



Academic Planning Chairs

September 13, 2024

8:30am - 11:00am

Location: **OC-116** and Zoom: <https://rccd-edu.zoom.us/j/86998309815>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (21)

Patty Worsham, APC Chair of Chairs; Business & Management (*Chair*)

Quinton Bemiller, APC Co-Chair; Dean of Instruction: CHL, SBS and VAPA

Courtney Doussett, APC Co-Chair; Dean of Instruction: MECSGD and NSHK

Ashley Etchison, APC Co-Chair; Dean of Instruction: ATA, BM and HPS

Maria Adams, Human and Public Services (*Co-Chair*)

Peggy Campo, Natural Sciences, Health & Kinesiology (*Co-Chair*)

Zina Chacon, Counseling Department (*Assistant Chair*)

James Finley, Math, Engineering, Computer Science & Game Development (*Co-Chair*)

Alexis Gray, Social & Behavioral Sciences (*Co-Chair*)

Ashlee Johnson, Math, Engineering, Computer Science & Game Development (*Co-Chair*)

Starlene Justice, Natural Sciences, Health & Kinesiology (*Co-Chair*)

Kim Kamerin, Visual & Performing Arts (*Chair*)

John Moore, Counseling Department (*Chair*)

Jeff Mulari, Math, Engineering, Computer Science & Game Development (*Co-Chair*)

Ana-Marie Olaerts, Communication, Humanities & Languages (*Co-Chair*)

Dan Reade, Communication, Humanities & Languages (*Chair*)

Tim Russell, Social & Behavioral Sciences (*Co-Chair*)

Paul VanHulle, Applied Technologies, and Apprenticeship (*Co-Chair*)

Sigrid Williams, Human and Public Services (*Co-Chair*)

Suzanne Witmer, Natural Sciences, Health & Kinesiology (*Co-Chair*)

Kara Zamiska, Social & Behavioral Sciences (*Co-Chair*)

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

Visiting: Charise Allingham, Greg Aycock, Kimberly Bell, Caitlin Busso, Hayley Ashby, Sonia Gonzales, Vivian Harris, Darren Koch

1. Call to Order/Welcome

1.1 Approval of Minutes from [May 10, 2024](#).

- M/A. Gray, S/J. Moore, approved unanimously.

1.2 Approval of Agenda

- M/A. Gray, S/D. Reade, approved unanimously.

1.3 Setting Norms, Rules of Order

2. Action Items

2.1 Eligibility for Incomplete Grades, [First Read](#) (Ana-Marie Olaerts)

- M./K. Kamerin, S/J. Moore, approved unanimously
- Ana-Marie shared the language she drafted for this document. This was a first read. Lots of discussion about whether there should be a minimum amount of coursework, i.e. 80% before they are eligible or not require this. Different disciplines have different needs.

3. Discussion Items

3.1 Syllabus Shell—Student Services Links

- The question here is who's going to keep the links updated. There's a button on Canvas that students can be referred to that needs to be maintained.

3.2 APC Assistant Chair Role

- Do Assistant Chairs vote in this role? Each department makes their own decision on this depending on the departmental operations. Seemingly Assistant chairs are in a learning role and attendance requirement is a department decision. We have (Brady Kerr, Zina Chacon and Lindsay Owens).

3.3 [Success/Retention Rates for Accelerated Classes](#) (DOIs)

- Quinton provided data showing retention is better with short-term classes than full time classes. Success rates is a little lower. Currently we have a large demand for FA24 late start classes.

4. Information Items

4.1 Admissions & Records Updates (Dean Sonia Gonzalez)

- Dean Gonzales introduced herself, discussed her role and expressed her willingness to visit our departments and engage with faculty about FW (Failure to Withdraw) and F (Fail) grades, as well as the process for dropping students who are no-shows by Census.
- Faculty members can drop students for inactivity from the Census date up until the official course drop date.
- When assigning an FW grade, it's important to note the last date the student was active. This information is crucial, as financial aid may be adjusted based on the student's inactivity in the course.
- Census is a snapshot of enrollment, reflecting the status of students in the class on that specific day, not on prior days.
- Ideally, Census should be accessible the day before it is officially recorded. While APC indicated this isn't the case, Sonia will investigate to ensure that Census opens the day prior to what is currently displayed in WebAdvisor.

4.2 Faculty Recommendations for Tutors (Daren Koch)

- Daren shared a [list](#) of highly requested tutors and noted subjects that currently lacks tutors, including BIO, CHE-12, CIS, MATH, PHY, and SPA.
- While students can apply for tutoring positions, faculty recommendations are encouraged to help identify suitable candidates.
- Tutors may be current students or alumni.

- Students enrolled in a class at Norco are eligible for tutoring in that class, even if their home college is Riverside or Moreno Valley.
- There is a high turnover among tutors due to graduation and transfers, which limits the ability to retain them as alumni tutors.
- Faculty are encouraged to reach out and invite Daren to their department meetings for further discussion.
- Daren can provide insights on tutor utilization and effectiveness.
- Consider inviting tutors to give a brief 10-minute presentation in your classes.

4.3 [Faculty Hiring Prioritization](#) & [Timeline](#) (Patty Worsham)

- Patty reviewed the ranking schedule:
 - [Faculty Hiring Prioritization Timeline for 2024/2025](#)
 - February 2024: College Budget priorities for FY2024/2025 discussed and determined by College Council
 - April 2024: Program review completed, and new faculty requests submitted.
 - September 13, 2024: Faculty requests forwarded to APC. Disciplines requesting faculty complete supporting documentation. APC will share with Department Chairs at this meeting.
 - September 17, 2024: Departments rank with supporting materials at their September Department Meeting.
 - September 30, 2024: Department Chairs submit those rankings to the DOI by October 2, 2024.
 - October 11, 2024: APC ranking will occur during the October 11, 2024, APC meeting (Open to the public).
 - November 4, 2024: Senate approval (APC brings to Senate).
 - December 5, 2024: College Council approval (Senate forwards ranking to College Council).
 - December 11, 2024: Executive Cabinet (Senate & College Council bring to Executive Cabinet for President approval).

4.4 [New Faculty Hiring](#)—[Data Considerations](#) (Dean Greg Aycock)

- Objective measure to evaluate all faculty positions.
- Data will be presented in a clear visual format, making requests straightforward and easy to understand.
- All disciplines will be represented with the same data set, allowing for meaningful comparisons across all requests, not just within individual areas.
- Focus will be on the following four primary metrics:
 - Average Class Size
 - Enrollment Figures
 - Efficiency (WSCH/FTEF)
 - Part-Time to Full-Time Ratio (PT load/FT load), ideally at 0.33 (75/25)
- Greg provided valuable data table that highlights the top 10 areas of need. This information will ultimately be accessible through a dashboard, allowing department chairs to access it at any time.

4.5 [Faculty Impact Survey](#) (Dean Greg Aycock)

- We are learning things that are impacting black student success based on what they've learned from faculty.
- Big area of need is PT faculty. Would like to get PT faculty involved in this impact survey.

4.6 24FAL Enrollment/Efficiency by School/Discipline (DOIs)

- FTES/FTEF Goal: Our target is to achieve 18.6 FTES/FTEF, but we are currently at 15.2 college-wide, with data presented by discipline.
- Enrollment Concerns: Ana-Marie raised concerns about EduNav's class suggestion system, noting that it may contribute to missed enrollment opportunities for Communications. She suggested that students should be redirected to open classes at MVC or Norco when their preferred classes at RCC are full, but the system currently lacks this functionality.
- Social Justice Studies Enrollment Issues: Alexis highlighted that Social Justice Studies classes often go unscheduled due to low enrollment. Counselors confirmed that this class does not appear in EduNav, and they must proactively recommend it. There is a need for better IT support to address these issues.
- Anthology Update: John Moore mentioned that we have been waiting five years for the Anthology system, which is expected to roll out this summer.
- Impact of Cross-Listings: It was noted that cross-listings can affect enrollment data.
- Understanding Average Metrics: The current average FTES/FTEF is 15.2. Departments above this threshold are performing above average, while those below are underperforming.
- Funding Model Concerns: Patty inquired about the new funding model (BAM) and whether inefficient disciplines would face funding reductions. Quinton responded that there will be pressure on these disciplines to improve, potentially leading to reduced section offerings.

4.7 [2025-2026 Schedule of Classes Production](#) (DOIs)

- See above link

4.8 New ZTC reporting: OER, DIG and MIX (DOIs)

- IDS's need to know if the books are OER (digital or a mix). For Fall semester, the IDS's have to go back in for reporting to the state and classify if the materials are: OER, DIG or MIX.
- IDS's are now called IDC (Instructional Department Coordinator)
- Kara asked if we could get MS form for submitting these materials.
- OER uses no cost materials.
- DIG uses only no cost digital materials but doesn't meet OER guidelines.

4.9 [AB 89](#) and new ADT in Modern Policing (Sigrid Williams)

- AB89 was passed in 2022 requiring an associate's degree in modern policing that must be in our catalog by 2025. Sigrid passed out the courses required for this program. It's multi-disciplinary and has courses in ADJ, COM, SJS, PSY, ENG, MAT, ART, PHIL and either CDEV/SOC or SOC/ANT.
- Sigrid is asking for us just provide her with an extra set of eyes to ensure she hasn't missed anything.

4.10 Credit for Prior Learning - CPL (Sigrid Williams)

- 416 statewide students who have been awarded credit via CPL.
 - We have multi-college recommendations.
- 4.11 APC Scheduling Retreat, February 5th and 6th (DOIs)
- Retreat will be on campus with off-site for lunch. Spring FLEX is February 7

5. Reports

5.1 [Academic Senate](#)

5.2 [College Council](#)

5.3 District Enrollment Management

- Will start looking at 2025/2026 FTES goals. We have almost recovered to where we were pre-Covid.

5.4 [CTA](#)

5.5 VPAA

- Board approves Quinton Bemiller as VPAA on Tuesday 9/17/24, he starts Wednesday. Will be a while before interim Dean position gets filled. Kylie Campbell has been approved to take over for Tyee Griffith's position. She'll be starting at the end of September.

5.6 DOI

- IOIs in progress for FT and PT faculty

5.7 Counseling Report

- Three Counseling Positions Filled: one new hire, one for EOPS, and a replacement for Puente. Patricia Avila joins us from RCC, and two adjunct faculty members have transitioned to full-time positions. Lisa Martin has also transferred to RCC.
- Success Team Reminder: Each of us has a designated Success Team. Please reach out to your assigned counselor if you have a student who is falling behind and needs assistance.
- Fashion for Change Club Needs: The Fashion for Change club is seeking a location to set up and store 10-15 sewing machines. Alexis has offered the back counter of HUM-111 as a potential space for their needs.

6. Good of the Order

- Kim Bell had to leave, so Patty shared her request for faculty to provide specific examples related to DE Camp and HR. This information will help her report back to the Senate and District Senate.
- Ana-Marie noted that the CHL department has a 1.0 release, which is the maximum allowed by contract and expressed concerns that the department is both too large and undercompensated.

Next meeting
October 11, 2024
Location: IT-206

Zoom: <https://rccd-edu.zoom.us/j/86998309815>