



### **Academic Planning Chairs**

November 17, 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 (17)**

Maria Adams, Human and Public Services

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

Zina Chacon, Counseling Department

James Finley, Math, Engineering, Computer Science & Game Development

Teresa Friedrich Finern, Natural Sciences, Health & Kinesiology

Alexis Gray, Social & Behavioral Sciences

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

Brady Kerr, Visual & Performing Arts

\*Jeff Mulari, Math, Engineering, Computer Science & Game Development

\*Ana-Marie Olaerts, Communication, Humanities & Languages

Dan Reade, Communication, Humanities & Languages

Tim Russell, Social & Behavioral Sciences

Jody Tyler, Natural Sciences, Health & Kinesiology

\*Sigrid Williams, Human and Public Services

Suzanne Witmer, Natural Sciences, Health & Kinesiology

Patty Worsham, Business & Management

Paul VanHulle, Applied Technologies, and Apprenticeship

***\*Online attendance, non-voting***

**Visiting:** Carol Farrar

**Absent:** Quinton Bemiller, Ashley Etchison, Kim Kamerin, John Moore

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

1.1 Approval of [October 13, 2023 Minutes](#), M/A. Gray, S/J. Finley, approved unanimously

1.2 Approval of Agenda M/T. Russell, S/A. Gray, approved unanimously

#### **2. 8:35 a.m. Action Items**

2.1 [APC Charter](#) (Worsham) - M/A. Gray, S/P. VanHulle, approved unanimously with some minor edits. Patty will send K. Bell a revised copy for the upcoming Senate meeting.

- 2.2 [APC Council Report of Effectiveness](#) (Worsham) - M/P. VanHulle/J. Finley, approved unanimously with some minor edits. Patty will bring this to Academic Council and send K. Bell a revised copy for the upcoming Senate meeting.
- 2.3 [Syllabus Shell Update](#) (First Read) (Witmer)
- Discussion about course objections. Some chairs felt they should be a required part of the syllabus. Curriculum doesn't require them.
  - Add between Course Description and SLO, "Course Objectives (optional for instructors to include in course syllabus)
  - Discussion about the Student Services contact information and where best this could be housed.
  - Discussion syllabus length. Individual preferences. We probably need training on syllabus best practices from PDC.
  - APC (Norco) would like a Student Services Hub in Canvas, similar to the one that RCC has for their Canvas courses.
  - Chairs will send their individual edits to Suzie for the second read which will take place at the December APC meeting.
- 2.4 Request to Add CPL language to Syllabus Shell (S. Williams)
- Recommended Syllabi insert: **Credit for Prior Learning (CPL)**: Attention working adults and veterans, you can earn CPL for knowledge gained outside of a traditional academic environment. Get a jumpstart on obtaining your degree through CPL and earn college credit for certain college-level skills and knowledge you gained through experience, certifications, and industry licenses. Ask your counselor or CPL Coordinator for more information. APC agreed to add this to the syllabus shell.

### 3. 8:45 a.m. Discussion Items

- 3.1 Pathmaker Training Session - December 1<sup>st</sup> 8:30am-11:30am (Worsham)
- Location: IT-125
  - Training will be recorded.
- 3.2 Tech-IT in Two Minutes (Gray)
- Any faculty is encouraged to share a cool way to distribute an idea (2-4 minutes) in APC. One example presented today was how to make tabs. Canvas Studio is recommended. APC agreed to integrate this as a standing item for monthly APC agendas as final item before the Good of the Order on the agenda.
- 3.3 New Faculty Ranking Debrief (Worsham)
- Patty shared feedback she received on how the ranking for Guidance was handled. Outside of APC there was concern with the preferred ranking advocated by Guidance.
  - Carol led discussion on the outcome of our faculty rankings given what was requested. She expressed concern, given the pending budget constraints that this might be the last year, for a while, that we get to hire new faculty. As a result, she felt that perhaps more faculty requests should have come forward. There is concern that what was approved may not best serve our institution and FT faculty needs.

- For December APC Patty will ask chairs to review the section of the report Carol proposed that had some valuable questions we may want to integrate with our existing request form under her area of Discipline and Faculty Participation
- 3.4 [AP 2260](#) – Overriding prerequisites (Worsham)
- See [email](#) from John Moore.
  - Table this item for December APC meeting when Math and Student Services are present to discuss.
- 3.5 Students transferring sections after add-drop period (DeAsis)
- There are concerns when adding students after the add/drop period. If a student doesn't like an instructor after the add/drop deadline they go to another instructor and ask to be added. Does A&R late add policy need to be revised to not allow automatic late adds?
- 3.6 Change of Academic Planning Chairs committee name (Kamerin)
- Tabled for December (APC wants Kim Kamerin present)
- 3.7 ZTC Pathways (Finnern)
- Developing degrees and certificates pathways where there is no cost for textbooks. Teresa is gathering information on which sections are offering ZTC course. Part of this process is seeing if all the Gen Eds can be mapped. Math hasn't provided anything which identifies a large gap. Chairs, please talk to your PT and FT faculty and see if there are any ZTC options.
- 3.8 School (department) meetings scheduled meeting day (Reade)
- Dan asked APC when departments meet. Most meet on the 3rd Thursday. CHL and SBS meet on Tuesdays. It's suggested that everyone meet on the same day/time for the purpose of consistency.

#### **4. 10:00 a.m. Information Items**

- 4.1 CAP Hour and Canvas shells (Schlanger)
- David will record a 5-minute video if anyone would like this. David was out ill and couldn't attend. Peggy read an [email](#) from him. David's been working with [Schools to support their activities](#). Chairs asked to have a copy of David's email.
- 4.2 APC 2024 Retreat, Feb. 1-2, 2024
- Scheduling retreat, Thursday, Feb. 1<sup>st</sup> full-day, Friday, Feb. 2<sup>nd</sup> half-day.

#### **5. 10:45 a.m. Standing Committee & Dean Reports**

- 5.1 Academic Senate
- [See attached.](#)
- 5.2 College Council
- [See attached.](#)
- 5.3 District Enrollment Management
- No report due to time
- 5.4 CTA
- No report
- 5.5 Dean's Reports
- No report due to time

## 5.6 Counseling Report

- See [attached](#)

## 6. 10:55 a.m. Good of the Order

- 11:06am - Alexis developed a contingency plan for Student Surveys, should the surveys not be approved by Senate at the second read. Alexis has reached out to Laura Adams, Kara Zamiska, and Lindsey Owens and asked if they would take on this project because they have lots of experience creating surveys and writing such instruments that avoid biased and vague language. APC agreed and recommended turning the project over to Laura Adams, Kara Zamiska and Lindsey Owens to develop a 10-question equitable instrument if the surveys do not get approved at the December 4<sup>th</sup> Senate meeting.

**Next meeting**

**December 8, 2023**

**Location: OC-116**

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