



Academic Planning Chairs

May 8, 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
Maria Adams, Human and Public Services (*Co-Chair*)
James Finley, Math, Engineering, Computer Science & Game Development (*Co-Chair*)
*Teresa Friedrich Finner, Natural Sciences, Health & Kinesiology (*Co-Chair*)
Alexis Gray, Social & Behavioral Sciences (*Co-Chair*)
*Starlene Justice, Natural Sciences, Health & Kinesiology (*Co-Chair*)
Kim Kamerin, Visual & Performing Arts (*Chair*)
*Brady Kerr, Visual & Performing Arts (*Assistant 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*)
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*)
***Online attendance, non-voting**

Absent: Ashlee Johnson, Sigrid Williams (conference), Jethro Midgett (college event), Sean Davis (college event)

1. Call to Order/Welcome

- 1.1 Approval of [Agenda](#)
 - M/A. Gray, S/J. Finley, approved.
- 1.2 Approval of [April 10, 2026](#), minutes
 - M/A. Gray S/J. Finley, approved.
- 1.3 Comments from the Public (4-minute limit)
 - No public comments.

2. Action Items

2.1 New Faculty Prioritization –New Process (second read) (Kamerin/Zamiska) - Worsham

- Discussed implementation and workflow of new prioritization process.
- Consolidate to one form and include library and counseling
- Faculty inquired about new program development and how to utilize it
- LMI data: not primary source for existing faculty requests. Used for program review/new programs
- Motion to approve pilot new faculty form in the fall but keep the original system as the one we are currently using. (Zamiska/Reade). Motion carried unanimously

3. Information Items

3.1 Dual Enrollment Student Support Update (Kylie Campbell)

- Focus on expanding support services for growth
- In need of Dual enrollment Faculty Coordinator
- Winter 2027/Spring 2027 requests available in shared Google Sheets.

3.2 Department Chair Election Outcomes (Worsham)

- i. VAPA: Kim Kamerin (co-chair?)
- ii. B&M: Patty Worsham
- iii. MECSGD: James Finley /Steff Warsinski/Jeff Mulari
- iv. SBS (2/3): Tim Russell, Alexis Gray, Kara Zamiska (re-elected)
- v. AT&A: Patty Worsham (.2), Paul VanHulle (.1) for 2026–2027
- vi. HAPS: Sigrid Williams & Maria Adams (re-elected)

3.3 Summer Chairs (Worsham)

- i. VAPA: Kim Kamerin
- ii. B&M: Patty Worsham
- iii. MECSGD: James Finley
- iv. SBS: Kara Zamiska
- v. HAPS: Sigrid Williams
- vi. CHL: Dan Read
- vii. AT&A: Patty Worsham
- viii. SCIKIN: Suzanne Witmer and Ruben Aguilar
- ix. Counseling: Sean Davis

3.4 WIN27 & SPR27 Schedule due to IDC’S June 12 (Worsham)

- Schedules are due 6/12/26 (IDC deadline)
- Bookstore receives faculty assignment data from finalized schedules

3.5 AI Updates (Zamiska)

- Academic Integrity group looking for workgroup
- Tools: Gemini Pro, NotebookLM, GEMs (app/bot creation tool)
- Encourage faculty to participate in and provide feedback

3.6 Tech-It-In-Two (Gray)

- Canvas outage Discussion: Contingency plans are needed for system outages
- Ensure FERPA training is completed
- Download gradebook regularly as backup tool

- Export and save courses as .zip at end of term

4. Discussion Items

4.1 Student Surveys for IOI's low Response Rate (DOI's)

- Recently transition to SurveyMonkey and results are low in participation
- Some faculty received 0-2 responses
- DOI's working with district to solve issue
- Suggestion to have students take survey in order to complete class. Similar to @One courses

4.2 Efficiency Targets for Enrollment-Fall (Bemiller)

- School has met 5% goal and continues to improve
- Growing every year by 2%
- The DOIs and VPAA want to continue to focus on student pathways and access

4.3 Proctoring Software (DOI's)

- Issues with students Proctorio, faculty prefer alternatives
- Concern with not all students have webcam. Students can use library to take exams if needed with proper software.

5. 10:00 a.m. Reports

5.1 Academic Senate

- Report was shared previously by Patty Worsham

5.2 College Council

- Meeting next week

5.3 District Enrollment Management

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5.4 CTA

- Town Hall Meeting 5/12/26

5.5 VPAA Report

- Canvas outage; system offline through weekend
- Contingency planning underway
- Consider extending drop deadlines
- Rank School Equipment request
- FLEX tracking; DE Certification counts as 16 hrs. of FLEX with 3 hrs. of equity
- Standard of CARE SPRs available (20hrs)
- Approved 0.4 Dual Enrollment Faculty Coordinator (Fall)
- New LFM Team from CMAC announced

5.6 Dean's Reports

- Distance Ed certification has been extended
- Norco: 219 Faculty still needed
- District wide: 878 remaining
- \$750 Stipend but not guaranteed how long will be available

- Accessibility deadline extended another year
- Order regalia if needed

5.7 Counseling Report

- No report

6. Other

- No report

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

- OBS broadcasting software set up for YouTube livestreams
- Norco Teaching institute volume 2 returning fall
- Meeting adjourned: 10:32

Next meeting

September 11, 2026

Location: HUM-111

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