



Academic Planning Council

Business & Scheduling Meeting

November 3, 2017

9:00am-12:00pm

ST 107

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

A. Welcome

1. Melissa Bader welcomed everyone to the meeting.

B. Approval of Minutes

1. Motion to approve minutes from October 20, 2017 | Alexis Gray/John Moore Approved

C. ACTION ITEMS

1. Chair of Chairs Duties (Motion to discuss Boelman/Gray)

i. Duties noted on white board (Bader)

- a. Co-chair with the Deans the APC meeting
- b. Assist in setting the calendar, agenda and schedules for chairs – will meet two times a month with the Dean of Instruction.
- c. Attend college Senate and ISPC meetings as representative to APC; report out to APC Senate and ISPC minutes
 - Difficult to schedule two times per week. Peter Boelman suggested one item per week for scheduling purposes. M. Bader noted this is big.
- d. Provide reports to Senate on APC with regard to Institutional Goals and responsibilities of the planning council
- e. Liaison with IDSs on procedures and processes involving department chairs. Provide feedback when necessary and assist in communications between chairs, IDS and Deans.
 - M. Bader stated it is essential that Instructional Department Specialist (IDS) has someone to go to if they have an issue with the Department chair. Having a Liaison will help smooth conversation and can talk to the dean. Will have an “open door” to IDS. Currently the IDS’s are overloaded.
- f. Enrollment management - Is that a part of ISPC? (Dr. Lee) Yes, M. Bader responded that Senate appointed her as the Enrollment Management Representative

ii. Approval of Chair of Chair Duties (M. Bader) – approved

2. Discussion regarding Counselor Funded Distribution (John Moore)

i. Moved to next meeting

D. DISCUSSION ITEMS

1. Scheduling Schedule

- i. Proposed dates for Summer and Fall 2018 scheduling are January 19 and 26, 2018. Registration dates may be changing.
- ii. If we are all together, APC may want to assign rooms to specific programs.
- iii. Dr. Lee – fully supports the Best use of rooms. Assign to dean or chair because you know your areas best.
- iv. Patricia Worsham suggested the following times:
 1. January 18 - 1:00pm - 3:30pm
 2. January 19 - 9:00am - 3:30pm
- v. Dr. Lee – will look into providing lunch on Friday, January 19th
- vi. Dr. Tran stated that not all are in agreement of scheduling during winter term and will report to Executive Board.
- vii. Can we ask Chairs to work during winter according to the contract? Peter will check.
- viii. Patricia Worsham stated that she does not have a problem with scheduling during winter term but her colleague does. She has a crazy lab and schedule but she is ok with it.
- ix. Bob shared his excel spreadsheet regarding room priorities.
- x. Melissa Bader – will send something out prior to Jan 19. Only for Fall. Asked Bob Prior to update Spreadsheet for Fall.
- xi. Dr. Lee – Sent Dropbox on ‘classrooms’ and Bob Priors information.
- xii. Melissa Bader – clearly stated that classrooms have a specific design and should not be moved around (directed to Dr. Lee). Noting fire safety and ADA issue in LIB 108.
- xiii. Dr. Tran – commented on the fire safety and ADA issue, “this needs to be corrected.”
- xiv. Bob is scheduled to teach on January 18, but will make it work.

2. Part Time Hiring

- i. Hiring Day/Fair
 - a. Melissa Bader and Quinton Bemiller would like to have a job fair and suggested doing it on December 8.
 - b. Kim Kamerin suggested soft launch in December and then a follow-up in Spring
 - c. Quinton Bemiller recommended advertising with local universities and colleges as well as social media.
 - d. Dr. Lee mentioned the hiring fair at LAX in January
 - e. Dr. Tran asked, “Can we get to CCC Registry?”
 - f. Quinton Bemiller – suggested to get Diana Meza on it.
 - g. Dr. Lee – get it worked out
 - h. Melissa Bader suggested a contingency out to LAX, but who?
- ii. Orientation Day
 - a. Melissa Bader suggested a day in February and to have Human Resources here. She recommended to show campus physically, teach systems, badges, keys, Webadvisor etc.
 - b. Patricia Worsham – suggested to do a partnership with a rotation of leaders per term.
 - c. Melissa Bader – recommended to do day before flex
 - d. Quinton Bemiller – Can any FT Faculty come to it? Yes
 - e. Melissa Bader and Patricia Worsham will be the leaders for spring 2018. Patty along with another Department Chair will lead Fall. Orientation

will be Feb 8, 2018 from 10:00am – 12:00pm. Please tell your new hires. It was agreed to look into flex for this.

- iii. Room Priorities - Discussed during Scheduling Schedule
- iv. MWF Classes
 - a. Dr. Gray – We need to plan for hybrid problems and change of finals schedule
 - b. Quinton Bemiller – suggests a 7:00pm – 10:00pm option for night classes to allow time for instructors and students to get here from their jobs.
 - c. Melissa Bader – We have a 40 hour work week and people need to get on board with it.
 - d. Dr. Gray – expressed concern that Friday can be spectacularly unsuccessful.
 - e. Open conversation regarding MWF and Friday’s before 1pm
 - f. Peter Boelman – shared graduation is Friday evening with Friday finals
 - g. Kim Kamerin – T/TH/SAT suggestion (discussion)
- v. Melissa Bader - Dr. Tran will prepare a draft of MWF, four unit classes and bring it to the January 18th Schedule Development meeting with number of classrooms needed.
- vi. Grid Analysis Group
 - a. Moved to a later date
- vii. Annual Survey of Effectiveness
 - a. Not discussed.

E. INFORMATION ITEMS

- i. FTES update
 - a. Not discussed
- ii. 25Live
 - a. Dr. Alexis Gray R25 issue and asked Lennie (Riley) for help
 - b. Dr. Lee R25 - not an issue with software. Click off and gets static with Colleague. Click on and pulls from Colleague. If it’s not pulling live data, it’s turned off. Explained recently rediscovered how we are using it.
 - c. Dr. Tran Can anyone override it?
 - Dr. Lee responded Lenny (Riley) and Anna (Molina) control settings and Dr. Lee has access.
 - d. M. Bader explained open spot and jam in system
 - e. Dr. Lee directed response to Dr. Tran Check that not showing as private
 - f. Bob Prior CSPU does not match 25 Live and not accurate for Fall

F. Standing Committee Reports

- 1. Academic Senate (Bader)
 - a. Melissa Bader - Course Objective v. SLO. Stated there is confusion and ignoring Title V because it is not policed
 - b. Mandated: assess SLO
- 2. ISPC (Bader)
 - i. Integrated Plan
 - a. 4 Pillars to reflect shift to Pathways
 - b. Revision time
 - ii. Prioritization Process
 - a. List of 300 items.

- b. ISPC to take top 5
 - c. 15 Items each (people/equipment). Pez dispenser model
 - d. Example: portable phone chargers vs. magazine rounder. Keep integrity of order
 - iii. Smoking Cessation
 - a. Moving forward Jan 1.
 - iv. Retreat
 - a. Will be on December 8, 2017 at Dr. Reece's home. Integrated plan.
 - 3. District Enrollment Management (Bader/Dr. Parks)
 - a. Spoke of each college to give the same college experience and budget needs to reflect that objective
 - b. Impact of no cost first year. Student growth. Portables. Expansion of dual enrollment for high school students
 - c. Dr. Lee hard time at district level on portables. 475 of our courses have not had SLO assessment. Requesting chairs to get SLO's assessed. Accreditation in 2020.
 - 4. Program Review Committee (Dr. Gray)
 - i. We are on plan for the move to Nuventive/Tracdat
 - a. What it does etc.
 - b. Tracdat cannot adopt Riverside and Moreno Valley systems. Working with Tracdat weekly
 - c. Soft deadline, November 15
 - d. Note: Illumen does it all.
 - e. We have three incompatible systems we are paying an enormous amount for.
 - ii. Best practices document for all three colleges.
 - a. Create similar standards
 - b. Make equitable and fair
 - c. Same college experience
 - d. Each school responsible for self, review and appeal process
- G. Deans' Reports
 - 1. DOI – CTE (Dr. Fleming)
 - i. Not in attendance
 - 2. DOI (Parks)
 - i. Not in attendance
- H. Good of the Order
 - 1. K. Kamerin - Commercial release 11/17/2017
 - 2. Q. Bemiller – Veteran artists open 11/11/2017 until finals
 - 3. Dr. Lee – Traffic study next week. Expecting solution and start up by Spring.
 - 4. Dr. Lee – Norco College to receive \$875,000 over 5 years for Pathways
 - 5. M. Bader – We have two Pathways activities. Can contact M. Bader regarding Completion Initiative and Guided Pathways
 - 6. B. Prior – Kiwanis Club meets at Polly's Pies Friday at 12:00

Next meeting

December 1, 2017

Business Meeting 9:00AM – 1:00 PM