

Norco College
Academic Planning Council Meeting
Mar 10, 2017
9:00am - 11:00pm ST 107

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

1. Welcome

A. Dr. Parks welcomed everyone to the meeting.

2. Approve Minutes

Motion to approve minutes from February 24, 2017 with amendment | Zwart/Bemiller approved with 2 abstentions

3. Old Business

A. FTES Update

i. Dr. Parks distributed a current FTES spreadsheet

- Explained the chart that was distributed (see attachments)
- Norco is doing really well up 2.5% of Spring goal
- Currently we are declining, but at a slower rate than in the past.
- The overall numbers are daunting
- How can Norco increase our FTES
 - a. Norco currently has one part time person in Outreach
 - b. Advertising – we are already doing this, through billboards, movie theater, mass mailing and phone calls

ii. Norco is doing a good job

iii. The current 17/18 projections is a deficit of 147 FTES

iv. It was suggested that all of the college chairs get together and share their skill. Maybe a retreat.

B. MMAP Update

i. Dr. Parks shared with APC the status of MMAP

- The college intends to use MMAP for all 17 FALL incoming Freshman
- There will be a shift in English and some Math
- Melissa explained how MMAP looks at the overall GPA of the student. She also posed the question, do they have the behaviors for college.

C. Faculty Hiring Update

i. There are 14 faculty in the hiring queue for Fall 2017

- 7 New
- 7 Replacements

ii. Health and Kinesiology are moving forward this week (Dr. Parks submitted to the other colleges for their review)

iii. Dr. Fleming explained the process for hiring new faculty

- iv. Bob Prior asked what is the timeline for recruiting and filling a position
 - HR is currently recruiting for positions that we submitted in October.
- D. Action Plan for Strategic Planning[BM1]
 - i. Melissa will send an email following up on item status. As soon as they get back to her, she will forward to Peggy.
- E. First Friday's Update – Melissa Bader
 - i. This was mostly intended for first year faculty
 - ii. All new faculty are still attending
 - iii. Reviewed the Program Review Process – Dr. Gray thanked Melissa
 - iv. Next month First Friday will review the Curriculum Process from beginning to end.
 - v. Final meeting will be held in May
 - vi. Melissa posed the question; do we want an additional year?
 - The consensus of APC was no, let them “branch” out within their own discipline
 - vii. The 2016 new faculty will be invited to attend an additional year, but will not be required to
 - viii. Overall feedback is the program was very successful

4. New Business

- A. Faculty Hiring Rubric
 - i. Motion to approve Faculty Hiring Rubric for second year | Bader/Boelman approved with the following amendment
 - Revise consider NAC/PR scores, “if any”
 - ii. Reaffirmed as amended – approved.
- B. SB 1379 Update
 - i. CTA is waiting to meet with District to discuss the policy
 - ii. Priority based on evaluation (possible 3 years) and then the years of service
 - iii. The committee is suggesting that different evaluation levels be added to the form
 - iv. End result will still be an at will employee
 - v. How does the District handle the retired full time faculty that are coming back as part time
 - Historically they start out as brand new faculty
 - vi. How do the Part Time Faculty get their additional FSA added to their teaching qualifications
 - They will need to work with Human Resources
 - vii. Please email the CTA reps, Peter Boelman and Tim Wallstrom any additional questions
 - viii. Peter would like this added to the April Business Agenda
- C. Faculty Scheduling Procedure
 - i. Dr. Parks updated the timeline
 - ii. Staffing for 17 SUM is due today, March 10, 2017
 - iii. Download will happen on March 27, 2017
 - iv. Proof review completed in April
 - v. Please request your 16FAL CSAR to start scheduling for 17FAL
 - vi. Dr. Parks met with the IDS's to help him have a better understanding of the scheduling process
 - vii. Please remember to get you tickets to Lenny during the week prior to the scheduling meeting
 - viii. The expectation is that all scheduling is complete by the end of our meeting
 - ix. Give to IDS before you leave for Spring Break

- x. Proof ready for review on May 8
- xi. Course caps are not following the District established course cap
 - The course caps have not been updated since 2008

5. Committee reports

A. Academic Senate

- i. Did not pass the Completion Initiative – tabled for further discussion
- ii. MMAP update
- iii. TLC Summit Activity
- iv. Passed Music Certificate
- v. PG & SL
 - Sabbatical deadline is March 15, 2017

B. ISPC

- i. FTES's Distribution
- ii. New Webpage
 - Discussion was very favorable
 - Asked that we use Norco students and Alumni for the pages
- iii. Integrating Basic Skills – Gustavo is working on, expected to roll out in August
- iv. Update on Dual Enrollment at Eleanor Roosevelt High School (ERHS)
 - There will be 3 pathways – Business, Engineering and gaming
 - RCCD faculty will be the instructors
 - High school student only
 - Coordinating with ERHS Stem
- v. Legacy Update
- vi. Academic Affairs
 - Resource allocations question
 - a. BFPC recommended that Student Services have their own group
 - b. Back for proposal

C. District Enrollment Management

- i. Talked about the enrollment dashboard
- ii. Will be part of the Distance Education Consortium
- iii. The plan is for Canvas to be in place for Fall 2018
 - Although not formally approved
 - There is no money currently set aside for Blackboard
 - Need to prepare for Canvas
 - a. Adopt OEI and Rubric
 - The college will be sending 5 faculty members to the Distance Educations Conference in June, please email Dr. Muto if you are interested

D. Program Review

- i. Program Review has not met yet
 - Plan for Tracdat
 - a. Annual update will be a 2 page document
 - b. SLO's will already be filled in

- Program review is due April 20, 2017
 - a. Send to: programreview@norcocollege.edu
 - b. Forms can be found on the Program Review Webpage
- Reminded that Comprehensive is due

6. Dean's Report

A. DOI – CTE

- i. Dr. Fleming invited the Department Chairs to the Annual CTE Industry Breakfast on May 5, 2017.
 - He encouraged the Chairs to invite people in your discipline
- ii. There will be a District Wide Retreat for CTE Professional Development
 - National Conference speaker Mark Hernan
 - a. Focus on Community College retention
 - Still working on logistics
 - Breakfast and Lunch
- iii. Amazon approached Norco College to offer college classes at their Warehouse. There is money in the Grant to cover this.
- iv. Currently in conversation stage – Industrial Automation
 - Proposal to Dr. Reece to continue International Rectifier Program
 - a. 25 students graduated from the program
 - b. Invited to explore working with Chamber of Commerce
- v. Dr. Fleming took a moment to thank Dr. Zwart for her outstanding work as the Department Chair.
- vi. Dr. Gray asked about the local prison outreach status
 - Dr. Reece is presenting to ISPC. Pathway program with prison
 - Dr. Gray had some concerns and asked Dr. Dieckmeyer to present them to the President
 - Dr. Dieckmeyer reminded the committee this program is still in the idea phase

B. DOI

- i. Dr. Parks will be sending out an email to the Chairs to think about adding classes
 - Will email next week to schedule
- ii. PT Faculty student survey packets are almost ready to be distributed (sent on March 13)
 - Dr. Parks asked the Chairs to do a quick review with the Part Time Faculty on the process
- iii. Do not forget to post your Office hours on the door. Please remind your faculty
- iv. The DOI office is working with Printing and Graphics to recreate the ADT flyers. The original file was lost during a computer replacement

7. Good of the Order

- A. Active Shooter Seminar Today
 - i. Flex Credit was Approved
 - ii. Cannot be filmed or reproduced

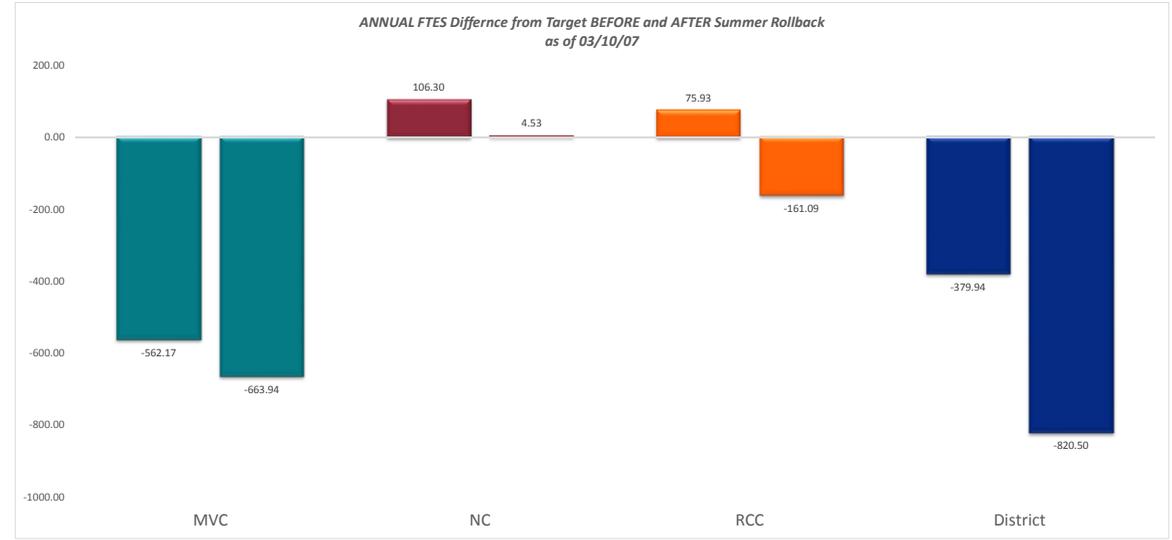
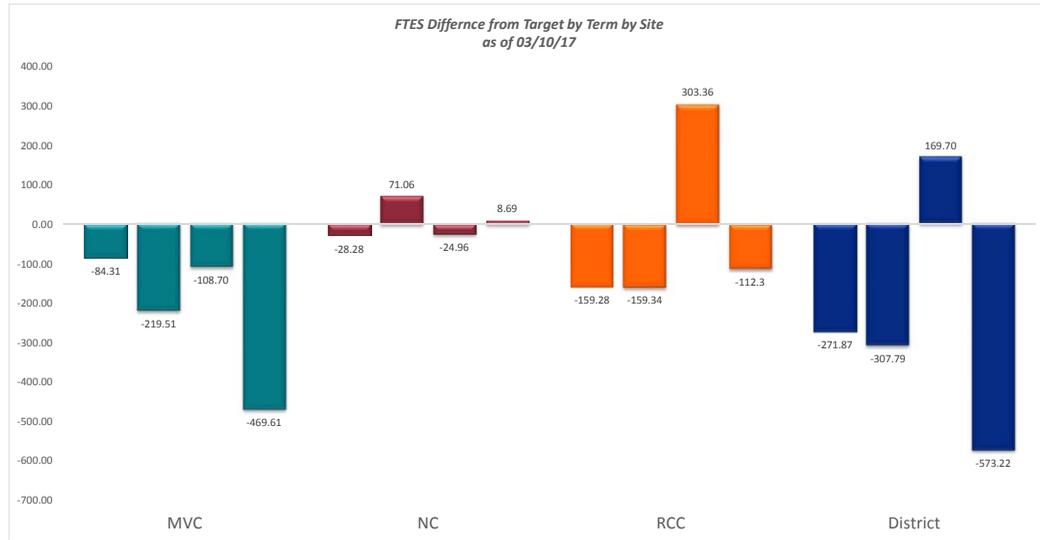
Next meeting

Apr 7, 2017

Business Meeting 9:00am-1:00pm OC 110

Credit FTES by Term 2016-2017 (EMD) | March 10, 2017 | MVC updated term targets on 12/08/16

Site	SUMMER 2016					FALL 2016					WINTER 2017					SPRING 2017					ACADEMIC YEAR 2016-2017							
	Target 16SUM	MVC Adjusted Target 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	Rollover from 16-17 to 15-16	AFTER Rollback Annual Diff to-date	AFTER Rollback Percent Diff
MVC	650.00	552.29	565.69	-84.31	-13.0%	2926.00	2844.00	2706.49	-219.51	-7.5%	550.00	678.96	570.26	-108.70	3.7%	2707.00	2898.00	2428.39	-469.61	-16.2%	6833.00	7024.00	6270.83	-562.17	-8.2%	-101.77	-663.94	-9.7%
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	525.04	-24.96	5.0%	2830.46	2860.48	2869.17	8.69	0.3%	6832.72	6862.74	6939.02	106.30	1.6%	-101.77	4.53	0.1%
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	1443.30	303.36	26.6%	6524.51	6728.00	6615.70	-112.3	-1.7%	15939.44	16142.93	16015.37	75.93	0.5%	-237.02	-161.09	-1.0%
District	2590.90	2493.19	2319.03	-271.87	-10.5%	12762.12	12680.12	12454.33	-307.79	-2.4%	2190.17	2368.90	2538.60	169.70	15.9%	12061.97	12486.48	11913.26	-573.22	-4.6%	29605.16	30029.67	29225.22	-379.94	-1.3%	-440.56	-820.50	-2.8%



Academic Planning Council New Faculty Ranking Guiding Principles

- Increase in Achievement & Success
 - ✓ Consider the number of students (proportion of student body) impacted by new hire.
- Improvement of Quality of Student Experience
 - ✓ Consider disciplines where growth/faculty leadership (in enrollment & program development) is needed.
 - ✓ Consider number of degrees and certificates that the position would impact.
- Current Staffing
 - ✓ Give consideration to disciplines with zero faculty
 - ✓ Consider the proportion of sections taught by full time versus part time faculty
- Strength of Rationale
 - ✓ Consider NAC/PR scores, if any, that can link assessment to resource.

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