

Norco College
Academic Planning Council Meeting
November 6, 2015
9:00AM to 12:00PM
ST 107

Present: Worsham, Tran, Olaerts, Molko, Dr. Farrar (co-chair), Gray, Bader, Boelman, VanHulle, Parks, Hines

Absent: Hitchcock, Chacon, Fleming

Guests: Ruth Leal, Leona Crawford

1. **Welcome**

Farrar

2. **Approval of Minutes**

Motion to approve minutes October 2015 Boelman/Bader **MSC/1 abstention**

3. **Old Business**

a. Workgroup updates

i. Rubric Workgroup

- APC Survey Results

- a. Summary of multiple choice responses and comments were presented, reviewed and discussed.

- b. Handout provided. Results are also posted on-line.

Discussion: This group has been talking discussed improving the Faculty Prioritization and Equipment Ranking rubric; it is not good to change *during* the prioritization process. Majority of discussion was held on questions #2, #4 and #6

#2 The Planning council used relevant data to rank positions and equipment in the prioritization process.

Q. Do you currently have a rubric for ranking equipment within your Department?

A. Ranking equipment by *department* is difficult as each discipline's needs are different. There is no interest at this time in having the Rubric Group work on a rubric for department equipment. If your operational budget is not sufficient you should request a budget augmentation through your program review. Equipment should be a separate request; something that is not needed on a regular basis.

The equipment prioritization list will be sent out this afternoon by Dr. Farrar. Please take your list to your November department meeting. Your responses will go to the November ISPC then to the President. Decisions will be made in January.

#4 The ranking criteria (rubrics) used for the prioritization process were relevant.

Most dissention was seen in this question. It has proved difficult to identify the appropriate variables/criteria to use in the rubric in order to link data and institutional goals

#6 The membership of this planning council is a representative body of the necessary stakeholders.

Some colleges seek input from their Deans. It may be helpful to formalize the input from the deans.

- Scope of work for the committee

- a. Review the current rubric criteria and improve link to data resources

- b. Explore possible new criteria to map to institutional goals. Workgroup to look at rubric and determine what is needed. Assessment steps are now highlighted more than ever. Look at how resource allocation is related to improvement of student learning and how it is tracked.

- c. Establish a timeline that includes review and discussion of rubric *application* BEFORE ranking process begins.

- d. Establish a timeline for review and update of Rubric.

- e. Membership: Farrar, Parks, Fleming, Bader, Tran, and Boelman

ii. Schedule Grid Workgroup

- Membership: Farrar, Parks, Bader, Tran, and possibly Fleming

b. Faculty hiring updates

- i. Faculty hires are in process. 3 ENG, 2 MAT, 1 PHI and part time temporary one-semester faculty in CHE, MAT & ENG. The current AP was followed to the letter. Content of JD is a spate issue. Now in hands HR Department. Dr. Farrar is waiting on feedback regarding SOC & PSY. Request for the responsible Department Chairs to (1) provide JD feedback ASAP (2) provide names for initial hiring committee now. Minimum of two FT tenured SME (Subject Matter/Discipline Expertise). The Dean is may not serve on the initial hiring committee as tenured faculty.

4. **New Business**

a. Office 365 Migration Report

- You will be receiving an email soon regarding Office 365. New program will replace our current RCCD email and Outlook accounts. New program will provide increased mailbox size to 50gb.
 - ▶ Login Change to Email Address (Mid November)
 - Windows – new login
 - Outlook Web Access (OWA) – new login
 - No impact to Outlook, WebAdvisor, Smart Phones
 - ▶ Email Migration to O365 (Early December)
 - Outlook Web Access (OWA) – new login page, interface
 - No impact to Outlook, WebAdvisor, Most Smart Phones
 - ▶ Portal Implementation (Early Spring)
 - Smart Phones - Username Change to Colleague ID

b. IMC Equipment

- Information Tech importing features into 25Live. It will eventually be updated to include proprietary software.
- All FT and PT faculty will have access with 1 user name (norcoimc) and 1 password (norcoimc) (all lower case).
- See resource list on the left of the screen.
- Repairs still go through Footprints. Email the Helpdesk for log-in or Laurie can submit a work order for the helpdesk log in.

c. 25Live Training

- In fall 2014 the 25Live training team started transitioning to the new system
- Make sure to sign up for one of the following training sessions:
 - Tuesday 11/10 9:00-10:30am
 - Wednesday 11/11 9:00-10:30am
 - Wednesday 11/11 1:30-3:00pm
 - Thursday 11/12 1:30-3:00pm
- Let Dr. Farrar know if you cannot get into a training session. Dr. Farrar will resend the RSVP e-blast.

d. Equipment Ranking (Information)

- Lists will be sent out this afternoon
- Add to your November department meetings and return to Dr. Farrar by the end of the month. This is critical since resources will begin to be allocated in January. Your equipment rankings MUST be turned in!

e. Math and Science Department split (action)

- What is the plan for department representation? Same structure based on head count. SCI .55 (more disciplines) MAT .45. Possible concerns? Representation on planning committees and Program Review.

- What about senate reps? Same structure as Moreno Valley. New Departments will be MAT, SCIENCE/KIN.
- Action items needs recommendation from APC. "Academic Planning Council recommends splitting the current "MAT and Science" Department into "MAT" and "Science/KIN" Departments" If approved this recommendation will move forward to the Academic Senate on Nov 16 and ISPC on Nov 18 then to COTW.

Call for motion: Parks/Bader **MSC**

- f. New Programs/Certificates (action-concept approval) Van Hulle
- i. Computerized Numerical Control (CNC) Operator Gray/Parks
 Discussion: Changes to computer aided certificate. Too much programing. Locally approved certificate. Talk about assessment of obtaining proficiency. Correct the typos. PLO will be monitored. Possibly change the wording. 38 is a new course. Equipment will be purchased through grant. Placement will be in CACT. Offices in CACT will be moved to NOC to accommodate new classes.
 Motion to move on concept approval/CNC Operator **MSC**
- ii. Sound & Communication System Installer Apprenticeship motion Bader/Tran Hines
 Discussion: Not currently taught on campus. Transfer from Palomar. Fix PLOs. Correct typos. Spell out NEC. Will not impact college.
 Motion to move on concept approval/Sound & Communication System Installer Apprenticeship **MSC**
- iii. Automated Systems Technician (revision) motion Bader/Tran Hines
 Discussion: Already in system (name change). Removed one class (74) and replaced with one class (26).All courses are existing. Removed some PLOs. Told to scale PLOs from 7 to 5 (streamline). Qualifying language needs to be reviewed. Add "mays or should"
 Motion to move on concept approval/Automated Systems Technician **MSC**
- iv. Conventional Machine Operator motion Olaerts/Parks VanHulle
 New certificate. Industry needs more conventional machine operators. Work with San Bernardino Valley College. Both colleges will get credit for certificates. MAN 38 is new.
 Motion to move on concept approval/Conventional Machine Operator **MSC**
- v. Electrician Gray/Boelman Hines
 Discussion:720 hrs. training at college. Must meet state standards. 8000 hours in field. Adjustments: written for general electrician. Aligned to meet industrial requirements. Why remove CPR requirement? It seems like a very important class. It is not required, only recommended. KIN 30 is a 3 unit class and has lots of educational requirements. You cannot give full credit for KIN 30 to someone what has taken just the CPR class. All 70's are being re-written. Total units will be 31. Added MAT for engineering. PLOs change devices.
 Motion to move on concept approval/Electrician **MSC**
- vi. Music Industry Studies Bader/Worsham Kamerin
 Discussion: Shifting Commercial Music to Music Industry Studies. All courses and certificate are already here. There is no TOPS Code change. Getting rid of game audio. Addresses repeatability issues for financial aid. Beefs up certificate just a bit to aid transferability. Brings CID descriptors in alignment. MUC = MIS. Programs are more robust.
 MUC 3 = Protools 101 & 110 → 1 year user certificate
 MUC 4 = Protools 201 & 210 → 1 year operator certificate
 Motion to move on concept approval/Music Industry Studies **MSC**
- g. Strategic Planning Goal & Objectives – Part 1 (discussion) Farrar/Fleming
 Goal 3 Increase Student Access/ Objective 5 Reduce scheduling conflicts that negatively impact student completion of degrees and programs Paul/Melissa
 Discussion: Consider moving off grid and have disciplines work together to work out pairs of classes. Look at long term completion. Look at installation and use of Enrollment Management Dashboard. Look at the chart made by Dean's office that is included in the class schedule. For effective enrollment management provide rooms to specific disciplines. Scheduling workgroup could discuss assigning specific

rooms. Workgroup will continue working to ensure that resources are being ranked. Submit rankings by the 16th.

5. Committee Reports

a. Academic Senate

Faculty meeting went well. Good start. Currently looking at department representation. Currently at two but we are looking at reducing to one. We are looking at who can and who cannot vote. Coming up for ratification next year.

Five to Thrive recommendations go to the Board in December.

New AP for faculty hiring is very important. Make sure you are up to date. Will it be retroactive? Norco has not voted. Will make it to next month's District Academic Senate meeting and go to the Board in January.

b. ISPC

SSSP 2 year rotation needs to be in place.

Degree audit in WebAdvisor.

Starting 2016 a GPA below 2.0 will no longer be eligible for BOG waiver.

Read the Equity Plan. Must be looked at. Please reply to Jason by tomorrow.

c. District Enrollment Management and Planning

Group needs direction from the district for budget concerns. Distribution of faculty hires.

6. Deans' Reports

a. CTE no report

b. DOI Thank you all for your syllabi submittal.

- ACCJC visits all seemed to have gone very well.
- WIN 16 registration to open soon.
- TA approval starts soon. Window will have 15FAL, 16WIN, and 16SPR.
- Look at 16WIN schedule one last time to fix any problems before it opens for registration.
- There are a handful of room conflicts for 16SPR. Dr. Farrar will send out email later today.
- Make sure to go to next "Brown Bag" lunch for completion initiative. If you can't make it send Melissa an email. Dr. Farrar will be giving a "Pathways" presentation. If interested in participating please contact Dr. Farrar.
- We are hiring one term temps in ENG, MAT, & CHE
- Thank you for sending in your curriculum changes. Camp Curriculum was a GREAT success. Best curriculum activities ever. Would like it offered ever year! Make sure you address exclusions and deletions through Curricunet.
- Honors-rollout plan provided. D = delayed. Let students know about Nov 24. Please add CSS 217 as the location.
- Make sure your DOI knows your 2 year rotation (every class). Please send this information ASAP. Student Services needs this information for students.

Meeting adjourned at 11:40am

Next meeting December 6, 2015

ST 107

9:00am-12:00pm