Academic Planning Chairs
October 9, 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)*
Suzanne Witmer, Natural Sciences, Health & Kinesiology *(Co-Chair)*
Kara Zamiska, Social & Behavioral Sciences *(Co-Chair)*

Online attendance, non-voting

Visiting: Sandra Popiden, Jeff Mulari (in lieu of Steff Warsinski)
Absent: Steff Warsinski (leave), Paul VanHulle (attending AT&A), Sigrid Williams

1. Call to Order/Welcome

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

1.2 Approval of September 11, 2026, Minutes
- M/ K. Kamerin, S/A. Gray, approved.

1.3 Comments from the Public (4-minute limit)

- No comments

2. Action Items

2.1 Faculty Replacement: History (Gray)

- Received resignation from tenured track faculty member who will finish their contract this year. We want to start new hire process as soon as possible.
- Jason suggested incorporating a sample teaching demonstration into the hiring process. Chairs agreed that this would help assess candidates proficiency in Canvas and online instruction.

2.2 APC Bylaws (Worsham)

- Chairs say Charter not bylaws. Patty will work with Peggy and connect offline and bring and bring this back to the November meeting. We need to work on the ACCJC part and the KPI's need updating. Then I need to read it over again and clean up the language to ensure it is correct.

2.3 Request to add the following language to syllabus shell (Worsham)

1. Add/Drop Policy- Tabled for November APC
2. AI Policy (English template)-Tabled TBD
    - The item was tabled pending receipt of template. Members generally agreed with the proposed language but recommended waiting for the District Academic Senate and college AI workgroups to conclude their discussions, as the language may change. Faculty were encouraged to discuss the policy within their departments.
3. Student/Parent Resources - Motion approved, and I'll bring it to Senate (Gray/Justice)
4. Student Support Programs and Services- Tabled item until we are provided with working links and I can take this to Senate once APC approves.

2.4 Proposed Timeline for Syllabus Shell Updates (Reade)

- How are going to inform everyone of this new policy? Ashley suggested we get this to DOI. Peggy and Patty will share with College Council.
- APC approved proposed timeline for reviewing and updating the college syllabus template.

- The goal is to establish a more predictable and coordinated process so that changes can be reviewed, approved, and communicated to faculty in a timely manner. Additional information will be shared as the process moves forward.

2.4 Faculty Rankings (Worsham)

- APC completed its ranking of full-time faculty hiring requests for the upcoming hiring cycle. Following presentations and discussion, the committee approved the following rankings:

1. Kinesiology
2. Mathematics
3. Physics
4. Music
5. General counseling

- APC also approved a recommendation that the sixth position, carried from the previous hiring cycle, be retained for next year's prioritization process. The rankings will now move to Academic Senate for consideration and approval.

3. Information Items

3.1 Non-credited Development (Ashely Etchison)

- The District is developing a strategic plan for noncredit education and is requesting input from faculty and departments. Noncredit courses are tuition-free for students and generate FTES, while not-for-credit offerings are generally fee-based and may include workforce or contract training. Department Chairs were asked to share the District's planning document with their disciplines and encourage faculty to complete the survey included in the document
- Faculty are encouraged to provide feedback, particularly regarding opportunities to expand noncredit offerings, workforce development, and other educational pathways.

3.2 Accessibility update (Sara Nafzgar)

- Update on accessibility requirements and available resources to support faculty in improving Canvas course accessibility.
- Faculty discussed challenges related to achieving compliance, including persistent issues following the use of tools such as Rosie. Sara offered school-specific Zoom workshops to provide additional guidance and training.
- Clarification was also requested regarding which accessibility issues Rosie can resolve automatically and which require faculty intervention.
- APC acknowledged the challenges and encouraged continued efforts toward accessibility compliance.

4. Discussion Items

4.1 5-year Program Review Cycle-Proposed Transition (Tim Russell)

- Tim Russell will provide an overview of the proposed transition from the current 3-year program Review cycle to a 5-year cycle, pending Academic Senate approval. The presentation will address the rationale for the proposed change, anticipated impacts on the Program Review process and academic areas, and key considerations associated with implementation.
- The proposed change would align Program Review with the college's five-year Strategic Planning cycle. A similar change to the Assessment cycle, from six years to five years, is also being considered. The proposal has been shared with several participatory governance groups and is pending Academic Senate approval. No changes to the current Program Review cycle have been finalized.

4.2 FA Poll Question (Patty Worsham)

- What has your area's practice been when newly hired associate faculty teach multiple sections during their first semesters, observe one section or observe every section? The FA is trying to get an idea of what each college is doing.
- APC participated in a Faculty Association survey regarding classroom observations for newly hired associate faculty teaching multiple sections.
- Chairs indicated the current practice is generally to observe one section. When faculty teach at multiple colleges within district, department chairs coordinate to determine which section will be evaluated. Chairs voted in favor (100%) to conduct this process.

5. Reports

5.1 Academic Senate

- No report

5.2 College Council

- Discussion focused on strengthening the purpose and role of Academic Council (CC), particularly in supporting accreditation efforts and aligning with the new Strategic Planning and Governance Model (SPGM).

5.3 District Enrollment Management

- APC received an update on discussions occurring at the District Enrollment Management Committee, including enrollment trends, course fill rates, and instructional modality
- There was discussion about the appropriate role of district-level enrollment management in decisions regarding online versus face-to-face course offerings. Questions were raised about how these decisions intersect with faculty responsibilities, academic planning, and local college needs. These conversations are ongoing, and APC will continue monitoring developments that could affect course scheduling and instructional offerings at Norco College

5.4 CTA

- No report.

5.5 VPAA Report

- No report

5.6 Dean's Reports

- Reminder from Dean's when doing observations for IOI's that you are only there to observe and should not be interacting with class. Please ask chairs to share with their faculty at their next department meeting.

5.7 Counseling Report

- **Full-Time general counselor request.** Sean and I presented the case at today's meeting. The short version: Norco has 10.5 FTE of general counseling for 11,351 fall students, about 1,081 students per counselor. The district's own Standard of Care target is 500 FTES per counselor, which raises our need at about 16 counselors next year.
- **Probation and dismissal are now Notice, Pause, and Restart.** The district alignment deadline is Tuesday, October 14. GPA and progress thresholds didn't change. What's new is that a student on notice who earns a 2.0 term GPA now holds at their current level instead of sliding toward pause. If a syllabus, Canvas page, or referral guide in your department still says, "academic probation," it needs updating. Counselors were informed in depth on October 7 and will receive ongoing training as the implementation continues throughout the district.
- **Transfer application season is open.** UC and CSU applications for Fall 2027 are due December 1. Please encourage students to see a counselor and/or visit the transfer center for application review now rather than the last week of November.
- **Getting new students to the right place.** The Advising Desk with our ERAs has been live since September 14. First-time and newly declared majors should be sent to an FYE appointment, not the drop-in line. Under Title 5 §55524, a comprehensive ed plan by the end of the student's first year is now the college's responsibility, so those referrals matter and that is something that the department is continuing to devise a solution on how to abide by.

6. Good of the Order

- Tutoring Services: Tutoring update postponed for November APC Meeting
- College Council: Discussions are underway regarding the role and responsibilities of College Council, including opportunities to strengthen its effectiveness within the college's participatory governance structure.
- Art exhibition: Faculty encouraged to visit and support the work from our students and colleagues.
- Meeting adjourned at 11:33am

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