

Norco College
Academic Planning Council Meeting MINUTES
March 11, 2016
9:00-2:00OC 110

Present: Phu Tran, Alexis Gray, Patty Worsham, Melissa Bader, Paul VanHulle, Peter Boelman Jason Parks, Kevin Fleming, Dominique Hitchcock, Carol Farrar, Kevin Fleming, Gail Zwart (virtual attendance)

Absent: Ana-Marie Olaerts, Coleen Molko, David Payan

Welcome everyone to our first scheduling/general meeting

I. Scheduling Meeting for 16SUM

A. Curriculum & Rollover 16-17AY-Deleted/Excluded/Modified Courses.

Reviewed all courses added. Great work!

B. FTES 16SUM update

We are tasked with adding 100-110 FTES over last year's summer target of 408 FTES.

BREAK

II Business Meeting

A. Approve Minutes

Motion to approve minutes from February 19, 2016 | Gray/Bader MSC with the following corrections; note change Dr. Farrar's status to "attending conference".

B. New Business

Information Items

i. PT Faculty approval for Professional Development-Gail Zwart

- Gail called in via FaceTime to review forms for PT reimbursement. Forms are available on PDC webpage.
- All meetings must be approved by the PDC before it can be submitted for payment.
- Meetings done via CCCConfer must be pre-arranged (508 compliant).
- Process for payment for Assessment or FLEX Credit: Completed form must be signed by Sarah Burnett or Gail → Department Chair → Dean of Instruction. The Dean's office will forward completed paperwork to Payroll.
- Chairs asked that the Committee Chair notify them when the papers are ready for their signature.
- Gail will send Laurie the name of the faculty that emailed her saying she had not been paid for work completed.
- Faculty meetings do not count towards Professional Development.
- Retroactive payments can be done on a limited basis.

ii. **15-16 FTES Status Update**

- Help faculty in your areas to complete census – automated reminders were sent and the Deans have sent personal reminders
- Faculty teaching online ENG or CIS/GAM **should not** be seeing a space to report lab hours at census. Let Dr. Farrar know immediately if you see this.
- The 2.3 version of the Enrollment Management Dashboard (EMD) was sent out a couple of weeks ago. Please make sure you are using the latest version of the EMD.
- Dr. Farrar will send out a new tracking printout with today's stats. On Tuesday we were approximately 60 over.
- You have all done a *fantastic* job. Norco is right on target!

iii. **Curriculum Update**

- This happens every year. There were some curriculum changes that was **significantly** modify a course (change units, change course id MUC to MIS) so even though we may consider it the same course, this necessitates a creation of a "**new**" course shell in UI-web/colleague with the updated course attributes... that means the course **cannot roll**. IF it was an ACTIVE section in the previous term... add it to your rollover this year –
SO Watch your rollover and compare to the previous year CSAR with the new information so your IDS can build it again.
- Dr. Farrar will send out list of courses that were we know were modified so far

iv. **Faculty Hiring Update**

- All hires are following the AP that was updated in December 2015 – this was applied retroactively to the hires initiated earlier in the fall term
- CHE is in the system but has not been posted yet.

Action Item: Motion to replace POL position due to Retirement | Parks/Bader Discussion: The current full-time POL instructor is just completing her first year. This individual needs to be afforded the opportunity to succeed in her current position before being placed in a situation to mentor a new faculty member. If we do not vote to replace the current POL retired position we will go to the next position on the list.

The next position on the list is MUC. In AY15-16 POL required 6.8 FTEF; when one of the full-timers retires – one person will need to manage this load with part-timers. In the same time period MUC/MUS required 12.61 FTEF; this load is currently managed by one full-timer and part-timers.

Call for the Question-Do we replace retiring faculty in POL? Vote is to NOT replace POL at this time. **Recommend to President to follow current list. MSC**

- As retirement letters come in we will discuss replacements.

C. Old Business

i. **Schedule Grid workgroup**

Group needs to meet one final time. The summer grid is posted on the Department chair site. Make sure your times are correct on the summer rollover. Make sure your PT faculty know how much break time they have. It is on the grid.

ii. **Faculty Hiring Rubric workgroup**

Group will meet for one final meeting

iii. **Syllabus Template Workgroup**

Alexis will bring to next meeting

iv. **Action Plan for Strategic Planning**

Review and make sure we are addressing all aspects.

D. Committee Reports

i. **Academic Senate (AS)**

- Senate discussed MOU with CTA President. The MOU adds a third choice to the final recommendations made by the Improvement of Instruction committees for faculty in the tenure review process. There was discussion about the way in which the MOU came about.
- Departments should discuss changes to the bylaws regarding the number of AS representatives and discuss whether or not committee chairs are voting members.

Discussion: There is some opposition to a single rep. AS sometimes has difficulty making quorum as it is. The smaller departments have difficulty sending two reps. Please take discussion to your department meetings for further discussion and input.

- AS meets on 1st and 3rd Mondays of the month.

ii. **ISPC (Institutional Strategic Planning Committee)**

- We are hopeful that the annual FTES distribution targets will come after Wednesday's meeting
- Be advised that the committees need to report out on all action plans.

iii. **DEM (District Enrollment Management)**

- RCC 400 under
- MVC 100 under
- NC - currently on target
- Marketing was discussed.
- With these numbers district will not hit funding goals. 480 gap.
- Could this be the argument in support to re-evaluate the current FTES allocation split?
- On the cusp of a difficult conversation with the district.
- Most likely we will be adding lots of FTES to our spring schedule.

E. Deans' Reports

i. DoI-CTE Dr. Fleming

- Friday is the CTE Industry Advisory Breakfast. Everyone is invited. Bring your industry friends. 7:30am. Hot breakfast will be service.
- Work Experience students will be receiving credit.

ii. DoI Dr. Farrar

- Part-time evaluation list came in today.
- Please do not send your write ups to Laurie for the FT I of I's. She is moving up to the VPAA Admin IV position. Send them to Dr. Farrar or Elaina.
- Hiring committees, a bit slow to form – HR&ER has brought on additional help. Please make sure to thank the HR&ER folks who are helping Norco.

III. Good of the order

Melissa made a plea to the chairs-please get assessments entered into TracDAT. Contact Tami Comstock for assistance. She can help facilitate the assembly of small groups and have Sarah present.

Meeting adjourned

Next meeting
April 1, 2016
Combined Business & Scheduling Meeting
9:00am-2:30pm
Norco Operations Center OC 110