Planning Council Meeting  
October 2, 2015  
9:00AM to 12:00PM  
ST 107

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

**Absent:** VanHulle (teaching), Parks

**Guests:** Dr. Dieckmeyer (VPAA), Dr. Green (VPSS)

1. **Welcome** Farrar
2. **Approval of Minutes**  
Motion to approve minutes from September 18, 2015 Gray/Bader **MSC**
3. **Old Business**
  - a. Strategic Planning Goals
    - Reminder to please review the goals. Please get your suggestions to the committee one week before our next meeting. Send your discussion points to Dr. Farrar.
  - b. Rubric Workgroup
    - Reminder that we will form workgroup to address the APC faculty prioritization rubric – we did not change the rubric before the prioritization process because that would have not been fair to faculty writing Program Review last spring. The work group will review the concerns with the rubric and make a proposal to bring to APC for ratification. The goal is to have the updated rubric in place prior to due date for Instructional Program Review next spring. Contact Dr. Farrar if you want to serve on the workgroup.
  - c. 15FAL APC Timeline – Updates Farrar
    - Timeline has been updated.
    - Please note a column for Curriculum has been added to the timeline.
  - d. Curriculum – Updates
    - *Camp Curriculum* Tuesday, November 20<sup>th</sup>. This is an open house and provides great opportunity for assistance.
    - Updated curriculum spreadsheets were sent to you and your Curriculum Committee rep by Dr. Farrar. Please return to Dr. Farrar after your October Department Meeting
    - Dr. Fleming noted that there are lots of lists floating around. Assessment concerns and Program Review concerns are not on the spreadsheet. These are addressed separately.
  - d. 16WIN schedule updates
    - Proof was due yesterday. Send Wendi's proof to Yolanda.
  - e. 16SPR schedule updates
    - 134 FTES added to the District goal (31 for Norco).
    - As you review your two-year course rotations - if there are any courses that must be added to 16SPR - Send to Dr. Farrar via email immediately.
    - Dr. Farrar reviewed waitlist/section data when considering additions.
    - CTE needs an additional 18 sections for spring for the accelerated program. Kevin and Dr. Farrar will talk.
    - Dr. Farrar will meet with each of you individually upon request.
4. **Committee Reports**
  - a. Academic Senate
    - There are four Educational Assistant positions available through the Academic Senate. If you are interested please talk to Peggy Campo. Educational Assistants cannot be used to grade papers. These are great positions for students.

- Senate is considering how to help with the committee set up procedure. Senate is looking for suggestions.
  - Senate is considering people for the Standards committee. It is currently a District committee.
  - There is a lot of discussion regarding the need for two representatives from each discipline.
- b. ISPC
- Preparation for the accreditation update is on-going. Open dialog is part of the preparation. Look at common theme. Talk about procedure response letter. Group will meet to find out why we fell below the Institutional Set Standard (magic number is 48%).
- c. District Enrollment Management
- Dr. Reiner is gone. Dr. Burke ran the last meeting.
  - Overall feeling is that there is a need to increase access and increase completion throughout the district. Data shows that 52% of classes are taught by Associate Faculty. Dr. Burke finds this unacceptable and is working to grow the full-time faculty positions for the District.
  - Melissa would like to see us get out of the current common split by district of 54/23/23. Enrollment Management should not be status quo. The question was asked how do we grow. Look at your room efficiency and building usage.
  - We do a GREAT job with room efficiency, but we need to take a second look at what we have. Chaffee now offers Sunday classes and they are filling. Look at the low enrolled/scheduled times such as Friday at 2pm. We only have two classes offered at that time.
  - Consider using social media advertisements for new programs. Think about how your department can use them as a marketing tool. Talk about the idea with your departments. Think about using Twitter, Instagram, and Facebook. We used social media when we added last minute classes to the fall schedule. 6,000 students were notified via an email blast about classes that were added at the last minute. As a result we had an additional 720 classroom seats that were filled. This is another example of how A&R does a GREAT JOB of supporting Enrollment Management. The question was asked if there is a way to track the progress of those students.
  - District Enrollment Management does not support the policy of dropping a student because of nonpayment of the last \$35 in fees. Melissa will keep you informed of progress in this area.
  - Access money from Northern California is being reallocated. Norco is robust.

## 5. Deans' Reports

### a. Dol, CTE: Dr.

- Dr. Fleming supports the ADT requests for ART, ADJ, CON MGMT, MUS IND and HEALTH CARE. Needs all of the information before the next Tech Review meeting on November 5<sup>th</sup>.
- Accelerated Program funded by the Department of Labor grant is a condensed curriculum offering 30 units w/certification. Offered in Automated Systems and Advanced Manufacturing (CNC). Our goal was 20 students, we actually had 34 enrolled and ended with 33 spring completions.
- Will be offering Automated Systems/Electrician Feb-Aug with full certificate. This is an 8am-5pm M-F program. *Under Armor* has agreed to hire six (6) Automated System students right now. All classes are consolidated into CACT 1 and IT 124.
- The Workforce Taskforce will be presenting to Academic Senate and ISPC. This group creates recommendations for change. Going to Board of Governors in November.

### b. Dol: Dr. Carol Farrar

- Part time evaluations are on the timeline. Please communicate clearly with your faculty about the timeline. As the Department Chair you can delegate. If you have any problems, please see Dr. Farrar.
- Room change requests are not automatic. If an instructor does not like their room assignment please DO NOT encourage them to try a different room. There is not such thing as "trying" a room to see how it works. No one can find them if they are not scheduled to be in a specific room. What do you do if you get a request for a room change? Make a request to your Dean. *The faculty may not move until the request is approved.* The IDS will make the changes in our database program which will initiate the room key requests. The faculty need YOUR help to understand the process. If you don't hear back from your Dean within two days, please send a follow up email.

- Need computers? In most cases you will not need to move rooms. Please place your request through IMC for the use of a laptop cart. Dr. Fleming will follow up with inventory. Melissa requests to have a written procedure sheet to hand out to faculty for laptop cart requests. You cannot submit IMC requests from home anymore. This is very frustrating. Voicemail does not generate a work order however, an email will.
- FTES term to term 16/17 will be determined by ISPC in the spring. 45% fall/43%spring with remainder split during intersessions. Do we want to consider changing? Please think about this for the November/December meetings. In order to make a recommendation to ISPC.
- Thank you for your assistance with census reporting.
- Bookstore-please follow up with your faculty on yesterday's email.
- Full Professor Application window is closing soon.
- CTA called a meeting on October 16 "Chairs Retreat". There are still questions district wide about chair duties. It is not mandatory, but some will be attending to be part of the conversation.

## 6. New Business

### a. Norco College Internal Campaign – Silver Anniversary

- Dr. Muto presented information on the Silver Anniversary Scholarship Campaign. All donations are greatly appreciated. There are special incentives for larger donations – for a \$25 donation you will receive a silver coin with stand. For \$10 you can participate by placing your drawing on our banner in the College Resource Center. Payment can be set up as an automatic payroll deduction for donations of \$25 or more. Norco far and away has the highest participation. Both the students and associate faculty have been very supportive. Ana-Marie suggests considering a "classroom donation". Jan would like to come to our next Department Meeting to make a presentation. Please contact her regarding your next meeting date.

### b. Full-time Faculty Hiring Prioritization – additional input

- Dr. Lisa Nelson will not be joining us today. She is sick. She is strongly advocating for T3P.
- Dr. Green – Counseling requests. The EOPS Counselor (Susanna Galvez) hired this year is a 1-year temporary position. Either we hire a FT Tenure Track Counselor or we go back to utilizing associate faculty. Last year this position served 328 students. We currently have just under \$500,000 in funding for the EOPS Program. It requires FT leadership. We are looking at increasing the program. EOPS funding is unlikely to be cut. Dr. Green recommends that we consider the need, not the funding source, as we move forward in the tenure track prioritization process. The counselor/student ratio at Norco is far below the average. We have 6 FT counselors. That is a ratio of 772/1 as of 2013 for Norco. The DRC Counselor is a tenured position. Currently Kimberly Bell holds a tenure track position.
- Please consider the value of hiring tenure track counselors. We will have better candidates that apply.

#### Discussion:

Would it be better to have two lists, one for Tenure Track general fund hires and one for Tenure Track categorical fund hires? Information was provided on how counselors ranked their requests. Why should all requests complete for general funds when counseling has categorical funds available? Do all of the counseling positions need to be FT Tenure Track? Remember, the data is here to review as we proceed.

Should Coleen's ranking results in GAM and CIS be included? Discussion ensued and it was concluded that while Coleen can advocate for CSI/GAM, since she is technically not a faculty department chair, she should not vote. Other departments have similar situations but only receive ranking input from the chair or assistant chair. Dr. Farrar will show list that does not include Coleen's ranking. Patti or Paul do not represent GAM or CIS.

#### Ranking Reviewed

Current ranking was sorted incorrectly by the Admin III. Original information was reentered, resorted and reviewed for accuracy. Current ranking of the top 10 are as follows:

1. ENG
2. ENG Puente
3. PSY
4. SOC
5. MAT
6. ANT
7. ENG
8. COM MUS
9. ELE
10. ADJ
11. ELE

First Guidance ranked at #15

Motion to approve list as shown above Gray/Bader

Discussion

- Consider the top 10 as a good starting point
- We have funding for four (4) positions. Executive Cabinet will most likely have funding for categorically funded positions.
- SBS Assistant Chair would like to switch PSY and SOC. The need is there for both, but more for SOC.
- FT faculty needed in order for the ELE program to survive. Same argument can be made for ADJ and Counseling.
- Keep CTE ratio in balance

First changes based on the above discussion

1. ENG
2. SOC
3. PSY
4. MAT
5. ANT
6. ENG
7. COM MUS
8. O CHEM
9. ADJ
10. ELE
11. REA
12. KIN
13. GAM
14. T3P
15. EOPS/CARE

Discussion

- Melissa – keep MAT in top 4.
- Phu advocated for OCHEM. It is a big responsibility with a lab schedule to develop. We lost our scheduled PT faculty to another college because they were offered a FT position at another institution just prior to the start of fall. There are a lot of pre-requisite courses needed for students to reach O-CHEM. It must be offered every primary term and our current FT faculty cannot teach it.
- Dominique – while Kim is doing a great job the discipline needs another FT faculty. She recommends moving Commercial Music up.
- If we have the opportunity to hire in the spring will we be able to go back to this final list? This list is appropriate for hires that start 16FAL through 17SPR. Any hires made available to start after 17SPR should utilize the prioritization list developed by this committee in 16FAL
- Can we be assured that if Sheryl Tschetter retires that COM will get a replacement? Replacements are not always a given. When Sheryl retires it will be another question for the APC. Replacements are on a case-by-case basis. Dr. Parnell will request APC recommendation.
- COM Department Chair - then is not prudent to remove the second ENG from the list now, since it documents the need.
- Zina- should we vote on the top 20 positions?

- Does preparing a separate list for counseling make sense? Funding a tenure track position with categorical funding is decision for executive cabinet.
- Farrar- This can be part of the discussion in the Rubric Workgroup, for now we need to use the single process we have.
- The EOPS Counselor is a requirement, and can likely be funded with categorical monies.
- Does ranking of #14 for the T3P counselor meet our student needs?
- Will ranking the counselors as it stands have an influence at the Executive Cabinet level?
- Guidance (GUI) position may have been diluted by so many requests - but the APC *did* have GUI's internal rankings in their decision making processes.
- BEIT co-chair – noted that none of the top 4 are CTE.

**Meeting has extended past its scheduled time**

- Patti-swap 7 with 8. OK with Dominique
  - 7. OCHEM
  - 8 ADJ
  - 9 ELE
  - 10 COM MUS
  - 11 REA
  - 12 KIN
  - 13 GAM
  - 14 GUI-T3P/general counselor
  - 15 GUI-EOPS/CARE

**Discussion**

- Moving EOPS would show the need at Executive Cabinet level.
- Suggestion to move ANT to 8.

**FINAL RANKING**

1. ENG – Puente
2. SOC
3. PSY- Personality/Social Devel
4. MAT
5. ELE AND ELE ENE
6. ENG-Transfer/ADT/Literature
7. CHE – ORGANIC
8. ANT
9. ADJ
10. COM MUS
11. REA
12. KIN
13. GAM
14. GUI T3P
15. GUI EOPS

Call for motion to approve the above list and move forward - Bader/Boelman **MSC**

Anything positions below the top 15 were not prioritized. APC will forward to the ISPC and the Academic Senate.  
Meeting adjourned 12:25pm

Next meeting

October 9, 2015

OC 110

9:00am-12:00pm