Norco College
Academic Planning Council Meeting
Feb 24, 2017
9:00am - 11:00pm OC 102

Present: Melissa Bader (co-chair), Quinton Bemiller, Peter Boelman, Dr. Kevin Fleming, Dr. Alexis Gray, Mr. Jeff Mulari, Ana-Marie Olaerts, Dr. Jason Parks (co-chair), Mr. Bob Prior, Dr. Phu Tran, Patricia Worsham, Dr. Gail Zwart
Absent: Mr. Peter Boelman, Mr. Kim Kamerin, Mr. John Moore
Visiting: Dr. Diane Dieckmeyer

1. **Welcome**
   A. Dr. Dieckmeyer welcomed Bob Prior and Jeff Mulari to the council meeting
      i. She congratulated Dr. Jason Parks on his promotion and explained to the Council why a "formal" email has not officially been sent to Nor-All. The expectation is the email will be sent after the promotion goes to Board.
      ii. Norco college is hoping to invite Dr. Farrar back for a farewell luncheon.
   B. Dr. Parks again welcomed Bob Prior and Jeff Mulari as the APC representatives for Mathematics.
2. **Approve Minutes**
   Motion to approve minutes from December 2, 2016 | Zwart/Bader approved with 3 abstentions
3. **Old Business**
   A. Faculty hiring updates
      i. There are 14 positions to be filled for 17 Fall.
      ii. Most are in process.
      iii. The CTA is working on a revision to the MOU adding 40% for Counselors, reducing the Categorical funding. The goal of this pending MOU, is to help keep our valuable counselors.
   B. Completion Initiative
      i. Melissa Bader
         • Explained Meta Majors breakdown
         • shared a beta website that Jethro developed and are open to suggestions
         • Polled students on the ease of use, navigation, understanding, intuitive (students overwhelming liked the site)
         • Assists students with first 15 units, degrees, including degree patterns and certificates
         • Basic Skills has its own off shoot
         • Suggestions:
            a. Gail felt that the website should include Certificates in the "other" areas
            b. Add a banner to the Website
            c. Create sense of belonging
   C. Room usage workgroup
      i. Goal is to schedule rooms more efficiently based on the needs of the college.
      ii. Committee members are: Dr. Jason Parks, Dr. Gail Zwart, Ana-Marie Olaerts, Melissa Bader, Dr. Phu Tran and Bob Prior
   D. Review 17 Spring timeline for schedule development and other tasks

i. Dr. Parks emailed the timeline

ii. Rollover due to IDS after scheduling meeting

iii. Send out invites to next APC meeting

4. **New Business**

   A. Academic Affairs Prioritization

      i. Dr. Dieckmeyer is proposing a revision to the resource allocation process.

      ii. She refreshed everyone's memory on the current process.

         - The request starts at Program Review and then reviewed by the BFPC.

         - Dr. Dieckmeyer receives five lists and selects from those lists

         - The current Rubric is not related to Academic Affairs

         - BFPC may not fully understand the needs of Academic Affairs

         - Student Services does their own ranking

      iii. Dr. Dieckmeyer would like to create a subgroup (that she will chair) to ensure that the needs of Academic Affairs are met.

         - The subgroup would meet three times in Fall.

            a. create the criteria

            b. establish priority

            c. Get it done

      iv. Dr. Dieckmeyer requested concept approval – approved

         - Gail requested that at least one member of the subgroup be from CTE, agreed. Patty Worsham will be their representative.

         - The committee also suggested that someone from another function participate, possibly from the Technology Committee.

   B. Chair of Chairs

      i. With Dr. Parks promotion the Chair of Chairs position is open

      ii. Alexis Gray nominated Melissa Bader to assume the position for the duration of the Spring Semester, she accepted. Approved

   C. FTEs discussion

      i. Dr. Parks reviewed the current status of FTEs for 2016/2017

         - The District as a whole is down 630 FTEs

         - Expect to add 50 FTEs to 17 Summer, possibly more because we cancelled a lot of sections in Spring

         - Focus on retaining students

5. **Committee reports**

   A. Academic Senate

      i. Nothing to report, committees first meeting on March 6

   B. ISPC

      i. Nothing to report – first meeting March 1

   C. District Enrollment Management –

      i. Melissa reviewed

         - Add in FTE's that are not at 100%

         - List of low enrolled classes

- Think strategically
  D. Program Review
    i. TracDat - you may be asked to do comprehensive in 2018
6. **Deans' Reports**
   A. DoI
     i. Dual Enrollment
        - Norco entering into offering classes at Eleanor Roosevelt
          a. Business
          b. English
          c. Game Development
        - Still working on logistics
          a. Piloting in Fall
          b. Will include guidance classes
     ii. Open House
        - Primarily led by CTE
        - Have been asked about other programs
        - College would like to offer this on a regular basis and will call it Mustang Mondays
        - The goal is to get all faculty involved.
        - Add Banners at local ball fields
     iii. Update: Dr. Fleming, Dean of Instruction Career and Technical Education, is now funded 100% by the General Fund.
7. **Good of the order**

   Time to schedule 17 Summer

<center>
Next meeting

Mar 10, 2017

Business Meeting   9:00am-1:00pm   ST 107
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Riverside Community College District
FY 2017-18 FTES Planning
as of January 19, 2017

	FY 2016-17
FTES Target	29,578.89
Actual FTES (Assumed Funded Level is Achieved)	29,578.89 *
FTES Target vs. Actual Difference	-

* Assumes 147.44 FTES is moved from Summer 2017 to FY 2016-2017 and all FTES are funded (based on P1 FTES at 29,431.45) (440.56 PY)

MVC - 6,695.77 vs. 6,832.72 = (136.95); NC - 6,833.20 vs. 6,832.72 = .48; RCC - 15,902.48 vs. 15,913.45 = (10.97)

	FY 2017-18	
Base Credit FTES	29,578.89	
FTES Growth	575.86	1.34%/1.95%
Funded Credit FTES	30,154.75	
FTES Target	30,456.30	
Unfunded	301.55	1.00%

FTES Production for FY 2017-18

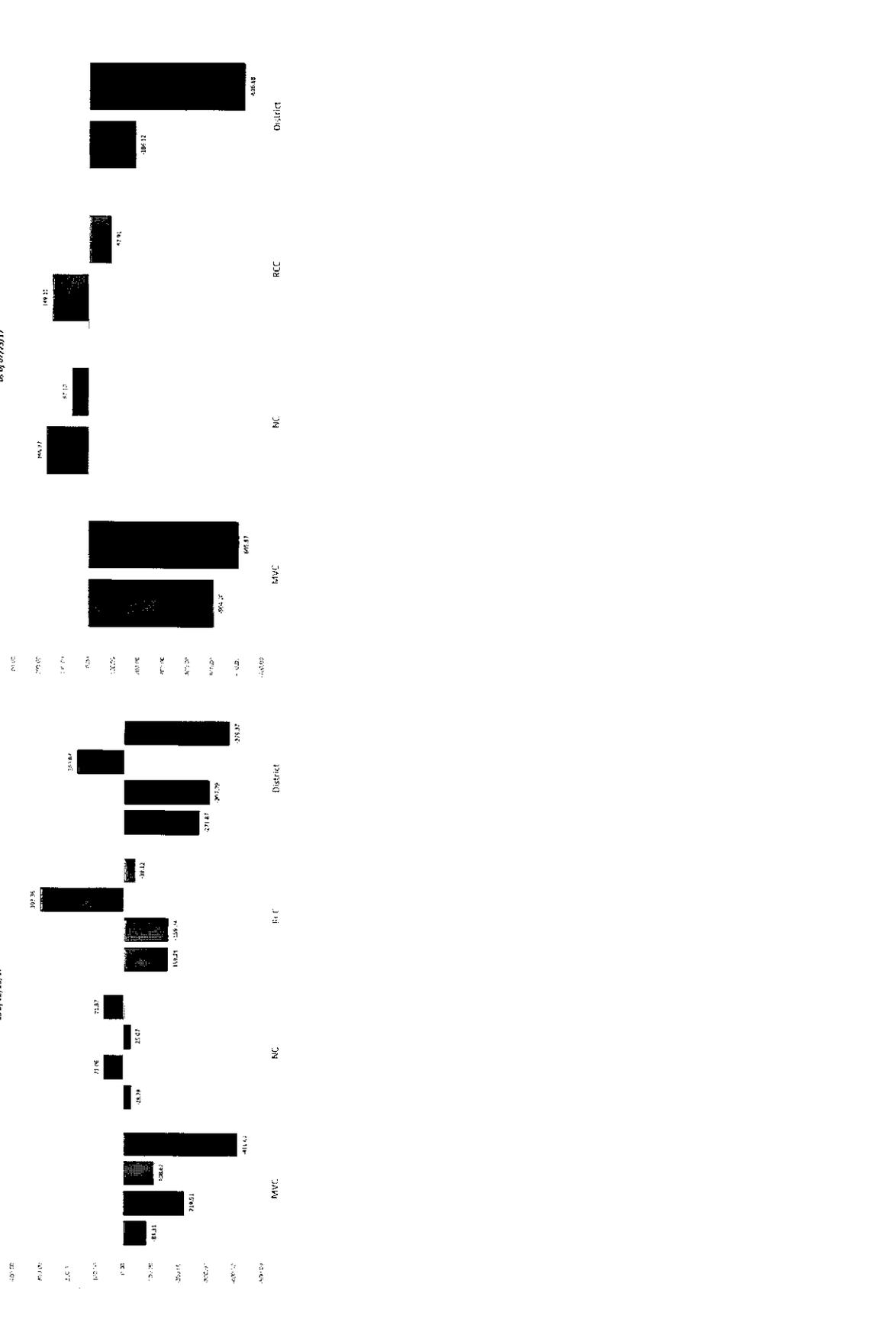|	
Growth FTES	575.86
Unfunded FTES	301.55
Summer 2017 Rolled to FY 2016-17	147.44
Total FTES Production	1,024.85

FY 2017-2018 Target	30,456.30
FY 2016-2017 Actual FTES (Assumed P1)	29,431.45
Total FTES Production	1,024.85

	FY 2017-2018 Target	FY 2016-2017 Target	Increase
MVC	7,035.40	6,832.72	202.68
NC	7,035.40	6,832.72	202.68
RCC	16,385.49	15,913.45	472.04
Total	30,456.30	29,578.89	877.41

Credit FTES by Term 2016-2017 (EMD) | February 24, 2017 | MVC updated term targets on 12/08/16

	SUMMER 2016					FALL 2016					WINTER 2017					SPRING 2017						ACADEMIC YEAR 2016-2017 (NOTE: All Differences compared to Original Target)							
Site	Target 16SUM	MVC Adjusted 16SUM	Achieved Res FTES 16SUM	16SUM Diff	16SUM Percent Diff	Target 16FAL	MVC Adjusted Target 16FAL	Achieved Res FTES 16FAL	16FAL Diff	16FAL Percent Diff	Target 17WIN	Adjusted Target 17WIN	Est 17WIN	Est 17WIN Diff	Est 17WIN Percent Diff	Target 17SPR	ALL Adjusted Targets 17SPR	Est 17SPR	Est 17SPR Diff	Est 17SPR Percent Diff	PLANNED Annual Target	ALL Adjusted PLANNED Annual Target	Estimated Annual	BEFORE Rollback Annual Diff	BEFORE Rollback Percent Diff	Rollback from 16-17	AFTER Rollback Annual Diff (to-date)	AFTER Rollback Percent Diff
MVC	650.00	552.29	565.69	-84.31	-13.0%	2928.00	2944.00	2706.49	-219.51	-7.5%	550.00	678.96	570.34	-108.62	3.7%	2707.00	2858.00	2486.38	-411.62	-14.2%	6833.00	7024.00	6328.90	-504.10	-7.4%	-101.77	-605.87	-8.9%
NC	508.69	508.69	480.41	-28.28	-5.6%	2993.34	2993.34	3064.40	71.06	2.4%	500.23	550.00	524.93	-25.07	4.9%	2930.00	2860.48	2931.85	71.37	2.5%	6832.72	6862.74	7001.59	168.87	2.5%	-101.77	67.10	1.0%
RCC	1432.21	1432.21	1272.93	-159.28	-11.1%	6842.78	6842.78	6683.44	-159.34	-2.3%	1139.94	1139.94	1443.80	303.36	26.6%	6574.51	6778.00	6588.88	39.12	-0.6%	15939.44	16142.93	16088.55	149.11	0.9%	-237.02	87.91	-0.6%
District	2590.90	2493.19	2319.03	-271.87	-10.5%	12763.12	12680.12	12454.33	-307.79	-2.4%	2190.17	2368.90	2538.57	169.67	15.9%	12061.97	12406.48	12107.11	-379.37	-3.0%	29605.16	30079.67	29419.94	-186.12	-0.6%	440.56	-626.68	-2.1%

FTES Difference from Target by Site
as of 02/13/17

FTES Difference from Target by Term by Site
as of 02/13/17

ANNUAL FTES Difference from Target BEFORE and AFTER Summer Rollback
as of 02/13/17

Credit FTES 2017-2018
1.95% access and 1.0% unfunded
23.1-23.1-53.8 split on everything
Updated 02/22/2017

College	Annual FTES Projected In 16-17 (P3)	Redistributed Base Annual Credit FTES	Rollback 17SUM to 16-17	17-18 Annual Base Credit FTES Target (with Rollback)	Access/Growth (1.95% of Base)	FTES Subtotal	Unfunded FTES (1.00% of subtotal)	Total Annual FTES allocation	Percent allocation	College	FY 2017-2018 Target	FY 2016-2017 Target	Estimated Annual (BEFORE rollback to 15-16 - THIS is what the schedule generated)	Annual Projected In 16-17 (P3) (with rollback to 15-16)	Change from Annual Target	change from Estimated Annual (change from what the schedule produced last year)
MOV	6695.77	6798.66	34.06	6832.72	133.24	6965.96	69.66	7035.62	23.1%	MOV	7035.62	6832.72	6797.54	6695.77	202.90	238.08
NOR	6833.20	6798.66	34.06	6832.72	133.24	6965.96	69.66	7035.62	23.1%	NOR	7035.62	6832.72	6934.97	6833.20	202.90	100.65
RIV	15902.48	15834.12	79.32	15913.44	310.31	16223.75	162.24	16385.99	53.8%	RIV	16385.99	15913.45	16140.23	15902.48	472.54	245.76
District	29431.45	29431.45	147.44	29578.89	576.79	30155.68	301.56	30457.24	100.0%	District	30457.24	29578.89	29872.74	29431.45	878.35	584.50
check	29431.45		147.44	29578.89	576.79	30155.68	301.56									

Term	16-17 Original Target	
SUM	508.69	7.4%
FAL	2993.34	43.8%
WIN	500.23	7.3%
SPR	2830.46	41.4%
	6832.72	100.0%

Term	16-17 Anticipated P3	
SUM	480.41	6.9%
FAL	3064.40	44.2%
WIN***	525.04	7.6%
SPR***	2860.46	41.3%
	6930.31	100.0%

Term	17-18 FTES Target	Difference from 16-17 Original	Difference from 16-17 (anticipated)	Buffer Percent	Buffer FTES	Total FTES Target
SUM	523.80	15.11	43.39	8%	41.90	565.70
FAL	3082.23	88.89	17.83	3%	92.47	3174.70
WIN	515.08	14.85	-9.96	6%	30.91	545.99
SPR	2914.51	84.05	54.05	4%	116.58	3031.09
	7035.62	202.90	105.31		281.86	7317.48

NORCO COLLEGE

Academic Planning Council
Timeline – Spring 2017

	17SUM schedule development	17FAL schedule development	18WIN schedule development	PT Evals
2/10/17	Summer information sent to Chairs by DOI			
2/22/17	Add/Change Tickets to Lenny			
02/24/17 *Business 9:00 to 11:00 Scheduling 11:15 to 1:00*	Scheduling notes - Schedule completed without conflicts - CSAR due to IDSs			
03/10/17 *Business 9:00 to 1:00*	Staffing Due			
	Download			
3/13/2017				Evals Begin (week 5)
03/24/17		DoI sends info to Chairs, areas to adjust		
	Proof to Chairs			
	Return Proof to IDS			
4/3 to 4/7		Add/Change Tickets to Lenny		
04/14/17 *Business 9:00 to 11:00 Scheduling 11:15 to 1:00*		Scheduling notes - Schedule completed without conflicts - CSAR due to IDSs		Evals Completed (week 9)
04/21/17		Staffing Due	DoI sends info to Chairs, areas to adjust	
		Download		
04/28/17				Chairs Complete Review (week 11)
5/8 to 5/11			Add/Change Tickets to Lenny	
05/12/17 *Business 9:00 to 11:00 Scheduling 11:15 to 1:00*			Scheduling notes - Schedule completed without conflicts - CSAR due to IDSs	Deans Complete Reviews
		Proof to Chairs		
		Return Proof to IDS		

Last update: 02/17/2017