

Norco College
Academic Planning Council Meeting
December 4, 2015
9:00AM to 12:00PM
ST 107

Present: Worsham, Tran, Molko, Dr. Farrar (co-chair), Gray, Bader, Boelman, VanHulle, Parks, Hitchcock, Fleming, Wallstrom, Chacon

Absent: Olaerts

Guests: Dr. Zwart, Dr. Dieckmeyer, Quinton Bemiller, Emil Bradshaw, Eloy Bueno

1. **Welcome** Farrar

2. **Approval of Agenda**
Motion to amend today's agenda order of business and content Bader/Gray MSC
Also call 1.5 weeks ahead for new agenda items Bader/Gray MSC

3. **Approval of Minutes**
Postponed until next meeting

3. **Old Business**
 - a.. **Workgroup Updates** Farrar/Parks
 - i. Rubric Workgroup met yesterday with one more meeting scheduled. Robust/spirited conversation. Notes from that meeting are in the process of being summarized. Faculty from Social and Behavioral Sciences would like to see rubric before it is voted on. Notes will be sent to the APC for review by departments. Responses must be extremely quick in order to make timeline for program review. Email review will be considered. While we are making good progress we do have some challenges in the areas of counseling faculty, alternative sources of funding and growth models.

 - ii. Scheduling Group has already met once and has one additional meeting scheduled. Changes have been implemented. Group working on alternative Saturday schedule.

 - b. **Faculty & Equipment Prioritization update** Farrar/Parks

Currently missing information from COM. Group is spot on regarding faculty prioritization. Need to work on equipment prioritization. Lists should have been submitted already. Please review, discuss and submit. Should follow process of college. Open for discussion. Input regarding process will go to the ISPC. BFPC ranks non-instructional equipment. All technology equipment is referred to the tech committee and is ranked by high (end of life), medium and low priority. Your department will rank all equipment requests EXCEPT technology. VP's and President have met to discuss prioritization process. VP's receive all ranked equipment lists from all five departments. BFPC ranks all requests that come from the Administrative review. Student Services requests are ranked separately by the Student Services Planning council. Typically, BFPC does not rank anything less than \$500 especially if money can be found in the department budget. Provide equipment lists ASAP along with justification. It is very helpful to offer a comparable item. The decision on what "model" to order not part of the reviewing council's responsibility.

Change in Agenda

CAT (Class Assisted Tutor) Embedded Tutors

Emile Bradshaw

Review of process and results (see handout). Research shows tutors help students pass classes with embedded tutors. Embedded tutors are for specific classes, i.e. a GAM embedded tutor is only for GAM, a MUC embedded tutor is only for MUC. Currently in process of updating website and will soon have more information. Emile will send link. It can take up to four weeks to hire a student. Be thinking ahead. It is good practice to work with a tutor before they work with students. Please pass this information on to your department faculty. Embedded tutors are supervised by faculty to help students. They do not meet after class. If you have a need, please contact Emile Bradshaw. Cost will be covered by Equity Title V. Tutors need to have passed the class they are tutoring with an A or B but they will work with you if you have someone specific in mind. Tutors do not need to be Norco students. \$10/per hour. Graduates might be paid a higher wage. Work is in progress on training and development. Working on ILA issue. Success rates and retention show an increase with the use of supplemental instruction. CATs are also available for labs and have shown to be used very effectively in CIS/GAM. Emile will email the request form (attached).

Motion to move new business up MSC

4. New Business

a. New Program – consultative process

i. ART History ADT

Bemiller

Motion to accept Bader/Gray

Discussion: Most courses are already in rotation. Not offered in 2012/2013/2014. Should be in catalog next year. ART 6 is for non-majors. Not included. It is more of an ART overview. No foreign language requirement? They could be included but they are not at this time. It should be noted, especially in counseling, that you need a foreign language component for a BA. Useful for Studio Arts majors. All art history courses are always full. Needs to be in proper format for future approvals.

Call for question MSC

ii. KIN ADT

Wallstrom

Motion to accept Bader/VanHulle

Discussion: All classes are already being offered. Bringing back slow pitch softball. Should fill. New equipment must be purchased (3 bats/11 balls/gloves Approx cost \$800). Anatomy and Physiology may be difficult because of pre-requisites. Nick Franco has looked at this thoroughly.

Call for question MSC unanimous

iii. Change in order Move ADJ down, move ENT Finance/Legal Issues up Zwart

Motion to accept BUS (Entrepreneurship: Finance/Legal certificate) Bader/Chacon

Discussion: Stackable certificates of career preparation. 10 units – 2 new classes, BUS 31 and BUS 33. Removing marketing certificate at Norco. Probably won't offer as a degree. ENT folks don't work that way. BUS curriculum is different. Backbone of industry is small business. 50% success rate. Hope to increase that rate by offering these courses. Three branches of BUS 1) mini certificates 2) Over 18 units 3) BUS ADT for transfer.

Call for Question MSC

iv ADJ ADT

Gray

Motion to accept Bader/VanHulle

Discussion: Trained in enforcement and corrections (us vs them). Great opportunity to make a difference. All classes are currently offered except ADJ 9. Thank you Dr. Fleming for the opportunity to purchase equipment for ADJ 13 and 14. May require the hire of a full time faculty. Can we link with a composition class (growth)? Hopes for experienced full time faculty that have worked in the field. Does your discipline have enough FTES? Yes. This falls under both CTE and Transfer (perhaps more on the transfer side). Offered locally on this campus. If we follow current pattern, the ADJ classes will fall under CTE. Per Dr. Fleming, just like ECE, some students are here for career prep and some are here for CTE. FTES allocation could be split with transparency. Will be treated as all ADJ courses. It seems like a strange position to support without FT faculty. This originally died because of budget cuts and GAM. Is it a valuable degree? Be ready for the question why are we bringing it back after just cutting? ADT Template is new to state. This degree could be a political issue at the board level. On the night it goes to Board you need to be present and prepared. ADT Transfer Degree. Clarification. New faculty member would go through priority process. This is a long term goal. Riverside ADT is similar. Already offering ADJ classes. Moreno Valley just hired FT Faculty in ADJ. Rewriting all curriculum. Home school may need to change. May have students that need to move to Riverside. What happened to ANT 10? Not transferrable. Must stick with Transfer Model. Be prepared before this goes to the Board.

Call for question MSC

Change in agenda move to item B under New Business

b. Operational Changes to CRC

Oceguera/Bueno

Implementing changes for walk up services were discussed. We are the only college that allows faculty to operate the machines in the copy center. We are considering moving back to copy limits. More copies are being made on our self-serve copiers than on our high volume. Putting limits will encourage proper use of machines. We are in the process of getting a new, high capacity machine. We currently have less than a 24 hour turn around. Department Chairs, please inform your new faculty about possible new walk up service and new copy limit of 1000 beginning 16spr. Please remind them about making only appropriate copies. We also have changes coming your way regarding FT faculty mailboxes. All FT Faculty mailboxes are being moved to inside the CRC to allow for more PT faculty mailboxes.

v. Game Art: Character Modeling

vi. Game Art: Environment and Vehicles

Molko

Motion to accept both of the above Game Art Bader/Tran

Discussion: All courses are already offered and are represented in these two ADT's. 44 units/38 units done in two years. Rotations are complimentary and encourage strong enrollment. 80, 81 and 82 take the place of 34, 38 and 47. Streamlining GAM. Meetings on assessment are planned for 16SPR. SLO assessment is a massive undertaking. Faculty have been very supportive when it comes to students that are in the process already. Animation students that are in process should talk with the Department Chair. We have a program discontinuance meeting today from 2-4.

Information will be sent to all involved. Effective 16FAL. Meeting being planned for 16 SPR for all faculty that would /could potentially teach these classes.

Call for Question MSC Unanimous

Continuation of old business

c. Spring APC Schedule

Farrar/Parks

Timeline for spring 2016 reviewed.

Discussion: This is what you asked for. Recommend holding scheduling and business meetings in different rooms. Taking tickets worked really well in the past. Laurie will send invites to all Outlook calendars.

Call for motion to accept tentative calendar Bader/Tran MSC

Continuation of new business

c. Online Student Orientation Project – update & input

Farrar

Dr. Uesugi has been working on this project for over 1 year with multiple attempts to include faculty input. Melissa and Jason agreed to work on script (first iteration). There will be version two. Please send Melissa or Jason questions that you get over and over so they can answer and put in the online orientation. Melissa and Jason will move forward and work w/Student Services in order to make them into the 2nd version. Consider including info from Student Handbook “Difference between College and High School”

d. Strategic Planning Goals and Objectives

Fleming

Discussion: Goal 4, Objective 2 assigned to APC. It is not a perfect fit, but it doesn't really fit anywhere else. Greg would like an action plan. Obj 2 was reviewed. Primarily CTE. A simple action plan for APC could be to invite partners to come to the Advisory meetings-reach out and come with guest (April/May). This is not specifically a CTE meeting. Goal 4 reviewed to see if it would be a fit. Shared between APC and ASNC. Numbers have dramatically increased. Grant funded function. Once grant runs out there will be no one to continue supporting internships and employment. Melissa suggests adding the request for internships to your program review because it supports all students. Directly impacts students financially. Kevin will send info to chairs about job title and costs. Equity funds come with strings attached. Supposed to be used for students that are underrepresented. Could retirement savings be an option? Kevin will provide list to include in your program review. Need action plan that includes multiple options to get relative employment.

5. Committee Reports

a. Academic Senate. Wrapping up. There will be a special meeting on Monday

b. ISPC. Retreat scheduled

c. District Enrollment Management- Met on November 17. Talked about roll. FTES projected ceiling for 16/17 2886.24 (district base) Usual growth is 3%. Running about 1.5%over. Growth may increase next year. Still 54/23/23 split. Need factors that will support a higher split. Norco College continues to earn what we get but it could be more. More marketing strategies coming forward in social media, twitter, etc. Next meeting is Tuesday. Why didn't the police reorg go the DSPC? Police do not report to risk management.

6. Dean's Reports

a. Wish lists should go out soon. PT evals progressing nicely. If unsure of status please check with Elaina. Elaina has been fabulous. We lost our evening College Receptionist. Elaina will work evenings until new person is hired. TA approvals are shifting a little early. Monday is the LAST day to input anything on your TA for 15FAL and 16WIN. This is the only month they can approve WIN. Please encourage your faculty to approve their TA for winter. Window has to close so payroll can get paid. Monday is 365 migration for log in to email. * Please resend Rick's email to all staff. *print email out and put in all faculty mailboxes. Put paperwork in for retirement. Can't open discussion for rehire until paperwork is turned in. Dr. Farrar will send email from Greg-Time to complete the Annual Council Survey.

7. Good of the Order

- Moreno Valley CIS has admin serving as Department Chair but is allowed to vote.
- Melissa will have order form for APC sweaters

Meeting adjourned

Next Meeting
February 19, 2016