



## Academic Planning Chairs Minutes

December 9, 2022

8:30am - 11:00am

Location: OC-116 and Zoom: <https://rccd-edu.zoom.us/j/84545886049>

### Minutes

#### **Present Committee Members (17)**

Quinton Bemiller, Schools of Arts & Humanities and Social & Behavioral Sciences

Peter Boelman-Lopez, Social and Behavioral Sciences Department

Peggy Campo, Schools of Business & Management and STEM

Araceli Covarrubias, Arts, Humanities & World Languages

Teresa Friedrich Finnern, Science & Kinesiology Department

Alexis Gray, Social & Behavioral Sciences Department

Kim Kamerin, Arts, Humanities & World Languages Department

Farshid Mirzaei, Business, Engineering & Information Technology Department

John Moore, Counseling Department

Jeff Mulari, Mathematics Department

Ana-Marie Olaerts, Communications Department

Judy Perry, Business, Engineering, & Information Technology Department

Steff Warsinski, Mathematics Department

Suzanne Witmer, Science & Kinesiology Department

Patty Worsham, Business, Engineering, & Information Technology Department

**Visiting:** Vivian Harris, Stephanie Podein, Jason Parks, Charise Allingham

**Absent:** Dan Reade, Jody Tyler, Marisa Iliscupidez

#### **1. Call to Order**

1.1 Approval of [Minutes](#) (11.4.22) - M/A. Gray, S/J.Moore, unanimously approved

1.2 Approval of [Agenda](#) – M/A.Gray, S/J.Moore, unanimously approved

#### **2. Action Items**

#### **3. Standing Committee & Dean Reports**

##### 3.1 Academic Senate

- [EverFi](#) training required; deadline is December 23<sup>rd</sup>, contact is Lorraine Jones.
- Chancellor contract renewed
- Commencement 2023 speaker has been selected.
- 23WIN/23SPR enrollment is low. Please encourage your students to enroll.

##### 3.2 College Council

- See [attached](#).

##### 3.3 District Enrollment Management

- Nothing to report

##### 3.4 Program Review Committee

- Nothing to report
- 3.5 CTA
- Faculty association is currently negotiating golden handshake with district for 2023-2024.
  - RCC is not using Pathmaker.
- 3.6 Dean's Report(s)
- Final exams are required, modality of instruction cannot be changed during finals and office hours must be posted. Faculty are expected to show up and meet class.
  - February 8-9<sup>th</sup> is voluntary year-round, student-centered scheduling retreat for 23SUM, 23FAL, 24WIN, 24SPR.
  - Important dates to keep in mind:
    - January 25 – Data will populate to Pathmaker
    - March 1 – Submit year-round schedule to DOIs
    - March 17 – DOIs release schedule to IDSs
    - April 14 – Last day for IDS to make changes
    - April 17 – 23SUM and 23FAL go live
  - Looking for PT faculty (any discipline) that can participate in Makerspace Special Project for 23SPR.
  - We are seeing an uptick in COVID cases. If students are absent because they have COVID faculty don't need to cancel class. Students and faculty should report their COVID status via the Safe Return website [Report COVID+ Status Here](#). Faculty who test COVID+ should report their status [Report COVID+ Status Here](#) and not just inform the IDS. If you have flu like symptoms, please wear a facemask in class.
  - Hiring update
    - Final interviews for English are on December 19th.
    - Final interviews for Psychology are on December 20th.
    - New faculty to begin in 23SPR.
    - Final interviews for Dean of Educational Partnerships are on January 10<sup>th</sup>.
  - Partial COVID-19 lockdown at CRC have impacted our prison program leaving faculty confused. Dr. Nelson has been sending updates to all faculty teaching at CRC.

## 4. Discussion Items

- 4.1 APC Input Regarding Faculty Hiring Request Forms in [Nuventive](#) (Worsham)
- Charise Allingham gave an overview of Nuventive form, housed in Program Review. Requests for new faculty will now be initiated through this new embedded form in Program Review beginning 23SPR.
- 4.2 Student-centered, Year Scheduling Retreat Feb. 8-9, 2023 (Bemiller, Campo)
- Discussed in Dean's Report
- 4.3 Collecting/Reporting Courses that are OER/ZTC (Worsham)
- The state has now mandated that we identify in the schedule classes that have low-cost or zero-cost textbooks. There will be a dropdown box in Pathmaker for chairs to identify courses with ZTC or LTC textbooks.
- 4.4 Student College Hour Hub Rooms (Bemiller, Campo)
- Currently being discussed among Guided Pathways and brought to APC for contemplation. We want to have an identifiable epicenter for our programs by establishing a space for students to meet with members of their Schools for discussions, guest-speakers, workshops, etc. Propose establishing designated classrooms for Schools to meet once a month (more if needed). Faculty from each

School would “staff” these sessions because we want students to develop and experience a community within their program.

4.5 Spring Meeting Dates (Worsham)

- APC meeting invite for 2023 will be emailed.
- Beginning March 1<sup>st</sup>, 2023 APC must be held in person.

**5. Information Items**

5.1 Big Brothers/Big Sisters Presentation (Podein)

- [Workplace Mentorship Opportunities](#)

5.2 Winter/Spring 2023 Enrollment (Bemiller, Campo)

- Effort in being efficient with creating/canceling/consolidating sections,

5.3 [CCC Registry Job Fair](#), Los Angeles, January 21, 2023

- HR will be attending, there will be a RCCD booth.
- Faculty is encouraged to volunteer and promote their programs

**6. Good of the Order (10:33am)**

- March 7-8, 2023 - Save the Date - Academic Support Resources & Services Open House

**Next meeting**

**March 10, 2023**

**8:30AM - 11:00AM**

**Location: OC-116**

**Zoom: <https://rccd-edu.zoom.us/j/81308190136>**