



Academic Planning Chairs

September 8, 2023

8:30am - 11:00am

Location: **OC-116** and Zoom: <https://rccd-edu.zoom.us/j/82458396828>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (16)

Quinton Bemiller, Communication, Humanities & Languages, Social & Behavioral Sciences,

and Visual & Performing Arts

Sarah Burnett, Human and Public Services

Peggy Campo, Math, Engineering, Computer Science & Game Development and Natural Sciences, Health & Kinesiology

Ashley Etchison, Schools of Applied Technologies & Apprenticeship, Business & Management, Human & Public Services

Teresa Friedrich Finnern, Natural Sciences, Health & Kinesiology

Alexis Gray, Social & Behavioral Sciences

Ashlee Johnson, Math, Engineering, Computer Science & Game Development

Kim Kamerin, Visual & Performing Arts

Brady Kerr, Visual & Performing Arts

John Moore, Counseling Department

Dan Reade, Communication, Humanities & Languages

Tim Russell, Social & Behavioral Sciences

Jody Tyler, Natural Sciences, Health & Kinesiology

Suzanne Witmer, Natural Sciences, Health & Kinesiology

Patty Worsham, Business & Management

Paul VanHulle, Applied Technologies, and Apprenticeship

Visting: Steff Warsinski, James Finley, Jeff Mulari, Ana-Maria Olaerts, Sigrid Williams, Rebecca Goldware, Chris Clarke, Leslie Vargas, Carol Farrar

Absent: Zina Chacon

1. 8:30 a.m. Call to Order/Welcome

1.1 Approval of [Minutes](#) (5/12/23) - M/A. Gray, S/K. Kamerin, 5 abstentions, approved.

1.2 Approval of [Agenda](#) - M/K. Kamerin, S/A. Gray, unanimously approved.

- [Rebecca Goldware](#), [VC Institutional Advancement](#), [Leslie Vargas](#), and [Chris Clarke](#) attended our meeting and wanted to introduce themselves so that we know who they are for two reasons:
 - a. They are here to support our programs
 - b. Stemming from the safety incident at RCC and wanted everyone to know who they are and that they are available to us.

2. 8:35 a.m. Training/Review: Department Chair Duties (Worsham)

- Patty Worsham gave a [presentation](#) on the required duties and expectations of Department Chairs.

3. 9:30 a.m. Action Items

- 3.1 DoIs as APC Co-Chairs per Senate Bylaws (Worsham) – M/A. Gray, S/K. Kamerin, approved unanimously.
- 3.2 Faculty Replacement Physics (Tyler) – M/T. Friedrich Finnern S/A. Gray, approved unanimously.
- 3.3 Faculty Replacement Biology (2) (Finnern) – M/T. Friedrich Finnern S/A. Gray, approved unanimously.
- 3.4 Faculty Replacement Sociology and Economics (Russell) – M/T. Friedrich Finnern S/A. Gray, approved unanimously.
- 3.5 First Read Student Survey Questionnaire (Tyler, Gray, Olaerts) - First read was tabled because the workgroup is still formulating a draft document.

4. 9:45 a.m. Standing Committee & Dean Reports

4.1 [Academic Senate](#)

- Celebration of Life for Barbara Moore next Tuesday, September 19 in CSS- 217 during college hour.
- Tree dedication for Marissa Iliscupidez, October 17 during college hour.
- Ruth Leal experienced a medical emergency and is on the road to recovery. A GoFundMe page has been established to help offset medical expenses.
- Reminder to RSVP for the Equity Summit September 14, 2-4pm and September 15, 7:30-4pm
- Senate Representation for new Schools need to be in place by the October 2 Senate meeting.
- Academic Senate Retreat is October 20- 21 at the Hilton in Orange. All Senators, Senate Alternates and Standing Committee Chairs have been invited. Please submit your RSVP.

4.2 College Council (nothing to report)

4.3 District Enrollment Management

- Dr. Farrar shared [data/reports](#) regarding FTES. Norco College is at 98% of its FTES target for this semester.
- Dean Bemiller presented [19FAL/23FAL](#) enrollment comparison by discipline.

4.4 CTA (nothing to report)

4.5 Dean's Reports

- DOIs expressed gratitude to Chairs for adding extra late start 8-week classes.

- Census rosters due. Late notices will start going out next week (please submit your Census rosters on time).
- Institutional Service forms due. DOIs will be reaching out to those who haven't submitted.
- Associate Faculty IOIs list sent to Chairs for evaluation this semester.

4.6 [Counseling Report](#)

- We have two new Counseling faculty (Ted Jackson and Darnell Bing).
- Designated School's counselors [list](#) was shared with Chairs.
- The on-boarding process will be changing. The change will require students to meet with Counselors first then with an Educational Advisor.

5. 10:05 a.m. Discussion Items

5.1 Faculty Prioritization Deadlines and [Forms](#) (Worsham)

- February 2023: College Budget priorities for FY2023/2024 discussed and determined by College Council
- April 2023: Program review completed, and new faculty requests submitted.
- September 8, 2023: Faculty requests forwarded to APC. Disciplines requesting faculty complete supporting documentation. APC will share with Department Chairs at this meeting.
- September 19, 2023: Departments rank with supporting materials at their September Department Meeting
- October 2, 2023: Department Chairs submit those rankings to the DOI by October 2, 2023
- October 13, 2023: APC ranking will occur during the October 13, 2023 APC meeting (Open to the public)
- November 6, 2023: Senate approval (APC brings to Senate)
- December 7, 2023: College Council approval (Senate forwards ranking to College Council)
- December 13, 2023: Executive Cabinet (Senate & College Council bring to Executive Cabinet for President approval)

5.2 Importance of Correct SLO's on Syllabi (Worsham)

- Chairs were asked to remind faculty to ensure their syllabi have the correct SLOs.

5.3 Course Rotations Submission by Oct. 13, 2023 (DoIs)

- Chairs were asked to submit their course rotations to the Office of Instruction (DOI) by October 13.

5.4 Departmental Operations Procedure (FA Contract pgs. 43-44) Approved and Submitted by Oct. 13, 2023 (DoIs)

- Chairs were asked to submit their Departmental Operations Procedures to the Office of Instruction (DOI) by October 13.

5.5 Department/School Meeting Agendas and Minutes Submitted to DoIs Office by Oct. 13, 2023 (DoIs)

- Chairs were reminded to submit their department meeting agendas and minutes to the Office of Instruction after their monthly department meetings.

5.6 Resource Prioritizations (Worsham)

- Chairs were reminded to rank and submit their [Resource Prioritizations](#) to their DOI by October 13.

6. 10:45 a.m. Information Items

6.1 SEM Logic Model [Presentation](#) (Worsham)

- Norco College was accepted into a Student Enrollment Management Academy. A team has been developing a Pathway and Enrollment Management (PEM) plan focusing on the entire student journey at Norco College. The intent is to develop a structure that makes enrollment management a college-wide responsibility. Patty Worsham gave a presentation on the Logic Model that was developed by this team which will serve as the basis for the plan they are developing and will share with APC in December.

6.2 LAEP Funding Information (Etchison)

- LAEP stands for [Local Aligned Employment Program](#). This funding has been made available to Norco College to hire students to work on campus in the areas they are studying. The work must be research focused and there are other eligibility requirements. For more information contact Ashley Etchison.

7. 10:55 a.m. Good of the Order

- Kim Kamerin shared with us a concert lecture series he is facilitating. Check your emails for more information on dates/times of these fall semester events.
- Sarah Burnett shared with us that construction work has started on the Stokoe building with the anticipation of their first class on that campus starting 24SPR.

Next meeting

October 13, 2023

8:30AM - 11:00AM

Location: OC-116

Zoom: <https://rccd-edu.zoom.us/j/82458396828>

