

NORCO COLLEGE

Academic Planning Council

Business & Scheduling Meeting

March 8, 2019

11:00 am- 2:00pm

ST-107

Present: Ms. Melissa Bader (co-chair), Mr. Quinton Bemiller, Mr. Peter Boelman, Dr. Peggy Campo, Dr. Marshall Fulbright (co-chair), Dr. Monica Gutierrez, Mr. Kim Kamerin, Mr. John Moore, Ms. Ana-Marie Olaerts, Dr. Jason Parks, Ms. Judy Perry, Dr. Gail Zwart

Absent: Ms. Patricia Worsham

Visiting: Dr. Samuel Lee

A. Welcome

Dr. Parks welcomed everyone

B. Approval of Minutes

Motion to approve minutes from March 8, 2019 with corrections: Zwart/Moore Approved. Three abstentions.

C. Standing Committee Reports

1. Reports should be submitted to Dr. Parks the Monday before APC meeting

D. Dean's Reports (Fulbright/Parks)

E. Discussion Standing Reports/Meeting Structure (Bader/Fulbright/Parks)

- i. List of p/t faculty IOIs will be given in excel form with schedule
 - a. Department chairs to provide names of evaluators
- ii. P/T faculty cannot be evaluated before formal list comes from HR
 - a. Case by case basis, department chairs can have conversations with p/t faculty about any issues that may arise
- iii. 8 week classes should be evaluated 3-4 weeks into session
- iv. P/T faculty can be observed/evaluated by the Department Chair or Designee after informing p/t faculty member that they will be evaluated
- v. New IDS will be here until 6 pm to allow late evening instructors to sign their IOI in a timely manner

F. Action Items

1. None

G. Information Items

1. Review Curriculum Timeline

- i. Timelines should be given by reps (Sean)
- ii. Catalog being published this month
- iii. All departments Canvas shell- Dr. Fulbright forwarded email regarding this

H. Discussion Items

1. Department Representation

- i. Five departments
 - a. How many votes does each department have?
- ii. Three votes per department for 1 year- Next meeting March 2020
 - a. Motion by Alexis Gray- second by Gail Zwart

2. Department Chair Elections

- i.

Next Meeting
Business Meeting
May 10, 2019
11:00 am – 2:00 pm