

# NORCO COLLEGE

Academic Planning Council Meeting

October 14, 2016

9:00am - 1:00pm OC 110

Present: Melissa Bader, Quinton Bemiller, Peter Boelman, Dr. Alexis Gray, John Moore, Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Dr. Phu Tran, Patty Worsham, Dr. Gail Zwart, Dr. Carol Farrar (co-chair)

Absent: Kim Kamerin (on leave) and Dr. Kevin Fleming (on leave)

Visiting: Dr. Diane Dieckmeyer, Charles Henkels, Jesse Lopez, and Paul VanHulle

## 1. Approve Minutes

Motion to approve minutes from September 9, 2016 | Gray/Olaerts approved

## 2. Business

### A. Information Items

- Motions to amend agenda
  - include concept approval of new program outline of records (Facilities Maintenance) to Action Items | moved/second Gray/Zwart | approved
  - move Honors Rotation to Action Item for vote | moved/second Olaerts/Zwart | approved
- AB 1690 and SB 1379 (Medina-Mendoza Bill) Dr. Haghghat presented information about how the recently approved legislation will impact the District: Dr. Dariush Haghghat
  - the CTA is the exclusive representative of the part-time (associate) faculty at RCCD
  - the current contract contains the required minimum standards for the terms of reemployment preference for part-time faculty assignments
  - Dr. Haghghat urged Chairs to continue to engage in part-time evaluations per the contract
  - per the legislation the District will work with the CTA to develop the required list of part-time faculty seniority list
  - discussion ensued about how the part-time seniority list would impact assignments at the college level versus district-wide – Dr. Haghghat assured the Chairs that contract language contains the required minimum standards for the terms of reemployment
  - SSSP funding is contingent upon meeting the conditions of the legislation
- Prioritization of non-faculty positions: Dr. Diane Dieckmeyer
  - Discussed the current process: Business and Facilities Planning Council (BFPC) receives all requests and decide on prioritizations.
  - Student Services requests come to BFPC already prioritized by SSPC, while Academic Affairs requests come without any prioritization by that unit. It may be unfair to BFPC to ask that they understand Academic Affairs. Perhaps AA could assist by providing a prioritized list of requests to BFPC, similar to Student Services.
  - Discussion ensued as regarding how best to provide a prioritized list of Academic Affairs requests to BFPC
    - Create an Ad-Hoc planning council that meets two or times during the fall term to establish rubric and score/prioritize requests.
    - Gray suggested the Ad-Hoc council come from Program Review committee
    - Other ideas about the council membership were also suggested

- APC agreed to continue discussion and bring a final recommendation to VPAA in 17SPR
  
- Faculty Prioritization – Dr. Parks & Dr. Farrar
  - Dr. Parks reminded the department chairs that Faculty Prioritization needs to be added to this month's department meeting agenda.
  - Dr. Farrar lead review of data for the 19 positions requested
  - There was dialogue regarding the 19 positions and rationale for each position was presented
  - There were three non-faculty positions/requests brought forward to APC
    - after review it was decided that these requests would also be prioritized by APC – just separately from the faculty requests
    - please review these requests with your departments – we will prioritize at next meeting
  
- Equipment Prioritization – Dr. Parks & Dr. Farrar
  - the Department Equipment lists will be sent out electronically to the Department Chairs
  - please review the lists with your departments and send the final equipment ranking from your department to Dr. Farrar – one list per department
  
- FTES Update for October – Dr. Farrar
  - Norco College is still on track to be about 90-100 FTES above 16FAL target
  - With the Rollback from 16SUM to last FY, annually we are projected to be slightly under target 15-30 FTES
  - Remember, we have slightly overscheduled WIN and SPR to compensate for Rollback
  
- Efficiency – Dr. Farrar
  - Efficiency is weekly student contact hours divided by faculty load
  - The state standard for efficiency is 525 – this level of efficiency ensures that the college is bringing in sufficient funds to manage the expenses of the institution
  - Not all disciplines need/can be efficient to 525 – but on average the college should maintain above a 525 level of efficiency.
  - arguably – because the district is on a compressed calendar, our standard for efficiency should be slightly higher – but that's a discussion for another time
  - notice over the last few years, though we continue to remain above 525 - NC efficiency has been declining
    - reduction in highly efficient sections that was not sustainable (ex: efficiencies in ANT that were > 1000)
    - student need to add traditionally low efficiency sections to the schedule (ENG and COM)
    - recent retention of some lowly enrolled sections
  - Efficiency rates of the sister colleges and the overall district efficiency were also reviewed
  - In order to continue to remain above 525, please continue the message to all faculty that as long as there is a seat for the student **and** it is pedagogically sound, faculty are encouraged to add students (must obtain permission to add 90+)

- Review of Evaluation of Effectiveness Survey – Dr. Parks
  - Parks lead review and discussion of the Academic Senate and Senate Standing Committees Survey Evaluation of Effectiveness Survey
  - Overall the Committee did well in many categories
  - Dr. Parks reminded everyone to be respectful of the input from fellow APC members
- Review of Planning Council Surveys specifically results for APC – Dr. Parks
  - Again, overall the Committee did well.
  - The Academic Planning Council has implemented some of the suggestions that were made in the survey especially related to clarifying prioritization processes

#### B. Action Items

- Honors Rotation – Ana-Marie Olaerts
  - Suggested two-year rotation of current Honors Courses was distributed. If approved, the rotation will be forward to counseling to start sharing with the students. Motion to approve two-year rotation | moved/second Moore/Bader | approved
- Business Information Worker Certificate – tabled
- Construction Management Certificate – Charles Henkels for Dr. Jim Thomas
  - Henkels reviewed the new position certificate
  - APC recommended a few changes to the language on the POR (modify to current college language)
  - Committee suggested looking at the Program Learning Outcomes
  - Motion for approval of concept for the Construction Management Certificate moved/second Zwart/Boelman | approved
- Facilities Maintenance Certificate – Jesse Lopez and Paul VanHulle
  - Lopez/VanHulle reviewed the new position certificate
  - There is a need for the certificate to fill the gap in the Inland Empire
  - Motion for approval of concept for the Facilities Maintenance Certificate moved/second Zwart/Boelman | approved

### 4. Committee Reports

#### A. Academic Senate

- i. The Senate was not enthusiastic about the revisions to the syllabus shell
  1. Why did we update the syllabus shell?
    - a. Faculty wanted revisions
    - b. The goal is to ensure that all syllabi are current and have up to date information
    - c. The template was a pilot
  2. Why did we remove services?
    - a. This can be added to the optional section

**B. District Enrollment Management**

- i. The committee discussed the current state of the FTES
- ii. There is a concern with the online application for the college. The system allows students to complete the application after the close, even though the students can not actually apply.
- iii. It was suggested that we allow students to enroll annually for the full year
- iv. We need to move up our enrollment dates to similar to other area colleges
- v. The DEMC agreed to explore the suggested ideas

**C. ISPC – no report**

**5. Deans' Reports**

**A. DoI – CTE**

- i. Dr. Fleming has a new baby girl – Welcome baby Aria!

**B. DoI**

- i. Dr. Farrar reminded everyone that the Improvement of Instruction packets are ready for part-time faculty. Please begin to schedule evaluations ASAP.
- ii. Dr. Farrar reminded the Chairs to have the Full-time faculty who are conducting evaluations to review the syllabus.
- iii. The Full-time Improvement of Instructions meetings are on schedule
- iv. District is updating the way that the PDF version of the schedule is produced
  1. First attempt included inactive courses and that should be fixed with the next proof that will be sent out on Monday
  2. There may be some issues with cross-listed sections – watch these for accuracy
  3. Updated PDFs are now possible – we will be deciding how often to update and repost the document
- v. Congratulations to Math and Sciences Department on their amicable separation. The departments will be separated for 17SPR

**6. Good of the order**

Dr. Parks reminded everyone to be fully engaged during the Business Meeting. It was recommended that the committee only meet in OC 110 during the scheduling portion of the meeting.

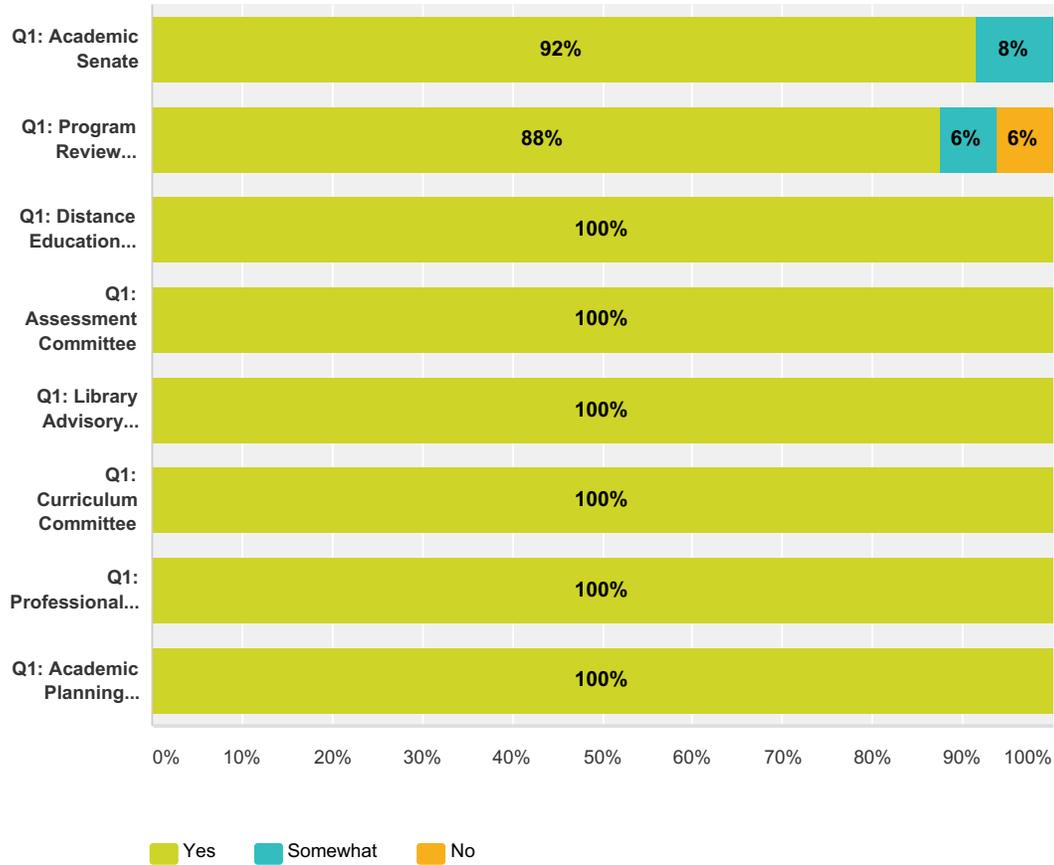
Next meeting

Nov 4, 2016

Business Meeting 9:00am-12:00pm ST 107

## Q2 Do you feel you have a clear understanding of the structure and purpose of this committee?

Answered: 74 Skipped: 0



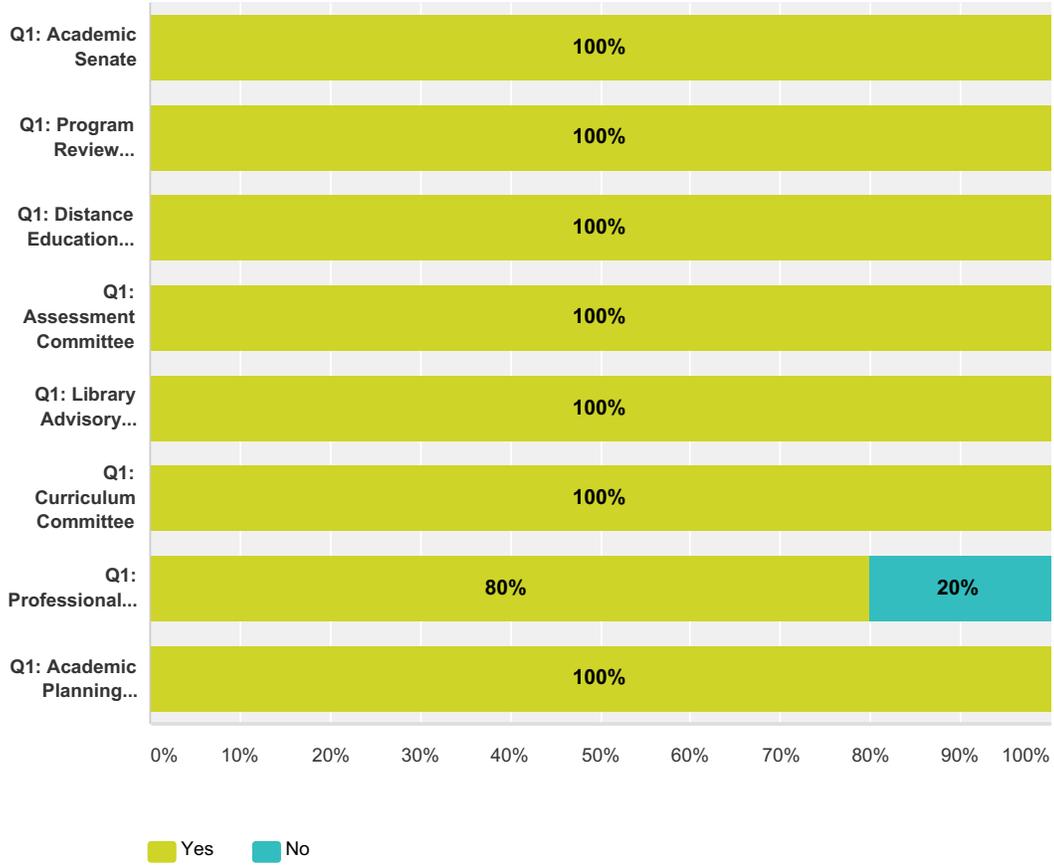
#	Q1: Academic Senate	Date
1	I've very happy with the changes made to the bylaws and the structure of the Senate.	5/23/2016 3:47 PM
#	Q1: Program Review Committee	Date
1	We spent a lot of time this year discussing the meaning and purpose of program review. We have not been able to reach a consensus. Meanwhile, our forms and procedures get longer and longer and more and more involved. Because we don't know what we're trying to do, it is difficult to coherently fulfill our mission.	6/3/2016 4:46 PM
2	I believe the structure and purpose of this committee needs to adapt to a new vision of Program Review at Norco College.	5/31/2016 4:35 PM
3	First year on the committee, still piecing together what the committee does, and how it fits in to the larger college structure.	5/26/2016 12:35 PM
4	We are regularly restructuring to meet the needs of the college so it isn't always clear where we are going but it is always clear where we are.	5/23/2016 11:55 AM
#	Q1: Distance Education Committee	Date
	There are no responses.	
#	Q1: Assessment Committee	Date
	There are no responses.	

## Academic Senate and Senate Standing Committees Evaluation of Effectiveness

#	<b>Q1: Library Advisory Committee</b>	<b>Date</b>
	There are no responses.	
#	<b>Q1: Curriculum Committee</b>	<b>Date</b>
	There are no responses.	
#	<b>Q1: Professional Development Committee</b>	<b>Date</b>
	There are no responses.	
#	<b>Q1: Academic Planning Council</b>	<b>Date</b>
	There are no responses.	

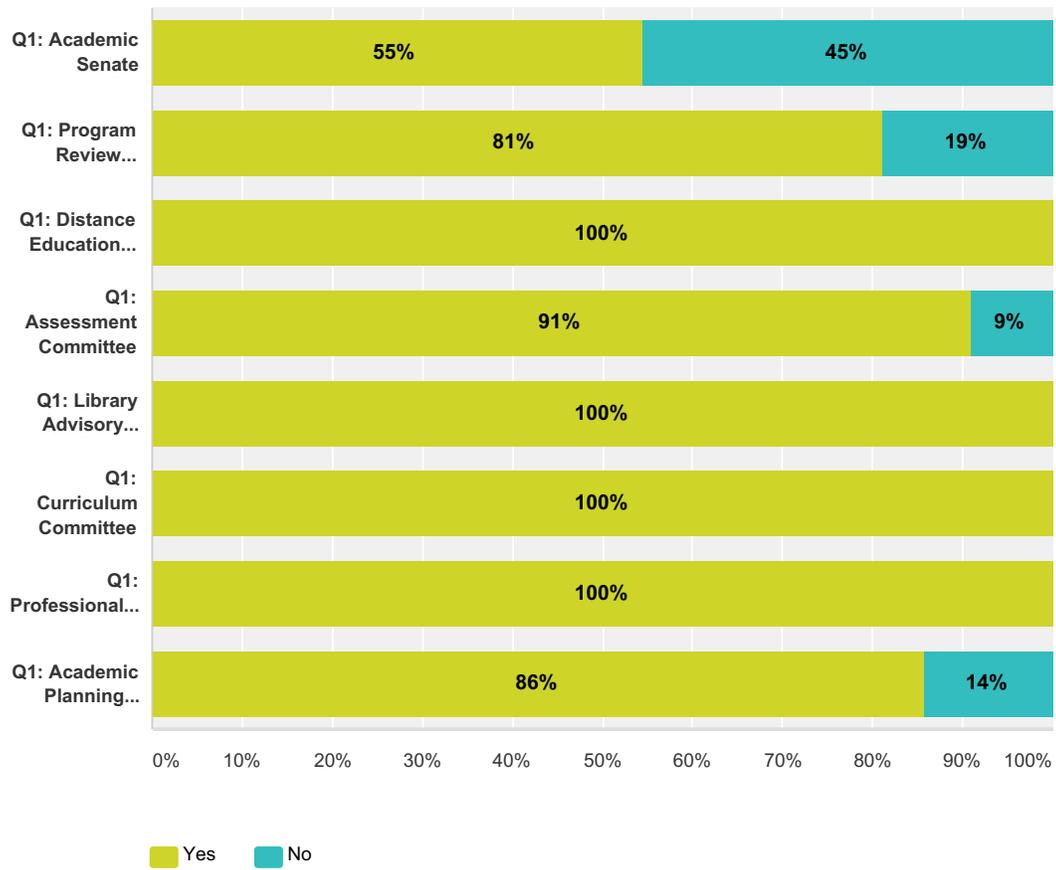
### Q3 Are agendas and minutes provided electronically prior to the committee meetings?

Answered: 74 Skipped: 0



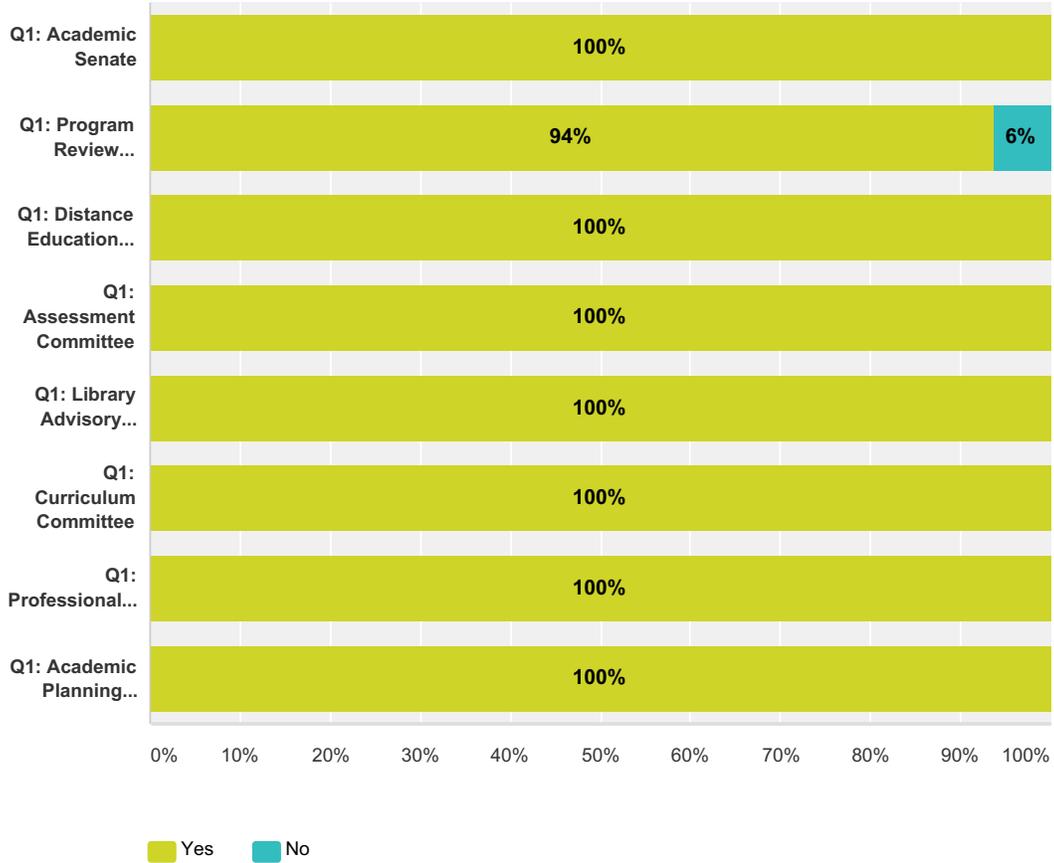
### Q4 Are the agenda items usually completed within the meeting time?

Answered: 73 Skipped: 1



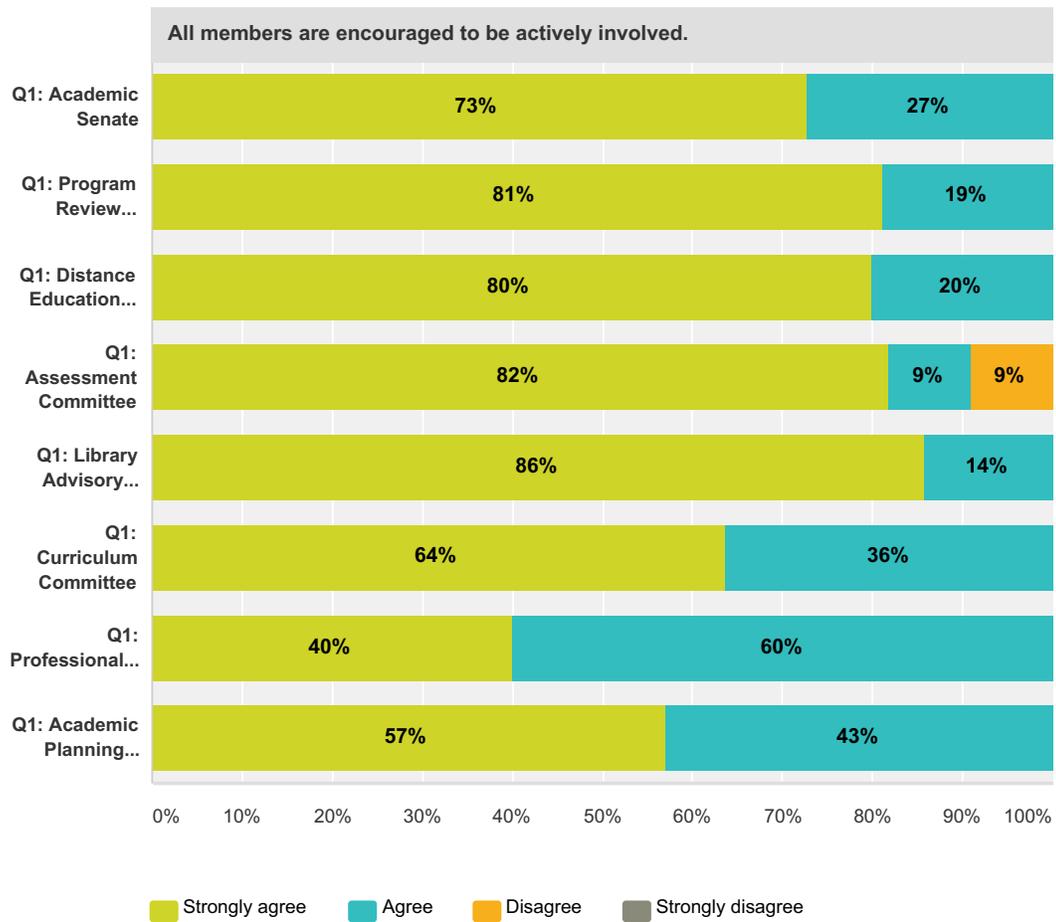
### Q5 Are committee members given adequate information to make informed recommendations and decisions?

Answered: 72 Skipped: 2

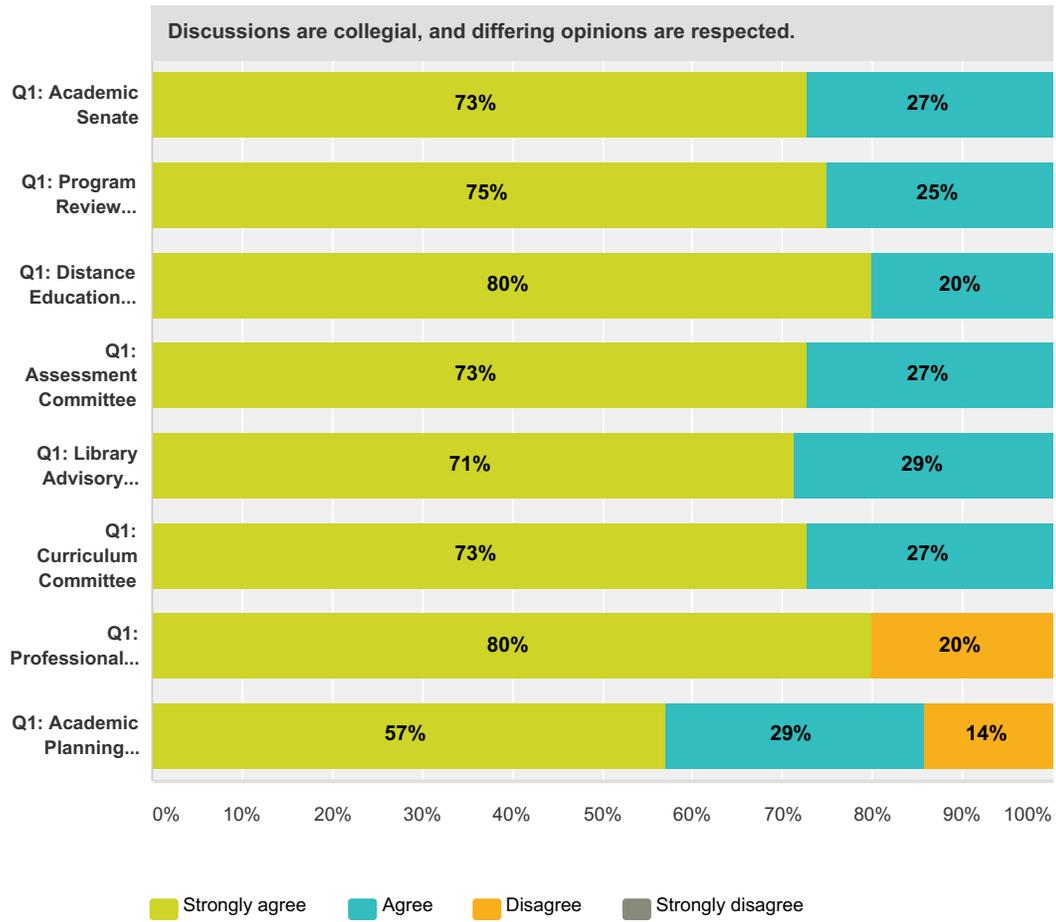


### Q6 Please rate your level of agreement with the following statements:

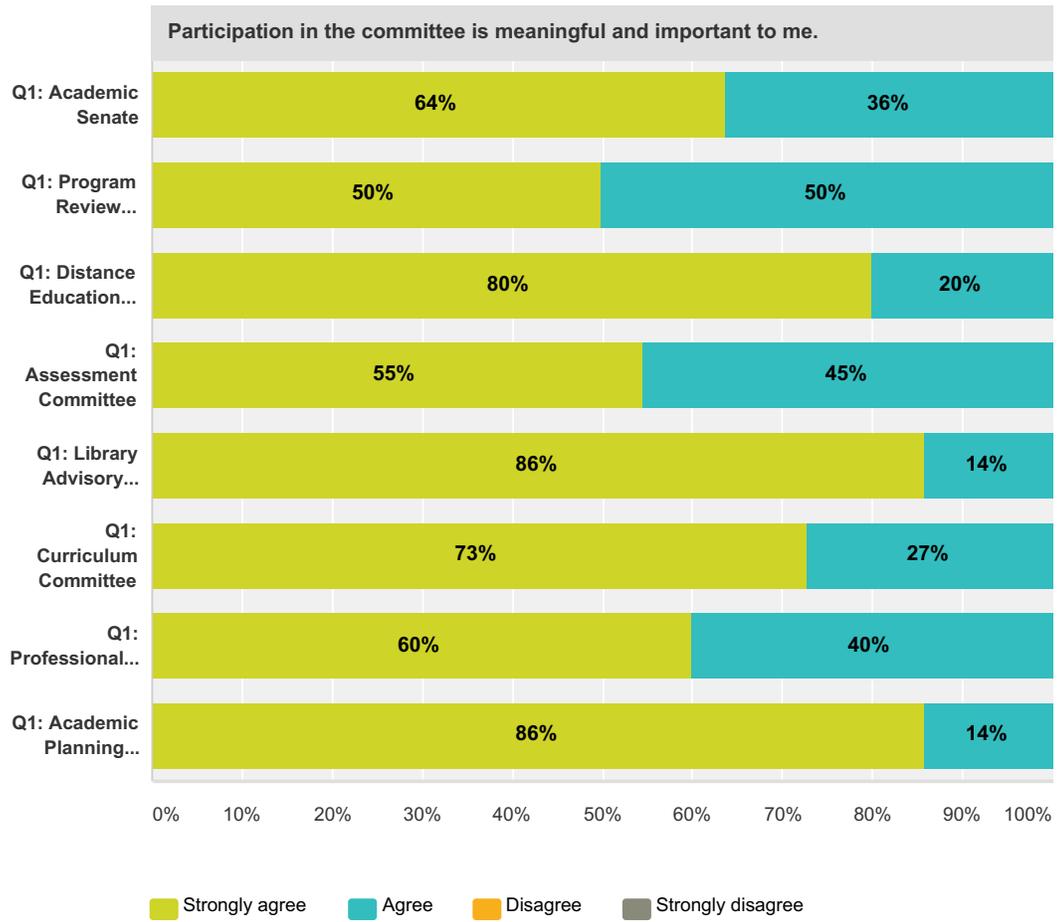
Answered: 74 Skipped: 0



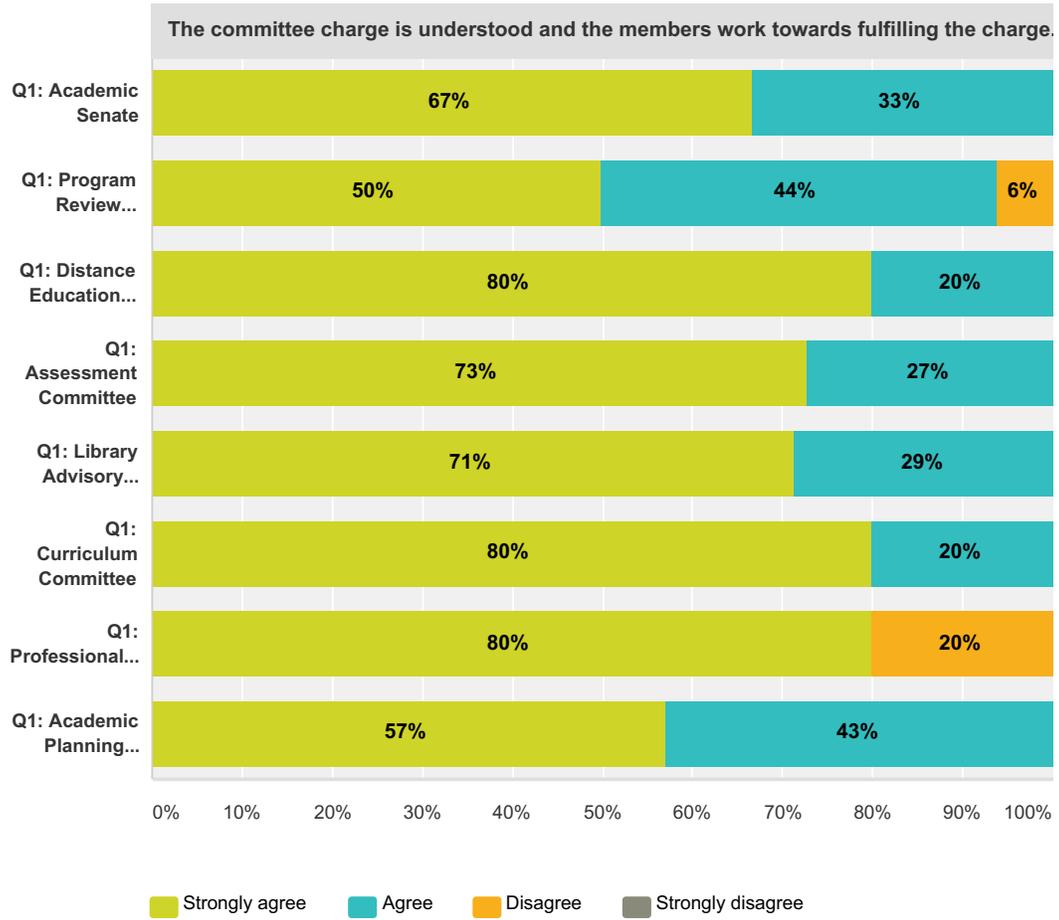
## Academic Senate and Senate Standing Committees Evaluation of Effectiveness



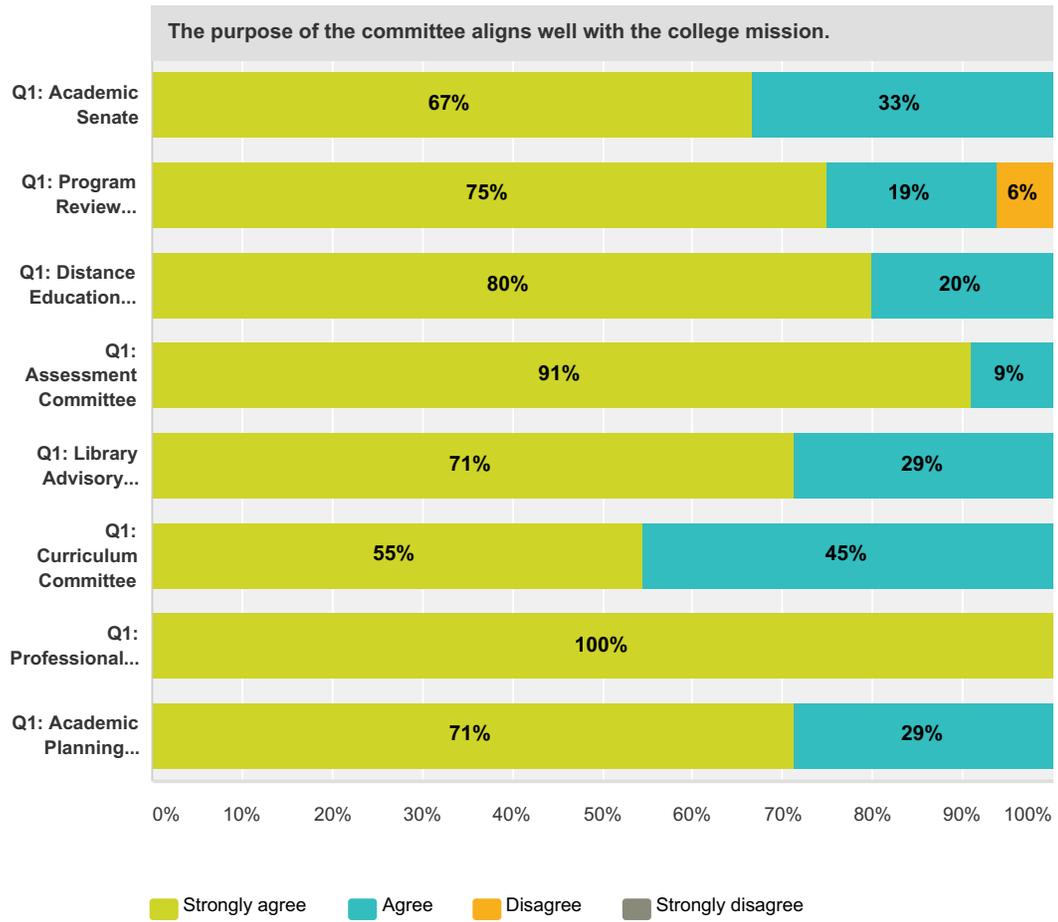
## Academic Senate and Senate Standing Committees Evaluation of Effectiveness



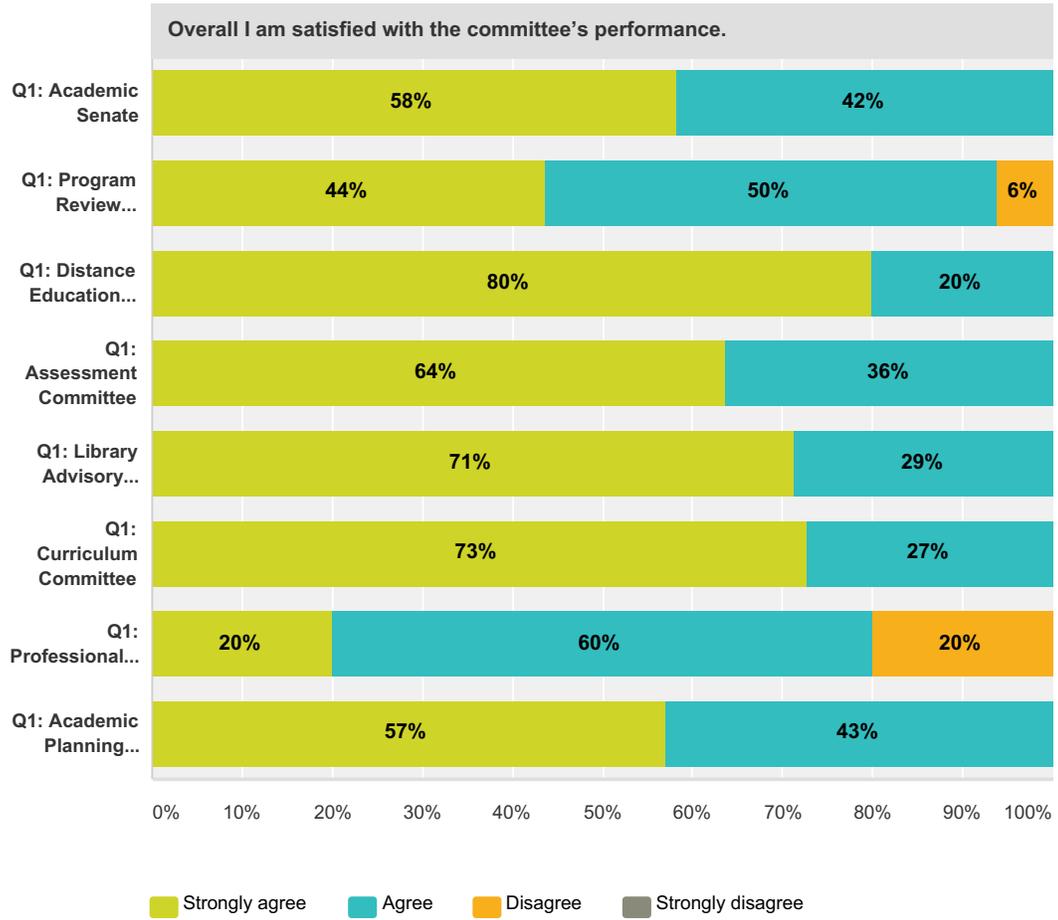
## Academic Senate and Senate Standing Committees Evaluation of Effectiveness



## Academic Senate and Senate Standing Committees Evaluation of Effectiveness

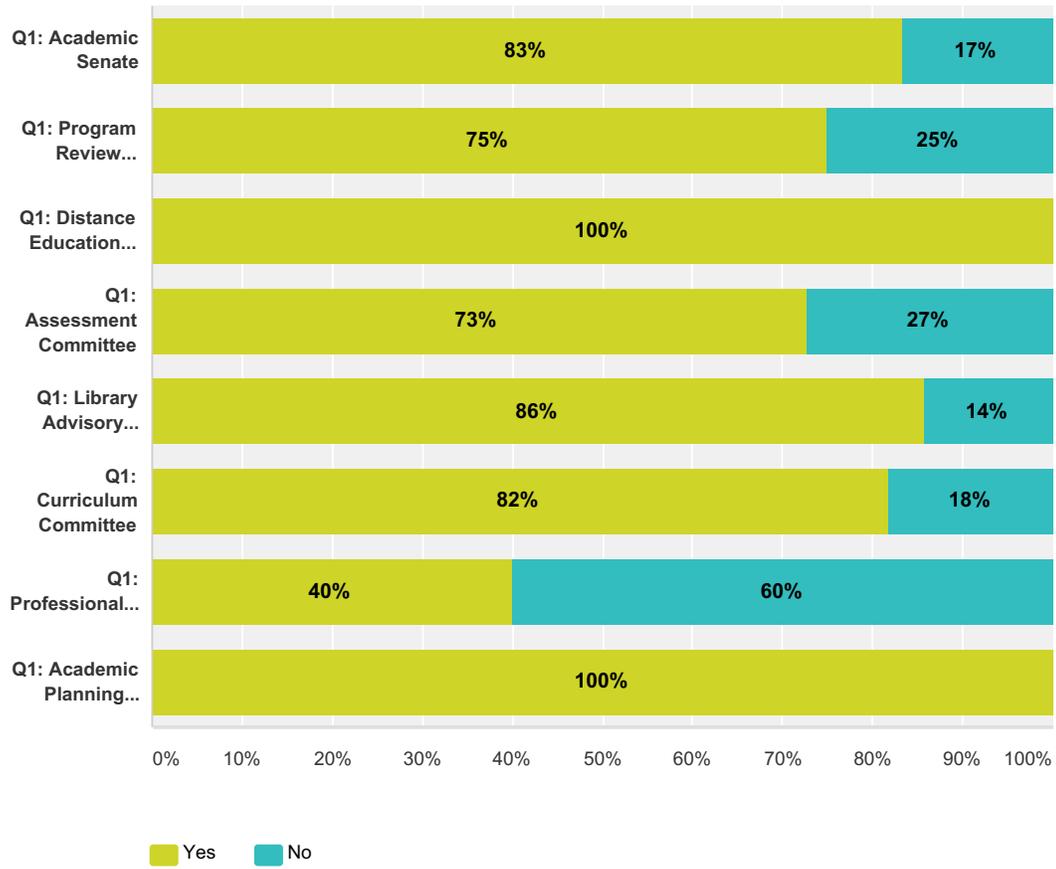


## Academic Senate and Senate Standing Committees Evaluation of Effectiveness



### Q7 Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?

Answered: 74 Skipped: 0



**Q8 Is there something that you would recommend to help the committee function more effectively?**

Answered: 28 Skipped: 46

#	Q1: Academic Senate	Date
1	No	6/7/2016 2:05 PM
2	Actually I am fairly fine on how we function. Everything that I have bore witness to has fallen under the purview of what the Academic Senate is meant to do. With the revising of the Bylaws I think things will become far more smooth. The only thing I can think of to improve the function is to disseminate information more often and earlier. If all of the committee members had a thorough understanding prior to meeting regarding material it would speed up the process to discuss the information.	6/7/2016 12:37 PM
3	Already recommended in meetings.	6/7/2016 8:16 AM
#	Q1: Program Review Committee	Date
1	automate the integration of assessment into PR automate the process so that reports can easily be summarized college-wide for requests, assessment results, request feedback, etc.	6/7/2016 1:21 PM
2	Meetings lack focus and clarity - we seem to spend more time on philosophical issues rather than actually getting things done. These comments are not a reflection of the committee leadership, but rather with committee composition and function. This committee is likely too large to function effectively.	6/3/2016 4:46 PM
3	Work groups and/or sub-committees will help streamline our meetings and make us more productive.	5/31/2016 4:35 PM
4	PR Template is too long; committee needs to automate the data analysis.	5/29/2016 11:39 PM
5	Dr. Alexis Gray doing excellent job. My recommendation is the same as I wrote for professor Burnett. I thing if, school gives extra release times to professor Burnett and professor Gray they work together coordinately, we may have a good results.	5/29/2016 10:02 AM
6	No	5/26/2016 12:35 PM
7	No, I think the committee is functioning well.	5/23/2016 5:23 PM
#	Q1: Distance Education Committee	Date
1	The committee could follow through with the idea of one or two virtual meetings per semester, especially since it is the Distance Ed. committee.	6/8/2016 4:40 PM
#	Q1: Assessment Committee	Date
1	More communication/discussion between meetings, via email and/or small groups, to make the most of our meetings.	5/31/2016 4:31 PM
2	Providing a template for outlining/organizing each department's report may be helpful.	5/29/2016 11:38 PM
3	Dr.Sarah Burnett is the head of assessment committee of Norco college working very hard to come up with an excellent results. My recommendation is that, if Norco college gives more release time to Sarah to spend more time with faculty and other interest group, College will have a good assessment results.	5/29/2016 9:40 AM
4	I think that the committee is very supportive and respectful of all of its members, and this is due to the leadership of the co-chairs. The committee does its work thoroughly and thoughtfully.	5/28/2016 9:35 AM
5	Make sure that all members are really aware of how to conduct assessment and use TracDat	5/27/2016 11:02 AM
#	Q1: Library Advisory Committee	Date
1	Actively encourage more student and community participation.	6/8/2016 4:41 PM
2	No, this is a great committee!	5/31/2016 9:02 AM
3	Not at this time, this committee currently functions very well	5/31/2016 8:44 AM
4	Only that the members of the committee arrive on time, on a regular basis.	5/28/2016 9:30 AM
#	Q1: Curriculum Committee	Date

## Academic Senate and Senate Standing Committees Evaluation of Effectiveness

1	Proper training of Noemi's replacement! Separate fields for objectives and slo's in Curricunet. More input from Distance Ed for hybrid and online classes.	6/7/2016 8:26 AM
2	Succession planning for the Chair. Perhaps a structure with a chair-elect, chair, and past-chair spanning a 3-year term of continuity, mentorship, and support.	6/6/2016 6:19 PM
3	The only thing I would suggest is having representatives from divisions arguing on behalf of any issue come to meeting to present their arguments; often we had to defer votes due to unclear issues, and this would help speed the process along.	6/6/2016 5:28 PM
4	Meeting time should be extended to 2 hours instead of 1.5 hours for those days when there is a lot to cover. We could always end early if there is a light agenda.	6/6/2016 3:17 PM
<b>#</b>	<b>Q1: Professional Development Committee</b>	<b>Date</b>
1	Committee members should research and document what Professional Development is and is not in order to judge if the charge and activities of the committee are on target.	6/8/2016 2:07 PM
2	The committee only focuses on training faculty. I have asked multiple times for this committee to also focus on classified staff and managers. There are colleges that have separate committees for staff and faculty. This may be the route that needs to be taken in order to satisfy the needs of staff members. On another note, this committee should meet monthly regardless of the faculty schedule. I believe that however takes the responsibility of chairing this committee should have the expectation that it needs to meet a bit more often.	5/24/2016 8:00 AM
<b>#</b>	<b>Q1: Academic Planning Council</b>	<b>Date</b>
1	N/A	5/25/2016 2:25 PM
2	Beginning of the term, introductions and also the basis for the meetings and committee overview for new members. It took me a year until I fully understood. Also the Roberts rules of order should be established or reminded. Understanding the process of negotiation and bargaining also took awhile and it was very difficult to advocate for any positions with the current budget. Lack of tenure positions has made our departments suffer with keeping and retaining faculty.	5/23/2016 1:38 PM

**Q9 Please make suggestions on how this evaluation (survey) could be improved:**

Answered: 12 Skipped: 62

#	Q1: Academic Senate	Date
1	fewer surveys	6/7/2016 2:05 PM
2	The questions should be more involved with particulars rather than generalizations because the questions seem the typical stock that, when answers are given, showcase pats on the back or don't give credible feedback. Questions requiring in-depth answers to some of these questions would go a long way in giving a clearer sense to the individuals answering some of these questions: " Are the agenda items usually completed within the meeting time?" Mostly. At times there has been cases for extensions when certain agenda items require a more lengthy discussion rather than be putting off to the next meeting. These meetings are more productive at times because it allows more information and thought to be disseminated. At other times the extensions seem to create cycles of redundancy with the same explanation given repeatedly showcasing a closed minded argument that doesn't really progress the necessity of the subject being discussed. Overall, however, agenda items are mostly completed within the regularly slotted time for the meetings. It allows for different thinkers to respond how they choose rather than two contrasting bubbles.	6/7/2016 12:37 PM
3	Consider adding questions directly geared to chairs and cochair a of standing committees that don't attend all meetings	6/7/2016 8:49 AM
#	Q1: Program Review Committee	Date
1	It is a good evaluation questions.	5/29/2016 10:02 AM
2	No suggestions, the evaluation is fine.	5/26/2016 12:35 PM
#	Q1: Distance Education Committee	Date
	There are no responses.	
#	Q1: Assessment Committee	Date
1	Ask the members to submit questions they want to see on the survey.	5/31/2016 4:31 PM
2	it is good, no recommendation.	5/29/2016 9:40 AM
#	Q1: Library Advisory Committee	Date
1	None.	5/31/2016 9:02 AM
2	send earlier too close to the end of the semester	5/31/2016 8:44 AM
3	no suggestions.	5/28/2016 9:30 AM
#	Q1: Curriculum Committee	Date
1	no suggestions	6/6/2016 5:28 PM
#	Q1: Professional Development Committee	Date
	There are no responses.	
#	Q1: Academic Planning Council	Date
1	N/A	5/25/2016 2:25 PM

## RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R X M N X

**Commented [TVB1]:** Indicate which college(s) this program or certificate is anticipated to be offered at.

**Certificate/Program Title:** Business Information Worker

**Commented [TVB2]:** Program or certificate title.

**PROGRAM PREREQUISITE:**

None

**Commented [TVB3]:** List the program or certificate prerequisites. If there are none, please indicate, "None."

**SHORT DESCRIPTION of PROGRAM**

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

**Commented [TVB4]:** Please provide a short description of the program or certificate. This description appears in the catalog, and should convey the certificate's or program's goals and also what students may expect as an outcome.

**PROGRAM LEARNING OUTCOMES**

Upon successful completion of this program, students should be able to:

- Demonstrate computer literacy with respect to computer hardware and software applications.
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks using common formulas, data and 'what if' scenario tools to organize and convey information.

**Commented [TVB5]:** Using the bullet-tool, please list the certificate's or program's Student Learning Outcomes.

**Required Courses** (19 units)

	<u>Units</u>
CAT-1A Business Etiquette	1
CAT/CIS/BUS-3 Computer Applications for Business	3
CAT-31 Business Communications	3
CAT-51 Intermediate Keyboarding/Document Formatting	3
CAT/CIS-90 Microsoft Outlook	3
CAT/CIS-93 Computers for Beginners	3
CAT/CIS-98A Introduction to Excel	1.5
CAT/CIS-98B Advanced Excel	1.5

**Commented [TVB6]:** Please list the required courses that students must take. List the course number, course title from the catalog, and the number of units.

Please refer to the catalog for examples of programs or certificates, and how they are formatted.

**Total Units:**

**19**

**Commented [TVB7]:** Please list the total number of units required to earn this program award or certificate.

**Associate of Science Degree**

The Associate of Science Degree in Business Information Worker will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

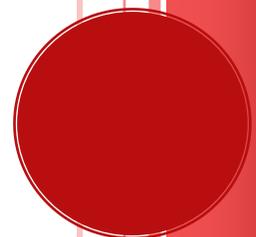
# **PLANNING COUNCILS SURVEY**

*Fall 2015*

**Results of the Survey of Effectiveness for the Planning Councils**

**Office of Institutional Effectiveness**

**1/6/2016**



# PLANNING COUNCILS SURVEY

## *Fall 2015*

The Planning Councils Survey is administered to determine members' satisfaction with the processes involved in committee level planning, program review, resource allocation and decision-making; to annually evaluate the criteria used for prioritization; and to assess members' perceptions regarding the degree to which the above processes are effective and integrated at the planning council level. On November 17, 2017, the Planning Councils Survey was sent out to the co-chairs of the Academic Planning Council (APC), Student Services Planning Council (SSPC), and Business and Facilities Planning Council (BFPC). Thirty-five members from the three councils responded with the following distribution of respondents:

Planning Council	Response Rate	Response Count
Academic Planning Council (APC)	100%	12
Business & Facilities Planning Council (BFPC)	55%	10
Student Services Planning Council (SSPC)	57%	13

The Academic Planning Council has 12 members listed on their webpage and the statement of purpose is as follows: *The Academic Planning Council (APC) is a standing committee of the Academic Senate, comprised of faculty chairs, co-chairs, and assistant chairs. The APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.*

The Business and Facilities Planning Council's has 18 members listed on their webpage and the statement of purpose is as follows: *The Business Facilities Planning Council (BFPC) is a standing committee and is part of the college Strategic Planning Process. The BFPC is comprised of faculty, staff, students and administrators. The BFPC recommends budgeting of additional funds as they become available as well as budget cuts when necessary. The BFPC recommendations go to the ISPC for approval before being forwarded to the President of the college.*

The Student Services Planning Council's has 23 members listed on their webpage and the statement of purpose is as follows: *Guided by the college mission, the Student Services Planning Council is a representative group of student services professionals that produces data-driven recommendations to increase the effectiveness of student services programs. The council drives the student services program review process, provides guidance to administrative decision-makers by developing ranking criteria, and prioritizes requests generated through program review.*

The survey is comprised of 10 questions requesting members to rate their level of agreement or satisfaction with survey items. The following is a disaggregation by council of responses for each of the items on the survey. Question 1 asked council members to rank the relevancy of data used to rank the various positions and equipment requests made in program reviews.

<b>Q2: This planning council used relevant data to rank positions and equipment in the prioritization process.</b>					
<b>Answer Options</b>	<b>Academic Planning Council (APC)</b>	<b>Business &amp; Facilities Planning Council (BFPC)</b>	<b>Student Services Planning Council (SSPC)</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	7	5	8	57.1%	20
Somewhat Agree	5	4	3	34.3%	12
Somewhat Disagree	0	1	1	5.7%	2
Strongly Disagree	0	0	1	2.9%	1
If you disagree, please state why					4
<i>answered question</i>					<b>35</b>
<i>skipped question</i>					<b>0</b>

As indicated by the response count for the statements of disagreement, four respondents made statements as indicated below. This question showed some of the highest disagreement, as well as some of the longest explanations for the disagreement ratings.

<b>Academic Planning Council (APC)</b>	<b>Business &amp; Facilities Planning Council (BFPC)</b>	<b>Student Services Planning Council (SSPC)</b>	<b>If you disagree, please state why</b>
	X		Although a rubric was supposed to be used for ranking, ranking scores weren't submitted as part of the process. This puts into question whether people even used the rubric.
	X		I don't disagree however I believe that using more data such as whether the position used to exist, workload, etc would be useful.

Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
X			<p>The data could be better presented, guiding principles made more obvious, and analysis of data better directed so that the process is more easily navigated.</p> <p>None the less, the council was provided with/used relevant data for the purposes of ranking positions.</p> <p>Each department ranks equipment independently - perhaps relevant data, guiding principles, etc. could be specifically developed for that purpose. Perhaps the existing structures could be applied to equipment ranking.</p> <p>This needs to be better defined by APC.</p>
		X	<p>Ranking often seemed to be by "gut" feeling rather than more concrete impact factors... This was my first time going through the ranking process and I felt I had little other than my own interpretation of the need/impact of a particular position or piece of equipment upon which to base my decision. I'm not sure if it would require too much additional work, but a clear display of expected cost, number of affected students, areas of campus, etc would be greatly appreciated, preferably in a tabular form for easy visual identification.</p>

Although the above statements indicate some possibility that rubrics could be better utilized or integrated into the ranking process for BFPC and SSPC, the overall agreement rate was quite high (91.4%) that relevant data were used to rank.

Q3: This planning council had open dialogue throughout the prioritization process.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	9	9	9	77.1%	27
Somewhat Agree	3	1	3	20.0%	7
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					1
<i>answered question</i>					35
<i>skipped question</i>					0

Question 3 on the survey indicated solid agreement for most members in the councils regarding open dialogue throughout the prioritization process across all three planning councils. The one disagreement response made a comment to explain and is shown below.

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
1			X	This year the committee, in an attempt to reduce approval time, agreed to limit discussion on requested positions/equipment. Important details became apparent however, during the final approval process when certain positions were revealed to be tied closely to accreditation or legislative/funding mandates. Other positions/equipment needs were revealed to already be funded by external funding sources. Some of these details would have been helpful during the initial ranking process.

Question 4 addressed the criteria or rubrics used for prioritization. At over 94% agreement, as indicated below, the rubrics seem to be relevant to the ranking process. There was some disagreement and those statements are also shown below.

Q4: The ranking criteria (rubrics) used for the prioritization process were relevant.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	2	3	9	40.0%	14
Somewhat Agree	9	6	4	54.3%	19
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	1	1	0	5.7%	2
If you disagree, please state why					2
				<i>answered question</i>	<b>35</b>
				<i>skipped question</i>	<b>0</b>

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
1		X		I think the rubrics aren't applicable across all areas - business services, academic affairs, student services. I also think a separate rubric should be used for personnel requests.
2		X		May want to consider separate rubrics and ranking lists for academic affairs, business/facilities, and student services.

Question 5 requested ratings on the understanding of council members regarding how prioritized resource requests are used in the resource allocation process. Again, over 94% of the council respondents indicated that they agreed with this statement. Two council members indicated disagreement and their statements are below.

Q5: I understand how the prioritized resource requests are used for resource allocation.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	10	8	9	77.1%	27
Somewhat Agree	1	2	3	17.1%	6
Somewhat Disagree	1	0	1	5.7%	2
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					2
<i>answered question</i>					<b>35</b>
<i>skipped question</i>					<b>0</b>

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
1	X			Our resource allocation process is broken
2			X	I understand that our ranking influences decisions, but ultimately I feel our recommendations may have little (or at least less) impact on the final decisions made when actual funding is the determining factor.

Question 6 addressed whether the planning council membership was representative of the necessary stakeholders. Although 34 out of 35 council members indicated that their council was representative, there were three statements indicating some level of disagreement with the question. All of the results, including statements of disagreement, are shown below.

<b>Q6: The membership of this planning council is a representative body of the necessary stakeholders.</b>					
<b>Answer Options</b>	<b>Academic Planning Council (APC)</b>	<b>Business &amp; Facilities Planning Council (BFPC)</b>	<b>Student Services Planning Council (SSPC)</b>	<b>Response Percent</b>	<b>Response Count</b>
Strongly Agree	8	9	8	71.4%	25
Somewhat Agree	4	1	4	25.7%	9
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
If you disagree, which stakeholders are missing					3
<i>answered question</i>					<b>35</b>
<i>skipped question</i>					<b>0</b>

<b>Number</b>	<b>Academic Planning Council (APC)</b>	<b>Business &amp; Facilities Planning Council (BFPC)</b>	<b>Student Services Planning Council (SSPC)</b>	<b>If you disagree, which stakeholders are missing</b>
1			X	Not all stakeholders are involved and very heavy in some areas which skewed the vote.
2			X	Students not included
3	X			It is a shame that some disciplines have temporarily relinquished the responsibilities of faculty department chair to an administrator. I am hopeful that soon faculty will again take on this professional obligation.

Question 7 requested feedback on council members' perceptions on how important of a role their council plays in strategic planning. Similar to the previous question, 34 out of 35 respondents agreed at some level (most of which were strongly agreed) that the council played an important role.

Q7: This planning council plays an important role in strategic planning.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	10	9	9	80.0%	28
Somewhat Agree	2	1	3	17.1%	6
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
<i>answered question</i>					<b>35</b>
<i>skipped question</i>					<b>0</b>

Since Question 8 is somewhat related to the previous, it is not surprising that the responses mirror Question 7. Since the prioritization process is integral to the strategic planning process, it follows that council members agreed in a similar pattern as the previous question.

Q8: This planning council plays an important role in the prioritization process.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	9	9	9	77.1%	27
Somewhat Agree	3	1	3	20.0%	7
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
<i>answered question</i>					<b>35</b>
<i>skipped question</i>					<b>0</b>

Questions 9 and 10 assessed the level of satisfaction and connectedness of the following processes to the activities of the three planning councils:

- Strategic Planning
- Program Review
- Assessment of Student Learning
- Resource Allocation
- Decision-Making Processes

If any statements regarding disagreement were given, they are shown after the response table.

9: Pertaining to the activities of this planning council, how satisfied were you with the following:				
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Count
<b>Strategic Planning</b>				
Very Dissatisfied	0	0	0	
Dissatisfied	1	0	1	
Satisfied	5	3	7	
Very Satisfied	6	7	5	
	12	10	13	35
<b>Program Review</b>				
Very Dissatisfied	0	0	0	
Dissatisfied	1	0	1	
Satisfied	7	5	7	
Very Satisfied	4	5	5	
	12	10	13	35
<b>Assessment</b>				
Very Dissatisfied	0	0	0	
Dissatisfied	2	0	0	
Satisfied	6	8	8	
Very Satisfied	4	2	5	
	12	10	13	35
<b>Resource Allocation</b>				
Very Dissatisfied	0	0	1	
Dissatisfied	1	0	0	
Satisfied	7	3	7	
Very Satisfied	4	7	5	
	12	10	13	35
<b>Decision-Making Processes</b>				
Very Dissatisfied	0	0	1	
Dissatisfied	2	0	0	
Satisfied	3	3	7	
Very Satisfied	7	7	5	
	12	10	13	35
<b>Committee-Level Planning</b>				
Very Dissatisfied	0	0	0	
Dissatisfied	1	0	1	
Satisfied	3	3	7	
Very Satisfied	8	7	5	
	12	10	13	35
If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above, please explain your rating				4
				<i>answered question</i> 32
				<i>skipped question</i> 0

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above please explain your rating below
1	X			Decisions made are difficult to get heard. Some of the things said in meetings can be unprofessional. Last minute decisions made after prioritization is a problem. Moving up ranks after committee did vote and not all quorum was present should not be part of process. Concerns were addressed with Dean of Instruction and all comments made and recommendations from last year were made yet still caused issues this year. The committee runs well with planning and rubric yet the personal comments made affect the process. Prior to the voting process input from departments and clearer understanding of the needs were presented yet it did not reflect the voting and ranking. Categorical funding was also seen differently in the prioritization and ranking process. A separate list or need for the APC to review categorical and tenure track is important since these are all faculty positions. Student success funding has to go through APC process. This created a big issue and affected the voting.
2			X	I was very sad about the funding that did not come to Norco after the budgeting was completed from RCC. The process was hopeful for many positions needed yet after the budget allocation, it denied Norco of our funding. Norco college functions as a separate college yet the budget allocation is affecting our distribution of funding to support our positions, functions and the goals that are mandated on us. Also the space is not allowing us to grow.
3			X	I don't believe that the program reviews drive the decisions. Democracy is a tool of majority and mediocrity not what is just or right, and that is how this process is driven in the main.  Further, stake holders are disproportionately represented in this body.
4	X			Our resource allocation process is confusing and subjective.

Q10:How well integrated were the following processes with the activities of this planning council:				
Answer Options	Please choose the appropriate planning council:			Response Count
	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	
<b>Strategic Planning</b>				
Not Well Linked	1	0	0	
Somewhat Linked	2	2	3	
Very Well Linked	9	8	10	
	12	10	13	35
<b>Program Review</b>				
Not Well Linked	1	0	1	
Somewhat Linked	5	4	1	
Very Well Linked	6	6	11	
	12	10	13	35
<b>Assessment</b>				
Not Well Linked	1	1	0	
Somewhat Linked	5	5	2	
Very Well Linked	6	4	11	
	12	10	13	35
<b>Resource Allocation</b>				
Not Well Linked	1	0	1	
Somewhat Linked	3	1	3	
Very Well Linked	8	9	9	
	12	10	13	35
<b>Decision-Making Processes</b>				
Not Well Linked	1	0	0	
Somewhat Linked	3	1	4	
Very Well Linked	7	9	8	
	11	10	12	33
			<i>answered question</i>	35
			<i>skipped question</i>	0

Questions 9 and 10 showed high levels of satisfaction and integration with each of these activities and the activities of the planning councils. For each of these questions, the number of negative respondents was never more than three. However, for this question and all other previous questions with statements of disagreement, it would be worthy of co-chairs' time and effort to review and address these issues, possibly during council meetings.

In summary, the Planning Councils Survey for 2015-16 indicated that respondents across all planning councils were strongly positive in their ratings across all questions in the survey. In comparison to previous years, there seemed to be an increase in the number

and substance of statements made regarding disagreement. These statements provide council co-chairs valuable qualitative data on which to begin dialogue and ultimately work toward improving effectiveness of council's processes. This report was created as a tool to summarize data and to assist councils as they work to improvement their effectiveness.

# RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R\_\_\_ M\_\_\_ N\_X\_\_\_

TOPs Code: 0957

## Construction Management

### PROGRAM PREREQUISITE:

None.

### SHORT DESCRIPTION of PROGRAM

This program generally prepares individuals to understand the people and principle phases involved in the management of construction projects. This program will introduce the skills required to effectively manage and supervise a construction team. This includes understanding the basics for estimating, scheduling, and controlling costs of a construction project. Completion of this program prepares students for gainful employment as a construction manager, foreman, construction area manager, construction superintendent, or construction project manager.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Understand the people involved and the principle phases in the design of the construction process.
2. Apply the skills required to effectively manage and supervise a construction management team.
3. Understand the basics for estimating, scheduling, and controlling costs of construction projects.

### Required Core Courses (18 Units)

		<u>Units</u>
CON 62	Blueprint Reading	3
CON 73	Project Planning for Site Construction	3
CON 74	Construction Estimating	3
CON 80	Construction Scheduling	3
ENE 27	Technical Communications	3
MAG 51	Elements of Supervision	3

### Electives (6-7 units)

		<u>Units</u>
CON-63A	Uniform Building Codes and Operations	3
CON-64	Office Procedure and Field Inspection	3
CON-66	National Electrical Code	3
ELE-77	Electrical Theory	3
ELE 408	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE 409	Electrician Specialty Systems	3.5
ELE 424	Intro to Digital Electronics & Signaling Devices	3.5
ELE 425	Management/Alarms/Codes/Circuits	3.5

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**Total Units:**

**24-25**

Associate of Science Degree

The Associate of Science Degree in Construction Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

# RIVERSIDE COMMUNITY COLLEGE DISTRICT PROGRAM OUTLINE of RECORD

College: R\_\_\_ M\_\_\_ N\_X\_\_

TOPs Code: 0952.20

## Facilities Maintenance

### PROGRAM PREREQUISITE:

None.

### DESCRIPTION of PROGRAM

Students will gain skills in: safety standards, technical math, blueprint reading, troubleshooting, preventative maintenance, drive components, lubrication, bearings, wiring methods, hydraulics, pneumatics, basic electricity, technical communication and more. Students will learn and apply maintenance methods to repair and maintain commercial or industrial machinery in buildings, in a plant or factory setting, and ensure the machines' proper functionality.

This program prepares students for jobs such as entry-level facility maintenance technician, field service technician, industrial maintenance technician, maintenance mechanic, or maintenance repair mechanic.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge of maintenance techniques.
- Apply maintenance fundamentals to simulated and actual workplace applications.
- Recognize, identify, and describe the functions of hand and power tools.
- Troubleshoot and repair a given, complex configuration of maintenance equipment and create a thorough report, including necessary interactions with tools and safety standards.

### Required Courses:

	<b>Units</b>
MAN-55: Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
ELE/MAN-##: Fundamentals of Tooling and Test Equipment	2
ELE/MAN-##: Fundamentals of Maintenance	3
ELE/ENE-27: Technical Communications	3
ENE-51: Blueprint Reading	2
ELE/MAN-77: Electrical Theory	3
MAN-60: Hydraulic and Pneumatics Systems	3
ELE/CON-66: National Electrical Code	3
ENE 60: Math for Engineering Technology/Applied Industrial Math or	3
MAT 36: Trigonometry	4

### **Total Units:**

**24-25**

Associate of Science Degree

The Associate of Science Degree in Facilities Maintenance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.