

Norco College
Academic Planning Council Meeting
Nov 4, 2016
9:00-1:00 ST 107

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

Absent: Dr. Kevin Fleming

Visiting: Dr. Diane Dieckmeyer and Colleen Molko

1. Approve Minutes

Motion to approve minutes from October 14, 2016 | Boelman/Gray approved with 1 abstention

2. Information Items

A. New - Information

i. Updating Prioritization Process

a. Review of process

- i. We need to remind/review the meaning of the data EACH YEAR.
- ii. The committee will review all 19 positions and will do the same thing again next year.
- iii. NEXT YEAR, the committee will not just hear from the department chairs, but will invite anyone from the college community to speak on behalf of any requested position.

b. Motion to send Program Review Committee the comments and feedback.

- i. Gray explained that Program Review is being added to TracDat and is being piloted in 17 Spring with a rollout in 17 Fall. Dr. Gray would like everyone to send their input to her alexis.gray@norcocollege.edu or to ProgramReview@Norcocollege.edu.

ii. Updating Scheduling Process

a. Good news the interviews for the Instruction Technology Specialist position are being held in November and should make it to the December Board.

b. Overview of process

- i. The previous year is moved into R25 (16 Spring for 17 Spring)
- ii. Tickets are to be turned in the week before the scheduling meeting
- iii. Friday the Chairs should come to the meeting with their room and time conflicts to be resolved.
 - On November 2, 2016 IT cleared and reimported everything into R25/25Live and turned on transaction mode from Datatel to R25/25LIVE.
 - DoI will run a CSPU and CSAR and identify room conflicts. Will be in touch with you individually to resolve.
 - According to IT, R25 will no longer be supported, we need a solution for scheduling purposes. Farrar is working with Scott Tracy to resolve.

- iii. Monthly FTES update
 - a. Norco College is doing well and currently slightly above annual target without the Summer rollback
 - b. After the Summer rollback, we are slightly under.
 - c. Concern was expressed about the amount of money that Norco receives compared to the other colleges per FTES.
 - d. The Dean reminded the Chairs to encourage their faculty to make sure their classes are full. Fill the room as long as there is a seat available.
 - e. Norco is almost at capacity and may need to explore other facilities options if FTES targets continue to increase OR explore other options for generating FTES.

B. Follow-up Items

- i. Equipment Prioritization – please send your Equipment lists to DoI
- ii. 17WIN scheduling update – No current problems with this schedule
- iii. 17SPR schedule update
The IDSs are scheduling, there are some room conflicts. Expect emails from DoI to resolve. Dr. Farrar does not expect you to answer over the weekend.

3. Action Items

A. Business Information Worker Certificate – POR

- i. Entry level statewide focus on computer skills
- ii. Norco is already offering most courses needed for the certificate
- iii. Labor market report through 2020 +9%. Which equates to 4000 jobs opening annually.
- iv. **M/S Zwart/Gray** Concept approved unanimously.

B. Prioritization

- i. Gather items to send to Program Review
- ii. The Technology Committee sent a reminder email to Dr. Parks and Dr. Farrar to share with APC. There are additional forms that must be completed by anyone who requested Technology purchases in APR.
 - All requestors need to complete the forms that were attached to the email.
 - Concerns:
 - a. Forms do not work on MAC's.
 - b. The departments have already been asked to prioritize these items with all other equipment. Was that necessary?
 - c. Can the Tech Committees needs be merged into the APR form so that work is not duplicated?
 - d. Bader asked what is the process to have computers removed from a classroom. There is a form that needs to be completed and submitted to the Technology Committee.
 - APC recommended that until APR and Tech Committee could resolve this – that Tech Committee approach individuals separately

- iii. Bader requested that a work group be established to examine use of rooms.
 - Optimize room usage
 - Establish order of priority
 - Dr. Farrar called for chairs support. The following chairs volunteered: Bader, Olaerts, Zwart, Tran, Boelman, Gray, Parks, Worsham
 - Dr. Parks will set up committee meetings for 17WIN

4. Committee Reports

a. Academic Senate

- i. The syllabus shell was approved to move forward with minor revisions.
 - 1. Dr. Farrar asked Dr. Gray to follow-up with Peggy Campo for revisions.
 - 2. Requested that the final document be sent to the DoI
- ii. Distant Education meets the 1st Thursday of the month. If you teach Distant Education you will want to attend the meeting. The committee is looking at new LMS and other items.
 - 1. There is a growing option for online courses to be offered statewide.
 - 2. Faculty need to remain informed about the Online Education Initiative (OEI).

b. District Enrollment Management

- i. Shared marketing update on portal. There is a problem with the system.
- ii. Discussed the potential to offer year round enrollment. Students are not able to apply because of our current process.
- iii. The current online application process needs to be updated.
 - 1. 17K students were not able to apply after completing the application.
 - 2. 17K students applied but did not register.
 - 3. Norco emails the students to remind them to register
 - 4. Other local colleges close the registration window and reopen the window 3 hours later.
 - 5. The technology to do this is available but it has never been used.
 - 6. In order for our District to stay competitive with other local colleges we have to look into new ideas.
 - 7. There was continuous dialogue on options that the District can take to move forward.
 - 8. Dr. Farrar reminded the committee that the Calendar has to be approved in advance in order to be able to schedule ahead.

c. ISPC

- i. Update on Completion Initiative
- ii. Meta Majors are being discussed

5. Deans' Reports

- a. DoI – CTE
 - i. Dr. Fleming will be back on Monday, November 7.
- b. DoI
 - i. Reminded the committee that large lecture classes have to be approved ahead of time. We had two faculty members that are teaching large lecture, but did not get approval ahead of time. This could have caused issues with their TA's, but in this case it did not.
 - ii. Part Time Improvement of Instruction
 - 1. Asked the chairs to work with their full time faculty who are completing the Improvement of Instruction for part-timers. Please work to turn them in on time.
 - 2. There is a sign on IT 200 informing students and faculty to please turn in the Student Surveys to the college receptionist when the office is closed.

6. Good of the order

Dr. Farrar reminded everyone to not be on the computers while the committee was reviewing business. It was recommended that the committee only meet in OC 110 during the scheduling portion of the meeting.

Next meeting

Dec 2, 2016

Business Meeting 9:00am-1:00pm IT 218

Department Chair Ranking 2016-17

Full-time Position Requested	Priority
Counselor-General (Tenure-Track)	1
Early Childhood Education	2
Art	3
Kinesiology / Health	4
Manufacturing and Electronics	5
Entrepreneurship / Business	6
Political Science	7
Counselor-General (Tenure-Track)	8
Counselor-General (Tenure-Track)	9
Counselor-General (Tenure-Track)	10
Physics	11
Network Multimedia Librarian	12
Biology	13
Reading	14
Engineering	<i>complete hiring of current ENE and Drafting positions, then re-evaluate need</i>
Accounting	<i>placed last on the list at request of ACC Department Chair</i>
Architecture	<i>need more information about employment need in our area</i>
Health	<i>combined with KIN - hire a KIN faculty member who can also teach Health</i>
Counselor-Puente/General (Tenure-Track)	<i>removed because in the process of hiring this position already</i>

Other Position Requested	Priority
Lab Technician - part-time	1
Counselor - Honors Program reassign time	2
Summer Advantage-Faculty Lead reassign time	3
Librarian (Part-time Hours)	4

Notes:

The #1 position (Counselor) was originally in the #7 position.

Without a way to formally request that SSSP funding be used to fund this important hire, APC "symbolically" moved the position to #1 - but fully expects that SSSP funds will be utilized.

APC recognizes that SSSP funding may be available to fund Counselors in positions 8,9,and 10.

And that SSSP funding may be available in the absence of general funding for any more highly prioritized position.

In addition, APC realizes that some of the Counselor positions may have special assignments, such as VA, honors, etc.

PROGRAM OUTLINE OF RECORD
NEW CERTIFICATE OF ACHIEVEMENT

BUSINESS INFORMATION WORKER

COLLEGE: NORCO COLLEGE

TOP CODE: 0514

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.

Certificate Program

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.

Required Courses (19 units)		Units
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 93	Computers for Beginners	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5