Academic Planning Chairs
September 11, 2026
8:30am - 11:00am
Location: **HUM-111** and
Zoom: https://rccd-edu.zoom.us/j/87207770344
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
Quinton Bemiller, 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)*
Starlene Justice, Natural Sciences, Health & Kinesiology *(Co-Chair)*
Kim Kamerin, Visual & Performing Arts *(Co-Chair)*
Megan Lindeman, Visual & Performing Arts (Co-Chair)
*Jethro Midgett, Counseling Department *(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: Jason Parks, Sandra Popiden, Jeff Mulari
Absent: Steff Warsinski (leave)

1. Call to Order/Welcome

1.1 Approval of Agenda
- M/K. Kamerin, S/A. Gray, approved.

1.2 Approval of May 8, 2026, Minutes

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

1.3 Comments from the Public (4-minute limit)

- No comments

2. Action Items (No action items)

3. Information Items

3.1 Sub Request-approval process- Dr. Doussett

- If you need substitute, please email your chair and Dean. Include date(s) sub is needed, reason for request, name of proposed substitute if you have identified someone.
- Do not secure substitutes before receiving approval from Dept. Chair and Dean due to substitute assignments require funding and advance approval.

3.2 College Leadership Vision and Strategic Hiring Priorities-(VPAA/DOI's)

- As we prototype this new process for prioritizing/ranking new faculty requests, the college president, VPAA, and Deans of Instruction will briefly share their vision, identified gaps, and strategic priorities to help inform the review of department requests.

3.3 New Faculty Prioritization Ranking Data-Worsham

- September 11, 2026: faculty requests forwarded to APC. Disciplines requesting faculty complete supporting documentation. APC will share with department Chairs at this meeting.
- September 22 ,2026: Dept. rank with supporting materials at their September Department meeting
- October 2, 2026: Department Chairs submit those rankings to the DOI
- October 9, 2026: APC ranking will occur during the 10/9/26 APC meeting. (open to public)
- November 2, 2026: Senate approval (APC brings to Senate)
    - Requested Positions:
    - Physics
    - Music
    - Math
    - Kinesiology
    - Art
    - Counseling-General

3.4 Dual Enrollment Update- (Tyee Griffith)

- APC discussed concerns about changes to the 2026–2027 dual enrollment schedule and inconsistent communication about those changes. Chairs emphasized the need for more stable scheduling and clearer communication among the college, departments, and high school partners.

4. Discussion Items

4.1 Syllabus Shell-Sandra Popiden

- Discuss adding student parent support center and priority registration information to the syllabus shell in accordance with AB 2881 and the GAINS Act (AB2458). Consider whether APC or Academic Senate has previously addressed these requirements and this information should be communicated to faculty.

4.2 Syllabus Shell: Resources Update - (Brittnee Quintanar)

- Discuss correcting outdated contact information and updating the name of the Academic Counseling and Career Development Center. Consider replacing the individuals resource listings with a direct link to the Centers, Programs, and Services brochure to ensure information remains current. Committee will discuss further next meeting in October.
- The committee also discussed the need to update outdated resources and contact information in the syllabus template. Rather than maintaining individual names, phone numbers, and program information that may quickly become outdated, APC considered whether linking faculty to a centralized resource that can be regularly maintained would provide a more sustainable long-term solution. The committee is also working to establish a clearer process for communicating when an updated syllabus template has been approved and posted so that faculty and Chairs are aware of the most current version

5. Reports

5.1 Academic Senate

- Academic Senate is currently considering several items, including the Noncredit Faculty Coordinator, curriculum minutes requirements, the Norco College English Discipline AI Use Policy, revised add/drop language for the syllabus template, and the Standard of Care Workgroup. FPDC is in need of leadership/Chair.

5.2 College Council

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5.3 District Enrollment Management

- District Enrollment Management reviewed student success data and noted significantly higher success rates in short-term courses, many of which were CTE courses. Retention data will be discussed in greater detail at the next meeting.

5.4 CTA

- No report.

5.5 VPAA Report

- The VPAA is developing a more consistent onboarding resource for associate faculty. Chairs are sharing their current materials and practices to help create a more comprehensive resource. Teaching authorization forms need to be turned in 4 weeks before semester begins to HR to be processed.

5.6 Dean's Reports

- Enrollment Update: Enrollment continues to show encouraging growth, with several sections experiencing increases in student enrollment. The strongest gains have been observed in in-person sections, indicating increased student interest in face-to-face instruction
- Accreditation Update including online courses pulled for RSI review. ACCJC has randomly selected 60 Norco College online courses for review. Faculty

whose courses were selected and who received a request for documentation of communication occurring outside of Canvas were asked to respond and provide the requested materials. This documentation is particularly important as the college continues to demonstrate compliance with Regular and Substantive Interaction (RSI) requirements in online courses.

- DE Certification update: Remaining opportunities for @ONE DE certification courses scheduled for: October 5th-30th and October 26th-November 20th.
- Online course-Accessibility requirement: Accessibility remains an important focus across all Canvas courses, regardless of modality. Faculty are encouraged to begin working through the Accessibility Guide and to complete the following initial steps: 1. Use the **TidyUP** tool in Canvas to identify and remove unnecessary course files and content. 2. Submit a request for **Rosie** to assist with additional course cleanup and accessibility-related improvements.
- Curriculum-Equity field in CORs for Title 5 Curriculum policy

5.7 Counseling Report

- Counseling is preparing for Title 5 changes, including a new requirement for every student to have a complete education plan. They are also updating their processes and staffing, and student wait times have improved.
- Probation and Dismissal have changed to Notice and Pause. District material to be changed.

6. Good of the Order

- Norco College Criminal Justice Student Association and Veterans Club are leading this year's Battle of the Cities Military Care Package Drive. Faculty are encouraged to share the opportunity with their departments and student clubs.
- Meeting adjourned at 11:04am

Next meeting
October 9, 2026
Location: HUM-111
Zoom: https://rccd-edu.zoom.us/j/87207770344