



Academic Planning Chairs

October 3, 2025

8:30am - 11:00am

Location: **HUM-111** and

Zoom: <https://rccd-edu.zoom.us/j/81071365417>

Voting members of APC must attend in-person.

Minutes

Present Committee Members (22)

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

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

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

Roger Perez, APC Co-Chair; Dean of Instruction: CHL, SBS and VAPA

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

Sean Davis, Counseling Department (*Co-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*)

*Brady Kerr, Visual & Performing Arts (*Assistant Chair*)

Jethro Midgett, Counseling Department (*Co-Chair*)

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

Sara Nafzgar, Communication, Humanities & Languages (*Co-Chair*)

Lindsay Owens, Natural Sciences, Health & Kinesiology (*Assistant Chair*)

Dan Reade, Communication, Humanities & Languages (*Co-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: Kimberly Bell, Quinton Bemiller, Darnell Bing, Erin Deck, Alan Erving, Greg Ferrer, Vivian Harris, Monica Huizar, Kiandra Jimenez, Amy Kramer, Megan Lindeman, Nelya Parada, Amberley (Brittnee) Quintanar, David Schlanger, Shazna Uduman.

Absent: Peggy Campo (*district meeting*)

1. Call to Order/Welcome

1.1 Approval of [Agenda](#)

- M/K. Kamerin, S/A. Gray, approved.

1.2 Approval of [September 12, 2025](#), Minutes

- M/K. Zamiska, S/T. Russell, approved.

1.3 Comments from the Public (4-minute limit)

- No comments

2. Action Items

2.1 APC Bylaws

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

2.2 JFK 5-Cap Policy

- M/D. Reade, S/A. Gray, approved
- APC continued discussion of the long-standing 5-Cap limit on enrollment of JFK students in regular Norco College courses.
 - The committee acknowledged the historical context and intent of the policy while recognizing faculty concerns regarding course impacts.
 - Many disciplines expressed frustration over bottlenecks created by the restriction, particularly during a period of declining enrollment.
 - The proposed compromise would remove both the 5-Cap limit and priority registration for JFK students.
 - There was broad consensus among chairs that this approach balances access for JFK students with the need to support impacted disciplines.
 - APC recommends that the Academic Senate consider adopting this compromise.

2.3 Faculty Rankings

- M/D. Reade, S/S. Davis, approved
 - Initial Ranking:
 1. DRC
 2. ETS
 3. ART
 4. MOC
 5. General Counseling
 6. ENE
 - The discussion was collegial. Several members advocated for the need in Engineering (ENE), noting that while the required form and data were not submitted with Program Review, the need remains significant. Overall, there was minimal movement from the initial rankings.
 - Final Ranking:
 1. DRC
 2. ETS
 3. ART

4. ENE
5. MOC
6. General Counseling

3. Information Items

3.1 Standardized Accounting Method (SAM)

- A brief overview was provided to explain the upcoming transition to the Standardized Accounting Method and its implications for course reporting.

3.2 CRC & Dual Enrollment Update (Campbell)

- There remains a conflict between the state-level CDCR/Closure Team and the local CRC and Warden regarding the prison closure timeline.
- The state team wants to continue WIN and SPR classes, while the local team insists on halting programming to focus on packing and closure activities.
- It is still undetermined whether WIN and SPR classes will be offered. Faculty with in-person load obligations should be scheduled for on-campus courses to meet required face-to-face hours.
- Dual enrollment scheduling updates pending from Kylie.

3.3 CPL Forms are due no later than 10/23 and other information items (Williams)

- CPL (Credit for Prior Learning) forms are due by October 23.
- Chairs were reminded to identify eligible courses and submit accordingly.

4. Discussion Items

4.1 None

5. Reports

5.1 [Academic Senate](#)

- No formal report.

5.2 College Council

- No formal report

5.3 District Enrollment Management

- No formal report

5.4 CTA

- No report.

5.5 [VPAA Report](#) (Bemiller)

- Provided updates on schedule development guidelines:
 - Course rotation updates should be maintained.
 - Ensure in-person courses adhere to the established scheduling grid.
 - Emphasis on efficiency in scheduling:
 - Courses below 70% fill rate may be subject to cancellation, with exceptions for:
 - Capstone courses in two-year rotations.
 - Pathway completion requirements.
 - Courses tied to industry partnerships.

- Newly developed programs.
- The efficiency target remains 17.5, equivalent to a class size of 35.

5.6 Dean's Reports

- No report.

5.7 Counseling Report

- No formal report.

6. Other

6.1 Educational Resource Advisors/Counselors

- Sean Davis led a discussion introducing Chairs and Schools to their Educational Resource Advisors. Topics included:
 - Strategies for ongoing collaboration.
 - Clarifying who should attend meetings and for what purposes.
 - Improving coordination on curriculum and advising matters.
 - Identifying upcoming school-based events and how to best support them.

7. Good of the Order

- Alexis Gray strongly encouraged faculty to attend at least one RSI (Regular and Substantive Interaction) session.
- The @ONE sessions are currently full but particularly valuable for faculty needing recertification.
- Questions were raised about the timeline for equivalency reviews; existing qualifications listed on the website will remain active, and updates are expected by November.
- Kim Kameran shared that Faculty Association is working on compensation plans for peer-to-peer support, anticipated for implementation by November.
- Meeting adjourned at 11:00am

Next meeting

November 14, 2025

Location: HUM-111

Zoom: <https://rccd-edu.zoom.us/j/81071365417>