

NORCO COLLEGE

Academic Planning Chairs

March 6, 2026

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 (19)

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
Teresa Friedrich Finnern, 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*)
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*)
Suzanne Witmer, Natural Sciences, Health & Kinesiology (*Co-Chair*)
Kara Zamiska, Social & Behavioral Sciences (*Co-Chair*)
Kim Kamerin, Visual & Performing Arts (*Chair*)
*Brady Kerr, Visual & Performing Arts (*Assistant Chair*)
***Online attendance, non-voting**

Absent: Maria Adams (conference), Ashlee Johnson, Starlene Justice,
Sigrid Williams (conference)

Visiting: Kylie Campbell

1. Call to Order/Welcome

1.1 Approval of Agenda

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

1.2 Approval of December 12, 2025, minutes

- M/A. Gray, S/K. Kamerin, A/T. Friedrich Finnern, approved.

1.3 Comments from the Public (4-minute limit)

- No public comments.

2. Action Items

2.1 Request to add Communication and Monitoring language to syllabus shell (Worsham)

- M/K. Kamerin, S/K. Zamiska, approved.
 - Chairs Approved adding CMP Language to syllabus shell.
 - **Communication & Monitoring Plan (CMP)**
 - **Ways I Will Initiate Interaction with You:** Weekly announcements, providing feedback on assignments, facilitating discussions, and periodic Canvas Inbox messages.
 - **Ways You Can Contact Me:** For general questions, use the Q&A Discussion board and/or announcement comments so that everyone benefits from the answer. For personal questions, use the Canvas Inbox or attend Student Office Hours. You can expect replies within approximately 48 hours on weekdays.
 - **Ways You Can Interact with Classmates:** Discussion board replies, peer feedback activities, Canvas Groups, and Canvas messaging.
 - **Monitoring and Outreach:** I will review course activity regularly. If I see a pattern of inactivity or challenges in the course, I'll reach out. If needed, I'll recommend campus support resources.
 - Note to faculty: Modify the language as needed to reflect the practices in your course for each of the four areas. This is in addition to the more robust CMP page that should appear in Canvas. A template is available in Canvas.

3. Information Items

3.1 AI Updates (Kara Zamiska)

- New 7-Cal scientific calculator includes a camera feature capable of solving photographed math problems.
- AI Tool "Einstein" reportedly capable of completing coursework.
- [Respondus](#) license shortages occurred during second 8-week session last semester.
 - Discuss about securing district -level funding
 - Faculty encouraged to discuss [Respondus](#) use within disciplines.
- TLC forming Student Academic Integrity Workgroup.
- Faculty reported increased workload, monitor academic integrity

3.2 Discipline Subject-matter-expert (SME) report needs updating (Etchison)

- Ashley explained the purpose of report and Patty explained the process.
- Report will be sent to Ashley and she will distribute to Chairs for updating.

3.3 Chairs notify SME's for Equivalency panels (Worsham)

- Overview of equivalency request process and need for timely SME notification

3.4 Updated Course Rotations (DOIs)

- Chairs to review and submit updated rotations to Deans of Instruction

3.5 Tutoring and how to get the word out (Damon Nance)

- 43% increase in tutoring visits (Fall → Fall 25)
- Tutoring appointments have increased by 200%
- Transition to SARS System; positive student feedback
- LRC requests syllabus language promoting tutoring
 - Chairs prefer embedding tutoring within Student Services section rather than adding another blurb
 - Suggestion: discipline-specific short videos from tutors
- NetTutor feedback concerns to be directed to Nikki Capps
- Study Jams scheduled (with food; requires LRC login for FTES)
- Focus groups planned (students and faculty)

4. Discussion Items

4.1 Educational Partnership Updates (Kylie Campbell)

- [26-27 Dual Enrollment Course Requests](#)
 - Reviewed spreadsheets and faculty to review and provide feedback. Schedule requests, dual pathways, co-horts;
 - Request made to ensure students are aware of adult material.
 - Any parent or high school faculty inquiries direct to Kylie
- [26-27 Rising Scholars Course Requests](#) (Juvenile Hall- Hybrid + NEW CDCR- Online)
 - Final term at CRC (8-week online). No summer classes.
 - Exploring three new facilities (Chino Men's/Women's & Blythe)
 - Beginning asynchronous; possibly moving to synchronous
 - Kylie's contract ends in June. Chairs expressed appreciation for her work and hope for continuity.

5. 10:00 a.m. Reports

5.1 Academic Senate

- Senate considering disaggregated class-level achievement data by race/ethnicity
- Chairs to discuss within schools and provide feedback.

5.2 College Council

- No report

5.3 District Enrollment Management

- No report

5.4 CTA

- No report

5.5 VPAA Report

- Transitioned to SurveyMonkey for course evaluations (IOI's)
- Students will receive a link via email to participate in survey
- Chair elections to be agendized in April
- Enrollment:
 - 65.8% online (up 10% from last spring)
 - MVC increase, RCC 44% online
- Pathmaker:
 - \$42K annual cost and will continue to increase

- Formal recommendation requested in April/May to agendize an action item to review if we should continue or discontinue Pathmaker.
- Testing Center:
 - Space is not an issue but no budget for proctoring
- Space Utilization:
 - Labs at 140% usage
 - Underutilized lecture rooms (5-6)
 - Communicate needs to DOI's
- District AI group forming (faculty representation needed).
- CPL development funding available (\$300/test; SPR)

5.6 Dean's Reports

- Summer/Fall scheduling timeline:
 - Schedule to be provided to IDC's next week
 - Schedule goes live April 20th
 - Registration starts early May
- SurveyMonkey IOI's:
 - 15 question survey with question 16 for open comments
 - Chairs to recommend including course name in subject line
- Associate Faculty IOI list forthcoming
- Census currently underway
- DE Certification:
 - @One courses available
 - Submit to DE.certification@rccd.edu
 - 1-2 day turnaround after peer review is complete

5.7 Counseling Report

- CCN Phase 2A & 2B changes effective Summer 2026.
- GE certificate phase-outs; enrollment impacts
- Students may qualify under multiple GE patterns
- Offer in-person counseling services on Mondays and Fridays to enhance accessibility for students seeking face-to-face support.
- District-wide meeting for counseling this semester (April)
- Graduation
 - MyPortal limitations prevents multiple degree applications
 - Counselors can manually process multiple degrees

6. 10:30 a.m. Other

- None noted

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

- Meeting adjourned at 11:00am

Next meeting

April 10, 2026

Location: HUM-111

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