

NORCO COLLEGE

Academic Planning Chairs

December 12, 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 (21)

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*)

Peggy Campo, Natural Sciences, Health & Kinesiology (*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*)

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: Haley Ashby, Charise Allingham, Quinton Bemiller

Absent: Courtney Doussett, Kim Kamerin, Brady Kerr

1. Call to Order/Welcome

1.1 Approval of [Agenda](#)

- M/S. Justice, S/K. Zamiska, approved.
- Motioned approved with modifications to add:

- Tech It Out in 2
 - DE Syllabus Shell
- 1.2 Approval of [November 14, 2025](#), minutes
 - M/A. Gray, S/K. Zamiska, approved.
- 1.3 Comments from the Public (4-minute limit)
 - No public comments.

2. Action Items (no action items)

2.1 None

3. Information Items

3.1 Power BI Tools (Ashby)

- Ashley provided a [Data Dashboards Guide](#) for Chairs and demonstrated key dashboards:
 - Fill rates by day/time
 - Fill rates by modality
 - Enrollment velocity
 - Waitlist intensity

3.2 Honors Program Update (Young)

- Rescheduled for 26SPR

3.3 Assessment Update (Johnson)

- Ashlee reviewed the full [assessment cycle](#) and provided the following updates:
 - Assessment cycle begins with planning → data collection → analysis → action planning → implementation & monitoring.
 - SLO linking in Canvas has increased from 15% to 22% this semester.
 - Significant improvement in Associate Faculty assessment participation.
 - IR continues working with departments on SLO linking.
 - Departments should send any assessment rotation plans to Charise.
 - Program-level assessment should utilize required program course data.
 - Charise will email chairs on Monday requesting program-level planning documents.
 - New Quizzes will push into Nuventive, but results will not appear in Mastery Gradebook.
 - A common assessment has been identified in Canvas Commons; updates made to the master can automatically update faculty copies.

3.4 [Summer/Fall Rollover](#) (DOIs)

- 26SUM/26FAL rollover: January 20–23
 - Chairs receive schedules: January 26
- 26SUM/26FAL schedules due to IDC: March 20th
 - Last day to make changes: April 10th
 - Schedules go live: April 20th
- 27WIN/27SPR due: June 12th
 - Last day for changes: October 2nd

3.5 Upcoming Chair Elections (Worsham)

- Elections will occur in April, with APC notified in May.
- Chairs up for election:
 - VAPA
 - B&M
 - MECSGD
 - SBS (2 or 3 positions)
 - AT&A
 - HAPS

3.6 Tech It Out in 2 (Zamiska)

- Kara demonstrated [Perplexity Comet](#), an AI tool capable of performing Canvas assignments end-to-end.
 - Students can prompt the tool to complete weekly assignments, quizzes, and written work.
 - Instructors can use it to generate announcements and other course materials.
 - Potential benefits include RSI support and course review.
 - [Perplexity AI](#) is free for 12 months for students and educators.
 - Raises academic integrity concerns; possible need for an Academic Integrity Office.
 - Environmental impact questions raised.
 - Advocacy for a computerized testing center.

3.7 Credit for Prior Learning (Williams)

- 82 new Credit-by-Exam (CBE) opportunities and 8 new portfolios (ANT).
- Stipends available in WIN for faculty completing CPL evaluations.
- \$300 stipends offered for creating CBE exams across listed disciplines.
- Norco now has 640 CPL offerings.
- State has allocated an additional \$50,000 in faculty stipends.
- Departments encouraged to submit additional courses for CPL consideration.

3.8 DE Syllabus Shell (Gray)

- Chairs and faculty should include the Communication & Monitoring Plan (CMP) in their syllabus shell.
- APC provides broad approval for including CMP as a required syllabus component.

4. Discussion Items

4.1 Proposed Date Change for March APC Meeting

- Informed Chairs of the need to move the March 13 meeting to March 6 due to the Industry Breakfast conflict.

5. Reports

5.1 [Academic Senate](#)

- Efficiency will become a required criterion for requesting new faculty positions.
- Disciplines may propose course caps; all three colleges must approve before going to administration/VPAA.

5.2 College Council

- No report.

5.3 District Enrollment Management

- Anthology system continues to struggle but is improving; rollout expected soon.
- SAAM users must correct fractional issues.
- Curriculum deadline moving to June (three months earlier).

5.4 CTA

- No report.

5.5 VPAA Report (Bemiller)

- [Associate Faculty Preference List](#) released Dec. 11th
 - Applies across all modalities.
 - Includes bumping rights when classes are canceled.
 - “Needs improvement” evaluations do not remove preference.
- Health Benefits
 - Faculty must maintain 0.8 load over academic year; class cancellation may jeopardize eligibility.
- Preference List Distribution
 - Intended to be sent every semester; last sent September 15th.
- Growth Target: 5% for next year.
 - Additional sections must be efficient.
- FA Negotiations
 - Compensation for SAAM-related work anticipated.
- ZTC Update
 - 16 faculty currently participating across BUS, ENP, COM.
 - Goal to expand ZTC offerings, particularly in dual enrollment.
 - Spring textbook expenses for DE: \$75,000.
- Standard of Care
 - Presented by Dr. Tarrant; emphasis on 3-year completion and faculty role in Element 451.
- CoP – Shortened Courses Initiative
 - BUS and COM pilots will be shared at Spring Flex.
 - Potential expansion to other disciplines.
- Baccalaureate Degrees
 - District goal: one bachelor’s degree per college.
 - MVC: Emergency Management.
 - Norco considering Game Development and Entrepreneurship with AI emphasis.

5.6 Dean’s Reports

- CRC (Campbell)
 - Fall 2025 Graduation
 - [26WIN/26SPR enrollment update](#)
 - Meeting at Polly’s Pies: Dec. 19th at 10:30 a.m.
- Dual Enrollment (Campbell)
 - [26WIN/26SPR enrollment update](#)

- New CCAP agreements (2026–2030)
 - [Pathways](#)
 - In-person cohorts
 - [Textbook planning](#)
- JFK Partnership (Campbell)
 - Positive feedback on registration cap/timeline updates
 - Concerns: priority registration for DRC, Honors, Umoja
 - Interest in Chemistry/Biology lab space sharing with Norco
- General DOIs:
 - Winter enrollment at 85.6%; scheduling adjustments encouraged before break.

5.7 Counseling Report

- CSU application deadlines have been extended.

6. Other

6.1 None

- No additional items.

7. Good of the Order

- Tim Russell: Program Review annual update open through mid-March.
- Meeting adjourned at 10:55am

Next meeting

March 6, 2026

Location: HUM-111

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