

Norco College
Academic Planning Council Meeting
April 8, 2016
9:00-12:00 OC 110

Present: Melissa Bader, Peter Boelman, Alexis Gray, Dominique Hitchcock, Colleen Molko, Ana-Marie Olaerts, Jason Parks, Phu Tran, Paul VanHulle, Patty Worsham, Carol Farrar, Kevin Fleming,

1. Approve Minutes

Motion to approve minutes from March 11, 2016 | Bader/Hitchcock MSC approved unanimous

2. New Business

Information Items

- i. 15-16 FTES status update
 - Norco is achieving our annual FTES target, currently 30 FTES over our annual target.
 - This will likely decline after corrections for TBA compliance, positive attendance, and non-resident
 - The other district colleges have not achieved their FTES targets for this year.
 - Therefore, some amount of our 16SUM (perhaps as much as 300FTES districtwide) will be used from 16-17 to reach our district target for this year.
 - Melissa stated that the district now considers the FTES target to be a “floor” not a “ceiling”
- ii. 16-17 FTES update
 - ISPC set FTES distributions for 16-17
 - APC has adopted the distributions and will allocate FTES accordingly

Action Items

- iii. Chair of Chairs election
 - Melissa Bader nominated Jason Parks, Jason accepted the nomination
 - Motion to elect Jason Parks as Chair of Chair for 16-17: VanHulle/Bader
Call for question M/S/C unanimous
 - Jason recommends that following this coming year, the Chair of Chairs service shift to 2 year term so it matches ISPC.
 - Melissa added the ISPC policy is you cannot run for a leadership position in ISPC unless you’ve been on the committee for 1 year – APC may consider a similar policy

3. Old Business

A. Old Business

- i. Schedule Grid workgroup
 - Dr. Farrar - remember to evaluate need to start evening classes at 5:30pm. In general evening classes should be 6:00 or 6:30pm, to allow a better student schedule.
 - 3-unit classes, in general afternoon sections end at 5:40PM – so starting evening classes at 5:30 creates conflict
- ii. Faculty Hiring Rubric workgroup – tabled
- iii. Syllabus template workgroup
 - Alexis Gray and Dominique Hitchcock have completed work on the Syllabus Tables, but are not able to review with the committee today.
- iv. Action Plan for Strategic Planning – tabled

4. Committee Reports

- a. Academic Senate
 - i. Jason endorsed the idea of a formal orientation program for all new faculty.
 - 1. Jason seeking support from all departments
 - 2. Working with CTA to ensure contract is followed.
 - 3. Developing a Friday program.
 - 4. Dr. Farrar reminded planners to work with Professional Development Committee
 - 5. The thought is to make the first year institutional service requirement
 - 6. Ana-Marie said we need to create a norm that fits Norco College
 - 7. Jason said we will need the full support from APC.
 - 8. Melissa suggested that it become part of the Improvement of Instruction Scope. She also suggested that second years should be encouraged to attend.
 - 9. Dominique feels this will help eliminate the “disconnect” from the new faculty.
 - 10. APC recommendation that Jason and Melissa head the program and coordinate with the Professional Development Committee.
 - ii. Need for similar program for part-time faculty was noted
 - 1. Melissa feels that Professional Development for our Associate Faculty could help set them apart when they apply for full-time positions
 - 2. Zina stated that counseling has training within their department two times a semester.
- b. ISPC (no report)
- c. District Enrollment Management
 - i. Melissa shared that the District approved an Outreach to increase enrollment.
 - 1. Over the next two weeks mailers will be sent out in the Norco area mail.
 - 2. During summer there will be additional advertisements; billboards, social media, movie theaters, Pandora.
 - ii. Melissa discussed the proposal to eliminate the “Drop for Non-Payment”. Recently there were approximately 3700 students dropped for non-payment and approximately 2300 re-enrolled but is not clear that the sections in which they enrolled were ideal for the students.

5. Deans' Reports

- a. DoI – CTE (no report – Dr. Fleming thanked all for your hard work)
- b. DoI
 - i. Dr. Farrar reminded everyone that book orders are due for 16SUM and will be due for Fall shortly.
 - ii. We will start working on Winter after Spring break.

6. Good of the order

Dr. Farrar announced that the college received word from the State Chancellor’s office that the application for BSI Transformation Grant would likely be funded, \$1.3 million over 3 years.

7. 16FAL schedule development

Next meeting

May 13, 2016

Combined Business & Scheduling Meeting 9:00am-12:30pm Norco Operations Center OC 110