

Norco College
Academic Planning Council Meeting
May 13, 2016
9:00-12:00 OC 110

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

1. Approve Minutes

Motion to approve minutes from April 8, 2016 | Van Huller/Gray MSC approved with 1 abstention

2. New Business

- A. APC Senate report
 - i. Statement of Purpose
 - Parks read the statement of purpose and listed the goals.
 - The Statement was reaffirmed.
- B. New Faculty Orientation
 - i. Bader requested endorsement from the department chairs and the professional development committee
 - Bader commented
 - a. the single day orientation is insufficient to provide the needed support for our first time faculty
 - b. PDC in collaboration with Chair of Chairs will develop a series of Friday Professional Development for first year faculty
 - c. suggestion that the importance of the orientation be conveyed by making the series of Professional Development throughout the year part of the lol, and managed on a case-by case basis
 - d. could be considered as part of the institutional service section.
 - Bader informed APC that the Professional Development approved in concept.
 - Conceptual support moved VanHulle/Gray approved unanimously
- C. Evaluation of APC meeting arrangements
 - i. Dr. Farrar feels that when combined with the scheduling the APC meetings are light on business. She suggested that business be taken care of before scheduling.
 - ii. Dr. Farrar asked for a volunteer mentor for John Moore, Kim Kamerin and Quinton Bemiller the new Department Chairs.

3. Old Business

- A. Workgroup Updates
 - i. Rubric
 - The group has not been able to come together yet.
 - Summer chairs to work on Rubric workgroup | Bader motioned/Worsham second. Approved unanimously
 - ii. Schedule Grid
 - The schedule grid is fine. Dr. Farrar reminded the Chairs to be cautious of evening class start times should generally be 6:30.
 - Olaerts suggested that we start with a fresh Rollover. Somedays are heavy in specific disciplines. It was suggested that we spread classes across MWF or TTTHS. Parks said we will discuss in Fall 17.
 - iii. Syllabus Shell Workgroup
 - The shells are completed, but need to have additional discussion
 - Due to the additional discussion needed, they will not be ready for fall 2016.

- B. Schedule Development update
 - i. 16SUM
 - Dr. Farrar asked the department chairs to deny the teaching assignments for all full time faculty this month – the TAs have not been finalized
 - Reminded them to keep an eye on enrollments, she will run a low enrollment on June 1.
 - ii. 16FAL
 - Dr. Farrar asked the chairs to do one more round of quality control to limit scheduling errors.
- C. Faculty Hiring
 - i. Dr. Farrar told the group that there are 16 Full Time faculty hires going through now and 3 more working through.
 - ii. She is working on the job description for the Geography instructor.
 - iii. The goal is to get them all to the June BoT meeting or (at least) the August meeting.

4. Committee Reports

- a. Academic Senate
 - i. Passed Completion Initiative each department is to have 1 person and an alternate.
- b. ISPC
 - i. Also passed Completion Initiative
- c. District Enrollment Management
 - i. Last day to drop then get refund are now aligned
 - ii. The proofs have been sent out and will be on the banner soon
 - iii. Our FTEs are getting stronger
 - iv. Promoting Norco College on social media
- d. Program Review
 - i. Gray stated that the committee would like input regarding description and program within the area. What kind of questions do you see? We need to think about how to ask for resources.
 - ii. Dr. Fleming suggested that we review the direction we want the department to go.

5. Deans' Reports

- a. Dol – CTE
 - i. Dr. Fleming thanked the department chairs, Colleen and Paul for their hard work.
 - ii. At this time no one has agreed to take on the task of Chair, but there is some ideas in the works.
 - iii. ACE Program
 - 1. The program has a 97% retention and 100% job placement
- b. Dol
 - i. Dr. Farrar reminded everyone to continue to hire part time faculty. Many of our part-time faculty will continue to achieve full-time employment and this will happen throughout the summer. We are thrilled for our talented part-timers, and to prepare for this eventuality – we must have very deep part-time pools.
 - ii. Department Chairs need access to the HR files. Dr. Farrar will intervene with HR with one big “ask” instead of each chair making the request individually.

6. Good of the order

Dr. Farrar reminded everyone of the combined Art and Music showcase.

7. 17Win schedule development

- a. Will start working on the rollover the week of September 4, 2016.

Next meeting

Sept 9, 2016

Combined Business & Scheduling Meeting 9:00am-1:00pm Norco Operations Center OC 110